NOTICE OF MEETING ☐ **MINUTES** ☒

Title of meeting:	Board of Directors	**Date and time:**	October 29, 1:30 to 3:24 p.m.
Purpose of meeting:	Public meeting	**Location:**	Four Points by Sheraton, Edmundston Room: République A and B
Chairperson: **Administrative**	Thomas Soucy Sophie Legacy		

Participants					
Members					
Julie Cyr	✓	Yves Francoeur	✓	Claire Savoie	✓
Réjean Després	A	Jacques Doucet	✓	Johanne Thériault Paulin	✓
Ex officio members					
Dr. France Desrosiers	✓	Dr. Éric Levasseur	✓	Annie Carré	✓
Leadership Team					
Ghislaine Arsenault	✓	Jenny Toussaint	✓	Patrick Parent	✓
Dr. Natalie Banville	✓	Sharon Smyth Okana	✓	Brigitte Sonier Ferguson	✓
Frédéric Finn	✓	Pierre Michaud	✓		
Permanent guests					
Marc-André LeBlanc	✓	Allison White	✓		

MINUTES

1. **Opening protocol by Thomas Soucy**
   Before opening the meeting, the Chairperson, Thomas Soucy, recognized the First Nations and ancestral territories.

2. **Call to order**
   The meeting was called to order at 1:33 p.m.

3. **Declaration of conflicts of interest**
   No conflicts of interest were declared.

4. **Adoption of the agenda**
   The agenda was presented for adoption.

   <u>MOTION 2024-10-29 / 01P</u>
   Moved by Yves Francoeur
   Seconded by Johanne Thériault Paulin
   That the Board of Directors adopt the agenda for the October 29, 2024, public meeting as presented.
   Motion carried unanimously

5. **Submission for approval**
   5.1 Minutes of the June 25, 2024, public meeting
   The minutes of the June 25, 2024, meeting were presented for approval.

   <u>MOTION 2024-10-29 / 02P</u>
   Moved by Claire Savoie
   Seconded by Julie Cyr
   That the Board of Directors approve the minutes of the June 25, 2024, public meeting as presented.
   Motion carried unanimously

6. Committee reports

6.1 Joint Strategic Research and Training and Finance and Audit Committee

6.1.1 **FINANCE** section
Julie Cyr, Co-Chair, presented the report of the October 1, 2024, meeting of the Joint Strategic Research and Training and Finance and Audit - Finance section.

<u>For information purposes</u>

- Report on non-shareable funds
- Update — External auditors
- Letter from the Department of Health concerning the request for additional funds
- Approval of work plan

<u>(for decision purposes)</u>

- Financial statements for the four-month period (April, May, June and July) ended July 31, 2024 (MOTION 2024-10-01 / 03CMRFF)

<u>MOTION 2024-10-29 / 03P</u>
Moved by Claire Savoie
Seconded by Julie Cyr
And resolved that the Board of Directors receive the report of the October 1, 2024, meeting of the Joint Strategic Research and Training and Finance and Audit Committee – Finance Section.
Motion carried unanimously

<u>MOTION 2024-04-23 / 04P</u>
Moved by Johanne Thériault Paulin
Seconded by Jacques Doucet
That the Board of Directors adopt the following motion:

- MOTION 2024-10-01 / 03CMRFF

of the October 1, 2024, meeting of the Joint Strategic Research and Training and Finance and Audit Committee – Finance section.
Motion carried unanimously

6.2 Joint Care Quality and Patient Safety and Governance and Nomination Committee

6.2.1 **QUALITY** section
Johanne Thériault Paulin, Co-Chair, presented the report on the October 1, 2024, meeting of the Joint Care Quality and Patient Safety and Governance and Nomination Committee – Quality section.

For information purposes
- Review of action items agreed upon at the previous meeting
- Performance reports by learning client program and cross-disciplinary clinical sector
- Quality, Patient Safety and Patient Experience Annual Report 2023-2024 and Q1 2024-2025
- Organizational Risk report (Q1)
- Abolition of the Patient and Family Advisory Committee
- Review and recommend work plan

MOTION 2024-10-29 / 05P
Moved by Julie Cyr
Seconded by Jacques Doucet
That the Board of Directors receive the report of the October 1, 2024, meeting of the Joint Care Quality and Patient Safety and Governance and Nomination Committee – Quality section.
Motion carried unanimously

6.2.2 **GOVERNANCE** section
Johanne Thériault Paulin, Co-Chair, continued with the presentation of the report of the October 1, 2024, meeting of the Joint Committee on Care Quality and Patient Safety and Governance and Nomination Committee — Governance section.

