

NOTICE OF MEETING MINUTES

(Original version signed and archived)

Title of Meeting:	Board of Directors	Date and Time:	November 7, 2023 1:00 p.m.		
Purpose of Meeting:	Public Meeting	Location:	Four Points by Sheraton, Edmundston Room: République A and B		
Chairperson: Administrative Assistant:	Thomas Soucy Sophie Legacy				
Participants					
Members					
Julie Cyr	√	Yves Francoeur	√	Claire Savoie	√
Réjean Després	√	Vacant		Johanne Thériault Paulin	√
Ex officio members					
Dr. France Desrosiers	√	Dr. Eric Levasseur	√	Annie Carré	√
Leadership Team					
Ghislaine Arsenault	√	Yves Goudreau	√	Patrick Parent	√
Dr. Natalie Banville	√	Alain Lavallée	√	Brigitte Sonier Ferguson	√
Frédéric Finn	√	Pierre Michaud	√	Sharon Smyth Okana	√
Guest					
Marc-André LeBlanc	√				

MINUTES

1. Opening protocol – Thomas Soucy

The Chairperson proceeded with the opening protocol including land acknowledgement.

2. Call to Order

The meeting was called to order at 1:00 p.m.

3. Reminder – Duty of Confidentiality

The Chairperson reminded the members of the Board of Directors about their duty of confidentiality.

4. Conflicts of Interest

No conflicts of interest were declared.

5. Adoption of the Agenda

The agenda was presented for adoption.

MOTION 2023-11-07 / 01P

Moved by Julie Cyr

Seconded by Yves Francoeur

That the Board of Directors adopt the agenda as presented.

Motion carried unanimously

6. Tabled for information purposes

6.1 Minutes of the June 21, 2022, public meeting

The Chairperson explained that the minutes of the public meeting held on June 21, 2022, were tabled for information purposes only, given that the members present at that meeting are not present today, except for Claire Savoie and Julie Cyr. They attested to the validity of the information presented in the minutes of June 21, 2022. After this attestation, the minutes will be signed by the Chairperson and the President and CEO.

7. Committee Reports

7.1 Governance and Nomination Committee

Claire Savoie, Committee Chairperson, presented the report on the October 25, 2023 meeting.

The items presented were:

- Appointment of the Vice-Chairperson and the Treasurer of the Board of Directors

MOTION 2023-11-07 / 02P

Moved by **Julie Cyr**

Seconded by Yves Francoeur

That the Governance and Nomination Committee appoint Réjean Després as Vice-Chairperson and Treasurer of the Board of Directors.

Motion carried unanimously

- Evaluation of the previous meeting of the Board of Directors
- Terms of reference of the Governance and Nomination Committee

MOTION 2023-11-07 / 03P

Moved by Claire Savoie

Seconded by Réjean Després

That the terms of reference of the Governance and Nomination Committee, as presented, be submitted for approval by the Board of Directors.

Motion carried unanimously

- Progression of the by-laws update
- Work plan of the Governance and Nomination Committee

MOTION 2023-11-07 / 04P

Moved by **Julie Cyr**

Seconded by Yves Francoeur

That the work plan of the Governance and Nomination Committee be adopted as presented.

Motion carried unanimously

- Board of Directors 2023-2024 training plan

MOTION 2023-11-07 / 05P

Moved by Yves Francoeur

Seconded by Julie Cyr

That the Governance and Nomination Committee moves to approve a folder for the Board of Directors on Teams into which training requests from Board members can be placed based on their needs. This motion will be presented to all Board members on November 7, 2023.

Motion carried unanimously

- Evaluation of the orientation session for members of the Board of Directors
- Appointment of all committees of the Board of Directors, the Professional Advisory Committee (PAC), the Medical Advisory Committee (MAC) or other committees

MOTION 2023-11-07 / 06P

Moved by Yves Francoeur

Seconded by Réjean Després

That the Governance and Nomination Committee submit the nominations of the chairpersons of the committees of the Board of Directors, the PAC and the MAC, as well as the composition of these committees, as presented at the meeting of October 25, 2023.

