

NOTICE OF MEETING MINUTES 

(Original version signed and archived)

<b>Title of meeting:</b>	Board of Directors	<b>Date and time:</b>	December 6, 2016 at 1:00 p.m.		
<b>Purpose of meeting:</b>	Public meeting	<b>Location:</b>	Four Points by Sheraton (Edmundston) Republican Room A		
<b>Chairperson:</b>	Michelyne Paulin				
<b>Recording Secretary:</b>	Sonia Haché-Lanteigne				
<b>Participants</b>					
<b>Members</b>					
Lucille Auffrey	√	Wesley Knight (left at 3:15 p.m.)	√	Michelyne Paulin (Chairperson)	√
Pauline Bourque	√	Norma McGraw	√	Denis M. Pelletier	√
Rita Godbout (Treasurer)	√	Gaitan Michaud	√	Sonia A. Roy (left at 3:15 p.m.)	√
Gabriel Godin	√	Jean-Marie Nadeau	√	Claire Savoie	√
Émeril Haché	√			Anne C. Soucie (Vice-Chairperson)	√
<b>Ex-officio members</b>					
Gilles Lanteigne	√	Dr. Nicole LeBlanc	√	Linda Sunderland (left at 2:45 p.m.)	√
<b>Leadership team</b>					
Gisèle Beaulieu	√	Jacques Duclos	√	Johanne Roy	√
Dr. France Desrosiers	√	Stéphane Legacy	√	Pierre Verret	√
<b>Absent</b>					
Brenda Martin	x				
<b>MINUTES</b>					

**1. Call to order**

The Chairperson of the Board of Directors welcomed the participants and called the meeting to order at 1:05 p.m.

**2. Constitution of quorum and notice of meeting**

The meeting was duly called and quorum was achieved.

**3. Adoption of notice of meeting**

The notice of meeting was submitted for approval.

**MOTION 2016-12-06 / 01P**

Moved by Denis Pelletier

Seconded by Sonia A. Roy

That the Board of Directors adopt the notice of meeting.

**Motion carried unanimously**

**4. Declaration of potential conflicts of interest**

No conflict of interest was raised.

**5. Adoption of the minutes of the October 4, 2016 meeting**

The minutes of the October 4, 2016 meeting were submitted for adoption.

**MOTION 2016-12-06 / 02P**

Moved by Pauline Bourque

Seconded by Lucille Auffrey

That the Board of Directors adopt the minutes of the October 4, 2016 meeting.

**Motion carried unanimously**

**6. Business arising from the minutes and follow-up**

No follow-up to the October 4, 2016 meeting minutes was noted.

**7. Report by the President and Chief Executive Officer (CEO)**

The following report covered the period from September 26, 2016 to November 18, 2016. The purpose of this report was to inform members of the main accomplishments in meeting the objectives of the 2016-2019 Regional Health and Business Plan and other priority files for the Network. The report addressed the following topics:

- Engagement of employees and the medical staff
  - 2017 recognition awards
  - Several physicians distinguished themselves at the provincial and national levels
- Financial and physical resources management
  - Haut-Madawaska Medical Clinic in Clair
- Human resources management
  - Appointment of Regional Chief of Staff
  - Improvement of performance appraisal results
- Relations with partners and community groups
  - Representation meetings and steps
  - Links forged between First Nations and the health networks
  - New sexual health initiative at the École secondaire Nepisiguit in Bathurst
- Strategic management/communications
  - Participation in National Cervical Cancer Awareness Week
  - Success in medical recruitment
  - Transparency and openness framework for communication and publication of results
- Implementation of a quality and patient safety culture
  - Major celebrations for National Patient Safety Week
- Relations with the Board of Directors
  - 25th anniversary of three hospital facilities
- Integration of strategic and operational initiatives
  - "Smoke-Free Environment" online training
  - Agreement with the islands of St-Pierre and Miquelon

Members of the Board of Directors expressed their great concerns with the privatization of food and environmental services, which affects the quality of patient care, and with the transfer of the Extra-Mural Program to the private sector. They asked that the Minister of Health be informed of their concerns.

**8. Board of Directors' committee reports****8.1 Executive Committee**

No meeting of the Executive Committee had taken place since the last meeting of the Board of Directors.