For information purposes
- Discussion on the process for presenting the results of annual evaluations and updating the policy
- Progress on the by-laws update
- Competency profile of Board members
- Evaluation of Board of Directors meetings

For decision purposes
- Process for holding in camera Board meetings (MOTION 2024-10-01 / 05CMQG)
- Recommendation of an annual training plan for the Board (MOTION 2024-10-01 / 06CMQG)
- Review and recommendation of the Board of Directors' work plan (MOTION 2024-10-01 / 07CMQG)
- Adoption of Board committee work plans (MOTION 2024-10-01 / 08CMQG)
- Review of Board committee terms of reference (MOTION 2024-10-01 / 09CMQG)
- Adoption of revised Board policies (MOTION 2024-10-01 / 10CMQG)
- Adoption of a new Board policy (MOTION 2024-10-01 / 11CMQG)
- Withdrawal of a Board policy (MOTION 2024-10-01 / 12CMQG)
- Changes to invited members of the Care Quality and Patient Safety Committee (MOTION 2024-10-01 / 13CMQG)

MOTION 2024-05-25 / 06P

Moved by Yves Francoeur
Seconded by Jacques Doucet
That the Board of Directors receive the report of the October 1, 2024, meeting of the Joint Care Quality and Patient Safety and Governance and Nomination Committee – Governance section.
Motion carried unanimously

MOTION 2024-10-29 / 07P
Moved by Yves Francoeur
Seconded by Julie Cyr
That the Board of Directors adopt the following motions

- MOTION 2024-10-01 / 05CMQG
- MOTION 2024-10-01 / 06CMQG
- MOTION 2024-10-01 / 07CMQG
- MOTION 2024-10-01 / 08CMQG
- MOTION 2024-10-01 / 09CMQG
- MOTION 2024-10-01 / 10CMQG
- MOTION 2024-10-01 / 11CMQG
- MOTION 2024-10-01 / 12CMQG
- MOTION 2024-10-01 / 13CMQG

of the October 1, 2024, meeting of the Joint Care Quality and Patient Safety and Governance and Nomination Committee – Governance section.
Motion carried unanimously

6.3 Medical Advisory Committee

Dr. Eric Levasseur, Network Chief of Staff and Chairperson of the Medical Advisory Committee, presented
the report on the October 8, 2024, meeting of the Medical Advisory Committee, as well as the medical leadership files in progress
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For information purposes

- Policies and orders recommended by the Medical Advisory Committee
- Appointment of local division heads
- Creation of a local physiatry division in the Beauséjour Zone
- Recognition and success

For decision purposes

- Appointment of regional and local department heads (MOTION 2024-10-08 / 08 CMC)
- Appointment of the Network's Medical Advisory Committee members (MOTION 2024-10-08/11 CMC) Appointment of a Beauséjour Zone Medical Advisory Committee member (MOTION 2024-10-08/10 CMC)

Medical leadership files in progress

- "Choosing Wisely" initiative in the Network
- Collaboration and support for Network priorities
- Analysis, follow-up and management of complaints and incidents in the medical sector using just culture principles
- Participation in By-Law revision
- Participation in the revision of the Medical Staff Rules
- Setting up the framework and supporting the revision of the Medical Department Rules
- Promotion and monitoring of medical quality activities within the Network
- Revision of a two-year work plan for the MAC
- Participation in the new Physician Wellness*Taskforce*

MOTION 2024-10-29 / 08P
Moved by Johanne Thériault Paulin
Seconded by Claire Savoie
That the Board of Directors receive the report of the Regional Chief of Staff **and** the report on the October 8, 2024, meeting of the Medical Advisory Committee.
Motion carried unanimously

MOTION 2024-10-29 / 09P
Moved by Johanne Thériault Paulin
Seconded by Yves Francoeur
That the Board of Directors approve en bloc the appointments of regional department heads, local departments for the Beauséjour and Acadie-Bathurst zones, and members of the Medical Advisory Committee for the Network and the Beauséjour Zone

- MOTION 2024-10-08 / 08 CMC
- MOTION 2024-10-08 / 10 CMC
- MOTION 2024-10-08 / 11 CMC

as recommended by the Medical Advisory Committee (MAC) at its regular meeting on October 8, 2024.
Motion carried unanimously

6.4 Professional Advisory Committee

Annie Carré, Chairperson of the Professional Advisory Committee, presented the report on the PAC meeting of September 17, 2024.

