

NOTICE OF MEETING **MINUTES**
(Original version signed and archived)

Title of meeting:	Board of Directors	Date and time:	December 1, 2015, at 1:30 p.m.
Purpose of meeting:	Public meeting	Location: Four Points by Sheraton (Edmundston) Republican Room	
Chairman: Secretary:	Paul Couturier Sonia Haché-Lanteigne		

Participants:

Paul Couturier (Chairman)	√	Gabriel Godin (Vice-Chairman)	√	Sonia A. Roy	√
Adélard Cormier	√	Bonnie Mae Martin	√	Paulette Sonier-Rioux	√
Roger Doiron	√	Pierre Martin	√	Anne C. Soucie	√
Philippe Ferguson (Treasurer)	√	Christian Mercier	√	Donald Thériault	√
Rita Godbout	√	Tracy Peters	√	Lester Young	√
Ex officio members					
Gilles Lanteigne	√	Dr. France Desrosiers	x	Linda Sunderland	√
Leadership team					
Alain Béchard	√	Jacques Duclos	√	Gisèle Beaulieu	√
Pierre Verret	√	Stéphane Legacy	√	Richard Losier	x

MINUTES**1. Call to order**

The Chairman of the Board of Directors welcomed the participants and called the meeting to order at 1:30 p.m.

2. Constitution of quorum and notice of meeting

The meeting was duly called and quorum was achieved.

3. Adoption of the agenda

The agenda was presented with the following additions:

12.2 Extra-Mural Program**12.3 50th anniversary of the Stella-Maris-de-Kent Hospital****12.4 Dr. Julien D'astous' retirement****MOTION 2015/12/01-01P**

Moved by Sonia A. Roy;

Seconded by Adélard Cormier;

That the Board of Directors adopt the agenda with the requested additions.

Motion carried unanimously

4. Declaration of potential conflicts of interest

No conflict of interest was raised.

5. Adoption of the minutes of the October 6, 2015 meeting

The minutes of the October 6, 2015 meeting were presented.

MOTION 2015/12/01-02P

Moved by Philippe Ferguson;

Seconded by Lester Young;

That the Board of Directors adopt the minutes of the October 6, 2015 meeting as read.

Motion carried unanimously

6. Business arising from the minutes and follow-up

6.1 Dialysis services at the Stella-Maris-de-Kent Hospital

The Stella-Maris-de-Kent Hospital dialysis services issue will be further developed while implementing alternatives to hospitalization and the health system transformation and modernization plan (as indicated in the Board of Directors follow-up list).

6.2 MRI

Dr. Caroline Giguère confirmed that radiologists who had been approached to assess the device were not available. Efforts to find other experts are ongoing. A webinar with the GE team and the Dr. Georges-L.-Dumont University Hospital Centre team is scheduled for the week of December 7, 2015.

6.3 Transformation and modernization plan

This is an update following the last meeting of the Board of Directors. Communication of the plan to internal and external partners continued through a press conference and several presentations. The plan is generally very well received, although several questions and concerns have been raised, i.e. regarding the implementation of services that will be used as alternatives to hospitalization. Representations to the Department of Health are ongoing to obtain authorization to proceed. Based on the latest discussions with the Department of Health, it is believed that a positive answer should be obtained shortly. At the same time, work continued to develop the Network's clinical services plan. This work made it possible to validate the transformation and modernization plan as regards general orientation and the number of beds to be closed. More extensive analyses confirmed that 99 beds can be closed without affecting accessibility. However, the assignment of these beds in the zones was changed. Restigouche is the most affected zone as, in spite of adjustments for Quebec clients and deinstitutionalization (mental health clients), the number of beds to be closed went from 12 to 25. An extensive consultation process was initiated in all the zones and should be completed in a few weeks. Finally, the deadline to submit the clinical services plans to the Board of Directors is mid-December.

