

**Regional Health Authority B  
HORIZON HEALTH NETWORK**

**Minutes of meeting**

Minutes of the annual meeting of the Board of Directors of Regional Health Authority B – Horizon Health Network held on Thursday, June 21, 2012 in the Sevogle Room, Rodd Miramichi River, beginning at 4:00 p.m.

**Present:** W. David Ferguson, Linda Aitken, Laurie Boucher, Leo Burns, Harry Doyle, Paul Elliott, Mavis Hurley, Donna Mazerolle, Debbie McCormack, Kathleen McMullen, Barbara Quigley, Roxanne Sappier, 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, Nancy Roberts, Nancy Savage, Vicki Squires, Norma MaGee (Recording)

Sitting as observers – newly elected board members Mike Coster, Jo-Ann Fellows, Linda Forestell, John McKay, Jane Mitton-MacLean

**Regrets:** Scott Biggs, Lise Drisdelle-Cormier, Sue Murray, Elizabeth Neilson, Dr. James O'Brien

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**1. Call to order and approval of agenda**

The Chair called the meeting to order at approximately 4:15 p.m., welcoming the guests in attendance – staff members Marilyn Underhill, Sandy Black, Stephanie Cassidy, Tim Christie; and from the auditing firm of KPMG LLP, Susan Wood.

**MOTION:**

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

**THAT THE BOARD OF DIRECTORS APPROVE THE AGENDA FOR THE MEETING.**

**MOTION CARRIED.**

**2. Minutes of the 2011 annual meeting**

**MOTION:**

**MOVED BY MR. ELLIOTT, SECONDED BY MS. SAPIER**

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

**MOTION CARRIED.**

3. **Presentation of the annual report of the Health Authority**

Copies of the 2011-2012 Annual Report of Horizon Health Network were circulated for information, and will be available on the organization's website for public viewing.

**MOTION:**

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

**THAT THE ANNUAL REPORT FOR 2011-12 BE RECEIVED BY THE BOARD OF DIRECTORS.**

**MOTION CARRIED.**

4. **Report of the Board Chairperson and Chief Executive Officer**

Mr. Ferguson acknowledged the work of Mr. Peters and the Executive Management Team over the past year, in not only the excellent financial results for the fiscal year, but also in being selected as one of the government departments to participate in the Performance Excellence Process.

Mr. Peters reported that it was a successful year financially as well as in other areas of the organization, due to the excellent leadership of not only the staff, but also the medical staff leadership.

5. **Report of the Regional Professional Advisory Committee**

Committee chair, Kristen Pinsent-Close reported that the Regional Professional Advisory Committee (RPAC) made progress with its revised mandate and relationship with the Professional Practice Councils. The committee receives regular reports on the registrations and licensures of the regulated health care professionals (other than physicians), provides stakeholder feedback on relevant policies under development, and continues to receive information on the work of the Provincial Drugs and Therapeutics Committee.

Ms. Pinsent-Close offered appreciation to the board members and senior staff for guidance over her term as committee chair.

6. **Report of the Regional Medical Advisory Committee**

Dr. Barry, Chair of the Regional Medical Advisory Committee, presented the Committee's report, noting that the committee has been involved in the creation of a standardized Do Not Attempt Resuscitation Policy for the organization. It is anticipated that the policy drafted by the working committee will be approved in the fall. Work continues on the revisions to the Evidence Act. In addition, Dr. Barry expressed appreciation to the Board of Directors and Executive Management Team for their help and guidance over the past year in his capacity as Chief of Staff and the Chair of the RMAC.

**7. Report of the Treasurer**

Treasurer, Mr. Harry Doyle, said that Horizon Health Network had essentially ended 2011-2012 with a balanced position on regular operations. The year was better than expected, ending in a surplus of \$7.7 million which represents about 2/3 of 1% of revenues. He said that a balanced budget doesn't just happen, a lot of planning goes into it, and expressed appreciation to the senior team, along with the departments in reaching this level. Patient care has always been and will continue to be the first priority of the organization.

In bringing home a balanced budget for the fourth consecutive year, he noted that credit does not go to any one person, staff makes it happen.

Mr. Ferguson expressed appreciation to Mr. Doyle and the Finance and Audit Committee for their work on the board's behalf.

**8. Report of auditors**

The audited financial statements of Regional Health Authority B – Horizon Health Network for the year ended March 31, 2012 were provided to the meeting. Mr. Doyle explained that the independent auditors work with the staff in providing the annual financial review. At the recent Finance and Audit Committee meeting at which time the Audited Financial Statement was presented, there was opportunity for the board members to meet with the auditors without staff present to ensure there are no issues.

The audited financial statements were approved by the Executive Committee on behalf of the Board of Directors at a special meeting on June 13, 2012 and were presented to the annual meeting for information.

