

Regional Health Authority B Horizon Health Network

Minutes of Meeting

Board of Directors

Minutes of a meeting of the Board of Directors of Regional Health Authority B, held on Thursday, November 25, 2010, beginning at 6:00 p.m. at the Delta Brunswick, Saint John.

Present: John Laidlaw (Chair), Rod Borden, Karen Branscombe, Richard Breault, Leo Burns, Natasha Campbell, Cathy Carnahan, Harry Doyle, Madeleine Drummie, Larry Hachey, Mavis Hurley, Jean-Eudes Levesque, Donna Mazerolle, Barbara Quigley, Wayne Roach, Roxanne Sappier, Donald J. Peters, Dr. Tom Barry, Kristen Pinsent-Close, Jeff Carter, Jean Daigle, Gary Foley, Geri Geldart, Dr. Edouard Hendriks, Janet Hogan, Dr. John McCann, Dr. Jim O'Brien, Nancy Roberts, Nancy Savage, Vicki Squires, Norma MaGee (Recording)

Regrets: Lise Drisdelle-Cormier, Michael Chisholm

The Chair called the meeting to order at approximately 6:05 p.m. He welcomed guests in attendance at the meeting, who were then introduced to the Board.

1. Minutes of Board of Directors' meeting of October 21, 2010

MOTION:

MOVED BY MS. BRANSCOMBE, SECONDED BY MR. BORDEN

THAT THE MINUTES OF THE OCTOBER 21, 2010 MEETING OF THE BOARD OF DIRECTORS BE APPROVED AS CIRCULATED.

MOTION CARRIED.

2. Loch Lomond Villa activities

(Complete presentation appended to minute book at Corporate Office for future reference.)

The Chair welcomed Cindy Donovan, Chief Executive Officer, and Sue Cole, Nurse Practitioner, Loch Lomond Villa to the meeting. Ms. Cole spoke to the integration of the Nurse Practitioner into long-term care in the region. She provides primary care to the 196 patients at Loch Lomond -- comprehensive care which focuses on their well being. Her goal is to reduce transfer of residents to the Emergency Room and prevent the need for hospitalization of the residents, when appropriate.

Mr. Laidlaw commended the presenters for the work being carried out at Loch Lomond. With the support of the Nurse Practitioners, the number of transfers from nursing homes to Emergency Departments has been reduced.

3. Accreditation Report 2010

Ms. Roberts reported that the report from Accreditation Canada was received in October. Since that time the organization has communicated the results with staff and shared the report with the team leaders. The final newsletter has been distributed internally and staff congratulated for the organization's success. A community newsletter is in development and will be shared electronically with Horizon's partners. Letters of congratulation have been received from the Minister of Health and the Deputy Minister of Health.

Recommendations contained in the report will be reviewed by the team leaders who will review the criteria that need to be met with the deadlines outlined in the report, and a response prepared to Accreditation Canada.

Areas of non-compliance in the Sustainable Governance roadmap are being reviewed by a working group and information will be brought forward to the board on these initiatives in the near future.

4. Committee reports

Board of Directors' Committees

(a) Governance and Nominating: Committee chair, Barbara Quigley, reported that the committee met on November 5, with discussion taking place on education sessions for the board. The committee feels that education sessions are very important for the professional development of the directors and should be continued. Karen Branscombe will lead a working group to develop a work plan with potential topics which will be circulated to the board members for input on the agenda for the sessions.

Ms. Quigley also reported that the Chief Privacy Officer, Nancy Lindsay, had joined the meeting and discussed policies which have been jointly drafted by the Chief Privacy Officers in Horizon, Vitalité, FacilicorpNB, and AmbulanceNB which provide direction regarding the protection, privacy and confidentiality of confidential information. Ms. Lindsay will be available to Board members to provide privacy awareness training upon completion of the policies.

MOTION:

MOVED BY MS. QUIGLEY, SECONDED BY M. LEVESQUE

**THAT BOARD MEMBERS BE INCLUDED IN THE DEFINITION OF
NON-STAFF PERSONNEL AND INCLUDED IN THE
CONFIDENTIALITY POLICY.**

MOTION CARRIED.

