



Minutes of the Meeting of the CCMB Board Members

Thursday, November 19, 2015 at 5:00 pm

Executive Boardroom (ON-4017), CancerCare Manitoba

PRESENT:

Board Members:

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

Management/Staff Members:

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

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

Invited Guests: Venetia Bourrier, Quality and Patient Safety; and Dr. Donna Turner, Population Oncology

1.0 Call to Order, Introductions and Approval of the Agenda

- The Chair called the meeting to order and welcomed Dr. Piotr Czaykowski, CMO, and Mr. Bill Funk, attending on behalf of Dr. Navaratnam in her absence.
- Special note was made of the Speech from the Throne delivered November 16th and the inclusion of a commitment by government to a new CancerCare Manitoba facility. The Chair also noted that the meeting with the Premier held November 10th had been very positive with good engagement and support shown for CCMB and the Building Project.

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

Motion Carried without dissent

2.0 Special Presentation: Population Oncology

- Dr. Donna Turner presented an update on the Population Oncology Portfolio including the Department of Epidemiology and Cancer Registry; First Nations, Metis & Inuit Cancer Control Unit; and the Screening Programs and Prevention activities. Questions and discussion followed.

3.0 Accreditation Preparation

- A final review of the Accreditation Canada documents as appended and the process of the on-site survey scheduled for December 7th to 10th was provided by Venetia Bourrier.
- Members will be required to sign a Declaration of Interest as a new requirement for Accreditation.
- The Chair noted the very good response and positive results of the Board survey for accreditation purposes. The survey results will be shared with Board members.

4.0 October 15, 2015 Meeting

It was MOVED and SECONDED that the appended minutes of the October 15, 2015 meeting be approved, subject to suggested formatting and editorial changes.

Motion Carried without dissent

- The appended Highlights of Board Minutes to be posted on the CCMB website were noted.
- The rate of response to completion of the Board Meeting Evaluation remains less than desired. It was suggested that an option of completing the evaluation in hard copy immediately following the meeting be provided at future meetings to improve response.
- There were no matters of business arising from the minutes, other than those dealt with in other parts of the Agenda.

5.0 President's Report – November 2015

- This monthly report as appended was received by the Executive Committee prior to Dr. Navaratnam's current absence.
- A request was made for information on the outcomes of the Accreditation worklife pulse survey and plans going forward. Dr. Czaykowski noted the Physician Worklife Pulse Survey had raised concerns about openness and transparency at the Executive level. An action plan is in place to address these concerns. The Chair will follow to have these items available to the Board.
- There was discussion of the commitment to CCMB in the recent Speech from the Throne and the hope of a possible announcement in the near future as a further commitment from government.

6.0 Matters for Information

- The Board received the latest approved minutes of meetings of the standing committees and the highlights of more recent meetings of which had not yet been considered and approved (as appended documents).

- The Chair of the **Nominations and Governance Committee (NGC)** noted that two new appointments to the Board are awaiting the Health Minister's approval. A framework for community engagement and the structure of policies and procedures are in process with management, to be brought to the Board in the new year.
- The Chair of the **Facilities Planning & Development Committee** noted the recent progress made for the Capital Project. The Board Chair noted the work of the IT Department to determine needs and priorities, as well as new features now functional in the electronic chart.
- The Board Chair commented on current activities of the **Executive Committee** including its annual assessment of the CEO, and the priority to improve the teleconferencing capabilities to enable accessibility for members in rural areas of the province.
- The Chair of the **Community Advisory Council** noted the continuing processes to restructure this committee to become the Community Engagement Committee.
- The Chair of the **Quality & Patient Safety Committee** reported on items of discussion at its meeting held earlier in the day. Note was made of recent improvements made to the CCMB website regarding Patient Safety with direct links to the Manitoba Institute for Patient Safety and Manitoba government's Patient Safety resources and reports. The Board Chair noted the Committee's readiness for Accreditation, being one of the individual committees that will meet with the Accreditors.
- The Board received the appended Briefing Notes providing updates on the Department of Medical Oncology and Hematology, Manitoba Blood and Marrow Transplant Program, Semi-Annual Critical Incident Analysis Report, and Policy Office.

7.0 Matters For Concurrence without Debate

- There were no matters brought before the Board.

8.0 Matters For Discussion and/or Resolution

- **Finance**
The appended financial statements for the period ending September 30, 2015 were reviewed. The Chair of the Finance and Audit Committee noted that rigorous expense management has impacted the deficit budget favorably for year end. Additional one-time funding received from government was helpful in this regard. CCMB's Risk Management structure was discussed related to financial and budget matters.

It was MOVED on behalf of the Finance and Audit Committee that the Financial Statements be approved by the Board.

Motion Carried without dissent

- **Community Engagement Committee Documents**

The appended draft Terms of Reference and Policy on Community Engagement were developed as a framework for the function of this new committee, formerly the Community Advisory Committee. The Committee will be comprised of Board and community members to provide Board oversight of the community engagement efforts of CancerCare Manitoba throughout the province. The start date for this new committee will be January 2016.

Discussion of the documents brought forward the following recommendations for revision to be made:

- That the Committee meet four times a year rather than the proposed three, for review in one year's time by the committee;
- That the President and CEO of CancerCare Manitoba Foundation function as an official member of the committee, representing CCMF's strong connections within the community and CCMB.

It was MOVED that the documents, incorporating revisions as identified during the discussion be approved.

Motion Carried without dissent

9.0 Closing Remarks & Adjournment

Mr. Bill Funk expressed his appreciation to the Board for their support in his role as interim COO for the past two years. The Board Chair thanked Mr. Funk for his past service and for his continued service in his new role.

The meeting was adjourned at 7:15pm.