



**Minutes of the Meeting of the Members  
held Thursday, January 16, 2014, 5:00 p.m. – Executive Boardroom - CCMB**

**PRESENT:**

**Board Members:**

Dr. A. Naimark, Chair	Ms. E. Bishop	Ms. A.M. Magnifico
Mr. G. Tallon, Vice-Chair	Ms. S. Boulter	Ms. S. Mazur
Ms. B. Lillie, Treasurer	Ms. G. Campbell	Ms. T. Mrozek
Ms. A. Kennedy, Secretary	Dr. J. Foerster	Ms. G. Paziuk
Dr. S. Ahmed (to 7:28)	Dr. G. Glavin	Ms. W. Rudnick (until 7:30)
Ms. J. Baldwin	Mr. D. MacDonald	Ms. A. Stenning
Dr. T. Magsino Barnabe		

**Management/Staff Members:**

Dr. S. Navaratnam	Ms. V. Wiebe	Ms. B. Smith, Recorder
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**Guests:**

Dr. Patricia Martens, Director, Manitoba Centre for Health Policy  
Dr. Katz, Associate Director of Research, Manitoba Centre for Health Policy  
Dr. Donna Turner, CCMB Provincial Director, Population Oncology

**Regrets:**

Ms. D. Heathcote	Ms. D. Samatte
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**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 5:09 p.m. On behalf of Board, he extended a welcome to new Minister of Health appointee to the Board, Ms. Sara Mazur.

The agenda was reviewed.

***RESOLVED that the agenda be approved as circulated.***

**2.0 Minutes of December 19, 2013 for Approval**

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

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

***Moved, Seconded and Carried***

### **3.0 Presentation**

#### **3.1 Collaboration on Data Set Transfer, Interpretation & Usage**

Dr. Patricia Martens, Director and Dr. Katz, Associate Director of Research, of the Manitoba Centre for Health Policy (MCHP), presented to Board on the work of the MCHP. The MCHP is a research centre of excellence that conducts world class population-based research on health services, population and public health, and the social determinants of health. It develops and maintains a population-based data repository on behalf of the Province of Manitoba for use by the local, national and international research community. As noted previously, CCMB will be sharing its cancer registry data base with the MCHP as requested by the Deputy Minister of Health.

Board members were invited to contact Dr. Turner with any further questions concerning the collaboration between the MCHP and CCMB.

### **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**

##### **4.2.1.1 Board Meeting Evaluation Results December 19, 2013 Meeting**

Evaluation results from the December 19, 2013 Board meeting were circulated with the Board agenda package. A recurrent theme is that of whether certain reports should be written vs verbal. Written reports received in advance of meetings allow for more active engagement by Board in its governance responsibilities. However, some reports cannot arrive prior to the agenda package being circulated given the timing of committee meetings or last-minute developments. Work will continue in improving the process.

##### **4.2.2 Nominations & Governance Committee January 6, 2014**

The Nominations & Governance Committee met on January 6, 2014.

##### **4.2.2.1 Board/Committee Appointments**

***RESOLVED that Dr. Tricia Magsino Barnabe be appointed Chair of the Community Advisory Council.***

***Moved, Seconded and Carried***

#### **4.2.2.1 Public Ad Invite for Board/Committee Members**

Circulated with the agenda package was the example of the 2008 public ad invite for Board/Committee members which resulted in many outstanding applicants. The Nominations & Governance Committee would like to once again advertise for future recruitment. Preliminary feedback was provided today, and members were encouraged to provide further feedback to the Chair of the Nominations & Governance Committee for discussion at the next meeting scheduled for February 3, 2014. Once finalized, the ad will be circulated widely throughout the province in February or March. A vetting process and interviews will follow.

#### **4.2.2.2 Revised Terms of Reference for Quality & Patient Safety Committee**

Revised terms of reference for the Quality & Patient Safety Committee as proposed at its meeting of November 19, 2013 were presented to Board for adoption.