**9. Report from Research Ethics Board**

Dr. Hendriks explained that the mandate of the Research Ethics Board (REB) is to conduct an ethical review of every research project within the auspices of Horizon Health Network that involve human participants. The REB ensures that all research conducted throughout the region conforms to the highest scientific and ethical standards prior to the initiation of the research. It also ensures that safeguards are in place to provide the greatest protection to patients and members of the community who serve as research participants.

Dr. Hendriks also introduced Dr. Tim Christie, Regional Director Ethics Services, in attendance to answer questions regarding the report.

**10. Report of Nominating Committee**

Governance, Nominating and Planning Committee Chair, Ms. Quigley, reported that as of the June 13 meeting no information was received from the Minister of Health regarding the replacements for the board members whose terms expire at this annual meeting. She also noted that the terms of office for the Vice Chair and Treasurer, as well as committee chairs and members expire at this meeting, and the Nominating Committee suggested that due to the large number of vacancies on the

board, the two officers and the chairs and members of committees not be named until appointments have been received from the Minister of Health.

**Advisory Committees:**

**Regional Professional Advisory Committee:** The terms of five members of the Regional Professional Advisory Committee expired at the annual meeting, with replacements being nominated by the respective Professional Practice Councils. In addition, there was one member of the committee who retired and a replacement was recommended to fill that member's term on the committee.

The following three-year terms will expire at the annual meeting in June 2015:

Mary Anne Hogan, Nurse Practitioner, Saint John  
Tanya Wilson, Social Work, Stan Cassidy Centre for Rehabilitation  
Tracy Underwood, Occupational Therapy, Extra-Mural Program, Saint John  
Martha MacLean, Clinical Nutrition, St. Joseph's Community Health Centre, Saint John  
Ronda Guyader, Respiratory Therapist, Extra-Mural Program, Miramichi

In addition, Kathleen King, Audiology, Saint John Regional Hospital, has accepted to represent the Audiology Professional Practice Council to complete the term of retiring committee member, Andre Lafargue, to expire in 2014.

**RPAC Chair and Vice Chair:** Appointments of the committee Chairperson and Vice-Chairperson are to be made by the Board at its annual meeting, each for a term of two years, after considering the recommendation of the Regional Professional Advisory Committee and of the Chief Executive Officer. Recommendations were received for

- Danica Wallace to be named Chair of the Regional Professional Advisory Committee to expire at the annual meeting in June 2014; and
- Brenda Kinney to be named as Vice-Chairperson of the Regional Professional Advisory Committee, to expire at the annual meeting in June 2014.

**MOTION:**

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

**THAT THE BOARD OF DIRECTORS APPROVE THE NOMINATIONS OF MEMBERS TO THE REGIONAL PROFESSIONAL ADVISORY COMMITTEE AND THE POSITIONS OF CHAIR AND VICE-CHAIR AS OUTLINED.**

**MOTION CARRIED.**

**Regional Medical Advisory Committee:** The terms for three members of the Regional Medical Advisory Committee expire at the annual meeting and nominations have been received from the Chief of Staff for replacements, for three-year terms to expire in 2015:

Dr. Arthur Losier, Family Medicine, Rural area  
Dr. Raheel Shahid, Psychiatrist, Fredericton area  
Dr. John Murphy, Vascular Surgeon, Moncton area

**MOTION:**

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

**THAT THE BOARD OF DIRECTORS APPROVE THE ABOVE  
NOMINATIONS FOR MEMBERSHIP TO THE REGIONAL MEDICAL  
ADVISORY COMMITTEE.**

**MOTION CARRIED.**

**ii. Appointment of Auditors**

Mr. Doyle, Treasurer, explained that at the November 27, 2008 meeting of the Board of Directors, a motion was passed to request that KPMG provide audited consolidated financial statements for Regional Health Authority B, as they were the auditing firm for three out of the four former health authorities.

The Bylaws of the organization require that the auditors be reappointed on an annual basis, and the following recommendation was approved at the June 2012 Finance and Audit Committee meeting.

**MOTION:**

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

**THAT KPMG LLP BE APPOINTED AS EXTERNAL AUDITORS FOR THE  
FISCAL YEAR ENDING MARCH 31, 2013.**

**MOTION CARRIED.**

**12. Other business**

Mr. Ferguson expressed appreciation to the Directors whose terms are ending as of this meeting for their dedication and commitment to making sure Horizon Health Network operates as effectively and efficiently as possible.

**13. Questions from the public**

Nil

14. **Swearing-in ceremony for new board members**

Commissioner of Oaths, Jeffrey J. Carter, officiated at the swearing-in to office for the newly elected board members – Linda Aitken, Mike Coster, Jo-Ann Fellows, Linda Forestell, John McKay, Jane Mitton-MacLean, and Kathleen McMullen. Ms. Schryer will be sworn in at a later date.

15. **Adjournment**

There being no further business, the meeting was adjourned at approximately 5:20 p.m. on motion by Ms. Hurley.

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W. David Ferguson, Chair

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Donald J. Peters, Corporate Secretary