**8.2 Governance and Nomination Committee**

Lucille Auffrey, Committee Chair, presented the report on the November 14, 2016 meeting. The following items were raised:

- Report by the Governance Standards Subcommittee
- Accountability agreement (MOTION 2016-11-14 / 03GMC)
- Performance Review and Development Process – Chief of Staff and Professional Advisory Committee (PAC) Chairperson (MOTION 2016-11-14 / 04GMC)
- President and Chief Executive Officer succession (MOTION 2016-11-14 / 05GMC and MOTION 2016-11-14 / 06GMC)
- Person at the head office
- Recommendation from by the Medical Advisory Committee. That Dr. Solange Lanteigne from Zone 6 be appointed to the Anti-Infective Stewardship Committee (MOTION 2016-11-14 / 07GMC)
- Information note template (MOTION 2016-11-14 / 08GMC)
- Evaluation of the last meeting of the Board of Directors and training session

**MOTION 2016-12-06 / 03P**

Moved by Lucille Auffrey

Seconded by Sonia A. Roy

That the Board of Directors approve the report on the November 14, 2016 meeting of the Governance and Nomination Committee.

**Motion carried unanimously**

**MOTION 2016-12-06 / 04P**

Moved by Gaitan Michaud  
 Seconded by Sonia A. Roy

That the Board of Directors adopt the following motions made at the November 14, 2016 meeting of the Governance and Nomination Committee: MOTION 2016-11-14 / 03GMC, MOTION 2016-11-14 / 04GMC, MOTION 2016-11-14 / 05GMC, MOTION 2016-11-14 / 06GMC, MOTION 2016-11-14 / 07GMC, and MOTION 2016-11-14 / 08GMC.

**Motion carried unanimously**

**8.3 Finance and Audit Committee**

Rita Godbout, Committee Chair, presented the report on the November 3, 2016 meeting. The following items were raised:

- Follow-up on recommendations from the external auditor 2015-2016
- Strategic and operational scorecard (September 2016)
- Request for proposals from external auditors (MOTION 2016-11-03 / 03FV)
- Prioritization of the 2017-2018 capital budgets (MOTION 2016-11-03 / 04FV)
- Morgue and anatomy laboratory project – Dr. Georges-L.-Dumont UHC (MOTION 2016-11-03 / 05FV)
- New Brunswick Centre for Precision Medicine
- Financial statements dated September 30, 2016 (MOTION 2016-11-03 / 06FV and MOTION 2016-11-03 / 07FV)

**MOTION 2016-12-06 / 05P**

Moved by Rita Godbout  
 Seconded by Pauline Bourque

That the Board of Directors approve the report on the November 3, 2016 meeting of the Finance and Audit Committee.

**Motion carried unanimously**

**MOTION 2016-12-06 / 06P**

Moved by Rita Godbout  
 Seconded by Émeril Haché

That the Board of Directors adopt the following motions made at the November 3, 2016 meeting of the Finance and Audit Committee: MOTION 2016-11-03 / 03FV, MOTION 2016-11-03 / 04FV, MOTION 2016-11-03 / 05FV, MOTION 2016-11-03 / 06FV, and MOTION 2016-11-03 / 07FV.

**Motion carried unanimously**

**8.4 Client Service, Quality Management and Safety Committee**

Anne Soucie, Committee Chair, presented the report on the November 3, 2016 meeting. The following items were raised:

- Medical Complaint Report
- Update on the 2017 accreditation process
- Policy – Presence of family or care partner
- Quarterly report on incidents (Q2)
- Report on harm to patients
- Strategic and operational scorecard (September 2016)

**MOTION 2016-12-06 / 07P**

Moved by Anne Soucie  
 Seconded by Denis M. Pelletier

That the Board of Directors approve the report on the November 3, 2016 meeting of the Client Service, Quality Management and Safety Committee.

**Motion carried unanimously**

**8.5 Strategic Research and Training Committee**

Pauline Bourque, Committee Chair, presented the report on the November 1, 2016 meeting. The following items were raised:

- Review of the terms of reference
- Action plan update (Appendix A of the November 1, 2016 meeting minutes)
- Training and research organizational structure (Appendix B of the November 1, 2016 meeting minutes)

- Research project list
- Regulatory framework on the organization and functioning of research within Vitalité Health Network
- New Brunswick Centre for Precision Medicine
- Decisions made without a motion: MOTION 2016/11/01-03-CSRFB
  - Members agreed with the terms of reference as presented.
  - Members agreed with the regulatory framework on the organization and functioning of research within the Network as presented.

**MOTION 2016-12-06 / 08P**

Moved by Pauline Bourque

Seconded by Lucille Auffrey

That the Board of Directors approve the report on the November 1, 2016 meeting of the Strategic Research and Training Committee.

