



**Minutes of the Meeting of the Members
held Thursday, October 17, 2013, 5:00 p.m. – Executive Boardroom - CCMB**

PRESENT:

Board Members:

Dr. A. Naimark, Chair	Ms. J. Baldwin	Ms. A.M. Magnifico
Mr. G. Tallon, Vice-Chair	Ms. T. Magsino Barnabe	Ms. T. Mrozek (5:20)
Mr. L. DeJaeger, Past Chair	Ms. E. Bishop (phone)	Ms. G. Paziuk
Ms. B. Lillie, Treasurer	Ms. D. Heathcote	Ms. W. Rudnick
Ms. A. Kennedy, Secretary	Ms. B. Hoffer-Steiman	Ms. D. Samatte
Dr. S. Ahmed	Mr. D. MacDonald (phone until 6:00)	Dr. F. Shore

Management/Staff Members:

Dr. D. Dhaliwal	Dr. S. Navaratnam	Ms. P. Aitchison
Mr. J. Peitsch	Ms. V. Wiebe	Ms. B. Smith, Recorder

Regrets:

Ms. S. Boulter	Dr. J. Foerster	Ms. A. Stenning
Mr. G. Campbell	Dr. G. Glavin	

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 5:07 p.m. A quorum was achieved.

A welcome was extended to Ms. Deanne Heathcote, a new Minister of Health appointee to the CCMB Board. It was noted that the Board is now at its full complement.

The agenda was reviewed.

RESOLVED that the agenda be approved as circulated.

2.0 Minutes of September 19, 2013 for Approval

The minutes of the September 19, 2013 meeting were distributed for review and approval.

RESOLVED that the minutes of the September 19, 2013 meeting be approved as circulated.

Moved, Seconded and Carried

3.0 Presentation

There was no presentation scheduled for today. Board members were encouraged to provide suggestions for future presentations.

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 Discussion

4.2.1 Chair

The Chair advised that an event to honor Dr. Dhaliwal will be held at the Fort Garry Hotel the evening of Tuesday, November 19, 2013. Further details will be sent shortly.

4.2.1.1 Board Meeting Evaluation Results September 19, 2013 Meeting

Evaluation results from the September 19, 2013 Board meeting were circulated with the Board agenda package. Further to a comment concerning the significant detail that comes to the Board through briefing notes versus higher level overviews with supporting summaries, it was noted that this subject has been discussed by both the Nominations & Governance and Executive committees. This will be reviewed further with management with a view to presenting a revised model of a briefing note at the next Board meeting for use at future meetings.

4.2.2 President/VPs

The President & CEO and VPs were invited to provide brief verbal reports to Board. The VPs will continue to determine the format of future reports to avoid repetitiveness.

- President & CEO
 - o While the Manitoba Cancer Patient Journey Initiative (now referred to as "In Sixty") has resulted in a large number of improvements, progress in shortening the overall patient journey has been disappointing thus far
 - One of the challenges is that much of this involves practice changes
 - Manitoba is the only jurisdiction that has embarked on the whole patient journey
 - A summary report will be provided at the next Board meeting

- VP & Chief Officer, Operations
 - o CCMB is experiencing a cash flow deficiency as a result of timing differences between Provincial Oncology Drug Program expenditures and receipt of monies from Manitoba Health
 - Management is seeking approval from Manitoba Health to increase the funding of this item
 - o New Director of Finance has been recruited to commence employment October 21st
 - o Planning Committee meeting is being scheduled for early November to discuss progress regarding additional space for CCMB
 - o Letter of commendation received from Ombudsman this week regarding CCMB's compliance with recommendations concerning a breach, with file now being closed; CCMB working with Ombudsman regarding one outstanding complaint involving an outside employee

