



Board Meeting
Minutes of the Meeting
Thursday, June 15, 2023
 5:00 – 7:00 PM
 Microsoft Teams

Mr. J. Chipman (Chair)	P	Mr. K. McNeill	P	Ms. M.B. Taylor	P
Mr. D. Mortimer (Vice-Chair)	P	Ms. Jan Belanger	P	Dr. K. Juce	P
Mr. V. Warden (Treasurer)	P	Dr. E. Renner	P	Dr. B. Schacter	R
Ms. P. Bell	P	Ms. R. Pronteau	R		

Dr. S. Navaratnam (CCMB CEO)	P	Dr. D. Houston (MSA President)	R	Ms. P. Smith (CCMF CEO)	R
Ms. K. Peters (Exec Asst)	P	Ms. V. Giesbrecht (Board Coordinator\Recorder)	P	Mr. B. Gibson (Guest)	P
Mr. K. Borce (Guest)	P				

Legend: P-Present; R-Regrets; A-Absent

1. Call to Order, Welcome, Review and Approval of the Agenda

- 1.1. The Chair welcomed everyone to the meeting and called the meeting to order at 5:02 pm.
- 1.2. The meeting began by acknowledging that between 1871 and 1906, Treaty Commissioners, acting on behalf of the Crown, signed seven Treaties with First Nations leaders in what is now called Manitoba. This land on which we gather is the traditional territory of the Cree, Dakota, Dene, Anishinaabeg, Oji-Cree and Ojibway Peoples, as well as the homeland of the Métis Nation.
- 1.3. Also joining the meeting Mr. Brent Gibson, Chief of Corporate Services and Finance, and Mr. Ken Borce, Chief of Clinical Operations.

2. Consent Agenda

A Consent Agenda was utilized for the Board meeting. Items on the Consent Agenda included:

- 2.1. Minutes of the May 18, 2023 Board meeting
- 2.2. Highlights of the Board meeting
- 2.3. Board Meeting Evaluation
- 2.4. Approved Committee Minutes of the Current Month's proceedings (Executive, Facilities Planning and Development, Finance and Audit)
- 2.5. CancerCare Manitoba Foundation Report
- 2.6. Policy on Community Engagement

2.7. Policy and Procedures Pertaining to the Regular Review of Travel and Other Expenses Incurred by the CEO on CCMB Business.

It was MOVED to approve the Consent Agenda.

So MOVED.

The appended Board Minutes and highlights to be posted on the CCMB website were noted.

- **Board Meeting Evaluation – This is very important for every meeting. Members were reminded to complete the evaluation following Board meetings. Members are also encouraged to use the Chat feature in Microsoft Teams to raise a question or ask to speak to a discussion.**
- There were no matters of business arising from the minutes, other than those dealt with in other parts of the Agenda.

3. President's Office

3.1. President's Report

Mr. Ken Borce and Mr. Brent Gibson were invited to give the presentation on Clinical Operations Health Human Resources.

- Mr. Borce provided a high-level overview focusing on clinical operations in terms of health human resources.
- He outlined the composition of the clinical staff and vacancies by program.
- He reviewed the driver of vacancies.
- He noted the challenges and the actions being undertaken.
- Mr. Gibson continued with the presentation outlining the actions being undertaken by Human Resources to address these challenges.
- He outlined what HR is planning for the future in terms of attracting individuals to CancerCare Manitoba and retaining staff.

In discussion, it was noted that there is currently no impact on patient care resulting from vacancies. Clinics are being covered by assigning additional clinics to staff which has other challenges and the Clinical Innovation Group has been tasked to address this. It was also noted that vacancies are not unique to CCMB and CCMB is not holding back these positions to save money. There was a suggestion to conduct interviews with staff asking them why they stay at CCMB in addition to offering exit interviews.

The Chair thanked Mr. Borce and Mr. Gibson for sharing this information and succinctly identifying and explaining the issues and the plans to rectify this. He encouraged them to bring anything to the board that we can try to assist with. Dr. Navaratnam advised the Board that there has been impact to CCMB of some positions moving to Shared Health and she will be addressing this.

Dr. Navaratnam reported on the Paul Albrechtsen Foundation announcement, Challenge for Life 2023, and expanded cancer services coming to Russell, Manitoba.

She gave an in-depth presentation on Equity Diversity and Inclusion at CCMB. Key phrase is that it “brings a sense of belonging”. A culture of EDI requires a shift of mind, a shift of culture, and a shift in practice. CCMB has a Commitment Statement finalized in November 2021 with a special statement for Indigenous People. She reported on annual events and how CCMB participates at the Provincial Health System level. She also listed recent and upcoming staff sessions.

Moving Forward:

Shift of Mind through

- Engagement with staff by experts, leaders, colleagues

Shift of Culture through

- Train the trainer, communications, presentations, research

Shift of Practice through

- HR processes and policies, implementation of recommendations

CCMB is exploring the possibility of working with the Equity Health Systems Lab as a research project to bring CCMB specific recommendations. Dr. Navaratnam has also had discussions with Dr. Rehman Abdulrehman, who is a Clinical Psychologist whose area of focus is on diversity and inclusion. The ideal would be to proceed with both approaches.

There was a question if CCMB is considering neurodiversity and people with intellectual disabilities and Dr. Navaratnam reported that it is on our radar and there is a research study underway by a nurse (who has now moved to Ontario). She is looking at the population of Manitoba and Ontario and impact of cancer in the disabled, both physical and emotional or mental disability.