***RESOLVED that revised terms of reference for the Quality & Patient Safety Committee be adopted as presented.***

***Moved, Seconded and Carried***

#### **4.2.2.3 Board Self-Assessment Questionnaire Results**

Board Self-Assessment Questionnaire results as at October 30, 2013 were circulated with the agenda package. This is the fourth such self-assessment conducted since 2004. Questions have been consistent for comparability purposes.

Board reviewed and discussed the results at length. Some suggestions, which the Nominations & Governance Committee will follow up on, included changing the Board meeting process/format concerning written and verbal reports, balancing presentations and governance functions to increase effectiveness at meetings; orienting management on the role of Board; encouraging educational opportunities for Board and management through government sessions, including the Crown Corporations Council; holding a Board retreat; reducing barriers for participation on Board (e.g. utilize Telehealth); focusing on CCMB's Strategic Plan (aligning with Manitoba Health's) and other major issues such as the Cancer Patient Journey; and holding future discussion on health/social equity (including review of CPAC reports).

#### **4.2.3 Finance & Audit Committee January 7, 2014**

The Finance & Audit Committee met on January 7, 2014. The Chair's written report was circulated with the agenda, and the minutes will be circulated with the February 20, 2014 Board package.

#### **4.2.4 Executive Committee January 9, 2014**

The Executive Committee met on January 9, 2014. Minutes will be circulated with the February 20, 2014 Board package.

The annual Risk Management Report is due to be presented to the Executive Committee and Board in March. Committees will be canvassed to review last year's report and suggest any salient risks identified during their 2013 deliberations that are not (or are not adequately) covered in the 2012 report. This information will be presented to senior management for consideration when developing the final report.

#### **4.2.5 Quality & Patient Safety Committee January 14, 2014**

The Quality & Patient Safety Committee met on January 14, 2014. Minutes will be circulated with the February 20, 2014 Board package. The Committee received an Overview of Quality and Patient Safety at CCMB, focusing particularly on the critical incident (CI) process. The Committee also received a Quarterly Report Update from the Quality, Patient Safety & Risk Department. There are no new CI's to report, just one review to be concluded by the end of January. The Committee is awaiting the release of Manitoba Health's 2013/2014 Patient Safety Report.

### **5.0 Matters for Information**

#### **5.1 President/VP Reports**

##### President & CEO

- first town hall meeting held January 16<sup>th</sup> to "Meet the CEO", and well received
- CCMB organizational chart being updated
  - o Current senior vacancies, which are being served through interim arrangements, include Director of Research; CIO, Information Services; Director of Human Resources; VP & Chief Officer, Operations; and VP & Chief Officer, Clinical Services
- three main projects currently underway include capital building, Information Services, and Patient Journey/IN SIXTY

##### VP & Chief Officer, Patient Services

- along with existing projects, four new LEAN projects have been submitted and approved, with launching to take place in late January
- Urgent Cancer Care has been very busy, and work continues with the Advisory Committee on improvements, enhancements
- HR looking at priorities, focusing on performance management for all staff, and professional development
- Several communication workshops for staff have come out of the Picker Patient Satisfaction Survey results

#### **5.2 Board Committees**

##### **5.2.1 Communications & Partners Relations Committee Minutes December 10, 2013**

The minutes of the December 10, 2013 Communications & Partners Relations Committee meeting were provided for information.

### **5.2.2 Finance & Audit Committee Minutes December 10, 2013**

The December 10, 2013 Finance & Audit Committee minutes were provided for information.

### **5.2.3 Executive Committee Minutes December 12, 2013**

The December 12, 2013 Executive Committee minutes were provided for information.

### **5.2.4 Quality & Patient Safety Committee Minutes December 17, 2013**

The minutes of the December 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 ColonCheck Screening Program Annual Report
- 5.3.2 Blood & Marrow Transplant Program
- 5.3.3 School of Radiation Therapy
- 5.3.4 Volunteer Services

## **5.4 Other**

### **5.4.1 Highlights of December 19, 2013 Board Meeting**

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

## **6.0 Conclusion**

The meeting was adjourned at 8:10 p.m.

**NEXT MEETING: Thursday, February 20, 2014 – 5:00 p.m.**

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**Chair**

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**Date**

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**Secretary, Treasurer**

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**Date**