



**Minutes of the Meeting of the Members
held Thursday, September 19, 2013, 5:00 p.m. – Executive Boardroom - CCMB**

PRESENT:

Board Members:

Dr. A. Naimark, Chair	Ms. E. Bishop	Ms. T. Mrozek
Mr. G. Tallon, Vice-Chair	Ms. S. Boulter	Mr. G. Paziuk
Mr. L. DeJaeger, Past Chair	Dr. G. Glavin	Ms. W. Rudnick
Ms. B. Lillie, Treasurer	Ms. B. Hoffer-Steiman	Ms. D. Samatte
Ms. J. Baldwin	Mr. D. MacDonald	Dr. F. Shore
Ms. T. Magsino Barnabe (5:20)	Ms. A.M. Magnifico	Ms. A. Stenning (to 5:30)

Management/Staff Members:

Dr. D. Dhaliwal (to 5:22)	Dr. S. Navaratnam	Ms. P. Aitchison
Mr. J. Peitsch (to 6:10)	Ms. V. Wiebe	Ms. B. Smith, Recorder

Regrets:

Ms. A. Kennedy, Secretary	Mr. G. Campbell	Mr. J. Foerster
Dr. S. Ahmed		

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 5:08 p.m. A quorum was achieved.

A welcome was extended to Ms. Judith Baldwin, a new Minister of Health appointee to the CCMB Board; as well as to the revamped Senior Management Team comprised of Mr. Jeff Peitsch, VP Operations; Dr. Sri Navaratnam, VP Clinical Services; and Ms. Valerie Wiebe, VP Patient Services.

The agenda was reviewed.

RESOLVED that the agenda be approved as circulated.

2.0 Minutes of June 20, 2013 for Approval

The minutes of the June 20, 2013 meeting were distributed for review and approval.

RESOLVED that the minutes of the June 20, 2013 meeting be approved as circulated.

Moved, Seconded and Carried

3.0 Presentation on Picker Patient Satisfaction Survey Results

Ms. Valerie Wiebe, VP, Patient Services, presented to Board on the results of the December 2011 Picker Patient Satisfaction Survey sent out to approximately 2,000 patients. This measurement tool is used nationally to objectively measure and report healthcare performance from the patients' perspective. Feedback from this as well as other recent research has demonstrated that communication and quality psychosocial care are crucial to effective patient care. The Picker Survey will be conducted again in spring 2014, to determine whether progress has been made in areas of concern. This work aligns closely with priorities outlined by Manitoba Health's Cancer Patient Journey, and CCMB's Strategic Plan.

4.0 New Business

4.1 Items for Concurrence Without Debate

4.1.1 Granting of Privileges

RESOLVED that medical staff privileges be granted as presented.

Moved, Seconded and Carried

4.2 Items for Ratification/Approval

4.2.1 CCMB Annual Report – 2012/13

A copy of CCMB's draft Annual Progress Report for 2012/13 was circulated with the agenda for Board feedback and approval. A correction was noted on the last page. Final edits are being made prior to submission to Manitoba Health.

RESOLVED that CCMB's 2012/13 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, 2013.

Moved, Seconded and Carried

4.2.2 CCMB Board Annual Work Plan – 2013/14

A copy of the CCMB Board Annual Work Plan for September 2013 – June 2014 was circulated with the agenda for Board feedback. There was consensus that this be accepted as presented for use as a working document in 2013-2014.

4.3 Items for Discussion

4.3.1 Chair

4.3.1.1 Board Meeting Evaluation Results June 20, 2013 Meeting

The Chair provided a verbal report on the evaluation results from the June 20, 2013 Board meeting. Feedback will be taken into consideration when planning future agendas/meetings.

4.3.2 President/VPs

Board was advised through a document circulated with the agenda that Information Service related discussions with Manitoba eHealth for an integrated approach for Information and Communication Technologies (ICT) continues to enable the high priorities to be addressed by new funding. The Electronic Oncology Record (EOR) is the top priority, and recruitment is underway for the appointment of a Chief Information Officer (CIO) reporting jointly to the CEO of CCMB and the CIO/COO of Manitoba eHealth.

Board concurred in principle with the request of the Executive Transition Team to recruit a Chief Information Officer who will be a member of the Senior Management of both CCMB and Manitoba eHealth, with responsibilities governed by a Memorandum of Understanding as endorsed by both CCMB and Manitoba eHealth.

The three VPs were invited to provide brief verbal reports to Board. They will determine the format of future reports.

