



Minutes of the Meeting of the CCMB Board Members

Thursday, June 18, 2015 at 5:00 pm

Executive Boardroom, CancerCare Manitoba

PRESENT:

Board Members:

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

Management/Staff Members:

Dr. S. Navaratnam (President)	R	Dr. J. Butler (President MSA)	R	Mr. B. Funk (Interim COO)	P
Dr. R. Kumar (Interim CMO)	R	Dr. B. Schacter (Med Adv Brd)	P	Dr. H. Unruh (Interim CMO)	P
Ms. K. Peters (Exec Asst)	P	Ms. V. Giesbrecht (Brd Coordinator)	P	Ms. I. Anderson (Recorder)	P

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

Guests: Jackie Shymanski, Venetia Bourrier, Nina Kostiuk, Lindsay Adriaansen (MN student w/ WRudnick)

1.0 Call to Order

The Chair called the meeting to order at 5:10 pm.

1.1 Welcome & Introductions

The Chair welcomed Ms. Randi Gage, a new member of the Board of Directors, appointed by the Minister of Health.

1.2 Meeting Overview

1.3 Review & Approval of Agenda

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

Motion Carried without dissent

2.0 Presentation

2.1 Annual Progress Report

Jackie Shymanski, Director of Communications, presented the draft outline of the Annual Progress Report. The Report contains many activities of 2014-15 and aligns with the new Manitoba Cancer Plan and the provincial mandate.

The Annual Progress Report will be brought back to the Board for final viewing and approval at the September Board meeting. Submission deadline to Manitoba Health is end of September.

3.0 May 21, 2015 Meeting

3.1 Minutes of May 21, 2015

It was MOVED and SECONDED that the minutes of the May 21, 2015 meeting be approved as circulated.

Motion Carried without dissent

3.2 Highlights of Board Minutes

There was no discussion.

3.3 Board Meeting Evaluation

There were only a few evaluations received from the last Board meeting. The evaluation, now available on Diligent, will be left open for a week following the meeting to encourage increased participation.

3.4 Business Arising

There was no business arising.

4.0 President's Office

4.1 President's Report – June 2015

The report was accepted by Board members as posted on DBCC. Dr. Navaratnam presented this report to the Executive Committee on June 11th due to her absence at the Board meeting.

4.1.1 CCMB Oncology Unit at St. Boniface Hospital

Nina Kostiuk, Director of Nursing, and Jackie Shymanski, Communications, provided a comprehensive review of the situation related to an unpleasant odor at the St. Boniface site which became apparent on June 3rd. The coordinated efforts of CCMB and St. Boniface Hospital management and staff helped minimize the inconvenience to patients and staff and there was no material impact on patient care.

4.1.2 PCH Issue re Oral Chemotherapy

Venetia Bourrier, Director of Quality, Patient Safety & Risk, provided an update on this issue brought forward at the last meeting concerning the joint CCMB/WRHA policy on handling cytotoxic drugs.

5.0 For Information Only

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

All items for each Committee are reflected in the documents posted on DBCC.

a) Nominations & Governance

- The Board Self-Assessment Survey will be distributed to members after the Board meeting. This survey is very important in the year of accreditation and contributes to board governance improvements. Members are encouraged to complete this on receipt.
- The Annual General Meeting will be held in September in conjunction with the "open" Board meeting. A small working group will plan for this event over the summer.

b) Planning

As part of the Functional Planning activities, the Board Chair reported on the "Block & Stack" workshop facilitated by the Resource Planning Group on June 11th for the purpose of a mock set up of the new building.

c) Finance & Audit

No additional report.

d) Executive Committee

- Management has been asked to find a solution for improved teleconferencing equipment for Board and Committee meetings.
- The Board Chair noted recent positive experiences while participating in the Challenge for Life, Staff Town Hall, and CCMB Volunteer Appreciation Reception events.

e) Community Advisory Council

The Committee Co-Chairs reported on items of the Committee meeting held earlier in the day and not yet posted.

f) Quality & Patient Safety

The Committee Chair reported on items of the Committee meeting held earlier in the day and not yet posted.