Motion carried unanimously

- Restructuring of Board committees

MOTION 2023-11-07 / 07P

Moved by Claire Savoie

Seconded by Yves Francoeur

That the coupling of the Governance and Nomination Committee and the Care Quality and Patient Safety Committee and the coupling of the Finance and Audit Committee and the Strategic Research and Information Committee, subject to compliance with the by-laws and with a view to maximizing our operational structure, be submitted for approval to the Board of Directors on November 7, 2023.

Motion carried unanimously

7.2 Finance and Audit Committee

Réjean Després, Committee Chairperson, presented the report on the October 19, 2023 meeting. The following items had been raised:

- Terms of reference of the Finance and Audit Committee

MOTION 2023-11-07 / 09P

Moved by Johanne Thériault Paulin

Seconded by Claire Savoie

That the terms of reference of the Finance and Audit Committee be adopted after making the proposed changes.

Motion carried unanimously

- Banking

MOTION 2023-11-07 / 10P

Moved by Johanne Thériault Paulin

Seconded by Julie Cyr

That the addition of a signatory be adopted.

Motion carried unanimously

- Department of Health budget process (planning cycle)
- Financial statements for the period ended August 31, 2023

MOTION 2023-11-07 / 11P

Moved by Claire Savoie

Moved by Johanne Thériault Paulin

That the financial statements for the period ended August 31, 2023, be adopted as presented.

Motion carried unanimously

7.3 Care Quality and Patient Safety Committee

Claire Savoie, Acting Committee Chairperson, presented the report on the October 19, 2023, meeting. Decisions were postponed to the next meeting because quorum was not met. The following items had been raised:

- Report on the 2022-2023 Annual General Meeting of the Integrated Quality, Safety and Performance Management Committee;
- Summary report on the first quarter (April 1 to June 30, 2023);
- Report on the quality, patient safety and patient experience sector;
- Update on the Accreditation Canada process.

7.4 Strategic Research and Training Committee

Julie Cyr, Committee Chairperson, presented the report on the October 19, 2023, meeting. The following items had been raised:

- 2022-2023 annual summary of research and training activities;
- 2022-2023 annual report from the Centre de formation médicale du Nouveau-Brunswick;
- Large-scale initiatives in the research sector;
- Large-scale initiatives in the training sector;
- Issues and opportunities;
- Work plan;
- Update from the Health Research Institute;

Review of the terms of reference of the Strategic Research and Training Committee.

MOTION 2023-11-07 / 14P

Moved by Julie Cyr

Moved by Johanne Thériault Paulin

That the revised version of the terms of reference be adopted given that we are going to come back to this in relation to the President and CEO of the Health Research Institute and for the decision regarding participation of a patient partner within this committee.

Motion carried unanimously**7.5 Medical Advisory Committee (MAC)**

Dr. Eric Levasseur presented his report as Regional Chief of Staff. The files in progress are as follows:

- “Choosing Wisely” initiative in the health network;
- Collaboration and support of Network priorities;
- Analysis, follow-up and management of complaints and incidents on the medical side;
- Collaboration on the “Fair Culture” staff training and promotion of fair culture in our analyses;
- Promotion and follow-up of medical quality activities in the Network via PBI;
- Collaboration on the review of the Medical Staff Rules;
- Collaboration on the new models of care;
- Participation for better integration of the leadership with the care quality and patient safety sector;
- Participation in the new committee for physician wellness (Physician Wellness Taskforce).

Dr. Levasseur, as Committee Chairperson, also presented the report on the meeting of October 17, 2023. The items presented were as follows:

- Policies and forms recommended by the Medical Advisory Committee;
- Requests approved by the Medical Advisory Committee;
- Requests submitted to the Network’s Board of Directors for approval;
- Moratorium on motion 2021-09-21/04-CMC;
- Recognition/Success;
- Stroke orders:
 - Emergency Orders – Possible Acute Stroke;
 - Orders – Admission, Stroke with Cerebral Thrombolysis;
 - Orders – Cerebral Thrombolysis for Stroke.

MOTION 2023-11-07 / 16P

Moved by Réjean Després

Seconded by Johanne Thériault Paulin

That the Medical Advisory Committee recommend the approval of the “Massive Transfusion Protocol – Pediatric and Adult” orders, as presented on October 17, 2023, with the recommendation issued.

Motion carried unanimously

- “Implantable Cardiac Device” policy.

