

# Regional Health Authority B Horizon Health Network

## Minutes of Meeting

### Board of Directors

Minutes of a meeting of the Board of Directors of Regional Health Authority B, held on Thursday, February 24, 2011, beginning at 6:00 p.m. at the Delta Fredericton.

**Present:** Rod Borden, Karen Branscombe, Richard Breault, Leo Burns, Natasha Campbell, Cathy Carnahan, Harry Doyle, Lise Drisdelle-Cormier, Madeleine Drummie, Larry Hachey, Mavis Hurley, Jean-Eudes Levesque, Barbara Quigley, Wayne Roach, 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. John McCann, Dr. James O'Brien, Nancy Roberts, Nancy Savage, Vicki Squires, Norma MaGee (Recording)

**Regrets:** John Laidlaw, Jean-Eudes Levesque, Donna Mazerolle, Dr. James O'Brien

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In the absence of the Board Chair, the Vice-Chair, Mavis Hurley, called the meeting to order at approximately 6:05 p.m. She welcomed the visitors to the meeting.

1. Minutes of Board of Directors' meeting of January 20, 2011

**MOTION:**

**MOVED BY MR. BORDEN, SECONDED BY MR. BREULT**

**THAT THE MINUTES OF THE JANUARY 20, 2011 MEETING OF THE BOARD OF DIRECTORS BE APPROVED AS CIRCULATED.**

**MOTION CARRIED.**

2. Population Health and Chronic Disease Prevention and Management Strategy

Ms. Geldart introduced members of the Chronic Disease Prevention and Management Department – Christine de Jong, Director; Denise Doiron, Manager of Chronic Disease Prevention and Management; and Allison Holland, Manager of Population Health; who provided the board with an update on the evolution of the Department and shared the Department's operational plan.

3. Committee reports

**Board of Directors' Committees**

(a) **Governance and Nominating Committee:** Ms. Quigley provided highlights from the Governance and Nominating Committee meeting held on Friday morning, January 21.  
**Privacy policies:** Ms. Quigley explained that the Chief Privacy Officer provided the committee with an overview of four privacy policies, developed in collaboration with Vitalité Health Network, FacilicorpNB, and AmbulanceNB, at the meeting. She added that the policies have been reviewed and approved by Ethics Services and the Executive Management Team, and after review, endorsed by the Governance and Nominating Committee for recommendation to the Board of Directors.

**Corporate Privacy Policy:** This is the overarching privacy policy which identifies that Horizon is bound by and complies with two pieces of provincial privacy legislation and that the Canadian Standards Association Model Code for the Protection of Personal Information, which includes 10 Privacy Principles, is respected.

**MOTION:**

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

**THAT THE BOARD OF DIRECTORS APPROVE THE CORPORATE PRIVACY POLICY AS PRESENTED.**

**MOTION CARRIED.**

**Confidentiality Policy:** This policy was developed from the four existing zone policies as well as from other organizations across Canada. This policy sets out the definition for confidential information so that information is accessed on a need to know basis in order to perform work or associated duties with Horizon. Staff will be required to review this policy on an annual basis and to sign a Confidentiality Declaration of Understanding. This policy will apply to everyone associated with Horizon's facilities – staff, physicians, volunteers, contractors, etc.

**MOTION:**

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

**THAT THE BOARD OF DIRECTORS APPROVE THE CONFIDENTIALITY POLICY AS PRESENTED, AND THAT THE NEW CONFIDENTIALITY POLICY REPLACE EXISTING ZONE POLICIES –  
NON-AHSC STAFF – CONFIDENTIALITY (ADM-K-006) - ZONE 2 SAINT JOHN  
AHSC STAFF CONFIDENTIALITY (ADM-K-005) – ZONE 2 SAINT JOHN  
CONFIDENTIALITY (PS-A-010) – ZONE 1 MONCTON  
CONFIDENTIALITY (ADM-9-125) – ZONE 7 MIRAMICHI  
CONFIDENTIALITY (2.4.3.3) – ZONE 2 FREDERICTON**

**MOTION CARRIED.**

**Privacy Breach Policy:** This policy is based on best practice from organizations across Canada and includes five steps to follow when notified of a potential privacy breach. This policy supports the principle of openness and willingness to inform the affected individual of a confirmed breach as well as the principle of accountability. This is a common process used in other provinces.

**MOTION:**

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

**THAT THE BOARD OF DIRECTORS APPROVE THE PRIVACY BREACH POLICY, AND THAT THE NEW POLICY REPLACE ZONE 3 BREACH OF CONFIDENTIALITY POLICY, #2.4.3.4.**

**MOTION CARRIED.**

**Privacy Impact Assessment Policy:** Completion of Privacy Impact Assessments is a new addition to the privacy legislation. The policy group is working with the Department of Health to finalize a consistent tool for use when any new project or initiative is proposed which may involve the collection, use or disclosure of personal health information.