The Committee Chair thanked Board members for supporting her successful candidacy for appointment to the Board of the Manitoba Institute for Patient Safety.

g) Communications & Partner Relations

No additional report.

5.2 2014/15 Report on Cost Savings

Mr. Funk presented the annual Cost Savings Report, as posted on DBCC.

5.3 Annual Privacy Officer Report

5.3.1 FIPPA (Part I)

This report is posted on DBCC.

5.3.2 PHIA (Part II)

This report is posted on DBCC.

5.3.2.1 Privacy Compliance Audit

This report is posted on DBCC, showing CCMB to be near 100% compliant.

CCMB's PHIA and FIPPA Officers have guided staff very well in these areas.

6.0 For Concurrence - Ex-Debate

There were no items for review.

7.0 For Discussion and/or Resolution

7.1 Financial Statements March 31, 2015

The Finance & Audit Committee met with the auditors, KPMG, on completion of the annual financial audit. A high level overview of key elements of the Financial Statements, as posted to DBCC, was provided to Board Members.

The Chair of the Finance & Audit Committee recommended that the Financial Statements be approved by the Board.

It was MOVED and SECONDED that the annual Financial Statements be approved by the Board.

Motion Carried without dissent

7.2 Financial Plan Deficit Update

The 2015/16 funding letter was received from Manitoba Health last week. It has no impact on the approximate \$500K deficit budget approved at the May Board meeting.

7.3 CCMB Board By-Law Amendments

The draft By-Law amendments have been sent to the Committees. The Nominations & Governance Committee Chair moved that the By-Law amendments be approved by the Board and transmitted to the Minister of Health for final approval.

It was MOVED and SECONDED that the By-Law Amendments be approved by the Board.

Motion Carried without dissent

7.4 Annual Board Workplan

The draft Annual Board Workplan has been posted to DBCC. The Workplan includes key areas of responsibility towards achieving the Strategic Plan and good governance practices. The Nominations & Governance Committee Chair requested that the Workplan be approved as submitted.

It was MOVED and SECONDED that the Annual Board Workplan be approved by the Board.

Motion Carried without dissent

7.5 Board Governance Practices

The Guidelines for Good Governance Practices document updated last October is intended to be added upon as issues arise. It will undergo review and revision over the summer related to appointed board members and their responsibilities and governance expectations. This will be brought back to the Board in the fall.

7.6 Manitoba Cancer Plan 2016-21

The final version of the Manitoba Cancer Plan has been posted on DBCC. The strategic direction of the Plan has previously been approved in principle by the Board. Members were asked to endorse and approve the final version of the document.

It was MOVED and SECONDED that the Manitoba Cancer Plan be approved by the Board.

Motion Carried without dissent

7.7 Annual Health Plan

7.7.1 AHP Presentation

The Annual Health Plan with final documents has been posted to DBCC and is ready for submission to Manitoba Health. Mr. Funk provided an overview presentation of the AHP. The Finance & Audit Committee have recommended approval of the Annual Health Plan.

It was MOVED and SECONDED that the Annual Health Plan be approved by the Board.

Motion Carried without dissent

7.8 Risk Management Report

7.8.1 Risk Management Highlights/Summary

The Risk Management Report has been posted to DBCC. Mr. Funk provided a summary presentation of the Risk Management Report.

It was MOVED and SECONDED that the Risk Management Report be approved by the Board.

Motion Carried without dissent

8.0 Private Session

An in camera session was not required.

9.0 Closing Remarks & Adjournment

The Chair thanked members for their enthusiasm, participation and assistance through the initial months as new Chair of the Board of Directors.

It was MOVED and SECONDED that the meeting be adjourned at 7:15 pm.

Motion Carried without dissent

Chair

Date

Secretary, Treasurer

Date