

**Regional Health Authority B  
HORIZON HEALTH NETWORK**

**Minutes of meeting**

Minutes of a meeting of the Board of Directors of Horizon Health Network, held on Thursday, October 13, 2011, in Ballroom C, Brunswick Delta, Saint John, beginning at 4:00 p.m.

**Present:** W. David Ferguson (Chair), Linda Aitken, Scott Biggs, Laurie Boucher, Leo Burns, Harry Doyle, Lise Drisdelle-Cormier, Paul Elliott, Mavis Hurley, Donna Mazerolle, Debbie McCormack, Kathleen McMullen, Sue Murray, Elizabeth Neilson, Barbara Quigley, Kay Simonds, Donald J. Peters, Dr. Tom Barry, Kristen Pinsent-Close, Jeff Carter, Michael Chisholm, Jean Daigle, Gary Foley, Geri Geldart, Dr. Edouard Hendriks, Janet Hogan, Dr. Jim O'Brien, Nancy Roberts, Nancy Savage, Vicki Squires, Norma MaGee (Recording)

**Regrets:** Roxanne Sappier

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The Chair called the meeting to order at approximately 4:45 p.m. and welcomed guests in attendance at the meeting, including the Executive Director of the Saint John Regional Hospital, Margaret Melanson.

**1. Minutes of Board of Directors' meeting of June 23, 2011**

**MOTION:**

**MOVED BY MS. MURRAY, SECONDED BY MS. AITKEN**

**THAT THE MINUTES OF THE BOARD OF DIRECTORS' MEETING HELD ON JUNE 23, 2011 BE APPROVED AS CIRCULATED.**

**MOTION CARRIED.**

**(2) Committee Reports**

**Board of Directors' Committees**

(a) Governance, Nominating and Planning Committee: Ms. Quigley reported that at its first meeting the committee reviewed a proposed terms of reference for the Committee. It was proposed to change the name to the "Governance, Nominating and Planning Committee" including references to the strategic planning process in the committee's duties. The membership listing for the staff was changed, as was the frequency of meetings.

**MOTION:**

**MOVED BY MS. QUIGLEY, SECONDED BY MS. HURLEY**

**THAT THE BOARD OF DIRECTORS APPROVE THE TERMS OF REFERENCE FOR THE GOVERNANCE, NOMINATING AND PLANNING COMMITTEE AS PRESENTED.**

**MOTION CARRIED.**

(b) Patient Safety and Quality Improvement: In the absence of the committee chair, Ms. Sappier, Mr. Burns provided highlights from this new committee's first meeting. The committee approved the terms of reference and recommended the document to the Board of Directors. The purpose is "to demonstrate to the Board of Directors, to the communities served and to the Department of Health that Horizon meets its requirements as it pertains to patient safety, risk identification and mitigation, and quality improvement. The Committee provides the organizational leadership that ensures the development and sustainment of a patient safety culture and will use an evidence-based approach to promote best practices and quality improvement initiatives throughout the organization."

**MOTION:**

**MOVED BY MR. BURNS, SECONDED BY MS. QUIGLEY**

**THAT THE BOARD OF DIRECTORS APPROVE THE TERMS OF REFERENCE FOR THE PATIENT SAFETY AND QUALITY IMPROVEMENT COMMITTEE AS PRESENTED.**

**MOTION CARRIED.**

The committee also reviewed information on the VP portfolio quality reports, the ALC patients in Horizon's facilities, and a report on the surgical wait time.

(c) Human Resources: Ms. McMullen reported that at the committee's September 15 meeting information was received on the workplace safety initiatives underway at Horizon, as well as Organizational Development's Key Performance Indicators for the last fiscal year.

Ms. McMullen explained that the terms of reference under which the committee has been operating since 2008 were circulated for review and discussion. Changes provided included the representation from the Vice Presidents, along with the number of meetings being revised to reflect current board and committee meetings. She noted that during discussion it was suggested that the first function of the committee, "establishes measurable strategic goals and objectives", should be amended as the committee should not be tasked with establishing, but rather reviewing and monitoring that which has already been established.

**MOTION:**

**MOVED BY MS. MCMULLEN, SECONDED BY MS. MURRAY**

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

**MOTION CARRIED.**

(d) Finance and Audit: Committee chair, Harry Doyle, explained that the Finance and Audit Committee held its first meeting on September 15, with all members present. Discussion at the meeting included the revised expenditure plan for the organization, and the committee was asked to approve a balanced budget for 2011-12.

**MOTION:**

**MOVED BY MR. DOYLE, SECONDED BY MS. MAZEROLLE**

**THAT A BUDGET BALANCED TO FUNDING BE APPROVED FOR HOSPITAL OPERATIONS, INCLUDING HOSPITAL SERVICES, MENTAL HEALTH, PUBLIC HEALTH, FEDERAL PROGRAMS, MEDICAL EDUCATION, AND ANCILLARY AND OTHER PROGRAMS.**

**MOTION CARRIED.**

**MOTION:**

**MOVED BY MR. DOYLE, SECONDED BY MR. ELLIOTT**

**THAT MANAGEMENT BE DIRECTED TO CONTINUE NEGOTIATIONS WITH THE DEPARTMENT OF HEALTH WITH REGARDS TO MEDICARE PAYMENTS TO ELIMINATE THE \$1.0 MILLION PROJECTED DEFICIT.**

**MOTION CARRIED.**

**MOTION:**

**MOVED BY MR. DOYLE, SECONDED BY MR. ELLIOTT**

**THAT DEFICITS OF \$1.4 MILLION RELATED TO THE SICK PAY OBLIGATION AND \$0.7 MILLION RELATED TO THE CAPITAL ASSET AMORTIZATION DEFICIT BE APPROVED BY THE BOARD OF DIRECTORS.**

**MOTION CARRIED.**

Mr. Doyle also noted that the July 2011 financial statements show a small surplus and the organization is tracking for a balanced budget to the end of March 2012.

**Board of Directors' Advisory Committees**

(e) Regional Medical Advisory: Dr. Barry reported that the Regional Medical Advisory Committee had met in Miramichi on September 27, welcoming four new members to the committee. Discussions at the meeting included an update on human resource issues and changes in mental health services.

(f) Regional Professional Advisory: Ms. Pinsent-Close reported from the committee's two meetings held since the last regular meeting of the Board of Directors. Discussions included the role of the restructured Regional Professional Advisory Committee; an overview of the linkages between the committee and the Provincial Drugs and Therapeutics Committee; credentialing for professional staff; as well as linkages between this committee and Horizon's Quality and Safety Committee.

**(3) For information**

(a) Corporate summary: Circulated with the agenda materials was a copy of a 'corporate summary' – an overview of current activities in Horizon Health Network.

(b) A votre Santé (le bulletin de la SSMEFNB): A copy of the June 2011 newsletter from the Société Santé et Mieux-être en français du Nouveau-Brunswick (SSMEFNB) was circulated for information.

In addition, Mr. Peters explained that he had received an invitation from the SSMEFNB for representatives from Horizon Health Network to attend their upcoming general meetings in Bathurst on November 3 and 4. He asked that members interested in attending the meetings contact him.

(4) Other business

Nil

(5) Questions from the public

Nil

(6) Adjournment

There being no further business, the meeting was adjourned on motion by Ms. Quigley at approximately 5:45 p.m.

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W. David Ferguson, Chair

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Donald J. Peters, Corporate Secretary