



**Minutes of the Meeting of the Members  
held Thursday, September 20, 2012, 5:00 p.m. – Executive Boardroom - CCMB**

**PRESENT:**

**Board Members:**

Dr. A. Naimark, Chair	Ms. V. Derenchuk	Ms. A.M. Magnifico
Mr. L. DeJaeger, Past Chair	Dr. G. Glavin	Ms. G. Paziuk
Mr. D. Popke, Secretary	Ms. G. Guiboche	Ms. D. Samatte
Ms. B. Lillie, Treasurer	Ms. B. Hoffer-Steiman	Dr. F. Shore
Ms. T. Magsino Barnabe	Ms. A. Kennedy	Ms. A. Stenning
Ms. S. Boulter	Mr. D. MacDonald	Dr. D. Wall
Mr. G. Campbell		

**Management/Staff Members:**

Dr. D. Dhaliwal	Ms. P. Aitchison
Mr. J. Peitsch	Ms. B. Smith, Recorder

**Regrets:**

Ms. J. Cox	Mr. B. Lee
Dr. J. Foerster	Mr. G. Tallon

**1.0 Welcome/Call to Order/Determination of Quorum/Approval of Agenda**

**1.1 Opening Remarks by Board Chair**

The Chair called the meeting to order at 5:13 p.m. A quorum was achieved.

Ms. V. Wiebe, CCMB's new Chief Nursing Officer (CNO), was introduced to the Board.

The agenda was distributed for review and approval.

***RESOLVED that the agenda be approved.***

***Moved, Seconded and Carried***

**2.0 Presentation: "Discovering the Cause of an Inherited Blood Disorder at CCMB: How We Solved a 40 Year Old Manitoba Mystery"**

Drs. Ryan Zarychanski and Don Houston were invited to present to Board on how they uncovered the cause of an inherited blood disorder that had been unexplained for forty years. Their exciting discovery, which garnered the cover story of *Blood*, the world's top medical journal on blood disorders, holds promise to better understanding of other blood disorders. The presentation underscored the importance of continued investment in research to improve care in Manitoba.

### **3.0 Minutes of June 21, 2012 for Approval**

The minutes of the June 21, 2012 meeting were distributed for review and approval.

***RESOLVED that the minutes of the June 21, 2012 meeting be approved as circulated.***

***Moved, Seconded and Carried***

### **4.0 New Business**

#### **4.1 Items for Concurrence Without Debate**

##### **4.1.1 Granting of Privileges**

***RESOLVED that Board approve the granting of privileges as presented.***

***Moved, Seconded and Carried***

#### **4.2 Items for Ratification/Approval**

##### **4.2.1 CCMB Annual Progress Report – 2011/12**

A copy of CCMB's draft Annual Progress Report for 2011/12 was circulated with the agenda for Board feedback and approval.

***RESOLVED that CCMB's 2011/12 Annual Progress Report be adopted by Board, subject to any minor technical or editorial changes required, and submitted to Manitoba Health by the deadline date of September 30, 2012.***

***Moved, Seconded and Carried***

##### **4.2.2 CCMB Board Annual Work Plan – 2012/13**

A copy of the CCMB Board Annual Work Plan for September 2012 – June 2013 was circulated with the agenda for Board feedback.

***RESOLVED that the Board Annual Work Plan be accepted as presented for use as a working document in 2012-2013.***

***Moved, Seconded and Carried***

##### **4.2.3 July 31, 2012 Operating Statements**

***RESOLVED that Board approve the Financial Statements at July 31, 2012.***

***Moved, Seconded and Carried***

### 4.3 Items for Discussion

#### 4.3.1 Chair

- the Chair noted that a Risk Management Framework has been established at CCMB, and a review of the Corporate Risk Profile is scheduled to take place at the March 21, 2013 Board meeting
- Board was reminded that revised terms of reference for the CCMB Planning Committee were endorsed by Board at its June 21, 2012 meeting, and now include not only physical plant projects but broader infrastructure – e.g. electronic medical record (EMR)

#### 4.3.2 President and CEO

- the President and CEO noted that his Quarterly Report, as circulated with today's agenda, has been expanded and now includes detailed updates from the Chief Operating Officer and Chief Human Resource Officer
- Board attention was drawn to the new Accreditation Canada certificate on the wall

***RESOLVED that Board formally congratulate the President and CEO and the entire team at CCMB for their excellent work, which was instrumental in CCMB being awarded "Accreditation with Exemplary Standing"; and the Manitoba Blood & Marrow Transplant Program, the Histocompatibility Lab, and the Haematology Lab all being accredited by their respective accreditation agencies.***

#### ***Moved, Seconded and Carried***

- while information on CCMB's accreditation standing appears in the 2011/12 Annual Progress Report, the other groups that were recently accredited by their respective accreditation agencies will be highlighted in the 2012/13 Annual Progress Report
- work is progressing with the Manitoba Cancer Patient Journey Initiative, with an update to follow

#### 4.3.3 Executive Committee

The Executive Committee met on September 13, 2012. A briefing note on the background and current status of CCMB's implementation of an electronic medical record was circulated with the agenda, as part of the Executive Committee report.