- VP & Chief Officer, Operations
 - o 2013/2014 annual operating budget a major issue for CCMB having not yet received its 2013/2014 funding letter from Manitoba Health; in the interim CCMB's budget exercise has been using a targeted 1.5% reduction from the previous year as its framework
 - o many developments over the summer concerning new space for CCMB; will be vetted through Planning Committee prior to coming back to Board
 - o CCMB continues discussions with HSC concerning fees for clinical trials, with overhead costs being held back for a select group of trials

- VP & Chief Officer, Clinical Services
 - o This position, previously filled by the President & CEO, oversees all clinical services at CCMB, including clinical trials
 - o A new Head for Radiation Oncology, to be announced next week, has just been recruited
 - o Discussions underway between CCMB and University Heads concerning what Surgical Oncology, with its many different sub-specialties, means to each

- VP & Chief Officer, Patient Services
 - o This expanded position focuses on the whole role of patient services as opposed to nursing alone; now includes other major areas such as patient safety and accreditation
 - o Manitoba Cancer Patient Journey (MCPJ) initiative progressing, with Board presentation to follow in future
 - o Staff recruited for the CCMB Quick Care Clinic (Urgent Access) with anticipated start date of November 1, 2013; chemotherapy services will be expanded to 10:00 p.m.
 - Staff on the ground commended for their willingness to work these extended hours
 - o Further to nursing job fair at CCMB, suggestion made to invite Dean of Nursing to present to Board in future

The Chair extended a thank you to the Executive Transition Team for their efforts towards transitioning the current President/CEO's role to his successor.

4.3.3 Nominations & Governance Committee September 9, 2013

The Nominations & Governance Committee met on September 9, 2013. Further to the letter sent to the Minister of Health in June 2013 seeking the approval of the Lieutenant-Governor in Council for proposed Board member appointment changes, including Dr. Naimark's three-year term as a Corporation appointee to Board (from Ministerial appointee) in order to continue as Chair, these appointments have been accepted by government with formal letters forthcoming.

Other business of the Nominations & Governance Committee included:

- Self assessments - going out to Board members shortly; part of the accreditation process which allows Board to assess how it performs, to evaluate itself
- Board Annual Work Plan - a product of management which the Committee approved for recommendation to Board
 - o Board presentations – focusing on the business of CCMB, the Committee will develop guidelines for the most effective presentations
- CCMB By-laws – the Committee has a parking lot list of By-law items for review, which will ultimately come back to Board for ratification

4.3.4 Communications & Partners Relations Committee September 3, 2013

The Communications & Partners Relations Committee met on September 3, 2013. The main agenda item was finalization of the 2012/2013 Annual Progress Report. Minutes will be circulated with the October 17, 2013 Board package.

4.3.5 Finance & Audit Committee September 10, 2013

The Finance & Audit Committee met on June 13, 2013. The Chair's written report was circulated with the agenda, and the minutes will be circulated with the October 17, 2013 Board package.

4.3.6 Executive Committee September 12, 2013

The Executive Committee met on September 12, 2013. Minutes will be circulated with the October 17, 2013 Board package.

4.3.7 Quality & Patient Safety Committee September 17, 2013

The Quality & Patient Safety Committee met on September 17, 2013. Minutes will be circulated with the October 17, 2013 Board package. Three new critical incidents were reported since its June 18, 2013 meeting. The Committee was unable to finish its agenda. It has a proposal on the table for extending its meetings from 1.5 to 2 hours, but will be mindful of staff time when evaluating this further. The Committee would like to recruit some additional Board members.

5.0 Matters for Information

5.1 President and CEO Report

A monthly President and CEO report was posted on the Board portal yesterday.

5.2 Board Committees

5.2.1 Finance & Audit Committee Minutes June 13, 2013

The minutes of the June 13, 2013 Finance & Audit Committee meeting were provided for information.

5.2.2 Executive Committee Minutes June 13, 2013

The minutes of the June 13, 2013 Executive Committee meeting were provided for information.

5.2.3 Quality & Patient Safety Committee Minutes June 18, 2013

The minutes of the June 18, 2013 Quality & Patient Safety Committee meeting were provided for information.

5.2.4 Communications & Partners Relations (CPR) Committee June 25, 2013

The draft minutes of the June 25, 2013 Communications & Partners Relations (CPR) Committee 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 Updated Listing of 2013-2014 Board & Committee Meeting Dates

An updated listing of 2013-2014 Board & Committee meeting dates was provided for information.

5.4.2 Highlights of June 20, 2013 Board Meeting

Highlights of the June 20, 2013 CCMB Board of Directors meeting were circulated with today's agenda package and will be posted on the CCMB Website alongside the June 20, 2013 Board minutes.

5.4.3 Fall 2013 Board Performance Training Program (Crown Corporations Council)

Circulated with the agenda was the Fall 2013 Board Performance Training program schedule as developed and presented by the Crown Corporations Council through support provided by the provincial government. Board Performance Training workshops are intended for Chairs, Directors, and senior staff to further their understanding of

governance in the public sector. Board members were asked to let staff know if they were interested in taking part in any of the sessions.

6.0 Private Meeting

6.1 Board Only

Staff were excused from the meeting and Board went into an in camera session at 6:33 p.m.

7.0 Conclusion

The meeting was adjourned following the in camera session.

NEXT MEETING: Thursday, October 17, 2013 – 5:00 p.m.

_____	_____
Chair	Date
_____	_____
Secretary, Treasurer	Date