For information purposes

- Distribution memo: PAC terms of reference;
- Annual verification of licence to practise
- Project 821: Restraint management
- File audit report

For decision purposes

- 2024 – 2025 work plan (MOTION 2024-09-17/03 - CPC)
- PAC nomination – ad hoc committee (MOTION 2024-09-17/04 - CPC)
- Terms of reference of the Falls Prevention Supervisory Committee (MOTION 2024-09-17/06 - CPC)
- Terms of reference of the Pressure Injury Supervisory Committee (MOTION 2024-09-17/07 - CPC)

MOTION 2024-10-29 / 10P
Moved by Julie Cyr
Seconded by Yves Francoeur
That the Board of Directors receive the report of the Professional Advisory Committee from the Professional Advisory Committee meeting of September 17, 2024.
Motion carried unanimously

MOTION 2024-10-29 / 11P
Moved by Yves Francoeur
Seconded by Claire Savoie
That the Board of Directors adopt the following motions:

- MOTION 2024-09-17/03 - CPC
- MOTION 2024-09-17/04 - CPC
- MOTION 2024-09-17/06 - CPC
- MOTION 2024-09-17/07 - CPC

of the September 17, 2024, meeting of the Professional Advisory Committee.
Motion carried unanimously

7. Information

7.1 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 meetings. Five in-camera meetings have been held since the last Vitalité Health Network Board meeting. The meetings and the reasons for them are as follows:

In-camera meeting (June 25, 2024)

- specific information about an identifiable person was discussed;
- information on risk management or patient care issues was discussed;
- information that could jeopardize the safety measures put in place by the Regional Health Authority was discussed;

- information that could compromise the effectiveness with which the Regional Health Authority carries out its duties and responsibilities was discussed.

In-camera meeting (August 23, 2024)

- information that could compromise the effectiveness with which the Regional Health Authority carries out its duties and responsibilities was discussed.

In-camera meeting (October 11, 2024)

- information that could compromise the effectiveness with which the Regional Health Authority carries out its duties and responsibilities was discussed.

In-camera meeting (October 21, 2024)

- specific information about an identifiable person was discussed;
- information that could compromise the effectiveness with which the Regional Health Authority carries out its duties and responsibilities was discussed.

In-camera meeting (April 19, 2022)

- information that could compromise the effectiveness with which the Regional Health Authority carries out its duties and responsibilities was discussed.

8. Building closer ties with our communities

8.1 Patient experience

Patient experience is an opportunity for the patient voice to be heard through a patient account.

The Vitalité Health Network teams have set up a new rehabilitation program to help clients live independent, healthy, active and productive lives. This program offers support and a range of enriching activities to clients of the Campbellton Community Mental Health Centre and Outpatient Addiction Services.

A short video on this rehabilitation program was presented by Mr. Félix Bourget, Rehabilitation Services Coordinator. It is followed by a video testimonial from Colette Levesque, a patient who benefits from the program's activities. Maxime Bujold, occupational therapist, then explained the rehabilitation program and its various activities.

8.2 Interest groups - Northwest Zone Foundations: Who are the Northwest foundations?

A period is now set aside to discover an interest group, an organization or a component of Vitalité Health Network's closer ties with its communities. The first round is giving the foundations in each zone the opportunity to make a presentation and answer questions from the Board and the public.

In this case, we talked about projects supported by the foundations in the Northwest Zone working in the region to improve the patient experience at the Edmundston Regional Hospital, Grand Falls General Hospital and Hôtel-Dieu Saint-Joseph de Saint-Quentin.

9. Report by the President and CEO

Dr. Desrosiers presented her report as Vitalité Health Network's President and CEO for the period of July 1 to September 30, 2024.

She discussed how far the Network had come in setting up local family health teams in each community and the conclusive results. These include patient flow (one of the Network's two top priorities), employee experience, recruitment, and building closer ties with communities.

MOTION 2024-10-29 / 12P
Moved by Yves Francoeur
Seconded by Julie Cyr
That the Board of Directors receive the report of the President and CEO for the period from July 1 to September 30, 2024.
Motion carried unanimously

10. New business

10.1 CEO contract renewal

The Chairperson of the Board announced the renewal of Dr. France Desrosiers' contract as CEO.

The annual performance and development evaluation process for the CEO, Dr. France Desrosiers, highlighted her exceptional leadership and outstanding contributions to Vitalité Health Network's major directions and strategic priorities. The Board was therefore pleased to announce that the employment contract of the CEO, Dr. France Desrosiers, has been renewed.

