



**Minutes of the Meeting of the Members  
held Thursday, November 21, 2013, 5:00 p.m. – Executive Boardroom - CCMB**

**PRESENT:**

**Board Members:**

Dr. A. Naimark, Chair	Ms. E. Bishop (phone)	Ms. A.M. Magnifico
Mr. G. Tallon, Vice-Chair	Ms. S. Boulter	Ms. T. Mrozek
Mr. L. DeJaeger, Past Chair	Mr. G. Campbell	Ms. G. Paziuk
Ms. B. Lillie, Treasurer (5:25)	Ms. D. Heathcote	Ms. W. Rudnick
Ms. A. Kennedy, Secretary	Ms. B. Hoffer-Steiman	Ms. D. Samatte
Ms. J. Baldwin	Mr. D. MacDonald	Ms. A. Stenning

**Management/Staff Members:**

Dr. D. Dhaliwal	Ms. P. Aitchison
Ms. V. Wiebe	Ms. B. Smith, Recorder

**Regrets:**

Dr. S. Ahmed	Dr. G. Glavin	Mr. J. Peitsch
Dr. T. Magsino Barnabe	Dr. F. Shore	Dr. S. Navaratnam
Dr. J. Foerster		

**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 5:05 p.m. A quorum was achieved. Board was informed that a new Minister of Health appointee, Ms. S. Mazur from Notre Dame de Lourdes, will be joining Board at its January 16<sup>th</sup> meeting, replacing outgoing Board member B. Hoffer-Steiman.

The agenda was reviewed.

***RESOLVED that the agenda be approved as circulated.***

**2.0 Minutes of October 17, 2013 for Approval**

The minutes of the October 17, 2013 meeting were distributed for review and approval.

***RESOLVED that the minutes of the October 17, 2013 meeting be approved as circulated.***

***Moved, Seconded and Carried***

### **3.0 Presentation**

#### **3.1 Data Set Transfer: CCMB's Prep for Collaboration with MCHP**

Dr. Donna Turner, Provincial Director, Population Oncology, presented to Board on the sharing of CCMB data with the Manitoba Centre for Health Policy (MCHP) as requested by the Deputy Minister of Health. There is potential for a mutually beneficial partnership and creative data analysis.

Board was supportive of the guiding principles as presented. Dr. Turner will present again in January 2014 in conjunction with the Director of the MCHP.

### **4.0 New Business**

#### **4.1 Items for Concurrence Without Debate**

##### **4.1.1 Granting of Privileges**

***RESOLVED that medical staff privileges be granted as presented.***

***Moved, Seconded and Carried***

#### **4.2 Items for Ratification/Approval – none**

#### **4.3 Items for Discussion**

##### **4.3.1 Chair**

##### **4.3.1.1 Board Meeting Evaluation Results October 17, 2013 Meeting**

Evaluation results from the October 17, 2013 Board meeting were circulated with the Board agenda package. Regarding comments that came out of both Board meetings and the Board self assessment survey related to the dynamics of Board agendas, schedules of events during the year, and information going to the Board, whether routine or major issues, the Chair suggested that the Nominations & Governance Committee explore this further with a view to better organizing the way in which Board conducts its business.

##### **4.3.2 President/VPs**

The President & CEO and VPs were invited to provide brief verbal reports to Board.

- President & CEO
  - o A proposal concerning a CCMB – Manitoba eHealth IT Project will be presented at the December 19<sup>th</sup> Board meeting
    - The COO at Manitoba eHealth resigned November 8th
  - o Executive Transition Team has been very busy the last few weeks as the VP Clinical Services prepares to assume President & CEO position January 1, 2014

- The new provincial Minister of Health was at CCMB on November 8<sup>th</sup> to announce the installation of the new robotic machine RIVA (robotic IV automations system) which prepares chemotherapy drugs quickly and safely
- VP & Chief Officer, Patient Services
  - The Urgent Cancer Care & Cancer Helpline opened November 4<sup>th</sup> and has provided the following services in its first 8 days: 115 patients triaged; 68 walk in patients to Urgent Care; 47 telephone triage; 6 transfers to treatment floor
    - CCMB is tracking numbers, as well as distribution of acuity for patients presenting to Urgent Cancer Care
      - Wait times generally 30-45 minutes
    - Media launch scheduled for December 4<sup>th</sup>
    - CCMB should be able to demonstrate to Manitoba Health the cost savings to other health care facilities, particularly emergency departments, from this Clinic

#### **4.3.3 Nominations & Governance Committee November 4, 2013**

The Nominations & Governance Committee met on November 4, 2013.

