



**Minutes of the Meeting of the Members
held Thursday, January 17, 2013, 5:00 p.m. – Executive Boardroom - CCMB**

PRESENT:

Board Members:

Dr. A. Naimark, Chair	Ms. V. Derenchuk (phone)	Mr. D. MacDonald
Mr. G. Tallon, Vice-Chair	Dr. J. Foerster	Ms. A.M. Magnifico
Mr. L. DeJaeger, Past Chair	Dr. G. Glavin (to 6:37)	Ms. T. Mrozek
Mr. D. Popke, Secretary	Ms. G. Guiboche	Ms. G. Paziuk
Ms. B. Lillie, Treasurer (5:13)	Ms. B. Hoffer-Steiman	Ms. D. Samatte
Dr. S. Ahmed	Ms. A. Kennedy	Dr. F. Shore
Dr. T. Magsino Barnabe	Mr. B. Lee (to 6:31)	Ms. A. Stenning
Ms. S. Boulter		

Management/Staff Members:

Dr. D. Dhaliwal	Ms. P. Aitchison
Mr. J. Peitsch	Ms. B. Smith, Recorder

Regrets:

Mr. G. Campbell

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 5:00 p.m. A quorum was achieved.

The agenda was distributed for review and approval.

RESOLVED that the agenda be approved.

2.0 PHIA Orientation Session

Ms. Leslie Costa, Manager, Health Information Services, and Personal Health Information (PHI) Privacy Officer, presented to Board on Confidentiality & The Personal Health Information Act (PHIA) – Understanding Your Role as a Board Member Under PHIA/CCMB Policies. The objectives of this session were to inform Board about PHIA and their obligations under this Act; to ensure that members have a common understanding of what they should or should not do in regard to the protection and security of PHI; heighten their PHIA awareness through sharing tips for safeguarding patients' personal health information; help members understand when a breach occurs and its implications, and share CCMB statistics on breaches. Following the session all members completed and signed Pledge of Confidentiality forms. Today's presentation may be found on the Board portal, both in today's Board agenda package and in the resource section.

3.0 Minutes of December 20, 2012 for Approval

The minutes of the December 20, 2012 meeting were distributed for review and approval.

RESOLVED that the minutes of the December 20, 2012 meeting be approved as circulated.

Moved, Seconded and Carried

4.0 New Business

4.1 Items for Concurrence Without Debate

4.1.1 Granting of Privileges

RESOLVED that Board approve the granting of privileges as presented.

Moved, Seconded and Carried

4.2 Items for Ratification/Approval

4.2.1 November 30, 2012 Operating Statements

RESOLVED that Board approve the Financial Statements at November 30, 2012.

Moved, Seconded and Carried

4.3 Items for Discussion

4.3.1 Chair

4.3.1.1 Risk Management Annual Report Update

At its last meeting, the Executive Committee reviewed the preliminary draft report on Corporate Risk Management (CRM) and determined the need to do a considerable amount of further work. The Chair of the Board met with senior staff recently to discuss the finalization of the report scheduled to go to the March 21st Board meeting. Following further refinements, Board committees will be invited to review the Corporate Risk Profile prior to Board adopting a final report.

4.3.1.2 Board Meeting Evaluation Results December 20, 2012 Meeting

Evaluation results from the December 20, 2012 Board meeting were circulated with the Board agenda package.

4.3.1.3 CCMB Volunteer Program

CCMB's Volunteer Program is going to be recognized for 50 years of service at a reception being held at Government House on February 19, 2013. Members of the CCMB Executive Committee will be invited to represent CCMB at this event.

4.3.2 President and CEO

- Noted that recruitment for community oncologists continues to be a challenge for CCMB
 - o CCMB's risk mitigation strategy is to employ family physicians who have been trained in oncology to work with/support existing oncologists
- There are indications that all RHAs and CCMB will be receiving similar instructions from government as last year respecting further budget savings

4.3.3 Finance & Audit Committee January 8, 2013

The Finance & Audit Committee met on January 8, 2013. The Chair's report was circulated with the Board agenda.