**Motion carried unanimously**

**MOTION 2016-12-06 / 09P**

Moved by Pauline Bourque

Seconded by Jean-Marie Nadeau

That the Board of Directors adopt the following motion made at the November 1, 2016 meeting of the Strategic Research and Training Committee: MOTION 2016/11/01-03-CSRFB.

**Motion carried unanimously**

**8.6 Strategic Planning Committee**

Norma McGraw, Committee Chair, presented the report on the October 31, 2016 meeting. The following item was raised:

- Planning of retreat with the Board of Directors on December 5 and 6, 2016 (MOTION 2016-10-31 / 04PS)

**MOTION 2016-12-06 / 10P**

Moved by Norma McGraw

Seconded by Sonia A. Roy

That the Board of Directors approve the report on the October 31, 2016 meeting of the Strategic Planning Committee.

**Motion carried unanimously**

**MOTION 2016-12-06 / 11P**

Moved by Norma McGraw

Seconded by Denis M. Pelletier

That the Board of Directors adopt the following motion made at the October 31, 2016 meeting of the Strategic Planning Committee: MOTION 2016-10-31 / 04PS.

**Motion carried unanimously**

**8.7 Medical Advisory Committee**

Dr. Nicole LeBlanc presented her report as Regional Chief of Staff. The following item was raised:

- Acting appointments – department heads

As Chairperson of the Medical Advisory Committee, she also presented the report on the November 15, 2016 meeting. The following items were raised:

- Reports presented to the Medical Advisory Committee
  - Quality Plan progress report (November 2016)
  - Clinical groups – November 2016
  - Medical Complaint Report – November 2016
- Heavy users project
- Policy on medical assistance in dying
- Policy on presence of family and care partner
- Requests for privileges, for renewal of privileges, and for appointment change (MOTION 2016/11/15-04-MAC)

**MOTION 2016-12-06 / 12P**

Moved by Norma McGraw

Seconded by Pauline Bourque

That the Board of Directors approve the requests for privileges and for renewal of privileges from the Medical Advisory Committee (November 15, 2016 meeting).

**Motion carried unanimously**

**MOTION 2016-12-06 / 13P**

Moved by Émeril Haché

Seconded by Jean-Marie Nadeau

That the Board of Directors approve in bulk the requests for appointment change from the Medical Advisory Committee (November 15, 2016 meeting).

**Motion carried unanimously**

**MOTION 2016-12-06 / 14P**

Moved by Anne Soucie

Seconded by Émeril Haché

That the Board of Directors approve the report of the Regional Chief of Staff and the report on the November 15, 2016 meeting of the Medical Advisory Committee.

**Motion carried unanimously**

Questions were raised about the lack of physicians in Grand Falls. Dr. Desrosiers will give a presentation to the Board of Directors. She will provide details on physician recruitment and the lack of family physicians in Grand Falls.

**8.8 Professional Advisory Committee**

Linda Sunderland, Committee Chairperson, presented the report on the November 15, 2016 meeting. The following items were raised:

- Follow-up – Ambulatory Care Clinic for Warfarin Monitoring
- Consent to Treatment policy (MOTION 2016/11/15 03PAC)
- Policy – presence of family in care settings
- Presentation on malnutrition
- Professional Practice update
  - Advanced skills – Pap test (MOTION 2016/11/15 04PAC)
  - Medication administration (MOTION 2016/11/15 05PAC)
- Follow-up on the restraint use rates
- Presentation of the following reports:
  - Complaint Report – Q1 and Q2
  - Accreditation Canada update
  - Quarterly report on incidents (Q2)
  - Infection Prevention Report – Q1 and Q2

**MOTION 2016-12-06 / 15P**

Moved by Gabriel Godin

Seconded by Rita Godbout

That the Board of Directors approve the report on the November 15, 2016 meeting of the Professional Advisory Committee.

**Motion carried unanimously**

**MOTION 2016-12-06 / 16P**

Moved by Norma McGraw

Seconded by Rita Godbout

That the Board of Directors approve the following motions made at the November 15, 2016 meeting of the Professional Advisory Committee: MOTION 2016/11/15 03PAC, MOTION 2016/11/15 04PAC, and MOTION 2016/11/15 05PAC.

**Motion carried unanimously**

**9. Physicians' temporary privileges**

The Vice-President, Medical Services, Training and Research had granted the following temporary privileges since the last meeting of the Board of Directors (between September 27 and November 25, 2016). The list was presented for endorsement.

