



**Minutes of the Meeting of the Members  
held Thursday, December 19, 2013, 5:00 p.m. – Executive Boardroom - CCMB**

**PRESENT:**

**Board Members:**

Dr. A. Naimark, Chair	Dr. T. Magsino Barnabe	Ms. A.M. Magnifico (phone)
Mr. G. Tallon, Vice-Chair	Ms. E. Bishop	Ms. T. Mrozek
Mr. L. DeJaeger, Past Chair	Mr. G. Campbell	Ms. G. Paziuk
Ms. B. Lillie, Treasurer (5:10)	Dr. G. Glavin	Ms. W. Rudnick
Ms. A. Kennedy, Secretary	Ms. B. Hoffer-Steiman	Ms. A. Stenning
Ms. J. Baldwin	Mr. D. MacDonald	

**Management/Staff Members:**

Dr. D. Dhaliwal	Ms. P. Aitchison
Dr. S. Navaratnam	Ms. B. Smith, Recorder

**Regrets:**

Dr. S. Ahmed	Dr. J. Foerster	Ms. D. Samatte
Ms. S. Boulter	Ms. D. Heathcote	Ms. V. Wiebe

**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 5:02 p.m. On behalf of Board, he extended appreciation to Mr. L. DeJaeger and Ms. B. Hoffer-Steiman whose terms have now expired.

The agenda was reviewed.

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

**2.0 Minutes of November 21, 2013 for Approval**

The minutes of the November 21, 2013 meeting were distributed for review and approval.

***RESOLVED that the minutes of the November 21, 2013 meeting be approved as circulated.***

***Moved, Seconded and Carried***

**3.0 Presentation**

**3.1 A Reflection of 10 Years (2003 – 2013) of Progress & Challenges**

December 31, 2013 marks the completion of Dr. Dhali Dhaliwal's ten years as President & CEO of CCMB. He presented to Board on A Decade of Progress in Cancer: Successes

& Challenges – A Personal View. A thank you was extended to Dr. Dhaliwal for his decade of service to CCMB. Dr. Navaratnam will assume the position of President & CEO in January 2014.

#### **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**

###### **4.2.1 Appointment of Auditors for 2013/2014**

***RESOLVED that KPMG LLP Chartered Accountants be appointed as the external auditors for CCMB for 2013/2014.***

***Moved, Seconded and Carried***

###### **4.2.2 Manitoba eHealth & CCMB Update**

Circulated with the agenda was an update on key elements of CCMB's IT Renewal Project with the Manitoba eHealth Program (MeHP). A formal Memorandum of Understanding is being developed between the WRHA (operating as Manitoba eHealth) and CCMB, respecting the principles as articulated in the document. There is agreement at all levels, including the Deputy Minister, to proceed with this project.

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

###### **4.3.1 Chair**

###### **4.3.1.1 Board Meeting Evaluation Results November 21, 2013 Meeting**

Evaluation results from the November 21, 2013 Board meeting were circulated with the Board agenda package. Members are receptive to considering options for restructuring Board and committee meetings in terms of frequency and format. Major changes would not occur until the next Board season in September 2014, but small changes may commence in the New Year.

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

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

- President & CEO
  - o Urgent Cancer Care & Cancer Helpline which opened November 4<sup>th</sup> is functioning well with considerable positive feedback

- demonstration of savings is being seen in time and money
- CCMB implementing number of improvements to prepare for new equipment in radiation
  - RIVA machine (robotic arm) up and running and should result in substantial savings
- Wait times continue to challenge CCMB
  
- VP & Chief Officer, Clinical Services
  - As per the granting of privileges, two new Department Heads will start at CCMB on January 1st, Dr. R. Koul as Head of the Department of Radiation Oncology and Clinical Director of the Radiation Oncology Program, and Dr. H. Unruh as Provincial Lead for the Department of Surgical Oncology
  - With Dr. Navaratnam assuming the position of President & CEO on January 1, 2014, there will be a vacancy in Clinical Services
    - An interim plan will be presented to Board in January 2014
    - Dr. Gingerich has agreed to take over her former role with the WRHA Oncology Program

#### **4.3.3 Nominations & Governance Committee December 2, 2013**

The Nominations & Governance Committee met on December 2, 2013. Dr. Fred Shore resigned from Board last week, resulting in a vacancy for Chair of the Communications & Partners Relations (CPR) Committee. The CPR Committee is scheduled to meet again on January 7, 2014.