11. Evaluation of meeting

Board members evaluated the public meeting held on October 29, 2024.

12. Signature of the minutes of previous meetings

The committee co-chairpersons signed the minutes of the previous meetings of their respective committees. The minutes of the previous Board meetings were signed by the President and CEO of the Network.

13. Adjournment

Yves Francoeur moved that the meeting be adjourned at 3:24 p.m.

Thomas Soucy Chairperson of the Board of Directors	Dr. France Desrosiers Secretary of the Board of Directors

Appendix

<u>MOTION 2024-04-23 / 04P</u>
Moved by Johanne Thériault Paulin
Seconded by Jacques Doucet
That the Board of Directors adopt the following motions:

- MOTION 2024-10-01 / 03CMRFF
- MOTION 2024-10-01 / 04CMRFF

of the October 1, 2024, meeting of the Joint Strategic Research and Training and Finance and Audit Committee — Finance section.
Motion carried unanimously

Related to the previous motion:

<u>MOTION 2024-10-01 / 03CMRFF</u>
Moved by Yves Francoeur
Seconded by Réjean Després
That the financial statements for the four-month period (April, May, June and July) ended July 31, 2024, be adopted as presented.
Motion carried unanimously.

<u>MOTION 2024-10-01 / 04CMRFF</u>
Moved by Yves Francoeur
Seconded by Tom Soucy
That the Joint Strategic Research and Training and Finance and Audit Committee — Finance and Audit sections recommend approval of its annual work plan to the Joint Care Quality and Patient Safety and Governance and Nomination Committee — Governance section once the aforementioned corrections have been made to the work plan.
Motion carried unanimously.

<u>MOTION 2024-10-29 / 07P</u>
Moved by Yves Francoeur
Seconded by Julie Cyr
That the Board of Directors adopt the following motions:

- MOTION 2024-10-01 / 05CMQG
- MOTION 2024-10-01 / 06CMQG
- MOTION 2024-10-01 / 07CMQG
- MOTION 2024-10-01 / 08CMQG
- MOTION 2024-10-01 / 09CMQG
- MOTION 2024-10-01 / 10CMQG
- MOTION 2024-10-01 / 11CMQG
- MOTION 2024-10-01 / 12CMQG
- MOTION 2024-10-01 / 13CMQG

of the October 1, 2024, meeting of the Joint Care Quality and Patient Safety and Governance and Nomination Committee — Governance section.
Motion carried unanimously

Related to the previous motion:

MOTION 2024-10-01 / 05CMQG
Moved by Claire Savoie
Seconded by Thomas Soucy
That the Joint Care Quality and Patient Safety and Governance and Nomination Committee - Governance section recommend to the Board of Directors the adoption of the composition of the Executive Committee.
Motion carried unanimously

MOTION 2024-10-01 / 06CMQG
Moved by Jacques Doucet
Seconded by Thomas Soucy
That the Joint Care Quality and Patient Safety and Governance and Nomination Committee - Governance section recommend to the Board of Directors the adoption of the annual training plan.
Motion carried unanimously

MOTION 2024-10-01 / 07CMQG
Moved by Claire Savoie
Seconded by Jacques Doucet
That the Joint Care Quality and Patient Safety and Governance and Nomination Committee - Governance section recommend to the Board of Directors the adoption of the Board's annual work plan.
Motion carried unanimously

MOTION 2024-10-01 / 08CMQG
Moved by Claire Savoie
Seconded by Jacques Doucet
That the Joint Care Quality and Patient Safety and Governance and Nomination Committee - Governance section adopt the work plans of the Board's committees.
Motion carried unanimously

MOTION 2024-10-01 / 09CMQG
Moved by Claire Savoie
Seconded by Thomas Soucy
That the Joint Care Quality and Patient Safety and Governance and Nomination Committee - Governance section recommend to the Board of Directors the adoption of the terms of reference of the Board's committees, without modification.
Motion carried unanimously

MOTION 2024-10-01 / 10CMQG
Moved by Jacques Doucet
Seconded by Thomas Soucy
That the Joint Care Quality and Patient Safety and Governance and Nomination Committee – Governance section recommend to the Board to adopt the amended and translated policies CA-190 (Strategic Planning) and CA-240 (Quality, Patient Safety and Risk Management), as presented.
Motion carried unanimously

