



Board Meeting
Minutes of the Meeting
October 19, 2023
 5:00 – 7:00 PM
 Microsoft Teams

Mr. J. Chipman, Chair	P	Ms. P. Bell	P	Ms. J. Muller	P
Mr. D. Mortimer, Vice-Chair	P	Ms. H. Bryant	P	Ms. R. Pronteau	P
Mr. V. Warden, Treasurer	P	Dr. K. Juce	P	Ms. M.B. Taylor	P
Ms. Jan Belanger	P	Mr. K. McNeill	P		

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		

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 5:00 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 is Dr. Donna Turner.
- 1.4. The Chair spoke to the evaluations that are completed stating that they are valuable. They are reviewed and the Chair, President and Executive, as necessary, try to response to the thoughts and comments. Information will be provided in the President's report in follow up to an evaluation from the September meeting.
- 1.5. Item 6.2 will be moved up for approval under 3.1 as Dr. Turner will be speaking to the Policy.

2. Consent Agenda

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

- 2.1. Minutes of the September 21, 2023 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, Quality and Patient Safety, Finance and Audit)

2.5. Facilities Planning and Development Update

2.6. Policy 2.007 – Code of Conduct and Policy 05.546 – Disclosure of Staff Concerns

It was MOVED to approve the Consent Agenda.

CARRIED

- The appended Board Minutes and highlights will be posted on the CCMB website.
- **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. Special Presentation

3.1 Accreditation Preparation – Questions and Answers – Dr. D. Turner

Dr. Turner provided a brief update on where CancerCare Manitoba is in terms of accreditation preparedness and the status of the Required Organizational Practices. She advised that there has been one change to the surveyors coming for the site visit. In addition, she highlighted two additional documents the Board should be aware of; the Quality Improvement and Patient Safety Plan and Policy 7.011 – Organizational Ethical Framework for Decision Making and Ethical Issues.

The full Quality Improvement and Patient Safety Plan was included in the meeting package. Dr. Turner advised that it is important that Board members review the quality framework and stated that the Quality and Patient Safety Committee of the Board frames its meetings around this. This has been recognized as a good framework and has been held out to other jurisdictions in Canada. Dr. Turner spoke to the key pillars which this year includes a pillar for Equity, Diversity and Inclusion. She stated various tools are used to improve quality and patient safety; Kaizan, project management, change management and Six Sigma & Lean. She shared sample indicators and work is ongoing to incorporate these in the dashboards.

Dr. Turner also spoke to policy 07.011, Organizational Ethical Framework for Decision Making and Ethical Issues. This was brought forward to the Executive Committee and the decision was made that the Board would be the approving body of this policy which is a change from previously. CancerCare Manitoba has an Ethics Committee which is made up of a diverse group of individuals. It is chaired by T. Thiele and Dr. S. Kakumanu. We previously had two policies and they (07.011 and 01.300) were merged into one policy. It was noted this is not a research ethics board, that they don't solve ethical problems but provide a way to ensure we have a structure in place. If there is an issue, we have a framework and worksheets to assist with decision making.

IDEA Framework

I – identify

D – determine

E – explore

A – act

It was noted that the Quality and Patient Safety Committee also carefully reviewed this document at its October meeting. There was consensus that this is an important policy of which the Board should have oversight.

It was MOVED and SECONDED to approve Policy 7.011 – Organizational Ethical Framework for Decision Making and Ethical Issues as presented.

CARRIED

Additional questions Board Members had regarding accreditation preparation were addressed. Dr. Turner reminded members to review material on the Board SharePoint site under Accreditation 2023.

The Chair advised that Members of the Executive Committee and Committee Chairs participate in the meeting on Monday, November 20 at 10 a.m. If there are other Board members who wish to attend, please let the Chair/V. Giesbrecht know. The Quality and Patient Safety Committee will be meeting with the surveyors (November 20 at 11 a.m.), and the Chair of the Community Connections Committee is meeting on Tuesday, November 21.

4. President's Office

4.1. President's Report – Dr. S. Navaratnam

At today's meeting, Dr. Navaratnam spoke to the change in government; Equity, Diversity & Inclusion – Truth and Reconciliation; the Provincial Cancer Care Conference 2023; Health Human Resources; and the Provincial Clinical and Preventive Services Planning. The full report was included in the meeting package.

Regarding current world affairs, Dr. Navaratnam reported that she sent a message to all at CCMB, including Board and Board committee members, reaching out in support of individuals affected by these events.

Dr. Navaratnam reported on the current vacancy rate of some positions and what some of the challenges are and the work that is being done to address these challenges. There was some discussion regarding Board oversight of Human Resources and how often and what to report.

The Nominations and Governance Committee will dialogue with Management. Mr. Mortimer suggested that given Ms. Muller's experience, it would be helpful to include her in this conversation. This will come back to the Board for discussion.

The Chair asked if there was anything from a health perspective that the Board should be aware of regarding COVID. Dr. Navaratnam reported that some health care facilities are talking about reinstating the mask mandate, but, due to our immunocompromised patients, CancerCare Manitoba had not removed the mandate so there is no change at CCMB.

5. For Information/Discussion

5.1. Nominations and Governance – Chair, N&G

Mr. Mortimer reported that he had the opportunity to speak with J. Muller and H. Bryant regarding their roles on the Board and Board Committees.

5.1.1. Appointment of J. Muller to Committees

It was MOVED and SECONDED to approve the appointment of J. Muller to the Facilities Planning and Development Committee and the Quality and Patient Safety Committee.

CARRIED

5.1.2. Appointment of H. Bryant to Committees

It was MOVED and SECONDED to approve the appointment of H. Bryant to the Research Committee and the Community Connections Committee.

CARRIED

6. For Discussion and/or Resolution

6.1. Financial Statements – August 31, 2023 – Chair, F&A

Mr. Warden reviewed the Financial Statements.

Relating back to the vacancy report, if these positions were filled, the deficit be larger. Vacancy management is one of the tools to keep the deficit down. It was noted that we are not holding any front-line positions vacant as part of vacancy management.

It was noted that we have an opportunity now with the new government to communicate and take forward the concerns of our Board. Dr. Navaratnam stated this is at the top of her list. The Chair advised Dr. Navaratnam that he/the Board is available to be involved with discussions with the government.

It was MOVED and SECONDED that the financial statements for the five-month period ended August 31, 2023 showing an overall deficit of \$1.55M be approved as presented. CARRIED.

6.2. Policy 7.011 – Organizational Ethical Framework for Decision Making and Ethical Issues

Discussed and approved under 3.1.

7. For Concurrence/Ex-Debate

7.1. Privileges – CEO

Dr. Abdulmajeed Dayyat is a Radiation Oncologist within the Department of Radiation Oncology and Ryan Razzak is a Clinical Assistant within Pediatric Transplant Program. Upon review it is recommended that they be granted privileges.

It was MOVED and SECONDED to approve associate category privileges for Dr. Abdulmajeed Dayyat and Mr. Ryan Razzak. CARRIED

8. Private Sessions

8.1. With CEO – not required

8.2. Without CEO – not required

9. Closing Remarks and Adjournment

The Chair thanked everyone for their attendance and input into the meeting. The meeting adjourned at 6:57 pm.