

Regional Health Authority B Horizon Health Network

Minutes of meeting

Minutes of a meeting of the Board of Directors held on Thursday October 8, 2020.

Directors: John McGarry (Chair), Douglas Baker, Jeanne Breau, John Cormier, Linda Forestell, Pauline Gallant, Dan McCarthy, Michael McCoombs, Jane Mitton-MacLean, Carol Reimer, Martina Shannon, Mary Schryer, André Veniot

Staff: Karen McGrath, Jean Daigle, Geri Geldart, Gary Foley, Dr. Edouard Hendriks, Dr. John Dornan, Jeff Carter, Dan Keenan, Jennifer Sheils, Margaret Melanson, Janet Hogan, Susan Dickie (recorder)

1. Call to Order and approval of agenda

John McGarry, Board Chair called the meeting of the Board of Directors to order at approximately 1:30 pm. The meeting was held virtually through the zoom platform.

Upon a **MOTION** by M. Schryer, seconded by M. Shannon it was **RESOLVED** the agenda be approved as presented.

CARRIED.

Upon a **MOTION** by D. McCarthy, seconded by M. Schryer it was **RESOLVED** the minutes of June 25, 2020 be approved as presented.

CARRIED.

2. Presentations

2.1 COVID 19 – Preparation for the second wave

Sharf Chowdhury, Horizon's Emergency Management Coordinator for the Saint John region, delivered a presentation to the Board highlighting some of the key findings – and lessons learned – of Horizon's initial COVID-19 response. The After-Action Review (AAR) included seven main themes and recommendations expressed through survey results compiled during the first wave and identified by Horizon's Emergency Operations Centre (EOC) in late July. S. Chowdhury spoke the recommendations will be taken into consideration as Horizon prepares for another potential wave of the virus.

2.2 COVID-19 in Harvey: A Rural Community's Response

J. Daigle, VP of Community introduced Sheryl Pepin, Horizon's Community Developer in the Harvey and surrounding rural area. Sheryl's role in connecting community organizations to Horizon's services, helping keep people healthy and building bridges with community organizations has become even more pronounced during the COVID-19 pandemic.

S. Pepin provided an informative presentation that outlined the level of collaboration that has resulted in several local entities coming together to proactively prepare the community for the arrival of the virus.

3. Balanced Scorecard

The balanced scorecard quarterly report for June 30, 2020 was received by the Board, presented by Margaret Melanson, VP of Quality and Patient Centred Care.

4. Governance and Nominating Committee

M. Schryer, committee chair provided a report from the meeting held on September 3, 2020. The topics of discussion at the meeting included:

- Committee work plan was reviewed and approved.
- Horizon collaboration with Foundations; as part of the revisions to the By-laws, Foundations are now required to meet with the Board annually. The Committee determined the Foundations will be asked to present to the Governance Committee rather than the full board due to the Board's full agendas.
- Policies were reviewed and brought forward for approval.

4.1 Policy approval policy

Policies within Horizon are required to be reviewed every three years. As part of the review the policy approval policy was brought to the committee. There were no changes to the policy.

Upon a **MOTION** by M. Shannon, seconded by P. Gallant it was **RESOLVED** the Policy approval policy be approved as presented.

CARRIED.

4.2 Board Remuneration Policy

D. Keenan, Chief Financial Officer, reviewed the board members remuneration policy. Changes were outlined which provide a clearer direction with the flow of information. This policy was developed based on the Department of Health per diem allowances for Board members of Regional Health Authorities A & B, NB Health Council. (AD3108 Policy).

Upon a **MOTION** by L. Forestell, seconded by P. Gallant it was **RESOLVED** that the Board Remuneration policy be approved as presented.

D. Baker abstained from voting

CARRIED.

4.3 HHN Boots on the Ground Report

J. Daigle, Vice President of Community presented the HHN Boots on the Ground Report which highlighted the great work of Horizon Health Community Developers in response to COVID 19. Horizon currently has 13 Community Developers who work along side their communities by supporting, creating bonds and helping them create opportunities for improvements.

5. Finance Audit and Resource Committee

D. McCarthy, Chair of the Finance, Audit and Resource Committee provided a report on the committee meeting held on September 3, 2020. The following items were discussed:

- Updates were received on the Human Resources Strategic Plan
- Policies were reviewed
- Committee work plan was approved

5.1 Financial Results year to date – July 30,2020

D. Keenan, Chief Financial Officer presented the operating results for July 2020 year to date. D. Keenan explained Horizon Health is reflecting a surplus of \$5,908,00 as of July 2020. The primary reason for the surplus is the reduction in supply cost related to the reduction in surgery during the April to June time period.

D. Keenan explained the surplus year to date provides the organization with a buffer heading into the fall and winter, it's clear Horizon will have additional expenses related to screening and assessment centers and those items will impact our surplus. We also could be impacted by a second wave of Covid-19 cases. As such, we are only projecting a break-even position at this time.

Upon a **MOTION** by D. McCarthy, P. Gallant it was **RESOLVED** the Financial results YTD July 30, 2020 be accepted as presented.

CARRIED.

5.2 Foundation Bridging Process Policy

D. Keenan, Chief Financial Officer explained the purpose of the Foundation Bridging process policy is to provide clear guidelines to the Foundations and Auxiliaries and other entities wishing to donate equipment or other assets to Horizon Health Network. This policy was reviewed by the Finance, Audit and Resource committee and recommended for approval.

Upon a **MOTION** by M. Shannon, seconded by M. Schryer it was **RESOLVED** that the Foundation Bridging Process Policy be approved as presented.

CARRIED.

7.3 Statement of Investment Policy

D. Keenan explained the purpose of this policy is to provide a framework for performance management of the investment fund. This policy was reviewed and approved by the Finance, Audit and Resource Committee and is recommended for approval.

Upon a **MOTION** by L. Forestell, seconded by M. McCoombs it was **RESOLVED** that the Statement of Investment Policy be approved as presented.

CARRIED.

6. Patient Safety and Quality Improvement Committee

C. Reimer, acting Chair of the committee provided a report on the committee meeting held on September 2, 2020. The following items were discussed at this meeting:

- Organ and Tissue Donation – presentation received
- Official Languages
- Committee Workplan
- Alternate Level of Care Patients

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- Horizon Quality and Safety Reports
- Review of Horizon Key performance Indicators
- Privacy Update

7. Regional Professional Advisory Committee

G. Geldart, VP of Clinical Services and Co-Chair of the Regional Professional Advisory Committee provided a report of the committee meeting held on September 18, 2020. Annual reports were received from Nursing, Pharmacy, Nutrition Services, Social Work, Occupational Therapy, Psychology and Respiratory Practice Council. The committee also developed a work plan, so their meetings are focused on issues that are important to the committee and to the organization, such as the Information Technology and the HR recruitment strategy.

8. Regional Medical Advisory Committee

Dr. John Dornan, Regional Chief of Staff provided a written report to the committee highlights of his report included:

- Update on Covid 19
- Influenza season
- Physician reappointments

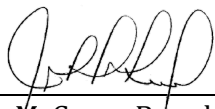
Congratulations was also extended to Dr. Edouard Hendriks, Vice President of Academic, Medical and Research Affairs on his upcoming retirement from Horizon.

9. Questions from the Public

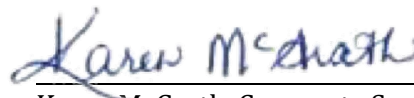
None.

10. Adjournment

Upon a **MOTION** by C. Reimer the meeting was adjourned at 3:30 pm.



John McGarry, Board Chair



Karen McGrath, Corporate Secretary