- VP & Chief Officer, Clinical Services
 - o The Head of Surgical Oncology has resigned following completion of her term
 - Upcoming meeting between CCMB and other parties concerning surgical oncology coordination within the region and province
 - o Transition process continuing, with VP Clinical Services assuming President & CEO position January 1, 2014
 - VP Clinical position vacant in new year with discussions underway concerning delegation of duties until position filled
 - o VP Clinical Services assuming some leadership respecting Information Services; ongoing discussions with Manitoba eHealth concerning electronic medical record

- VP & Chief Officer, Patient Services
 - o The Urgent Care Clinic, comprised of three components (assessment phase, telephone help line and extended treatment times), is still scheduled to open in early November
 - All staff have been hired with a two-week orientation session starting tomorrow
 - It is expected that CCMB will be able to identify cost savings from this clinic

4.2.3 Nominations & Governance Committee October 7, 2013

The Nominations & Governance Committee met on October 7, 2013 and recommended two appointments to the Quality & Patient Safety Committee.

RESOLVED that Dolores Samatte and Elaine Bishop be appointed to the Quality & Patient Safety Committee.

Moved, Seconded and Carried

4.2.4 Finance & Audit Committee October 8, 2013

The Finance & Audit Committee met on October 8, 2013. The Chair's written report was circulated with the agenda, and the minutes will be circulated with the November 21, 2013 Board package.

4.2.5 Executive Committee October 10, 2013

The Executive Committee met on October 10, 2013. Minutes will be circulated with the November 21, 2013 Board package.

The Chair updated Board on a presentation to be made to the Deputy Minister of Health (DM) further to a January 2013 letter CCMB received from the DM requesting CCMB provide certain datasets to the Manitoba Health administrative health data repository that has been developed and used extensively by the Manitoba Centre for Health Policy (MCHP).

4.2.6 Quality & Patient Safety Committee October 15, 2013

The Quality & Patient Safety Committee met on October 15, 2013. Minutes will be circulated with the November 21, 2013 Board package. The Committee received a presentation on "Infection Control at CCMB", along with a quarterly report update from the Quality, Patient Safety & Risk Department. There were no new critical incidents declared since the September meeting.

4.2.7 Community Advisory Council (CAC) October 17, 2013

The Community Advisory Council (CAC) met this morning and received updates from CCMB's Patient & Family Support Services, and First Nations, Metis and Inuit Cancer Control departments. Along with scheduling regular presentations and reports from individual CAC members at each meeting, CAC is now integrating patient stories into its annual work plan, whether live or by other means such as video. One of Accreditation Canada's recommendations was for CAC to integrate patient experiences into its meetings. This helps lay people to hear from the patient, and members to know what they are here for.

Board members expressed interest in hearing patient stories at future meetings of both the Board and Quality & Patient Safety Committee.

5.0 Matters for Information

5.1 President/VP Reports – no written reports.

5.2 Board Committees

5.2.1 Communications & Partners Relations Committee Minutes September 3, 2013

The minutes of the September 3, 2013 Communications & Partners Relations Committee meeting were provided for information.

5.2.2 Finance & Audit Committee Minutes September 10, 2013

The minutes of the September 10, 2013 Finance & Audit Committee meeting were provided for information.

5.2.3 Executive Committee Minutes September 12, 2013

The minutes of the September 12, 2013 Executive Committee meeting were provided for information.

5.2.4 Quality & Patient Safety Committee Minutes Sept. 17, 2013

The minutes of the September 17, 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 Clinical Practice Guidelines
- 5.3.2 Quality, Patient Safety & Risk

5.4 Other

5.4.1 Highlights of September 19, 2013 Board Meeting

Highlights of the September 19, 2013 CCMB Board of Directors meeting were circulated with today's agenda package and will be posted on the CCMB Website alongside the September 19, 2013 Board minutes.

6.0 Private Meeting – no private meeting held.

7.0 Conclusion

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

NEXT MEETING: Thursday, November 21, 2013 – 5:00 p.m.

Chair

Date

Secretary, Treasurer

Date

Recorder: Bev Smith

October 25, 2013