7. Report by the President and Chief Executive Officer

The President and Chief Executive Officer of the Network presented his report for the period between September 28 to November 20, 2015 and the 100-day integration plan, which ended on November 18. He also tabled his performance appraisal plan for the period ending March 31, 2016. Based on this report, the following items were added:

- Engagement of employees and medical staff;
- Management of financial and physical resources;
- Human resources management;
- Relations with partners and community groups;
- Strategic management/communications;
- Implementation of a quality and patient safety culture;
- Relations with the Board of Directors;
- Integration of strategic and operational initiatives.

Following an inquiry about the shift to primary health care as part of the catch-up plan, someone asked how it could be ensured that the catch-up plan is fulfilled. It was pointed out that the catch-up plan had already been submitted to the Department of Health three years earlier and minor changes had been made this year. Mr. Lanteigne stated that the catch-up plan could be brought into line with the transformation and modernization plan when the Department of Health's reply would be known.

A question was also raised about the impact that the consolidation of financial systems into a single one would have on the staff. The consolidation of the financial systems will involve much synergy and resources assigned to these sectors will be reassessed in a timely manner. This matter will be presented at the special meeting of the Board of Directors scheduled for December 14, 2015.

8. Board of Directors' committee reports

8.1 Executive Committee

Paul Couturier presented the minutes of the October 30, 2015 meeting of the Executive Committee. The following items were raised:

- Chaleur Regional Hospital Foundation: space designation for major donors and development of a regional policy on space designation for major donors in the Network facilities (MOTION 2015/10/30-03CE) and (MOTION 2015/10/30-04CE);
- Policy and procedure AMD.4.40.10 Appointment and Reappointment – Credentialing and Granting of Practice Privileges (MOTION 2015/10/30-05CE).

MOTION 2015/12/01-03P

Moved by Pierre Martin;

Seconded by Gabriel Godin;

That the Board of Directors adopt the minutes of the October 30, 2015 meeting of the Executive Committee.

Motion carried unanimously

8.2 Governance and Nomination Committee

Tracy Peters presented the minutes of the October 22, 2015 meeting of the Governance and Nomination Committee. The following items were raised:

- Policy and procedure CA-135 Code of Conduct for Members of the Board of Directors (MOTION 2015/10/22-04GMC);
- Policy and procedure CA-330 Finance and Audit Committee (MOTION 2015/10/22-05GMC);
- Plan to update Board policies and procedures;
- 2015-2016 work plan;
- Training of Board members (MOTION 2015/10/22-06GMC);
- Governance Standards Ad Hoc Committee (MOTION 2015/10/22-07GMC).

MOTION 2015/12/01-04P

Moved by Tracy Peters;

Seconded by Sonia A. Roy;

That the Board of Directors adopt the minutes of the October 22, 2015 meeting of the Governance and Nomination Committee.

Motion carried unanimously

Tracy Peters presented the minutes of the November 19, 2015 special meeting of the Governance and Nomination Committee. The following item was raised:

- Appointment of Thérèse Richard (MOTION 2015/11/19-01GMC).

MOTION 2015/12/01-05P

Moved by Tracy Peters;

Seconded by Paulette Sonier-Rioux;

That the Board of Directors adopt the minutes of the November 19, 2015 special meeting of the Governance and Nomination Committee.

Motion carried unanimously

Tracy Peters also presented the minutes of the November 4, 2015 special meeting of the Governance and Nomination Committee. The following item was raised:

- Appointment of Dr. Johanne Robichaud (MOTION 2015/11/04-01GMC).

MOTION 2015/12/01-06P

Moved by Tracy Peters;

Seconded by Rita Godbout;

That the Board of Directors adopt the minutes of the November 4, 2015 special meeting of the Governance and Nomination Committee.

Motion carried unanimously

Item 6.1 (page 2) of the minutes of the October 22, 2015 meeting should have read: [...] arrival of new Board members in May 2016 instead of April 2016.

