



**Minutes of the Meeting of the CCMB Board Members**

Thursday, May 21, 2015 at 5:00 pm

Executive Boardroom, CancerCare Manitoba

**PRESENT:**

**Board Members:**

|                            |   |                           |   |                  |   |
|----------------------------|---|---------------------------|---|------------------|---|
| Ms. E. Bishop              | P | Ms. S. Boulter            | P | Mr. G. Campbell  | R |
| Mr. J. Chipman             | R | Mr. M. Evans              | P | Dr. G. Glavin    | R |
| Ms. A. Kennedy (Secretary) | P | Ms. B. Lillie (Treasurer) | R | Mr. D. MacDonald | P |
| Ms. A.M. Magnifico         | P | Ms. T. Mrozek             | P | Dr. A. Naimark   | T |
| Ms. G. Paziuk              | P | Ms. W. Rudnick            | P | Ms. D. Samatte   | R |
| Ms. A. Stenning            | P | Mr. G. Tallon (Chair)     | P |                  |   |

**Management/Staff Members:**

|                               |   |                                 |   |                            |   |
|-------------------------------|---|---------------------------------|---|----------------------------|---|
| Dr. S. Navaratnam (President) | P | Dr. J. Butler (President MSA)   | R | Mr. B. Funk (Interim COO)  | P |
| Dr. R. Kumar (Interim CMO)    | R | Dr. B. Schacter (Med Adv Brd)   | P | Dr. H. Unruh (Interim CMO) | R |
| K. Peters (Exec Asst)         | P | V. Giesbrecht (Brd Coordinator) | P | I. Anderson (Recorder)     | P |

Legend: P-attended in Person; T-attended via Teleconference; R-Regrets sent; A-Absent

**1.0 Call to Order**

The Chair called the meeting to order at 5:15 pm.

**1.1 Welcome & Introductions**

Members were welcomed to the meeting. Congratulations were extended to Dr. Naimark and Dr. Navaratnam for their work on the creation of the Research Institute for Oncology and Hematology (RIOH). This announcement was very well received by CCMB staff, CCMF, and the media.

**1.2 Meeting Overview**

No comments.

**1.3 Review & Approval of Agenda**

The Agenda was approved as circulated.

***Motion Carried without dissent***

**2.0 April 16, 2015 Meeting**

**2.1 Minutes of April 16, 2015**

*It was MOVED and SECONDED that the minutes of the April 16, 2015 meeting be approved as circulated.*

Recorder: IA

***Motion Carried without dissent***

## **2.2 Highlights of Board Minutes**

No comments.

## **2.3 Board Meeting Evaluation**

- In response to comments made, work continues towards improving the timeliness of delivery of meeting materials to members in advance of meetings.
- The meeting evaluation is now available electronically via Diligent and is located in the Questionnaires folder. The evaluation will remain open for completion until the Sunday following Thursday Board meetings.

## **2.4 Business Arising**

There was no business arising.

## **3.0 President's Office**

### **3.1 Executive Officers' Report – May 2015**

This report was accepted by Board members as posted on DBCC. The format is working well and provides insights into activities of CCMB. It was suggested that each Executive Report provide updates on CCMB strategic priorities to the extent that there is measurable progress, with a more complete annual report aligned with the Annual Health Plan.

Discussion followed on the unexpected CCMB network system failure of Friday, May 15<sup>th</sup>, contained in the report:

- Dr. Navaratnam noted the positive staff response in formulating a plan to continue patient care during the system outage. Most services had resumed function by 1:45pm.
- The main interruption to patient care was in radiation therapy treatments which could not proceed. Once systems were functional, hours of operation were extended so that patients could receive their radiation treatment.
- A combined incident report by e-Health and CCMB IS was initiated and completed, showing the root cause to be hardware failure.
- While there is minimal opportunity for a recurrence, a system failure of this nature cannot be predicted nor completely avoided in the future. Upgrading and renewing the network components has been and remains an IS priority. The critical nature of CCMB's systems for patient treatment is now better understood by e-Health.
- The ARIA upgrade proceeded over the weekend and went well.
- The incident will inform formulation of an overall disaster management plan.

## **4.0 For Information Only**

### **4.1 Approved Committee Minutes & Highlights of Current Month's Proceedings**

**a) Nominations & Governance**

To date, additional government appointees to the Board have not been made or confirmed. This will be followed up with the Minister's office.

**b) Planning**

All items are reflected in the documents posted on DBCC.

**c) Finance & Audit**

All items are reflected in the documents posted on DBCC.