Dr. Eric Levasseur, Chairperson of the Medical Advisory Committee, presented the topics discussed during the Committee meeting held on October 17, 2023.

- Policy and forms recommended by the Medical Advisory Committee;
- Requests approved by the Medical Advisory Committee;
- Requests submitted to the Network’s Board of Directors for approval;
- Recognition/Success;
- Moratorium on motion 2021-09-21/04-CMC.

MOTION 2023-11-07 / 17P

Moved by Julie Cyr

Seconded by Réjean Després

That the Board of Directors receive the request for a moratorium on the 2021-09-21/04-CMC motion on the PALS, ACLS, NRP and ATLS certifications identified as minimum requirements to obtain privileges granted in June 2024 for the physicians covered by these requirements.

Motion carried unanimously

MOTION 2023/11/07 / 18P

Moved by Réjean Després

Seconded by Yves Francoeur

That the Board of Directors receive the report of the Regional Chief of Staff and the report, including the motions, of the October 17, 2023, meeting of the Medical Advisory Committee.

Motion carried unanimously

7.6 Professional Advisory Committee (PAC)

Annie Carré, Committee Chair, presented the report on the September 19, 2023 meeting. The following items had been raised:

- Committee's terms of reference;
- Members of the Professional Advisory Committee;
- Policy – Creutzfeldt-Jacob disease;
- Policy – Guest Nurse Practitioner Privileges;
- Request for guest NP privileges;
- Policy – Abbreviations, Symbols and Dose Designations Not Permitted;
- Other topics discussed:
 - Terms of reference of the PAC;
 - Policy – Advanced Competencies;
 - Quality and patient safety improvement initiative and project: Integrated Crisis Response Service in the ER;
 - Discussion on the highlights regarding organizational priorities related to the strategic plan and the New Brunswick Provincial Health Plan / Scorecard;
 - Discussion on the highlights regarding Quality, Patient Safety and Patient Experience (incidents, accreditation, complaints, customer satisfaction, audits, etc.).

MOTION 2023/11/07 / 19P

Moved by Julie Cyr

Seconded by Claire Savoie

That the Board of Directors receive the report from the Professional Advisory Committee on the October 17, 2023, meeting of the Medical Advisory Committee, including the motions.

Motion carried unanimously

8. Information

8.1 In-camera meetings

It is good practice to announce the in-camera meetings of the Board of Directors that have been held since the last Board of Directors meeting, June 21, 2022. Here is the list of in-camera meetings that were held and the reason for them:

- In-camera meeting held November 7, 2023

Reasons for in-camera:

- disclosure of information on risk management or patient care issues;
- disclosure of specific information on an identifiable patient;
- could compromise the regional authority's effectiveness in carrying out its duties and responsibilities.

9. Patient experience story

9.1 Integration of patients and families as care partners

The patient experience was presented.

As part of the person-centred care strategy, we had the opportunity to hear from Yolande LeBouthillier, who shared with us her experience as a care partner as part of a project entitled “Integration of patients and families as care partners” on a medical unit at Tracadie Hospital. Ms. LeBouthillier participated in an orientation meeting with a multidisciplinary team, including a physician following the first few days of her admission.

Annick Roussel, Manager of the Medical Unit / Palliative Care / Long-term Care presented the project undertaken last spring, as well as its objectives, progression and outcomes regarding the patient experience.

A video of Yolande LeBouthillier was presented.

10. Report by the President and CEO

The report by the President and CEO covers the period of the third quarter, from July 1 to September 30, 2023. The report takes stock of the achievements of Vitalité Health Network and the results obtained as part of the initiatives that stem from our three major directions, i.e., **employee experience, patient experience** and **building closer ties with our communities**, and our strategic priorities, i.e., access to primary health care and improving patient flow and hospital performance.

MOTION 2023-11-07 / 20P

Moved by Réjean Després

Seconded by Claire Savoie

That the Board of Directors receive the report on activities from the President and CEO for the period of July 1 to September 30, 2023.

Motion carried unanimously

11. Evaluation of Meeting

The members of the Board of Directors evaluated the meeting.

12. Adjournment

Claire Savoie moved to adjourn the meeting at 2:38 p.m.



Thomas Soucy
Chairperson of the Board of Directors



Dr. France Desrosiers
Secretary of the Board of Directors