There was a question about EDI and the upcoming accreditation. Dr. Navaratnam’s feeling is that it will be addressed in future accreditations with a focus on research more than clinic. Currently not a Required Organizational Practice.

There was a comment about having the Board more plugged into this process and that the Board should be a role model. The Chair advised that there has been discussion at the Executive Committee level with the latest decision being that the organization would move on this first. He also suggested that EDI fall under a committee of the Board and report up to the Board.

Action to be taken:

1. EDI to fall under the Community Connections Committee as a standing item.

2. Dr. Navaratnam to keep in mind which upcoming sessions would be suitable for the Board to also have or be included in.

Dr. Navaratnam moved on to an overview of the Annual Progress Report for 2022-2023. This report is mandated by the Government and is due September 29, 2023 and will come to the Board for approval at its September meeting.

The purpose of the report is "...to close the accountability loop by communicating to the Minister, as well as to the public, information about a given SDO's activities, achievements, and overall performance in the areas of governance, the services provided, and the results achieved in return for the resources allocated to them." She reviewed the required components, the cancer control priorities for Manitoba highlighting the 2022/2023 progress for each, the challenges and future directions.

It was MOVED and SECONDED that the outline of the Annual Report 2022/2023 as presented be accepted for development of the final document.
CARRIED

4. For Information

- 4.1. Annual FIPPA Report – CEO
- 4.2. Annual PHIA Report – CEO
- 4.3. Annual Construction Report – CEO
- 4.4. Annual Security Report – CEO

The above-listed annual reports were included in the meeting package for information. Regarding the FIPPA report, it was noted that there were two requests that came in and they were not put through the usual process and not submitted within the required 45 days. Steps have been taken to ensure this does not happen again. There were no additional concerns or comments.

5. For Discussion and/or Resolution

5.1. Audited Financial Statements – March 31, 2023 – Chair, F&A

The audited financial statements for the year ended March 31, 2023 were reviewed with management and the external auditors, KPMG, at the Finance and Audit meeting on June 6, 2023. Mr. Warden reported that KPMG is of the opinion that the financial statements present fairly the financial position of CancerCare Manitoba at March 31st, 2023 and the results of operations for the year then ended. No control deficiencies were identified by KPMG during the audit. The Warden reviewed the accounting documents.

It was MOVED and SECONDED that the audited financial statements for the year ended March 31, 2023 showing a deficit in general operations of \$1,825,301, surplus in clinical, basic research and special projects of \$2,908,191 and a deficit in capital of \$1,296,991 resulting in an overall deficit of \$214,101 be approved by the Board.
CARRIED.

5.2. Nominations and Governance – Chair, N&G Subcommittee

5.2.1. Membership Update as per Bill 10 – Chair, N&G

Mr. Mortimer reported that at the May Board meeting, the Board approved for recommendation one individual which he took forward to Agencies, Boards and Commissions. And since the May meeting, the Board electronically ratified the recommendation of a second individual who was also recommended to ABC. Mr. Mortimer followed up with ABC who indicated they received the recommendations and didn't see any issues and were going to move forward to the Minister for appointment.

He also reported that 1:1 Director's meetings will be held over the summer. The Chair and he are looking for feedback as to how we are functioning as a Board, what we can improve on, accreditation, and hopefully feedback on governance proposal and any matters individuals want to bring forward.

He also reminded Board members to complete the annual self-assessment by the end of the month.

Dr. Renner advised that this will be his last meeting as he will be stepping down. The Board Chair stated that this position on the Board (a representative appointed by the University of Manitoba Board of Governors) was in place until the composition of the Board was filled as per Bill 10. The Board Chair thanked Dr. Renner for his contribution which has been valuable.

5.2.2. Accreditation 2023 Update – Chair, N&G

Mr. Mortimer advised that there is a lot of preparation ongoing and that there are no concerns to report.

5.3. Risk Management Report – B. Gibson

The 2022 CancerCare Manitoba Risk Management Report discussed at the June 7, 2022 Executive Committee meeting. Mr. Gibson provided a high-level overview at the Board meeting.

He noted:

- CCMB manages risk on a daily basis
- The full CCMB Risk Management report was included in the meeting package along with the presentation.
- The report is a snap shot as at December 31, 2022
- He reviewed the
 - o Methodology
 - o Risk categories and the number of sub-categories

- Heat map
- Annual risk comparison from 2018 to 2022
- Reviewed the risks that have a high likelihood of happening and risk mitigation in place

***It is MOVED and SECONDED to approve the
2022 CancerCare Manitoba Risk Management Report.
CARRIED***

Action to be taken:

1. The 2022 CCMB Risk Management Report will be included on the next meeting agendas as information for the Finance and Audit Committee and the Facilities Planning and Development Committee.

6. For Concurrence/Ex-Debate

6.1. Privileges

Dr. Navaratnam brought two physicians forward for approval of privileges; Dr. Neelan Sriranjana for Locum privileges (with the Department of Medical Oncology and Hematology) and Dr. Nikesh Hanumanthappa for Associate privileges (with Radiation Oncology). Dr. Navaratnam disclosed that Dr. N. Sriranjana is her son and had therefore removed herself from the recruitment and privileging processes.

***It is MOVED and SECONDED that the Board approved Locum privileges for Dr. N. Sriranjana
and Associate privileges for Dr. Nikesh Hanumanthappa.
CARRIED***

7. Private Sessions

- 7.1. With CEO – not required
- 7.2. Without CEO – required

8. Closing Remarks and Adjournment

The Chair thanked everyone for their attendance and input into the meeting. The meeting adjourned at 7:03 pm and continued with a private session without the CEO.