MOTION 2024-10-01 / 11CMQG
Moved by Claire Savoie
Seconded by Thomas Soucy

That the Joint Care Quality and Patient Safety and Governance and Nomination Committee – Governance section recommend to the Board to adopt the policy as presented.
Motion carried unanimously

MOTION 2024-10-01 / 12CMQG
Moved by Thomas Soucy
Seconded by Jacques Doucet
That the Joint Care Quality and Patient Safety and Governance and Nomination Committee – Governance section recommend to the Board to withdraw policy CA-360: Patient and Family Advisory Committee Terms of Reference
Motion carried unanimously

MOTION 2024-10-01 / 13CMQG
Moved by Claire Savoie
Seconded by Jacques Doucet
That the Joint Care Quality and Patient Safety and Governance and Nomination Committee - Governance section adopt the membership of the 2024-2025 Board committees as amended with respect to the invited members of the Governance and Nomination Committee, namely, the removal of Pandurang Ashrit and Diane Mignault, and the addition of Gérald Richard and Catherine Rouanes.
Motion carried unanimously

MOTION 2024-10-29 / 09P
Moved by Johanne Thériault Paulin
Seconded by Yves Francoeur
That the Board of Directors approve en bloc the appointments of regional department heads, local departments for the Beauséjour and Acadie-Bathurst zones, and members of the Medical Advisory Committee for the Network and the Beauséjour Zone

- MOTION 2024-10-08 / 08 CMC
- MOTION 2024-10-08 / 09 CMC
- MOTION 2024-10-08 / 10 CMC
- MOTION 2024-10-08 / 11 CMC
- MOTION 2024-10-08 / 12 CMC

as recommended by the Medical Advisory Committee (MAC) at its regular meeting on October 8, 2024.
Motion carried unanimously

Related to the previous motion:

MOTION 2024-10-08 / 08 CMC
Moved by Dr. Vincent Moreau
Seconded by Dr. Carole Clavette
That the Medical Advisory Committee recommend approval en bloc of the regional and local department head appointments for the Beauséjour and Acadie-Bathurst zones, as presented on October 8, 2024.
Motion carried unanimously

MOTION 2024-10-08 / 10 CMC
Moved by Dr. Jean-Philippe Lepage
Seconded by Dr. Danièle Thibodeau
The Medical Advisory Committee recommend the appointment of Dr. Marc Vautour as a voting member of the Beauséjour Zone Medical Advisory Committee for a first term, as presented on October 8, 2024.
Motion carried unanimously

MOTION 2024-10-08 / 11 CMC
Moved by Dr. Vincent Moreau
Seconded by Dr. Jean-Philippe Lepage
That the Medical Advisory Committee recommend approval of the appointments of Dr. Nadine Lebelle-Déjario and Dr. Ariane Bouchard as voting members of the Network's Medical Advisory Committee for a second term, as presented on October 8, 2024.
Motion carried unanimously

MOTION 2024-10-29 / 11P
Moved by Yves Francoeur
Seconded by Claire Savoie
That the Board of Directors adopt the following motions:

- MOTION 2024-09-17/03 - CPC
- MOTION 2024-09-17/04 - CPC
- MOTION 2024-09-17/06 - CPC
- MOTION 2024-09-17/07 - CPC

of the September 17, 2024, meeting of the Professional Advisory Committee.
Motion carried unanimously

Related to the previous motion:

MOTION 2024-09-17/03 - CPC
Moved by Diane Savoie Morneault
Seconded by Lyne Cormier Landry
That the Professional Advisory Committee adopt the work plan for the 2024-2025 year, given that it is a living document that will be tailored to the needs of Vitalité Health Network in addition to leading discussions to support the activities of the Professional Advisory Committee.
Motion carried unanimously

MOTION 2024-09-17/04 - CPC
Moved by Luc Jalbert
Seconded by Daniel Doucet
That the Professional Advisory Committee adopt the creation of an ad hoc committee formed with Julie Richard, Annie Berthelot, Diane Morneault Savoie and Annie Carré.
Motion carried unanimously

MOTION 2024-09-17/06 - CPC
Moved by Nicole Caissie
Seconded by Julie Richard
That the Professional Advisory Committee recommend approval of the terms of reference of the Falls Prevention Supervisory Committee with the suggested modifications.
Motion carried unanimously

MOTION 2024-09-17/07 - CPC
Moved by Julie Morin
Seconded by Annie Berthelot
That the Professional Advisory Committee recommend approval of the terms of reference of the Pressure Injury Supervisory Committee with the suggested modifications.
Motion carried unanimously