8.3 Finance and Audit Committee

Philippe Ferguson presented the minutes of the November 20, 2015 meeting of the Finance and Audit Committee. The following items were raised:

- Presentation of the financial statements as at September 30, 2015 (MOTION 2015/11/20-04FV);
- 2016-2017 capital budget (MOTION 2015/11/20-04FV);
- 2014-2015 auditors' recommendations (MOTION 2015/11/20-05FV).

MOTION 2015/12/01-07P

Moved by Philippe Ferguson;

Seconded by Pierre Martin;

That the Board of Directors adopt the minutes of the November 20, 2015 meeting of the Finance and Audit Committee.

Motion carried unanimously

8.4 Quality and Risk Management Committee

Anne Soucie presented the minutes of the October 22, 2015 meeting of the Quality and Risk Management Committee. The following items were raised:

- Report from the Office of the Auditor General (OAG) of New Brunswick;
- Vitalité Health Network nurses' dress code;
- Governance survey – 2015 comparative results;
- 2015-2016 quality plan;
- Quality scorecard;
- Inpatient satisfaction survey;
- Never Events for Hospital Care in Canada document;
- Acute care survey – NBHC 2015;
- Client satisfaction survey – Addiction Services.

MOTION 2015/12/01-08P

Moved by Anne Soucie;

Seconded by Gabriel Godin;

That the Board of Directors approve the minutes of the October 22, 2015 meeting of the Quality and Risk Management Committee.

Motion carried unanimously

8.5 Strategic Research and Academic Affairs Committee

Rita Godbout presented the minutes of the November 12, 2015 meeting of the Strategic Research and Academic Affairs Committee. The following items were raised:

- Assessment tools for requests for support to the research support office;
- Research project list.

Action plan from the strategic plan (MOTION 2015/11/12-03CSRAA)

- Committee's terms of reference (point of information);
- Summary of activities in the research and academic affairs sector;
- Operation of meetings (frequency, calendar);
- Changes to the research structure.

Decisions made without a motion

- It was decided to proceed with a quarterly calendar that will factor in the Board meeting deadlines.
- Members agreed that the action plan is operational and functional and that the team must continue in that direction.

MOTION 2015/12/01-09P

Moved by Rita Godbout;

Seconded by Lester Young;

That the Board of Directors adopt the minutes of the November 12, 2015 meeting of the Strategic Research and Academic Affairs Committee.

Motion carried unanimously

8.6 Medical Advisory Committee

Anne Soucie presented the minutes of the November 10, 2015 meeting of the Medical Advisory Committee on behalf of Dr. Desrosiers. The following items were raised:

- Report on the number of visits to the Emergency Department - triage level 4 or 5, according to the patient's family physician (February 1 to July 31, 2015);
- Quarterly report of hospitalizations for ambulatory care sensitive conditions, according to the patient's family physician;
- Readmissions in mental health report, according to the discharging psychiatrist or child psychiatrist.

MOTION 2015/12/01-10P

Moved by Anne Soucie;

Seconded by Donald Thériault;

That the Board of Directors adopt the minutes of the November 10, 2015 meeting of the Medical Advisory Committee.

Motion carried unanimously

Anne Soucie also presented the report of the Regional Chief of Staff:

- New Brunswick Stem Cell Transplantation Program advisory committee;
- Extra-Mural Program Medical Advisory Committee:
 - Home First program;
 - Medical leadership file for EMP;
 - Palliative Care – EMP;
 - Pilot project with ANB on the Acadian Peninsula.

MOTION 2015/12/01-11P

Moved by Anne Soucie;

Seconded by Christian Mercier;

That the Board of Directors adopt the report of the Regional Chief of Staff.

Motion carried unanimously

Dr. Desrosiers will be invited to the next public meeting of the Board of Directors, as requested by Roger Doiron, to explain the New Brunswick Stem Cell Transplantation Program.