**MOTION:**

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

**THAT THE BOARD OF DIRECTORS APPROVE THE PRIVACY IMPACT ASSESSMENT POLICY.**

**MOTION CARRIED.**

**Bylaws review update:** The committee was made aware of a meeting called by the Department of Health with Horizon and Vitalité prior to Christmas where the topic of elected boards (to be effective with the municipal elections in May 2012) was raised. The process to be used for the change in board composition has not been determined to date.

Ms. Quigley noted that the Committee was made aware that a letter was sent to the Minister of Health regarding the terms of seven board members that will expire at the annual meeting in June 2011, and has asked that the appointments be made prior to May 20 to allow the committee time needed to carry out the nominating functions for the annual meeting in June.

Medical representatives from Horizon and Vitalité continue to meet monthly with Department of Health representatives in the redrafting of the sections of the bylaws which pertain to the medical staff.

**Education sessions for board members:** The working group, led by Ms. Branscombe reported. The group discussed how education sessions could be incorporated into the board's regular work and it was suggested that sessions could be held twice a year on Saturdays for the Board to hear presenters on different topics. A session will be held on March 26 in Fredericton, and an outline of the proposed agenda was provided.

(b) **Finance and Audit:** Harry Doyle reported that at the end of nine months (December 31, 2010), Horizon was slightly under budget. The current year to date surplus of \$1.9 million is slightly lower than the surplus of \$4.3 million reported for the same period last year. The surplus of \$1.9 million is an improvement over the planned deficit for the period of \$12.9 million. At the start of this fiscal year, Horizon's expenditure plan had identified \$17 million in underfunding. The current

overall forecast suggests this potential deficit was reduced to the \$8 - \$10 million range by trimming this other than patient care.

(c) Health Planning and Delivery: Ms. Sappier provided highlights from the committee's February 16 meeting.

Quality and Safety Committee: Horizon's Quality and Safety Committee has held two meetings. The committee received information on the reporting process established for the various programs/services to annually report their quality and safety initiatives to the Quality and Safety Committee.

Draft terms of reference for the committee were reviewed. The purpose of the Quality and Safety Committee is "to be responsible for the monitoring of quality and safety initiatives and providing decision support to the Executive Management Team of Horizon Health Network and the Health Planning and Delivery Committee, through the Executive Sponsor. Dimensions of quality to be addressed by the Committee include accessibility, safety, effectiveness, efficiency, appropriateness and equity". The Committee reports to the Health Planning and Delivery Committee, which agreed with the document presented.

**MOTION:**

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

**THAT THE BOARD OF DIRECTORS APPROVE THE TERMS OF REFERENCE FOR THE QUALITY AND SAFETY COMMITTEE.**

**MOTION CARRIED.**

Accreditation update: The committee received an overview of the report received from Accreditation Canada on the September 2010 survey. Horizon Health Network received "Accreditation with Condition", which means that to maintain this accreditation decision, certain criteria must be met within the specified timelines. There were 13 recommendations from nine Required Organizational Practices which require a response (showing evidence of actions taken) by February 28. There were other criteria requiring response by August 28, 2011 and others by the next survey (September 2013).

Alternate Level of Care patients update: The number of ALC patients remains consistently high in all zones in Horizon Health Network. The committee learned of a new assessment tool which has been developed provincially to streamline the process used for ALC patients being assessed for alternate care facilities. The ALC network has invited representatives from the Departments of Social Development and Justice to discuss the process at its next meeting.

Dr. Barry said that the province had made progress on the ALC issue until last year, and noted that in the last few months the numbers have increased to last year's levels. Again there are surgery cancellations due to lack of beds, and this is creating problems throughout the region.

**Board of Directors' Advisory Committees**

(d) Regional Medical Advisory: Dr. Barry reported from the Regional Medical Advisory Committee's recent meeting at which time there was a Social Media presentation showing how

Horizon will be able to use social networking to its advantage in making information available to the public in a timely manner. The primary health care sub committee continues to meet. He also noted the excellent work of the Quality and Safety Committee.

**5. For information**

(a) Corporate summary: an overview of current activities in Horizon Health Network was provided.

(b) Auxiliary Communicator – Saint John Regional Hospital Auxiliary Inc. newsletter: provided for information.

**6. Other business**

Nil

**7. Questions from the Public**

Nil

**8. Adjournment**

There being no further business, the meeting was adjourned on motion by Ms. Carnahan at approximately 7:20.

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Mavis Hurley, Vice-Chair

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Donald J. Peters, Secretary