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NOTICE OF MEETING ☐ **MINUTES** ☒

Title of meeting:	Board of Directors	**Date and time:**	January 21, 2025, 1:30 to 3:35 p.m.
Purpose of meeting:	Public meeting	**Location:**	Danny's Inn and Conference Centre Room A
Chairperson: **Administrative**	Thomas Soucy Sophie Legacy		

Participants					
Members					
Julie Cyr	✓	Yves Francoeur	✓	Claire Savoie	✓
Réjean Després	✓	Jacques Doucet	✓	Johanne Thériault Paulin	✓
Ex officio members					
Dr. France Desrosiers	✓	Dr. Eric 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. Land acknowledgement statement by the Chairperson of the Board of Directors

Before opening the meeting, the Chairperson, Thomas Soucy, recognized the First Nations and ancestral territories.

Constance Sewell, Elder of Pabineau First Nation, opened the meeting with a traditional ceremony. The Chairperson thanked her for accepting the invitation and offering this ceremony.

2. Call to order

The meeting was called to order at 1:37 p.m.

3. Declaration of conflicts of interest

No conflicts of interest were declared.

4. Approval of the agenda

The Chairperson requested the addition of a new item to the agenda, namely item 7, New Business: Master plan for the Stella-Maris-de-Kent Hospital

MOTION 2025-01-21 / 01P
Moved by Réjean Després
Seconded by Yves Francoeur
That the Board of Directors adopt the agenda for the January 21, 2025, public meeting as amended by the addition requested by the Chairperson.
Motion carried unanimously

5. Submission for approval

5.1 Minutes of the October 29, 2024, public meeting

The minutes of the October 29, 2024, public meeting were submitted for approval.

<u>MOTION 2025-01-21 / 02P</u>
Moved by Yves Francoeur
Seconded by Claire Savoie
That the Board of Directors approve the minutes of the October 29, 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 **RESEARCH** section

Julie Cyr, Co-Chair, presented the report of the December 17, 2024, meeting of the Joint Strategic Research and Training and Finance and Audit Committee - Research section.

<u>For information purposes</u>

- Performance report for the University Mission sector
- Issues and opportunities – Nursing student placement capacity
- Update from the Health Research Institute

<u>MOTION 2025-01-21 / 03P</u>
Moved by Jacques Doucet
Seconded by Johanne Thériault-Paulin
That the Board of Directors receive the report of the December 17, 2024, meeting of the Joint Strategic Research and Training and Finance and Audit Committee – Research section.
Motion carried unanimously

6.1.2 **FINANCE** section

Réjean Després, Co-Chair, presented the report of the December 17, 2024, meeting of the Joint Strategic Research and Training and Finance and Audit Committee - Finance section.

<u>For decision purposes</u>

- Financial statements for the six-month period (April, May, June, July, August and September) which ended on September 30, 2024 (MOTION 2024-12-17 / 03CMRFF)
- Review and approval of the five-year capital equipment and capital improvement plans and of the annual capital plan (major projects) (MOTION 2024-12-17 / 04CMRFF)
- Agreement with external auditors (MOTION 2024-12-17 / 05CMRFF)
- Banking – Update of signatories (MOTION 2024-12-17 / 06CMRFF)

<u>MOTION 2025-01-21 / 04P</u>
Moved by Julie Cyr
Seconded by Claire Savoie
That the Board of Directors receive the report of the December 17, 2024, meeting of the Joint Strategic Research and Training and Finance and Audit Committee – Finance section.
Motion carried unanimously

<u>MOTION 2025-01-21 / 05P</u>
Moved by Jacques Doucet
Seconded by Johanne Thériault-Paulin
That the Board of Directors adopt the following motions
- MOTION 2024-12-17 / 03CMRFF
- MOTION 2024-12-17 / 04CMRFF
- MOTION 2024-12-17 / 05CMRFF
- MOTION 2024-12-17 / 06CMRFF

of the December 17, 2024, meeting of the Joint Strategic Research and Training and Finance and Audit Committee – Finance section.
Motion carried unanimously

6.2 Joint Quality of Care and Safety of Patients and Governance and Nomination Committee
6.2.1 **QUALITY** section
Claire Savoie, Co-Chair, presented the report of the December 17, 2024, meeting of the Joint Quality of Care and Safety of Patients and Governance and Nomination Committee - Quality section.

