

Minutes of the Meeting of the CCMB Board Members

Thursday, October 15, 2015 at 5:00-7:00pm

Executive Boardroom (ON-4017), CancerCare Manitoba

PRESENT:

Board Members:

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

Management/Staff Members:

Dr. S. Navaratnam (President)	P	Dr. J. Butler (President MSA)	P	Ms. K. Peters (Exec Asst)	P
Dr. B. Schacter (Med Adv Brd)	P	Mr. B. Funk (Interim COO)	P	Ms. V. Giesbrecht (Brd Coordinator)	P
				Ms. I. Anderson (Brd Recorder)	P

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

Invited Guest: Venetia Bourrier, Director, Quality and Patient Safety, CCMB

1.0 Call to Order

The Chair called the meeting to order.

1.1 Welcome & Introductions

The Chair welcomed Mr. Rob Shaffer, Acting Executive Director, Provincial Cancer and Diagnostic Services, Manitoba Health, replacing Ms. Teresa Mrozek as the representative for the Minister of Health.

1.2 Meeting Overview

The Chair noted that the focus of the meeting will be on Accreditation.

1.3 Review & Approval of Agenda

It was MOVED and SECONDED that the Agenda be approved as circulated.

Motion Carried without dissent

2.0 Special Presentation

2.1 Accreditation 2015 – Venetia Bourrier, Don MacDonald and Dr. A. Naimark

- Dr. Navaratnam acknowledged the work done to date by staff and the Board members in preparation for Accreditation scheduled for December.
- Venetia Bourrier provided an overview of the Accreditation process including a summary of actions completed and those still required in preparation for

December's Accreditation site visit. CCMB achieved Exemplary status in 2011; unmet criteria from that visit were reviewed along with work done to date to meet these criteria.

- Potential questions to Board members by the surveyors will be provided to Board members one week in advance of the November meeting.
- Board members are encouraged to participate in the Governance Functioning Tool survey to be received via an e-mail link and open October 16th to 30th. The Board Chair stressed the importance of a high rate of response to the survey.
- The Accreditation surveyors will meet with the Board of Directors, the Quality Patient Safety Committee, and representatives of CCMB's community advisory functions. Confirmation of dates and times will be sent to members.

3.0 September 17, 2015 Meeting

3.1 Minutes of September 17, 2015

It was MOVED and SECONDED that the minutes of the September 17, 2015 meeting be approved.

Motion Carried without dissent

3.2 Highlights of Board Minutes

There was no discussion.

3.3 Board Meeting Evaluation

The Board Chair reminded members of the importance of completing the evaluation as a performance indicator. Evaluations are open for one week after meetings on DBCC.

3.4 Business Arising

There was no business arising.

4.0 President's Office

4.1 President's Report – October 2015

Dr. Navaratnam reviewed the report as posted on DBCC. Successful recruitment in key management roles places CCMB in a very good position at this time.

5.0 For Information Only

5.1 Approved Committee Minutes & Highlights of Current Month's Proceedings

All items for each Committee are reflected in the documents posted on DBCC.

a) Nominations & Governance

- The position of Vice Chair of the Board is currently vacant. Members are invited to submit their names if they are interested in this key role.
- Work continues on developing a framework for the Community Advisory Committee going forward.

b) Facilities Planning & Development

No additional report.

c) Finance & Audit

No additional report.

d) Executive Committee

Current activities focus on Accreditation readiness and the capital campaign, in conjunction with the CCMF.

e) Community Advisory Council

In the Co-Chairs absence, the Board Chair provided an update on the work in progress to improve the function and mandate of this Committee.

f) Quality & Patient Safety

- The revised Terms of Reference for this Committee has been approved.
- A Quality Safety Improvement Plan is being developed for Accreditation.

g) Communications & Partner Relations

No additional report.

5.2 Pediatric Oncology Briefing Note

As posted on DBCC.

5.3 Community Oncology Briefing Note

As posted on DBCC

5.3.1 COP Briefing Note Addendums

As posted on DBCC.

5.4 Workplace Safety and Health Annual Report Briefing Note

As posted on DBCC.

6.0 For Concurrence - Ex-Debate

6.1 Granting Privileges

The Board received Dr. Navaratnam's Attestation in support of three physicians recommended for CCMB privileges: Dr. R. Kansara, hematologist; Dr. C. Dong, dentist (part-time); and Dr. V. Torri, medical oncologist.

It was MOVED and SECONDED that the privileges for the three physicians be approved by the Board.

Motion Carried without dissent

7.0 For Discussion and/or Resolution

7.1 Financial Statements (August 31, 2015)

The Financial Statements are as posted on DBCC.

It was MOVED and SECONDED that the Financial Statements be approved by the Board.

Motion Carried without dissent

7.2 Financial Plan Deficit Update

It was noted by the Board Chair that CCMB was staying with the planned budget deficit with potential for a reduction in the deficit.

7.3 Policies and Procedures

7.3.1 Board Assessment policy

A formal policy and procedure on Board member assessment has been drafted and provided to members for review. It was recommended that the document be approved by the Board.

It was MOVED and SECONDED that the document be approved in principle, with final edits to be made.

Motion Carried without dissent

7.3.2 Values and Ethics policy

This document was developed in response to a request from Dr. Navaratnam for the Executive Committee to function as the Ethics Committee for the organization. It was proposed that the Board approve the establishment of the proposed framework and policy, with final edits yet to be made. A suggestion was made for consideration of the inclusion of a declaration of patient values within the document.

It was MOVED and SECONDED that the document be approved subject to final revisions.

Motion Carried without dissent

8.0 Private Session

8.1 With CEO

8.2 Without CEO

9.0 Closing Remarks & Adjournment

The meeting was adjourned at 7:20pm.