

# Horizon Health Network

## Minutes of meeting

Minutes of a meeting of the Board of Directors held on Thursday, January 23, 2014, beginning at 2:00 p.m. at the Holiday Inn Express, Moncton.

**Present:** Linda Aitken, Mike Coster, Jo-Ann Fellows, Linda Forestell, Dr. Erik Klein, Michael McCoombs, John McKay, Jane Mitton-MacLean, Chief Candice Paul, Luigi Rocca, Mary Schryer, Kay Simonds, John McGarry, Dr. Tom Barry, Danica Wallace, Jean Daigle, Gary Foley, Geri Geldart, Dr. Edouard Hendriks, Janet Hogan, Dan Keenan, Dr. Pam Mansfield, Margaret Melanson, Andrea Seymour, Norma MaGee (recording)

**Regrets:** François Beaulieu, W. David Ferguson, Kathleen McMullen

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### **1. Approval of agenda and opening remarks**

Jane Mitton-MacLean, Chair of Governance, Nominating and Planning Committee, chaired the meeting in the absence of W. David Ferguson, Board Chair. The meeting was called to order at approximately 2:27 p.m.

She welcomed Lynn Goguen and students from Moncton campus of the New Brunswick Community College.

Ms. Mitton-MacLean noted that agenda item 3.4, Roles and Responsibilities of Board of Directors had been removed from the agenda; and item #7, Update on Influenza, would be presented at the beginning of the agenda.

### **MOTION:**

**MOVED BY CHIEF PAUL, SECONDED BY MS. FELLOWS**

**THAT THE AGENDA BE APPROVED AS AMENDED.**

**MOTION CARRIED.**

### **2. Consent agenda**

Mr. McKay asked to have the reports from the Regional Professional Advisory Committee and the Patient Safety and Quality Improvement Committee moved to the regular agenda.

He also asked about the Community Report and if all information received by the Board of Directors was available to the members of the public. The printed Community Report did not contain the complete reports from the board committees and he suggested for transparency the public should be able to access all the information from a public board meeting.

**MOTION:**

**MOVED BY MR. ROCCA, SECONDED BY MS. SCHRYER**

**THAT THE CONSENT AGENDA BE APPROVED AS AMENDED.**

**MOTION CARRIED.**

**3. Governance, Nominating and Planning Committee recommendations**

Ms. Schryer presented the report from the December meeting of the Governance, Nominating, and Planning Committee on behalf of Committee chair, Jane Mitton-MacLean.

3.1 Appointments to vacancies on Regional Medical Advisory Committee: One of the duties of the Committee is to submit nominations for members of all board committees except for otherwise provided directly by the by-laws and for the nominations on the PAC and MAC including nominations for replacement of positions vacated prior to completion of their appointment terms. Dr. Barry advised the committee that Dr. Arthur Losier, Miramichi, and Dr. Raheel Shahid, Fredericton, have resigned from the RMAC. Dr. Clay Marco, Family Physician in Florenceville, has accepted the appointment to represent the rural areas of Horizon to replace Dr. Losier; and Dr. Patrick Feltmate, Geriatrician in Fredericton, has agreed to complete the term of Dr. Shahid.

**MOTION:**

**MOVED BY MS. SCHRYER, SECONDED BY MR. MCCOOMBS**

**THAT DR. CLAY MARCO BE APPOINTED TO FILL THE TERM LEFT VACANT BY DR. ARTHUR LOSIER, TO EXPIRE AT THE ANNUAL MEETING IN 2015; AND DR. PATRICK FELTMATE BE APPOINTED TO FILL THE TERM LEFT VACANT BY DR. RAHEEL SHAHID, TO EXPIRE AT THE ANNUAL MEETING IN 2015.**

**MOTION CARRIED.**

3.2 Physician Reapplication Form: Physicians within Horizon Health Network reapply on an annual basis to the CEO for reappointment to the Medical Staff. In the year where the appointment terminates, the applications must be received on or before a date set by the Board on a form prescribed by the Board. With the approval of the Horizon Health Network's By-laws, the reapplication process will now be done on a biennial basis. The reapplication form has

been revised to reflect these changes to the reapplication dates on a biennial cycle. Also outlined in the By-laws (C.5.6) is the need for the Board to set a date for the reapplications to be received.