(b) Finance and Audit: Harry Doyle reported that at its recent meeting the Finance and Audit Committee reviewed the Audit Plan for the year ending March 31, 2011 with representatives from KPMG LLP. The committee also reviewed the second quarter financials which showed that Horizon was in a surplus position of \$5.2 million, slightly lower than the surplus of \$8 million reported for the same period last year, but an improvement over the planned deficit of \$7.3 million for the period.

(c) Human Resources: Jean-Eudes Levesque reported from the recent Human Resources Committee meeting at which time the committee was updated on the new nursing graduate recruitment. The committee reviewed its terms of reference and recommended housekeeping changes for the board's approval. Changes basically consist of wording change reflecting the organization's new name, titles for Vice Presidents, and addition of Vice Presidents to the membership listing to reflect current status.

MOTION:

MOVED BY M. LEVESQUE, SECONDED BY MR. HACHEY

**THAT THE BOARD OF DIRECTORS APPROVE THE REVISED
TERMS OF REFERENCE FOR THE HUMAN RESOURCES
COMMITTEE AS PRESENTED.**

MOTION CARRIED.

M. Levesque also reported that the committee had received a presentation from the Regional Director Organizational Effectiveness, on the Competency Framework, which has been adopted by Organizational Development for use throughout the organization. The framework will realign processes within an integrated, evidence-based framework; allow for standardized, integrated, targeted human resource planning; and it is a foundational, structural, transformational change to facilitate centralization of key customer service processes.

The Board was also provided with a copy of a directive received from the Deputy Minister of Health regarding the suspension of external hiring. Mr. Ferguson's memo explained that because of the difficult financial situation of the Province, maximum flexibility needs to be ensured in confronting the budget challenges.

(d) Health Planning and Delivery: Ms. Sappier explained that the committee had met twice since last reporting to the board, and presentations on a number of topics were made available to the Board members. She noted that the committee continues to receive updates on the work being done throughout the province on the matter of the Alternate Level of Care patients.

Board of Directors' Advisory Committees

(e) Regional Medical Advisory: Dr. Barry reported that work continues on the review of existing smoking policies/practices in Horizon Health Network, and it is hoped that a report will be submitted to the next meeting of the Regional Medical Advisory Committee. Work continues on the medical section of the organization's bylaws.

(f) Regional Professional Advisory Committee: Ms. Pinsent-Close reported that the Regional Professional Advisory Committee has met twice the last board meeting, with a number of topics under discussion. Information presented to the committee on the recently proclaimed Midwifery Act and the roles and responsibilities of this new health profession in New Brunswick, was circulated for the board members' information.

Ms. Close also reported that the committee received a report from the working group reviewing the committee's mandate, and met twice to discuss the proposed role and direction of the Regional Professional Advisory Committee. As a result, the terms of reference were revised. She explained that the committee's purpose has not changed; the proposed changes lie mostly in the functions and composition. It is felt that having a 'professional practice council chair' or 'senior member' from the health professions would increase the member's responsibility/accountability to their professions. The current committee members were asked as to how they would like to transition the proposed membership, and many agreed to relinquish their seat in favour of the new structure. A proposed slate of members will be put forward to the Board at a future meeting.

MOTION:

MOVED BY MR. ROACH, SECONDED BY MS. SAPIER

**THAT THE BOARD OF DIRECTORS APPROVE THE REVISED
TERMS OF REFERENCE FOR THE REGIONAL PROFESSIONAL
ADVISORY COMMITTEE AS PRESENTED.**

MOTION CARRIED.

5. For information

(a) Corporate summary: an overview of current activities in Horizon Health Network was provided.

6. Other business

(a) Harrison Trimble fundraising: Mr. Doyle noted that he had participated in a presentation by students at Harrison Trimble High School to the Neo Natal Intensive Care Unit at The Moncton Hospital. A total of \$18,000 was raised for the unit, and he said he was pleased to have the High School as a partner in health care. A letter of appreciation will be sent from the Board Chair to the school.

(b) Horizon Connects: Mr. Doyle also offered congratulations to Communications for the quality of the staff newsletter, Horizon Connects.

7. Adjournment

There being no further business, the meeting was adjourned on motion by Mr. Burns at approximately 7:20 p.m.

John D. Laidlaw, Chair

Donald J. Peters, Secretary