LIST OF TEMPORARY PRIVILEGES - November 25, 2016					
Physicians	Specialty	Category	Date of Privileges		Zones
			From	To	
JULIEN, Dr. François	General Surgery	Courtesy	28-Oct-16	20-Jan-17	1B
LEBLOND, Dr. Louis	Orthopedics	Consulting	07-Nov-16	Feb. 3, 2017	1B
MARTIN, Dr. Daniel	Anesthesia	Consulting	28-Oct-16	20-Jan-17	1B
MARTIN ST-AMAND, Dr. Gabriel	Family Practice	Associate	01-Oct-16	23-Dec-16	4
PELSSER, Dr. Vincent	Diagnostic Imaging	Locum	27-Oct-16	20-Jan-17	5
PINAULT, Dr. Marc-André	Surgery	Locum	04-Nov-16	27-Jan-17	5
TOUMA, Dr. Georges	Surgery	Locum	06-Oct-16	December 30, 2016	5
WHALEN, Dr. Kim	Family Practice	Clinical trainee	06-Oct-16	December 30, 2016	5
COMEAU, Dr. Richard	Family Practice	Active	13-Oct-16	06-Jan-17	6
DUGUAY, Dr. Yannick	Anesthesia	Locum	28-Oct-16	20-Jan-17	6
MCCANN, Dr. John	Family Practice and	Consulting	14-Oct-16	06-Jan-17	6

**MOTION 2016-12-06 / 17P**

Moved by Sonia A. Roy

Seconded by Émeril Haché

That the Board of Directors endorse the list of temporary privileges granted from September 27 to November 25, 2016 as presented (tabled by the President and Chief Executive Officer).

**Motion carried unanimously**

**10. Legal matters**

No new legal files had been opened since the last meeting of the Board of Directors.

**11. Correspondence**

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

**12. Documentation for members**

Two articles were distributed to the members:

- How to Find the Ideal Chief Medical Officer;
- Vision Statement Quality and Organizational Performance in U.S. Hospitals.

The members were invited to suggest articles for future meetings.

**13. Patient experience history****13.1 A health professional becomes a patient**

Éric Gagnon, trained as a respiratory therapist and with 27 years of practice at the Edmundston Regional Hospital, presented his experience as a patient. This account led members to reflect on the following learning objectives:

- Review and describe the care experience from the perspective of a patient who is also a health professional;
- Reflect on important matters in the implementation of care initiatives focused on the patient and family;
- Analyze how this experience will affect relations with patients.

The Chairperson thanked Mr. Gagnon for this very nice presentation.

**14. Community relations/services provided****14.1 SANE**

As part of an initiative resulting from the catch-up plan, Roxanne Paquette, Coordinator of the Provincial

Sexual Assault Nurse Examiner (SANE) Program, presented the program.

The program offers care to victims of sexual assault and spousal abuse. It makes it possible to ensure that victims receive the specialized care and services that meet their complex and very particular needs. It also provides access to the services of a nurse examiner within a reasonable delay and in an appropriate geographic location. It makes it possible to raise awareness of the importance of healthy relationships. It provides services to various populations (adults, teens, children, LGBTQ+).

The Chairperson thanked Ms. Paquette for this very interesting presentation.

## 15. Other items

### 15.1 Infrastructure project

An update on the 2016-2017 construction and renovation projects was presented (based on the budget announced by the Department of Health). The following topics were discussed:

#### Long-term capital budget

Total of \$39.8 million:

- \$17.8 million (for surgical services at the Dr. Georges-L.-Dumont UHC);
- \$3.4 million (\$2 million for the centre of excellence in Campbellton and \$1.4 million for the demolition of the RHC);
- \$18.6 million (\$18.2 million for the Chaleur Regional Hospital expansion and \$400,000 for the Paquetville Health Centre).

#### Major renovation budget

Total of \$2.2 million:

- \$1 million (\$800,000 for disposal field – Stella-Maris-de-Kent and \$200,000 for an elevator control system at the Dr. Georges-L.-Dumont UHC);
- \$800,000 (for satellite oncology pharmacy at the Edmundston Regional Hospital);
- \$400,000 (for elevator repairs in Caraquet and Lamèque).

## 16. Adjournment

Émeril Haché moved to adjourn the meeting at 4:20 p.m.

## 17. Session evaluation

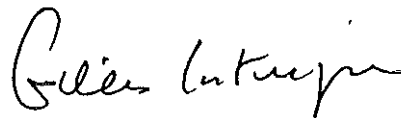
The members of the Board were invited to evaluate the session.

## 18. Opportunity for comments from the public

Members of the public had the opportunity to make comments.



Michelyne Paulin  
Chairperson of the Board of Directors



Gilles Lanteigne  
Secretary of the Board of Directors