**MOTION:**

**MOVED BY MS. FORESTELL, SECONDED BY DR. KLEIN**

**THAT THE PHYSICIAN REAPPLICATION FORM BE APPROVED AS SUBMITTED, WITH THE PHYSICIANS BEING REAPPOINTED ON A BIENNIAL BASIS. THE REAPPLICATIONS WILL BE RECEIVED BY MARCH 1, 2014 BY THE LOCAL MEDICAL ADVISORY COMMITTEES WITH THE PHYSICIANS BEING APPOINTED UNTIL JUNE 30, 2016.**

**MOTION CARRIED.**

3.3 Board Director Continuing Education: The Governance, Nominating and Planning Committee recommended that directors be afforded opportunities to learn about health care issues, challenges and opportunities for improvement.

**MOTION:**

**MOVED BY MS. FORESTELL, SECONDED BY MR. MCOOMBS**

**THAT IN CONSULTATION WITH BOARD CHAIR AND CHAIR OF GOVERNANCE, NOMINATING AND PLANNING COMMITTEE, A SURVEY OF DIRECTORS' NEEDS BE CONDUCTED AND REPORTED TO THE MARCH MEETING OF THE COMMITTEE.**

**MOTION CARRIED.**

**MOTION:**

**MOVED BY MR. COSTER, SECONDED BY MR. MCCOOMBS**

**THAT AN ANNUAL LINE BUDGET ITEM FOR DIRECTORS' CONTINUING EDUCATION EXPENDITURES BE ESTABLISHED AS PART OF THE ANNUAL BUDGET PROCESS.**

**MOTION CARRIED.**

3.4 Role and Responsibilities of Board of Director: Deferred

3.5 Gift Acceptance Policy: During the Governance, Nominating and Planning Committee's discussions on the Naming of Facilities Policy, the need for guidelines around the organization accepting gifts was raised. A draft policy outlining gift acceptance guidelines, including instances where gifts could be declined, was presented to the Board for approval.

**MOTION:**

**MOVED BY MR. MCKAY, SECONDED BY MR. ROCCA**

**THAT THE BOARD OF DIRECTORS APPROVE THE GIFT ACCEPTANCE POLICY AS PRESENTED.**

The affect this policy has on health care foundations accepting gifts was raised during discussion on the motion; and it was agreed that the motion would be withdrawn, and the foundations be asked if they are comfortable with Horizon's proposed policy. The Governance Committee was asked to review the policy at its next meeting.

**MOTION WITHDRAWN.**

3.6 Nursing Unit Refurbishment at Saint John Regional: The Committee reviewed information regarding proposed changes to 5AN at the Saint John Regional Hospital, which houses 12 coronary care intensive care beds, the coronary step down unit, as well as a pacemaker/device implant room that remains in its original state from when the facility was constructed. In 2011/2012, a refurbishment plan was supported by the Board of Directors with an approved budget of \$7,000,000 over five years to refurbish a number of units. In November 2012 the Department of Health directed Horizon to cease work on the Unit Renovations Project until further notice as the funding was being reviewed.

**MOTION:**

**MOVED BY MS. FORESTELL, SECONDED BY MS. SCHRYER**

**THAT THE BOARD OF DIRECTORS APPROVE THE PROPOSAL FOR USING BOARD FUNDS TO RENOVATE UNITS AT THE SAINT JOHN REGIONAL HOSPITAL, STARTING WITH 5 A NORTH CCU CARDIAC.**

**MOTION CARRIED.**

(Because the two items were related, the board dealt with the recommendation from the Finance, Audit and Resource Committee directly following the Governance, Nominating and Planning Committee report.)

5. **Finance, Audit and Resource Committee** recommendation regarding the nursing unit refurbishment at Saint John Regional

The Board welcomed Janine Doucet, Administrative Director NB Heart Centre; and Veronica Holmes, Capital Infrastructure; who provided background information on the project, and details on the proposed renovations. (Presentation appended to Minute Book at Corporate Office.)

Estimated total cost of the project is approximately \$2.3 million, which would consist of swing unit & temporary relocations; consulting fees; construction; and furnishings.

If approved by the Board and the Department of Health, it is anticipated that the project would start in late spring/early summer, with no downtime to the Cardiac Care Unit. A swing unit will be used to house the patients while renovations are being done.

**MOTION:**

**MOVED BY MS. FORESTELL, SECONDED BY MS. SCHRYER**

**THAT THE PROPOSAL FOR USING BOARD FUNDS TO RENOVATE UNITS AT THE SAINT JOHN REGIONAL HOSPITAL, STARTING WITH 5A NORTH CCU CARDIAC, BE APPROVED FOR RECOMMENDATION TO THE BOARD OF DIRECTORS.**

**MOTION CARRIED.**

4. **Patient Safety and Quality Improvement Committee** - standardization of multi-faith chapels

Committee chair, Ms. Forestell explained that the proposed policy was not a new policy, it was a compilation of policies that existed in the four zones prior to the creation of the organization in 2008.