<u>For information purposes</u>
- Quality, Patient Safety and Patient Experience Q2 2024-2025 report
- Organizational risks Q2 2024-2025 report

<u>MOTION 2025-01-21 / 06P</u>
Moved by Julie Cyr
Seconded by Yves Francoeur
That the Board of Directors receive the report of the December 17, 2024, meeting of the Joint Quality of Care and Safety of Patients and Governance and Nomination Committee – Quality section.
Motion carried unanimously

6.2.2 **GOVERNANCE** section
Claire Savoie, Co-Chair, continued with the presentation of the report of the December 17, 2024, meeting of the Joint Quality of Care and Safety of Patients and Governance and Nomination Committee - Governance section.

<u>For information purposes</u>
- Progress on the by-laws update
- Follow-up on the governance standards work plan in anticipation of Accreditation Canada's survey
- Evaluation of the Board of Directors meetings

For decision purposes

- Process for presenting the results of annual evaluations (MOTION 2024-12-17 / 05CMQG))
- Identification of upcoming Board vacancies (MOTION 2024-12-17 / 06CMQG)
- Addition of substitute members to the Research Ethics Board (MOTION 2024-12-17 / 07CMQG)
- Appointment of a member to the Medical Advisory Committee (MOTION 2024-12-17 / 08 CMQG)

MOTION 2025-01-21 / 07P
Moved by Yves Francoeur
Seconded by Réjean Després
That the Board of Directors receive the report of the December 17, 2024, meeting of the Joint Quality of Care and Safety of Patients and Governance and Nomination Committee – Governance section.
Motion carried unanimously

MOTION 2025-01-21 / 08P
Moved by Johanne Thériault-Paulin
Seconded by Julie Cyr
That the Board of Directors adopt the following motions

- MOTION 2024-12-17 / 05CMQG
- MOTION 2024-12-17 / 06CMQG
- MOTION 2024-12-17 / 07CMQG
- MOTION 2024-12-17 / 08CMQG

of the December 17, 2024, meeting of the Joint Quality of Care and Safety of Patients 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 of the December 10, 2024, meeting of the Medical Advisory Committee, as well as the medical leadership files in progress.

For information purposes

- Policy recommended by the Medical Advisory Committee
- Appointment of the members of the Credentials Committee
- Recognition/Success

For decision purposes

- Appointments of local department heads (MOTION 2024-12-10 / 08 CMC)
- Appointment of an Acadie-Bathurst Zone Medical Advisory Committee member (MOTION 2024-12-10 / 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
- Setting up the framework and supporting the revision of the Medical Department Rules – about 40% complete
- 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 2025-01-21 / 09P

Moved by Johanne Thériault-Paulin
Seconded by Yves Francoeur
That the Board of Directors receive the report of the Regional Chief of Staff **and** the report on the December 10, 2024, meeting of the Medical Advisory Committee.
Motion carried unanimously

MOTION 2025-01-21 / 10P

Moved by Réjean Després
Seconded by Yves Francoeur
That the Board of Directors adopt the following motions

- 2024-12-10 / 08 CMC
- 2024-12-10 / 10 CMC

of the December 10, 2024, meeting of the Medical Advisory Committee.
Motion carried unanimously

6.4 Professional Advisory Committee

Annie Carré, Chairperson of the Professional Advisory Committee, presented the report of the PAC meeting of November 26, 2024.

For information purposes

- Verification of right to practise
- Nomination of the PAC
- PAC's orientation guide
- Follow-up of the implementation of integrated quality management within learning client programs
- Vitalité Health Network's Recognition (North American Conference on Integrated Care)
- Certification of laboratory services
- Work plan

For decision purposes

- 2024–2025 Work Plan (MOTION 2024-11-26/03 – CPC)

MOTION 2025-01-21 / 11P
Moved by Julie Cyr
Seconded by Jacques Doucet
That the Board of Directors receive the report of the Professional Advisory Committee regarding the meeting of the Professional Advisory Committee held on November 26, 2024.
Motion carried unanimously

MOTION 2025-01-21 / 12P
Moved by Claire Savoie
Seconded by Réjean Després
That the Board of Directors adopt the following motion

- 2024-11-26/03 – CPC

of the November 26, 2024, meeting of the Professional Advisory Committee.
Motion carried unanimously

7. New business
7.1 Master Plan – Stella-Maris-de-Kent Hospital

At the Chairperson's request, this item was added to the agenda prior to its adoption at the start of the meeting.