4.3.4 Executive Committee January 10, 2013

The Executive Committee met on January 10, 2013. CCMB continues to work with Manitoba eHealth to develop a plan to accelerate action and funding for the development of the Electronic Medical Record (EMR) system. A shared vision encompassing the integration of Manitoba eHealth/CCMB functions has been produced. A suggestion that arose out of the Executive Committee meeting is for a future presentation to Board, by a clinically trained individual, on the medical record system.

4.3.4.1 Order of Canada Recipient Janice Filmon

RESOLVED that the Chair of the Board send a letter to Janice Filmon on behalf of the Board to congratulate her on being appointed to the Order of Canada.

Moved, Seconded and Carried Unanimously

4.3.5 Communications & Partners Relations Committee January 8, 2013

The Communications & Partners Relations Committee met on January 8, 2013 and the minutes have been posted on the Board portal.

4.3.6 Quality and Patient Safety Committee January 15, 2013

The January 15, 2013 meeting of the Quality and Patient Safety Committee was cancelled.

4.3.7 Nominations & Governance Committee January 7, 2013

The Nominations & Governance Committee met on January 7, 2013.

4.3.7.1 Review of Code of Conduct

The Nominations & Governance Committee intends to undertake a review of the Code of Conduct applicable to CCMB.

4.3.8 Planning Committee

The Planning Committee will meet again when further progress has been made with respect to the scope of the feasibility study for construction of the CCMB NEWBUILD in 2015. The functional program is on track to finish around the end of February 2013. The motion passed at the last Board meeting will be presented to the WRHA Steering Committee when it meets in February 2013.

5.0 Matters for Information

5.1 President and CEO Monthly Report

The President and CEO monthly report was posted on the Board portal today.

5.2 Board Committees

5.2.1 Finance & Audit Committee Minutes December 11, 2012

The minutes of the December 11, 2012 Finance & Audit Committee meeting were provided for information.

5.2.2 Communications & Partners Relations Committee Minutes December 11, 2012

The minutes of the December 11, 2012 Communications & Partners Relations Committee meeting were provided for information.

5.2.3 Executive Committee Minutes December 13, 2012

The minutes of the December 13, 2012 Executive Committee meeting were provided for information.

5.2.4 Quality & Patient Safety Committee Minutes December 18, 2012

The minutes of the December 18, 2012 Quality & Patient Safety 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 ColonCheck Screening Program Annual Report
- 5.3.2 Blood & Marrow Transplant Program Report
- 5.3.3 Radiation Oncology Report
- 5.3.4 School of Radiation Therapy Report
- 5.3.5 Volunteer Services Report
- 5.3.6 Manitoba Institute of Cell Biology Annual Report 2012
(CD provided as handout)

Discussion ensued regarding reports #5.3.1 and 5.3.3:

- Still some hesitancy by the target group in terms of completing ColonCheck fecal occult blood test (FOBT), however, Manitoba has highest screening rate in the country
- All Colon Screening Programs are in their infancy, so screening rates should continue to rise as promotion and awareness increases
- Contingency plans are in place for replacement of aging radiation oncology equipment, with ongoing monitoring of same

5.4 Other

5.4.1 Highlights of December 20, 2012 Board Meeting

Highlights of the December 20, 2012 CCMB Board of Directors meeting were circulated with today's agenda package and will be posted on the CCMB Website alongside the December 20, 2012 Board minutes.

6.0 Private Meeting

6.1 Board and President & CEO

The Board and President & CEO went into a brief in camera session at 7:00 p.m.

6.2 Board Only

Board went into a brief in camera session following its session with the President & CEO.

7.0 Conclusion

The meeting was adjourned at 7:15 p.m.

NEXT MEETING: Thursday, February 21, 2013 – 5:00 p.m.

Chair

Date

Secretary, Treasurer

Date