8.7 Professional Advisory Committee

Linda Sunderland presented the minutes of the November 3, 2015 meeting of the Professional Advisory Committee. The following items were raised:

- Follow-up on the July hand hygiene data – Zone 4;
- Administration of Nicotine Replacement Therapy policy (MOTION 2015/11/03-03PAC);
- Replacement of Dr. Pierre Leblanc on the PAC (MOTION 2015/11/03-04PAC);
- Presentation of the terms of reference of the Regional Abbreviations Committee (MOTION 2015/11/03-05PAC);
- Presentation of the following reports:
 - Integrated Risk Management – quarterly report – August 2015;
 - Infection Prevention – quarterly report – July to September 2015;
 - Quality scorecard – September 2015.

MOTION 2015/12/01-12P

Moved by Sonia A. Roy;

Seconded by Pierre Martin;

That the Board of Directors adopt the minutes of the November 3, 2015 meeting of the Professional Advisory Committee.

Motion carried unanimously

8.8 Ad Hoc Committee on Medical Travel

Donald Thériault presented the minutes of the November 19, 2015 meeting of the Ad Hoc Committee on Medical Travel. The following items were raised:

- Update on the booking process review;
- Clinical appointment memo;
- Analysis regarding no-shows;
- Satisfaction survey results – telehealth;
- Identification of telehealth sectors with potential for development.

MOTION 2015/12/01-13P

Moved by Donald Thériault;

Seconded by Christian Mercier;

That the Board of Directors adopt the minutes of the November 19, 2015 meeting of the Ad Hoc Committee on Medical Travel.

Motion carried unanimously

9. Temporary privileges

It was explained that the Network President and Chief Executive Officer had signed temporary privileges since the last meeting of the Board and the list was presented for endorsement.

MOTION 2015/12/01-14P

Moved by Pierre Martin;

Seconded by Sonia A. Roy;

That the Board of Directors endorse the list of temporary privileges tabled by the President and Chief Executive Officer as presented.

Motion carried unanimously

10. Legal matters

No new file was opened since the last meeting of the Board.

11. Correspondence

A list of correspondence received or sent by the Board was presented to members.

12. Other issues**12.1 In situ Clinical Training Centre (Grand Falls General Hospital)**

Dr. Marcel Martin and Dr. Paul Ouellet, RRT, spoke on the in situ Clinical Training Centre (Grand Falls General Hospital). In situ means on site. The mission of the centre is to provide rural care teams with tools for teaching, continuing education, and clinical skills maintenance by offering accredited teaching to professionals and managers in the health field, as well as to measure and spread the clinical repercussions of the training and educational activities, and to contextualize care needs in clinical settings.

The Chairman thanked Dr. Martin and Dr. Ouellet for this initiative.

12.2 Extra-Mural Program

Following an experience with the Extra-Mural Program, Adélard Cormier wanted to stress the exceptional service received as part of this program.

12.3 50th anniversary of the Stella-Maris-de-Kent Hospital

The 50th anniversary of the Stella-Maris-de-Kent Hospital (founded in 1966) will be celebrated next year.

12.4 Dr. Julien D'astous' retirement

A retirement party will be arranged for Dr. Julien D'astous. Dr. D'astous was the pioneer of the nephrology program in the Moncton area and practised as a nephrologist for over 30 years. His work is recognized not only in the Moncton area but also in the northeastern part of the province. Mr. Cormier suggested that a motion of appreciation be made in his honour.

MOTION 2015/12/01-15P

Moved by Adélaré Cormier;

Seconded by Anne Soucie;

That the Board endorse a vote of appreciation in the honour of Dr. Julien D'astous as pioneer of the nephrology program in the Moncton area.

Motion carried unanimously

13. Adjournment

Paulette Sonier-Rioux moved that the meeting be adjourned at 2:40 p.m.

14. Session assessment

The members of the Board of Directors were invited to assess the session.

15. Opportunity for comments from the public

Members of the public had the opportunity to make comments.

Paul Couturier
Chairman of the Board of Directors

Gilles Lanteigne
Board Secretary