#### 4.3.4 Nominations & Governance Committee

The Nominations & Governance Committee met on August 29, 2012.

**RESOLVED that Ms. B. Lillie's term on the Board be extended for an additional three years following the expiration of her current term on March 31, 2013; and**

**THAT Ms. A.M. Magnifico be appointed as a member of the Quality & Patient Safety Committee.**

***Moved, Seconded and Carried***

#### **4.3.5 Finance and Audit Committee**

A written report on the September 11, 2012 Finance & Audit Committee meeting was circulated with the agenda.

##### **4.3.5.1 Revised 2012/13 Annual Operating Budget**

Circulated with the Board agenda for information was the revised 2012/13 annual operating budget as approved by the Executive Committee on July 23, 2012, as well as a summary of the changes from the draft budget presented to Board on March 15, 2012.

#### **4.3.6 Quality and Patient Safety Committee**

A written report on the September 18, 2012 Quality & Patient Safety Committee meeting was posted on the Board portal today. Attached to the report was a briefing note concerning the public release of the Manitoba Ombudsman's findings and recommendations regarding a Personal Health Information Act (PHIA) breach by a CCMB employee.

#### **4.3.7 Planning Committee July 31, 2012**

The minutes of the July 31, 2012 Planning Committee meeting were provided for information. As noted, the Planning Committee approved its revised Terms of Reference. It will next meet on October 17, 2012 and then update the Board on ongoing discussions with building partners as well as options being considered for CCMB's space needs. It was suggested today that an earlier meeting take place, perhaps jointly between the Planning and Executive committees, to help facilitate discussion at the October 18, 2012 Board meeting.

#### **4.3.8 Communications & Partners Relations Committee September 5, 2012**

The minutes of the September 5, 2012 Communications & Partners Relations Committee meeting were provided for information.

## **5.0 Matters for Information**

### **5.1 President and CEO Quarterly Report**

The President & CEO's Quarterly Report was circulated with the Board agenda for information.

### **5.2 Board Committees**

#### **5.2.1 Finance & Audit Committee Minutes June 12 & July 23, 2012**

The minutes of the June 12 and July 23, 2012 Finance & Audit Committee meetings were provided for information.

#### **5.2.2 Executive Committee Minutes June 13 & July 23, 2012**

The minutes of the June 13 and July 23, 2012 Executive Committee meeting were provided for information.

#### **5.2.3 Quality & Patient Safety Committee Minutes June 19, 2012**

The minutes of the June 19, 2012 Quality & Patient Safety Committee meeting were provided for information.

#### **5.2.4 Planning Committee Minutes April 18, 2012**

The minutes of the April 18, 2012 Planning Committee meeting were provided for information.

#### **5.2.5 Communications & Partners Relations Committee Minutes June 20, 2012**

The minutes of the June 20, 2012 Communications & Partners Relations Committee meeting were provided for information.

#### **5.2.6 Community Advisory Council (CAC) Minutes June 21, 2012**

The minutes of the June 21, 2012 Community Advisory Council meeting were provided for information.

##### **5.2.6.1 CAC Key Messages June 21, 2012**

Key messages from the June 21, 2012 Community Advisory Council meeting were provided for information.

### **5.3 Program or Service Unit Reports**

Program or service unit reports circulated as per the Board Annual Work Plan included:

5.3.1 Critical Incidents Semi-Annual Report

5.3.2 Workplace Safety & Health Annual Report

## **5.4 Other**

### **5.4.1 Highlights of June 21, 2012 Board Meeting**

Highlights of the June 21, 2012 CCMB Board of Directors meeting were circulated with today's agenda package and will be posted on the CCMB Website alongside the June 21, 2012 Board minutes.

### **5.4.2 Board Meeting Evaluation Results June 21, 2012**

Evaluation results from the June 21, 2012 Board meeting were e-mailed to Board and circulated with today's agenda package.

### **5.4.3 Revised Terms of Reference as Adopted by Board June 21, 2012**

Revised terms of reference as adopted by Board on June 21, 2012 were circulated with the agenda as follows:

- 5.4.3.1 Planning Committee
- 5.4.3.2 Communications & Partners Relations Committee
- 5.4.3.3 Community Advisory Council

### **5.4.4 2012-13 Meeting Dates Board & Committees**

An updated listing of 2012-13 meeting dates for Board & Committees was circulated with today's agenda package.

## **6.0 Private Meeting**

### **6.1 Board and President & CEO**

The Board and President & CEO went in-camera from 6:43 – 7:09 p.m.

### **6.2 Board Only**

Board went into an in camera session at 7:09 p.m.

## **7.0 Conclusion**

The meeting was adjourned at 7:32 p.m.

**NEXT MEETING: Thursday, October 18, 2012 – 4:00 p.m.**

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**Chair**

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**Date**

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**Secretary, Treasurer**

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**Date**

*Recorder: Bev Smith*

*October 3, 2012*