***RESOLVED that David Popke be appointed as interim Chair, and Judith Baldwin as a member, of the CPR Committee.***

***Moved, Seconded and Carried***

#### **4.3.4 Communications & Partners Relations Committee December 10, 2013**

The Communications & Partners Relations Committee met on December 10, 2013. Minutes will be circulated with the January 16, 2014 Board package.

#### **4.3.5 Planning Committee December 18, 2013**

The Planning Committee met on December 18, 2013. Minutes will be circulated with the January 16, 2014 Board package. A letter of intent for purchasing a site has been sent to the owner of the site, with counter offers expected. A thank you was extended to the CCMF for its expertise in this initiative as well as its financial assistance. All developments have been relayed to Manitoba Health, with the Deputy Minister being updated as recently as this morning. The letter of intent will require final approval from government.

#### **4.3.6 Finance & Audit Committee December 10, 2013**

The Finance & Audit Committee met on December 10, 2013. The Chair's written report was circulated with the agenda, and the minutes will be circulated with the January 16, 2014 Board package. A correction was noted regarding the purchase of "ARIA V11 capable hardware" – i.e. this should read "ARIA V (for version) 11 capable hardware".

***RESOLVED that Board approve the draw down of deferred contributions as budgeted; and***

***THAT in the interest of prudent management, the current automatic charges to the deferred account be replaced by an annual assessment of the adequacy of the fund for the intended purposes.***

***Moved, Seconded and Carried***

#### **4.3.7 Executive Committee December 12, 2013**

The Executive Committee met on December 12, 2013. Minutes will be circulated with the January 16, 2014 Board package.

#### **4.3.8 Quality & Patient Safety Committee December 17, 2013**

The Quality & Patient Safety Committee met on December 17, 2013 and received two presentations, one from the Manitoba Institute for Patient Safety, and the other from Dr. Donna Turner who provided an update on Oncology indicators. There were no new critical incidents reported since the last meeting. Minutes of the meeting will be circulated with the January 16, 2014 Board package.

### **5.0 Matters for Information**

**5.1 President/VP Reports** – no further reports.

#### **5.2 Board Committees**

##### **5.2.1 Communications & Partners Relations Committee Minutes November 5, 2013**

The minutes of the November 5, 2013 Communications & Partners Relations Committee meeting were provided for information.

##### **5.2.2 Planning Committee Minutes November 7, 2013**

The November 7, 2013 Planning Committee minutes were provided for information.

##### **5.2.3 Finance & Audit Committee Minutes November 12, 2013**

The November 12, 2013 Finance & Audit Committee minutes were provided for information.

##### **5.2.4 Executive Committee Minutes November 14, 2013**

The November 14, 2013 Executive Committee minutes were provided for information.

##### **5.2.5 Quality & Patient Safety Committee Minutes November 19, 2013**

The minutes of the November 19, 2013 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 Community Oncology Program/Community Cancer Program (CCPN/UPCON)
- 5.3.2 Medical Physics
- 5.3.3 Health Information Systems – Health Records

Questions and discussion ensued regarding the specific reports. Regarding the significant workloads of the Imaging Physicists, it was noted that this would not compromise patient safety. It was also noted that Manitoba is currently the best across the country in terms of radiation wait times. Regarding the question of which VP is now taking the lead on Health Records, Board was advised that this falls under the VP Patient Services, but will ultimately fall under a Chief Information Officer once recruited.

### **5.4 Other**

#### **5.4.1 Highlights of November 21, 2013 Board Meeting**

Highlights of the November 21, 2013 CCMB Board of Directors meeting were circulated with today's agenda package and will be posted on the CCMB Website alongside the November 21, 2013 Board minutes.

### **6.0 Conclusion**

On behalf of the Board, the Chair acknowledged the intensity of the transition of the President & CEO position from Dr. Dhaliwal to Dr. Navaratnam, and extended Board's appreciation for the work involved. Dr. Navaratnam expressed her appreciation to Dr. Dhaliwal for his valuable assistance during the transition and mentoring period.

The meeting was adjourned at 6:35 p.m.

**NEXT MEETING: Thursday, January 16, 2014 – 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**