



Minutes of the Meeting of the CCMB Board Members

Thursday, October 19, 2017, 5:00-7:00pm

(Dinner at 4:30pm)

Executive Boardroom, ON4017, 675 McDermot Avenue, CCMB

PRESENT:

Board Members:

Mr. G. Tallon (Chair)	P	Mr. R. Shaffer	P	Mr. V. Warden	T
Mr. J. Chipman (Vice Chair)	P	Ms. R. Gage	P	Mr. Matt Bolley	P
Ms. A. Kennedy (Sec/Treas)	P	Judge R. Pollack	P	Ms. Susan Graham	P
Dr. B. Schacter (Med Adv Brd)	P	Mr. R. Campbell	R	Ms. Darlene Grantham	P
Ms. A.M. Magnifico	P	Ms. K. Kumedan	R	Dr. Karen Juce	P
Dr. G. Glavin	P	Mr. J. London	P	Ms. Nimmi Ramgotra	P
Mr. M. Evans	P	Mr. D. Mortimer	P	Ms. Mary Beth Taylor	P

Dr. S. Navaratnam (CCMB CEO)	P	Dr. D. Houston (MSA President)	P	Ms. K. Peters (Exec Asst)	P
Ms. A. Stenning (CCMF CEO)	P	Ms. A. Saj (Brd Coord)	P	Ms. I. Anderson (Brd Recorder)	P

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

Invited Guests: Mr. John Ioculano, Director of IT and Facilities

1.0 Call to Order, Welcome, Review & Approval of the Agenda

- The Chair called the meeting to order at 5:00 p.m. and welcomed Dr. Don Houston, incoming President of the CCMB Medical Staff Association (MSA).
- There were no revisions to the agenda.

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

Motion Carried without dissent

2.0 Special Presentation

2.1 CCMB Diligent Boardbooks Transition to SharePoint

Mr. John Ioculano, in his new position as Director of IT and Facilities, provided a presentation on the use of SharePoint as an alternative to Diligent Boardbooks for Board members use as an electronic document library. Members will be able to access a secure Board portal through the CCMB website and will be able to use any device that provides internet access. Discussion followed. Members are in agreement with making this transition to SharePoint in the near future.

3.0 September 21 2017 Meeting Minutes

It was MOVED and SECONDED that the appended Minutes of the September 21 2017 Board Meeting be approved.

Motion Carried without dissent

- The appended Highlights of Board Minutes to be posted on the CCMB website were noted.
- Board Meeting Evaluation – note was made of a request received for speakers to identify themselves for greater clarity for those Members attending via teleconference.
- There were no matters of business arising from the minutes, other than those dealt with in other parts of the Agenda.

4.0 President's Office

4.1 President's Report

Dr. Navaratnam reported based on her presentation at the AGM on October 12 2017 and highlighted a number of additional activities, including:

- A full day interactive workshop is planned for October 31 for CCMB executives, directors and managers for discussion on changes impacting cancer services and planning clinical services for the years ahead;
- CCMB assumes financial and operational responsibility for the WRHA Oncology program clinics in community hospitals effective October 20. This will provide an opportunity for improved comprehensive planning and cost savings.

5.0 For Information Only

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

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 Board Chair provided highlights of the **Communications Committee**:
 - Judge Pollack has agreed to take on the role of Chair for this Committee;
 - The third Annual General Meeting was held October 12. CCMB staff will compile the evaluation responses and will report back to the Committee.
- The Board Chair, as Chair of the **Nominations & Governance Committee**, provided the following updates:
 - The Committee recommends the appointment of new Board members Darlene Grantham and Dr. Karen Juce to the Quality and Patient Safety Committee.
It was MOVED and SECONDED that the appointments be approved.
Motion Carried without dissent.
 - Board profiles for new members have been received. Appointing of new members to Committees will be the next step. Members are asked to advise the Chair know if they have an interest in a particular Committee that they have not already noted on their profile.
 - Mr. Keith Findlay has resigned from the Finance & Audit Committee after many years of participation.

- Term limits for non-board members on Committees is being considered to assist in continuing rejuvenation of Committees. This will be further discussed and brought back to the Board.
 - A number of CCMB policies are under review by the Committee.
- The Chair of the **Facilities Planning and Development Committee** noted the Committee has not met since its September meeting.
- The Board Chair commented on activities of the **Community Engagement Committee**:
 - Past Board Chair, Dr. Naimark continues to chair this Committee who met October 18. The Committee has had some input with the Communications Committee toward the new CCMB website.
- The Chair of the **Quality and Patient Safety Committee** provided highlights:
 - The Committee received a presentation by Dr. Eric Bow on the results of hand hygiene audits at CCMB.

5.2 Advisory Medical Board

Dr. Schacter noted highlights of the October 5 meeting of the Advisory Medical Board;

- The Advisory Medical Board welcomed one new member, Dr. Ruth Simkin;
- The meeting focused on diagnostic imaging practices and its impact on cancer patients with a presentation from Dr. Marco Essig, Director of Diagnostic Imaging, WRHA.
- The Board Chair recommended that Dr. Schacter and Dr. Navaratnam follow up with a discussion regarding CCMB's involvement in the diagnostic imaging oncology working group.

5.3 Briefing Note - Bi-Annual Privacy Compliance Report

5.4 Briefing Note - BMT Program

The Board received the above Briefing Notes for information. There was no discussion.

6.0 Discussion and/or Resolution

6.1 Board Self-Assessment

The Board Chair reviewed the results of the Board Self-Assessment with Members. The Nominations & Governance Committee will determine how to further enhance performance of the Board and its evaluation going forward.

6.2 Financial Statements – August 31, 2017

6.2.1 Income Statement

6.2.2 Balance Sheet

The Chair of the **Finance & Audit Committee** reviewed the financial statements as provided.

It was recommended by the Finance and Audit Committee that the 2016/17 Financial Statements as at August 31 2017 be approved by the Board.

Motion Carried without dissent

6.3 Financial Deficit Plan Update

The Chair of the Finance and Audit Committee provided an update on the budget. Upon receiving the Manitoba Health funding letter in August, 2017, the funding was less than had been anticipated, leaving the potential for a deficit. There was discussion on strategies to deal with this given that CCMB has been mandated by government to maintain a balanced budget.

CCMB was asked to develop a plan to further reduce costs to maintain a balanced budget; the plan to include the risks, consequences, and impacts of proposed cuts. A report on this plan is to be reported to the Board at the November meeting to enable Board members to make an informed decision on next steps.

6.4 Cancer Project Update

The Chair of the Facilities Planning and Development Committee provided an update on the Cancer Project. Since February 8 2017 when government invited CCMB to reimagine the new building, the CancerCare Manitoba Foundation has taken the lead in working with consultants and a committee of representatives from CCMB and CCMF to develop a reimagined project with the goal of bringing this back to CCMB Board.

7.0 Matters For Concurrence without Debate

7.1 Granting Privileges

Dr. Navaratnam recommended the granting of privileges to Leontine Djine, a Physician Assistant who will be joining the St. Boniface site Hematology clinics.

It was MOVED and SECONDED that the privileges be approved.

Motion Carried without dissent.

8.0 Private Session

8.1 With CEO

Discussion was held.

8.2 Without CEO

Discussion was held.

9.0 Closing Remarks & Adjournment

The meeting was adjourned at 7:30 p.m.