- Board members who have not yet completed self assessment survey forms may still do so; these will be reviewed at the Committee's December 2<sup>nd</sup> meeting, then discussed at the December 19<sup>th</sup> Board meeting.
- The Committee is contemplating soliciting future Corporate Board appointees and external Committee members through a public invitation for applications.
- The Committee is aiming to prioritize Board topics and reorganize the Board schedule

#### **4.3.4 Communications & Partners Relations Committee November 5, 2013**

The Communications & Partners Relations Committee met on November 5, 2013. Minutes will be circulated with the December 19, 2013 Board package.

#### **4.3.5 Planning Committee November 7, 2013**

The Planning Committee met on November 7, 2013. Work is progressing on a letter of intent for purchasing a site, with discussion taking place surrounding timelines. Minutes will be circulated with the December 19, 2013 Board package.

#### **4.3.6 Finance & Audit Committee November 12, 2013**

The Finance & Audit Committee met on November 12, 2013. The Chair's written report was circulated with the agenda, and the minutes will be circulated with the December 19, 2013 Board package.

#### **4.3.7 Executive Committee November 14, 2013**

The Executive Committee met on November 14, 2013. Minutes will be circulated with the December 19, 2013 Board package.

#### **4.3.8 Quality & Patient Safety Committee November 19, 2013**

The Quality & Patient Safety Committee met on November 19, 2013 and received a presentation on the safety of chemotherapy. There were no new critical incidents reported since the last meeting. Terms of reference have been revised, to be ratified by the Nominations & Governance Committee and Board. Minutes will be circulated with the December 19, 2013 Board package.

### **5.0 Matters for Information**

#### **5.1 President/VP Reports**

##### **5.1.1 President & CEO**

- A summary on the Cancer Patient Journey Initiative will be provided at a future meeting
  - o Pace of change is picking up, with over 60 major improvement events occurring, however, over 60% of patients still not being treated within the required timelines
  - o While "IN SIXTY" is ambitious, it has been achieved elsewhere – e.g. Britain
- Three announcements thus far concerning the transformation of Community Cancer Programs (CPPs) into Cancer Hubs, with two on the horizon

#### **5.2 Board Committees**

##### **5.2.1 Planning Committee Minutes June 10, 2013**

The minutes of the June 10, 2013 Planning Committee meeting were provided for information.

##### **5.2.2 Finance & Audit Committee Minutes October 8, 2013**

The minutes of the October 8, 2013 Finance & Audit Committee meeting were provided for information.

##### **5.2.3 Executive Committee Minutes October 10, 2013**

The minutes of the October 10, 2013 Executive Committee meeting were provided for information.

##### **5.2.4 Quality & Patient Safety Committee Minutes October 15, 2013**

The minutes of the October 15, 2013 Quality & Patient Safety Committee meeting were provided for information.

##### **5.2.5 Community Advisory Council October 17, 2013**

The minutes of the October 17, 2013 Community Advisory Council meeting were provided for information.

### **5.2.5.1 CAC Key Messages October 17, 2013**

Key messages from the October 17, 2013 Community Advisory Council 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 Clinical Investigations Office
- 5.3.2 Patient Representative Annual Report
- 5.3.3 Surgical Oncology Program

Questions and discussion ensued regarding the specific reports. The Chair asked that members contemplate whether in future Program or Service Unit reports should continue to come straight to Board, or perhaps go to committees for review, or be summarized by VPs, for example.

### **5.4 Other**

#### **5.4.1 Highlights of October 17, 2013 Board Meeting**

Highlights of the October 17, 2013 CCMB Board of Directors meeting were circulated with today's agenda package and will be posted on the CCMB Website alongside the October 17, 2013 Board minutes.

### **6.0 Conclusion**

The meeting was adjourned at 7:14 p.m.

**NEXT MEETING: Thursday, December 19, 2013 – 5:00 p.m.**

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**Chair**

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**Date**

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**Secretary, Treasurer**

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**Date**