**d) Executive Committee**

All items are reflected in the documents posted on DBCC.

The open Board meeting will be tentatively planned for September with the potential date of Thursday, September 17<sup>th</sup> at 12 noon in the CCMB Lecture Theatre to be confirmed as soon as possible.

The Chair reported on the meeting with the Minister of Health and Deputy Minister of Health. At the meeting he raised the need for improved orientation by the Province for its prospective appointees to the CCMB Board so that they were aware of expectations as to time and commitment when accepting such appointments. It is hoped that this and improved communication between CCMB and the Province as to potential appointees will help lower the high number of resignations of Provincial appointees.

**e) Community Advisory Council**

The next meeting will be held in June. Identification of and invitation to new committee members will be addressed by the Council.

**f) Quality & Patient Safety**

All items are reflected in the documents posted on DBCC. The Committee met today and the Chair reported:

- One critical incident has been reported since the last meeting, with the 90-day review underway.
- Accreditation activities continue as planned; a number of surveys will be repeated to determine improvement. Hand Hygiene audit in process.
- A potentially serious matter involving CCMB and the WRHA was reported. Dr. Navaratnam will follow this with the WRHA CMO.

**4.2 Annual Construction Report**

The 2014/15 Annual Construction Report as posted on DBCC was discussed briefly. The report is closely tied with the budget. It is anticipated that prior to a new facility being built,

leasing of additional off-site space will be required as clinical and administrative needs dictate.

#### **5.0 For Concurrence - Ex-Debate**

There were no items for review.

#### **6.0 For Discussion and/or Resolution**

##### **6.1 Financial Statements (no report as audit in progress)**

The annual audit is in progress this week.

##### **6.2 Financial Plan Deficit Update**

- Five new positions have been identified as being critical to patient care and necessary for Accreditation with an annual cost of \$377K;
- Further modest expense reductions of \$350K have been achieved;
- Funding for 12.1 operating positions will be paid from existing grant monies as an interim measure;

*It is recommended that the Board approve a revised deficit budget of approximately \$500K as presented, with appropriate spending limit.*

***Members approved the revised budget as presented. All in favour.***

***Motion Carried without dissent***

##### **6.3 CCMB Board By-Law Amendments**

The proposed by-law amendments will be sent to Committee Chairs on May 22<sup>nd</sup> for consideration by Committees, with the expectation to bring back to the Board for approval at the June meeting. Any changes are subject to the approval of the Health Minister upon approval by the Board.

##### **6.4 Annual Board Workplan**

The Workplan is in development and will be circulated for discussion at the June Board meeting, with input sought from committees in the interim. It is important to have this in place for September. In the past, Accreditors were satisfied with the workplan demonstrating compliance with requirements of the Act and good governance. There was discussion of the Workplan reflecting best practices in Quality & Patient Safety. It was felt that while discussion of patient "Safety" did not, by itself, take up the time good governance practices require, that much of the current Board activity does relate to "Quality" and so, taken together, the time devoted to "Safety and Quality" equaled or exceeded the time required by good governance practices. It was agreed the Board would monitor its time commitments to this important area with this issue in mind.

### **6.5 Manitoba Cancer Plan 2016-21**

Following presentation of the Plan at last month's meeting, Dr. Naimark received feedback from Board members and assisted in revising the document. Professional editing has been completed and a first draft of the Plan has been received. Dr. Navaratnam will be meeting with the designer for discussion of the first draft and changes required. A final proof from the designer will be distributed to members prior to completion and submission to government.

### **6.6 Annual Health Plan**

The Annual Health Plan includes reporting on what will be achieved in 2016/17, being the first year of the new Manitoba Cancer Plan. With this in mind, an Executive Summary linking the new Manitoba Cancer Plan, anticipated first-year achievements and related budget is planned for submission to Manitoba Health. This will better reflect the work of CCMB while maintaining alignment with provincial priorities, goals, and objectives.

Bill Funk presented the major components of the Annual Health Plan to inform members of the complexities of this required reporting to government. The final Plan will be submitted for approval by the Board at the June meeting.

### **7.0 Private Session**

An in camera session commenced at 7:15 pm.

#### **7.1 With CEO**

#### **7.2 Without CEO: Session Required**

### **8.0 Closing Remarks & Adjournment**

*It was **MOVED and SECONDED** that the meeting be adjourned at 7:45 pm.*

***Motion Carried without dissent***

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**Chair**

**Date**

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**Secretary, Treasurer**

**Date**