

**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, April 19, 2012, at the Crowne Plaza Moncton Downtown, beginning at 4:00 p.m.

Present: W. David Ferguson (Chair), Linda Aitken, Scott Biggs, Leo Burns, Harry Doyle, Paul Elliott, Mavis Hurley, Debbie McCormack, Sue Murray, Elizabeth Neilson, Barbara Quigley, Roxanne Sappier, 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: Laurie Boucher, Lise Drisdelle-Cormier, Donna Mazerolle, Kathleen McMullen, Kay Simonds

1. Call to order and approval of agenda

The chair called the meeting to order at approximately 4:15 p.m.

MOTION:

MOVED BY MR. DOYLE, SECONDED BY MS. QUIGLEY

THAT THE BOARD OF DIRECTORS APPROVE THE AGENDA FOR THE MEETING AS CIRCULATED.

MOTION CARRIED.

2. Minutes of Board of Directors' meeting of January 19, 2012

MOTION:

MOVED BY MS. MURRAY, SECONDED BY MS. HURLEY

THAT THE MINUTES OF THE BOARD OF DIRECTORS' MEETING HELD ON JANUARY 19, 2012 BE APPROVED AS CIRCULATED.

MOTION CARRIED.

3. Business arising from the minutes

Nil

4. Falls Prevention Program

(Complete presentation appended to Minute Book at Corporate Office.)

Nancy Savage, VP Clinical Services & Provincial Programs, introduced Heather Oakley, Facility Administrator, St. Joseph's Hospital, and the Program Director Health Aging, St. Joseph's Hospital. Ms. Oakley spoke to Horizon's falls prevention program, a huge project for Horizon established to provide quality and safe care to the patients. A committee was set up with representatives from all areas of Horizon, with the mandate to reduce the risk of all-related injuries through the implementation and ongoing evaluation of a standardized falls prevention strategy.

5. Attendance Management

(Complete presentation appended to Minute Book at Corporate Office.)

Vicki Squires, VP Organizational Development, introduced Mary Savage, Regional Director Disability, to the meeting. Ms. Savage provided an overview of Horizon's Attendance Management Policy and Program, implemented March 15, 2012.

The Attendance Policy establishes Horizon's expectations and standards for employees' attendance at work. The non-disciplinary approach has been adopted as a best practice by many employers to support staff to be present and productive at work. The framework provides a consistent approach for managers to recognize employees who have good attendance and to support employees who exceed Horizon's trigger of 80 hours and may require assistance to identify opportunities for improvement.

6. Committee Reports

Board of Directors' Committees

(a) Governance, Nominating and Planning Committee: Ms. Quigley reported from the committee meeting held in March, explaining that the review of Horizon's interim By-Laws continues. The committee was also brought up to date on the Health Needs Assessment underway for the Fredericton area.

Ms. Quigley explained that Horizon will receive another survey by Accreditation Canada in Fall 2013, and work will start by fall this year in preparation for the survey. She also explained that a letter was received from Accreditation Canada (AC) in relation to the conditions under which Horizon received accreditation status in 2010. Evidence required was submitted to Accreditation Canada by the deadline and the letter from the chair of the Accreditation Decision Committee advised that the conditions required have been met.

(b) Patient Safety and Quality Improvement: Ms. Sappier reported from the Committee's last meeting, at which topics of discussion were ALC patients, surgical wait time reports, VP portfolio reports, and Horizon's Quality and Safety Committee.

(c) Human Resources: In the absence of Ms. McMullen, committee chair, Ms. Murray reported from the March 15 meeting of the Human Resources Committee. Discussions at that meeting included the December 31, 2011 Key Performance Indicator report, a presentation on student education/internship programs, and information on the leadership programs adopted by Horizon for managers at all levels of the organization providing supervisory competencies, management skills, management competencies, and executive competencies.

(d) Finance and Audit: Committee chair, Harry Doyle, reported the highlights of discussions at the March committee meeting. He explained that the committee was provided with an overview of the capital projects underway throughout Horizon as well as a copy of the regular capital equipment report at March 6. A copy of the Minister of Health's letter outlining approved capital improvement projects 2012-13 was shared as well, noting that Horizon's top four priorities (roof replacements at the Saint John Regional Hospital; replacement of a chiller at The Moncton Hospital; and upgrade of HVAC controls at the Dr. Everett Chalmers Regional Hospital and the Miramichi Regional Hospital) were approved.

The financial statements for January 31, 2012 show that Horizon continues to run positively against budget for the ten-month period and, Mr. Doyle noted, it is projected that Horizon will be essentially balanced for the fourth year.

Board of Directors' Advisory Committees

(e) Regional Medical Advisory: Dr. Barry reported that the Regional Medical Advisory Committee met twice since the last board meeting. Committee discussions included the voice recognition system for transcription, and the creation of a sub committee pertaining to quality care and patient safety and respecting the utilization of laboratory services, diagnostic imaging services and medication use.

Dr. Barry also noted the extraordinary work of physicians and employees in Perth-Andover in response to the devastating flood in that community. He also noted the cooperation of the Tobique First Nation in opening up health care resources for Horizon's use.

(f) Regional Professional Advisory: Ms. Pinsent-Close reported from the February 9 meeting of the Regional Professional Advisory Committee. Topics of discussion included the method of reporting from the Professional Practice Councils, and included a report from the Nursing Council. She explained that Councils will report to the RPAC on an annual basis following the briefing note format. If there is an extraordinary issue to bring to the RPAC in the interim, it will be brought to a regular committee meeting.

The committee was also provided with information on the credentialing process for professional staff by Mr. Foley, and Ms. Geldart reported on credentialing for Licensed Practical Nurses and Registered Nurses.

The RPAC received a request from Research Services for stakeholder feedback on the “Administration of Research Studies” and “Financial Management of Research Accounts” draft policies. Although the group did not have any comments to add on the policies, there was discussion on the additional workload generated on Horizon’s services (i.e. laboratory) through some of the research studies/clinical trials, and in many cases the services have had no input into the agreement or asked to participate in advance. It was felt there has to be clear communication with expectations and workload before agreements are signed.

7. **For information**

Nil

8. **Other business**

Nil

9. **Questions from the public**

Monica McNally spoke to the board regarding the care of her son while he was a patient in one of Horizon’s hospitals. She asked that the board members lobby for an independent advocate (ie., ombudsman) who could be a voice for all patients in New Brunswick, separate from, and a step above, the current patient advocates.

10. **Adjournment**

In closing, Mr. Ferguson extended appreciation to the board members for their time and efforts over the past year and wished those running in the upcoming election well.

There being no further business, the meeting was adjourned on motion by Ms. Hurley at approximately 6:15 p.m.

W. David Ferguson, Chair

Donald J. Peters, Corporate Secretary