In Fall 2013 there was considerable public concern that the layout and perceived accessibility to religious material and icons of the chapels at The Moncton Hospital and the Miramichi Regional Hospital had changed. Documentation obtained from the Spiritual and Religious Care Departments reflect that the chapels were established as multi-faith spaces. Décor was designed to represent a peaceful space and not be reflective of any one religion. Religious symbols were to be available for use but not permanently affixed or displayed.

When the new Regional Manager of Spiritual and Religious Care was appointed, staff conducted an internal review of the existing situation throughout Horizon Health Network including the use of chapel spaces. During the course of this review staff, in consultation with Therapeutic Directors and VP Professional Services, in an attempt to meet approved

policy direction, made a decision to remove various religious articles and have them available as desired by visitors. This was misunderstood by the community.

On November 20, chapels in Moncton and Miramichi were returned to their former décor. In December the regional manager of Spiritual and Religious Care and the Directors of Therapeutic Services presented to the Patient Safety and Quality Improvement Committee, providing an overview of Horizon's Chapels and to review the history and original documentation on their décor and use.

The Committee requested that a Horizon Health Network policy on the chapels be presented to them at their next meeting for endorsement.

Chapels in Horizon Health Network facilities are to be multi-faith. Various religious symbols are available for use in half of our facilities, but not on permanent display. It is planned that upon receiving endorsement of the Chapel Policy from the Board, the Regional Manager of Spiritual and Religious Care and staff in consultation with the advisory committees will communicate the policy to all community members of the Spiritual and Religious Care Department. Signage will also be posted in each Horizon Health Network Chapel to assist users in accessing religious symbols.

**MOTION:**

**MOVED BY MS. FORESTELL, SECONDED BY MR. COSTER**

**THAT THE BOARD OF DIRECTORS ENDORSE THE HOSPITAL CHAPELS IN HORIZON HEALTH NETWORK" POLICY.**

There was considerable discussion during which time members of the public asked that no changes be made to the Chapels, and the Christian symbols which have been removed be returned to the original state.

**AMENDMENT TO MOTION:**

**MOVED BY MR. MCKAY, SECONDED BY MR. COSTER**

**THAT WHEREAS THE EXPLANATORY BRIEFING NOTE REFERENCE TO A COMMITMENT TO RETURN THE CROSS ON THE WALL IN THE CHAPEL, THE POLICY BE AMENDED TO NOTE THAT IN MIRAMICHI THAT THE CROSS ON THE WALL OF THE CHAPEL BE RETAINED.**

**MOTION DEFEATED.**

**ORIGINAL MOTION CARRIED.  
(NAY MR. MCKAY)**

Ms. Mitton-MacLean thanked the guests for attending the meeting and for their comments on this issue.

**6. Balanced scorecard**

Attached for information was Horizon Health Network's Balanced Scorecard 2013-14, updated to September 30, 2013.

**7. Update on Influenza**

Jean Daigle, Vice President of Community, provided an update on the Seasonal Influenza and the publicly funded vaccine. The total number of reported cases to date is slightly higher compared to last year. To date 69% of health care workers has received immunization; public is encouraged to seek the vaccine from their doctor's office.

**8. Other business**

Items removed from the consent agenda:

Report from Regional Professional Advisory Committee: Mr. McKay again referenced the Community Report, noting that the report from the Regional Professional Advisory Committee provided to the board members in advance of the meeting was not the same as the version contained in the Community Report. The same holds true for the Patient Safety and Quality Improvement Committee, and he asked why the reports were being edited.

He suggested that if it is Horizon's intention to be transparent then 100% of the committee reports should be included in the Community Report.

Report from the Patient Safety and Quality Improvement Committee: Mr. McKay referred to the section regarding Services to Francophone population/official languages update.

Ms. Melanson explained that since September there has been one official complaint under the Official Languages Act. She said that the linguistic needs of francophone patients/families are not being met across Horizon. A new initiative is being implemented to raise awareness.

The recruitment of bilingual staff (2.6.4) was also noted. A number of the indicators are not being met.

9. Questions from the public

(a) Monica McNally: Ms. McNally shared her experience as a patient in one of Horizon's facilities.

She also noted that Horizon's board had agreed to ask the Minister of Health to create the position of independent patient advocate for the province and she would like to see this position moved forward.

10. Adjournment

There being no further business, the meeting was adjourned at approximately 4:50 p.m. on motion by Mr. McKay, seconded by Dr. Klein.

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Jane Mitton-MacLean  
for W. David Ferguson, Chair

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John McGarry, Corporate Secretary