The Chairperson informed the audience that a master plan has been prepared for the Stella-Maris-de-Kent Hospital for submission to the Department of Health. The master plan includes two scenarios that provide a long-term vision for the Stella-Maris-de-Kent Hospital. This plan was developed with the support of a consulting firm and in close collaboration with numerous internal experts and community representatives.

The chairperson thanked the Kent Regional Service Commission (Kent RSC) for actively participating in the process. Attending the public meeting were Paul Lang, Director of the Kent RSC, Aldéo Saulnier, President of the Kent RSC and Mayor of Grand-Bouctouche, and Adélard Cormier, President of the Stella-Maris-de-Kent Hospital Foundation.

MOTION 2025-01-21 / 13P
Moved by Jacques Doucet
Seconded by Réjean Després

That the Board of Directors approve the submission of the scenarios contained in the master plan of the Stella-Maris-de-Kent Hospital for evaluation by the Department of Health.
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 meetings. Two 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 (October 29, 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 (December 9, 2024)

- information on risk management or patient care issues was discussed
- information that could compromise the effectiveness with which the Regional Health Authority carries out its duties and responsibilities was discussed

9. Building closer ties with our communities

9.1 Patient experience

The patient experience is an opportunity to hear the voice of patients through patient testimonials.

The goal of the peritoneal dialysis program is to help patients become independent in managing their home care.

A short video is shown in which Mr. Gérald Martin, the first patient to benefit from the peritoneal dialysis program in Edmundston in 2023, talks about the program. France Martin, Program Manager, then addressed the audience regarding this topic.

9.2 Interest groups – Acadie-Bathurst Zone Foundations: Who are the Acadie-Bathurst 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.

This involves projects supported by the foundations in the Acadie-Bathurst Zone working in the region to improve the patient experience at the Chaleur Regional Hospital, Enfant-Jésus RHSJ† Hospital in Caraquet, Lamèque Hospital and Community Health Centre and Tracadie Hospital.

10. Report by the President and CEO

Dr. Desrosiers presented her report as Vitalité Health Network's President and CEO for the period of October 1 to December 31, 2024.

MOTION 2025-01-21 / 14P
Moved by Yves Francoeur
Seconded by Julie Cyr
That the Board of Directors receive the report of the President and CEO for the period of October 1 to December 31, 2024.
Motion carried unanimously

11. Evaluation of meeting
Board members evaluated the public meeting held on January 21, 2025.

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
Réjean Després moved that the meeting be adjourned at 3:35 p.m.

Thomas Soucy
Chairperson of the Board of Directors

Dr. France Desrosiers
Secretary of the Board of Directors

Appendix

<u>MOTION 2025-01-21 / 05P</u>
Moved by Jacques Doucet
Seconded by Johanne Thériault-Paulin
That the Board of Directors adopt the following motions

- MOTION 2024-12-17 / 03CMRFF
- MOTION 2024-12-17 / 04CMRFF
- MOTION 2024-12-17 / 05CMRFF
- MOTION 2024-12-17 / 06CMRFF

of the December 17, 2024, meeting of the Joint Strategic Research and Training and Finance and Audit Committee – Finance section.
Motion carried unanimously

Motions pertaining to the previous motion:

<u>MOTION 2024-12-17 / 03CMRFF</u>
Moved by Tom Soucy
Seconded by Yves Francoeur
That the financial statements of the Finance Committee for the six-month period (April, May, June, July, August and September) which ended September 30, 2024, be adopted as circulated.
Motion carried unanimously

<u>MOTION 2024-12-17 / 04CMRFF</u>
Moved by Julie Cyr
Seconded by Tom Soucy
That the Finance Committee adopt the five-year capital equipment and capital improvement plans and the annual capital plan (major projects) as circulated.
Motion carried unanimously

