



Minutes of the Meeting of the CCMB Board Members

Thursday, April 21, 2016

CCMB St. B. site tour at 4:40 p.m.

Board meeting to follow at 5:05 p.m., NG034 (Education Bldg, 409 Tache)

St. Boniface Hospital

ATTENDANCE:

Board Members:

Mr. G. Tallon (Chair)	P	Ms. S. Boulter	P	Mr. G. Campbell	R
Mr. J. Chipman (Vice Chair)	P	Mr. M. Evans	P	Dr. G. Glavin	R
Ms. A. Kennedy (Sec/Treas)	T	Mr. R. Shaffer	P	Mr. D. MacDonald	P
Ms. A.M. Magnifico	R	Mr. R. Dhalla	P	Dr. A. Naimark (Past Chair)	P
Ms. G. Paziuk	P	Ms. E. Bishop	P	Ms. Randi Gage	P
Dr. K. Van Ameyde	P	Ms. Fern Swedlove	R	Dr. S. Barakat	R
Dr. B. Schacter (Med Adv Brd)	P	Judge Rocky Pollack	P		

Dr. S. Navaratnam (CEO)	P	Dr. J. Butler (MSA President)	P	Ms. K. Peters (Exec Asst)	R
Ms. Annitta Stenning (CCMF)	P	Ms. V. Giesbrecht (Brd Coord)	P	Ms. I. Anderson (Brd Recorder)	P

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

1.0 Walk-Thru of CCMB – St. Boniface Site, St. Boniface General Hospital

A tour of the CCMB St. Boniface site was provided by Cathy Schwindt, Nurse Manager, and Nina Kostiuk, Director of Nursing, prior to the Board meeting. Ten members were able to take in the tour.

2.0 Call to Order, Welcome and Introductions, and Approval of the Agenda

- The Chair called the meeting to order at 5:25 p.m.
- The Chair noted the change in venue for this meeting and expressed appreciation for the tour of the CCMB St. Boniface facility provided prior to the meeting. Space constraints of the site were expressed by the tour guides and visibly noted.

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

Motion Carried without dissent

3.0 Special Presentations

3.1 Human Resources Annual Report – Mr. Sandy Ward, Chief Human Resources Officer

Mr. Ward provided a presentation of the Human Resources portfolio and its current activities, opportunities and challenges. Discussion and questions followed.

3.2 Board PHIA Orientation – Ms. Leslie Costa, Manager of Health Information Services and CCMB Privacy Officer

Ms. Costa provided a PHIA presentation. PHIA Confidentiality Pledges were distributed for completion by board members. Discussion and questions followed. Arrangements were made for PHIA Confidentiality Pledges to be forwarded to Board members not at the meeting.

4.0 March 17, 2016 Meeting

It was **MOVED** and **SECONDED** that the appended minutes of the March 17, 2016 meeting be approved.

Motion Carried without dissent

- The appended Highlights of Board Minutes to be posted on the CCMB website were noted.
- There were no matters of business arising from the minutes, other than those dealt with in other parts of the Agenda.
- The Chair commented on the amount of meeting time taken when two presentations are made, and its limiting of time for Board discussion on other matters on the Agenda. He invited members to comment on this in the Board Meeting Evaluation.

5.0 President's Report to the Board –March & April 2016

Dr. Navaratnam reviewed the highlights of the President's report as appended and answered questions that arose. Specific items discussed were:

- *Resource Efficiency Opportunities Planning*
- *Federal Government's Post-Secondary Institutions Strategic Investment Fund*
- *Tracker Position/Project* as part of Cancer Patient Journey Initiative
- *Capital Project*

6.0 Matters For Information

6.1 Approved Committee Minutes & Highlights

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 Chair of the **Nominations and Governance Committee (NGC)** brought forward two Board Committee's Terms of Reference documents for approval by the Board; the Facilities Planning and Development Committee and the Communications and Partners Relations Committee. For the latter Committee, removal of the 'Partner Relations' component of the Committee name was also approved so that the name will now be the Communications Committee.

It was MOVED and SECONDED that these documents be approved.

Motion carried without dissent.

- The Chair of the **Facilities Planning & Development Committee** provided an update on its last meeting which included discussion of the role of the Committee and review of the Terms of Reference. The focus of the meeting was on the Capital Project updates including timelines and recruitment of Project Director. A smaller group has been asked to function as a subcommittee to provide expertise during the project.

- The Chair of the **Community Engagement Committee** has met with management to review items and plan for the upcoming June meeting.
- The **Communications & Partners Relations Committee's** mandate has been reduced to focus primarily on communications, including preparation of the Annual Progress Report. The new name for the Committee will reflect this change, being the Communications Committee.
- The **Finance & Audit Committee** report was deferred due to difficulties of the teleconferencing for the Committee Chair.
- The **Quality & Patient Safety Committee** meeting highlights were provided in the Chair's absence by a member of the Committee.
 - There is an interest from CCP sites to have their Accreditation fall under CCMB as the provincial cancer agency for better alignment of cancer services. Dr. Navaratnam recommended the Community Engagement Committee be involved in this discussion.
 - Preparation for Accreditation 2019 has begun.

7.0 Matters For Concurrence without Debate

7.1 Terms of Reference – as above in 6.1, Nominations & Governance Committee.

8.0 For Discussion and/or Resolution

8.1 Financial Statements February 29, 2016

This was deferred.

8.2 Financial Deficit Plan Update

This was deferred.

8.3 Teleconferencing Equipment

The Board Chair provided a brief update on improvements to the teleconferencing equipment at minimal cost. Members are asked to submit any information they may have regarding improved technology for consideration.

8.4 Creation of New Departments at CCMB

Dr. Navaratnam advised that the creation of a new Primary Care Oncology Department at CCMB is being considered. The Board Chair recommended a Business Plan be brought forward to the Board level to include all details including cost, impact on patients, and financial impact on the organization.

9.0 Private Session

9.1 With CEO

9.2 Without CEO

10.0 Closing Remarks & Adjournment

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

The next meeting will be Thursday, May 19, 2016.