<u>MOTION 2024-12-17 / 05CMRFF</u>
Moved by Yves Francoeur
Seconded by Julie Cyr
That the Finance Committee approve the three-year agreement with the accounting firm Raymond Chabot Grant Thornton as circulated.
Motion carried unanimously

<u>MOTION 2024-12-17 / 06CMRFF</u>
Moved by Julie Cyr
Seconded by Yves Francoeur
That the Finance Committee approve the addition of the name of Pierre Michaud as a signatory in order to enable him to carry out his duties as Vice-President of Risk Management and Financial Services; in accordance with the Network's by-laws (sections B.18.0 Banking and B.19.0 Signatories).
Motion carried unanimously

MOTION 2025-01-21 / 08P
Moved by Johanne Thériault-Paulin
Seconded by Julie Cyr
That the Board of Directors adopt the following motions

- MOTION 2024-12-17 / 05CMQG
- MOTION 2024-12-17 / 06CMQG
- MOTION 2024-12-17 / 07CMQG
- MOTION 2024-12-17 / 08CMQG

of the December 17, 2024, meeting of the Joint Quality of Care and Safety of Patients and Governance and Nomination Committee – Governance section.
Motion carried unanimously

Motions pertaining to the previous motion:

MOTION 2024-12-17 / 05CMQG
Moved by Jacques Doucet
Seconded by Thomas Soucy
That the Governance Committee recommend that the Board of Directors adopt the amended and translated policy as presented.
Motion carried unanimously

MOTION 2024-12-17 / 06CMQG
Moved by Thomas Soucy
Seconded by Jacques Doucet
That the Governance Committee entrusts the Chairperson of the Board of Directors with the mandate to consult the members of the Board whose terms of office will end on June 30, 2025, in order to identify their interest in seeking a second three-year term beginning on July 1, 2025.
Motion carried unanimously

MOTION 2024-12-17 / 07CMQG
Moved by Thomas Soucy
Seconded by Jacques Doucet
That the Governance Committee recommend to the Board of Directors the appointment, with immediate effect, of Denise St-Onge as a substitute member of the community on the Research Ethics Committee.
Motion carried unanimously

MOTION 2024-12-17 / 08CMQG
Moved by Jacques Doucet
Seconded by Thomas Soucy
That the Governance and Nomination Committee recommend to the Board of Directors the appointment of Dr. Tessa Wilson-Ewing as a voting member representing the Psychiatry sector on the Medical Advisory Committee as of February 1, 2025.
Motion carried unanimously

MOTION 2025-01-21 / 10P
Moved by Réjean Després
Seconded by Yves Francoeur
That the Board of Directors adopt the following motions

- 2024-12-10 / 08 CMC
- 2024-12-10 / 10 CMC

of the December 10, 2024, meeting of the Medical Advisory Committee.
Motion carried unanimously

Motions pertaining to the previous motion:

MOTION 2024-12-10/08 - CMC
Moved by Dr. Marie-Hélène Ranger
Seconded by Dr. Marie-Josée Martin
That the Medical Advisory Committee recommend to the Board of Directors the approval en bloc of the appointments of the local department heads for the Northwest, Restigouche and Acadie-Bathurst zones, as presented on December 10, 2024.
Motion carried unanimously

MOTION 2024-12-10/10 - CMC
Moved by Dr. Ariane Bouchard
Seconded by Dr. Luc Cormier
That the Medical Advisory Committee recommend to the Board of Directors the appointment of Dr. Jean-Louis Cyr as a voting member of the Acadie-Bathurst Zone Medical Advisory Committee for a first term, as presented on December 10, 2024.
Motion carried unanimously

MOTION 2025-01-21 / 12P
Moved by Claire Savoie
Seconded by Réjean Després
That the Board of Directors adopt the following motion

- 2024-11-26/03 – CPC

of the November 26, 2024, meeting of the Professional Advisory Committee.
Motion carried unanimously

Motion pertaining to the previous motion:

MOTION 2024-11-26/03 - CPC
Moved by Jacques Gagnon
Seconded by Lyne Cormier Landry
That the Professional Advisory Committee adopt the work plan as presented.
Motion carried unanimously