

**Minutes of the Meeting of the Members**  
**Held Thursday, March 19, 2015 at 5:00 p.m. in the Executive Boardroom,**  
**CancerCare Manitoba**

**PRESENT:**

**Board Members:**

Ms. E. Bishop	Ms. S. Boulter	Dr. J. Butler
Mr. G. Campbell	Mr. J. Chipman	Mr. M. Evans
Dr. G. Glavin	Ms. A. Kennedy (Secretary)	Ms. B. Lillie (Treasurer)
Mr. D. MacDonald	Ms. A.M. Magnifico	Ms. M. Mrozek
Dr. A. Naimark (Chair)	Ms. G. Paziuk	Ms. W. Rudnick
Ms. D. Samatte	Ms. A. Stenning	Mr. G. Tallon (Vice Chair)

**Management/Staff Members:**

Dr. S. Navaratnam (President)	Mr. B. Funk	Dr. R. Kumar
Dr. H. Unruh	Ms. V. Wiebe	Ms. K. Peters
Ms. P. Aitchison (Recorder)		

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**1.0 Call to Order/Meeting Overview**

Dr. A. Naimark, as Chair, called the meeting to order at 5:10 p.m.

**1.1 Welcome & Introductions**

The Chair presented a certificate of appreciation to Valerie Wiebe, Vice President & Chief Officer, Patient Services. Ms. Wiebe's last day with CancerCare Manitoba is April 10, 2015.

**1.2 Meeting Overview**

The private session with the CEO present will be followed by a private session without the CEO.

**1.3 Review & Approval of Agenda**

The Agenda was approved as circulated.

**Motion Carried without dissent**

**2.0 Presentations**

**2.1 Overview of Pharmacy Department**

Dr. Rajat Kumar, Interim Vice President, Clinical Services presented a comprehensive overview of the Pharmacy Department including the Provincial Oncology Drug Program (PODP). The PowerPoint was posted to Diligent Boardbooks (DBCC) following the meeting. Discussion points included:

Home Care Drug Program (oral chemotherapy drugs)

There is an identified requirement for patient counseling and monitoring to ensure compliance with standards of practice.

Drug Inventory

Steps are being taken to establish the appropriate system at CCMB.

Formulary

The drug formulary is established with input from Disease Site Groups (incorporating recommended guidelines and standards of practice for specific cancer diseases). The Oncology Drug Formulary in Manitoba is viewed as one of the most comprehensive compared with other provinces.

Drug Costs

Drug purchases are governed by a pan – Canadian effort to ensure that costs of oncology agents do not preclude accessibility of these drugs. CCMB participates in this national group.

The Chair also noted that there is a correlation to the increased costs of oncology drugs and the complexity of cancer diseases being treated. A national approach to this financial cancer burden will be necessary to ensure the health care system can sustain the potential future costs.

**2.2 Governance Update: Planning at CCMB**

The Chair presented on the role of the Board as it relates to strategic planning. Historically, CCMB submits a yearly and 5 year plan to the Province of Manitoba and from that information the Province develops its own “Cancer Framework”. This presentation is part of the ongoing education for CCMB Board members and will assist them to prepare for the Accreditation Canada Governance Instrument Survey which is to be conducted in the fall of 2015.

Update on 5 Year Plan (CEO)

The CEO addressed the current status of the Manitoba Cancer Plan 2016-21 which is a major cornerstone of the planning cycle at CCMB. The timelines indicate the Board will be provided with a draft of the Manitoba Cancer Plan 2016-21 in early April and feedback from members will be addressed at the April Board meeting.

It was noted by the Chair that a thorough review of the Board Workplan is required to ensure that the Board is fully discharging its governance responsibility in the area of strategic planning. Nominations & Governance invites all members to review the current workplan as available on DBCC and advise the Chair of Nominations & Governance directly of any areas of concern. Nominations and Governance will discuss the Board workplan at the April Board meeting.

### **3.0 February 19, 2015 Meeting**

#### **3.1 Minutes of February 19, 2015**

The Secretary requested a correction in item 7.1 of the February 19 2015 minutes to amend the date of Financial Statements to read "as at December 31, 2014".

***MOVED by Wendy Rudnick, SECONDED by George Campbell that the minutes of the February 19 2015 meeting be approved as amended.***

**Motion Carried without dissent**

#### **3.2 Board Meeting Evaluation**

The Chair noted the form will be available electronically with the April Board meeting package. A March evaluation form will not be required.

#### **3.3 Business Arising**

Any items of business arising from the February 19, 2015 meeting were addressed in later sections of the Agenda.

### **4.0 President's Office**

#### **4.1 Notable Events**

This report was posted on DBCC. Feedback indicated the Board in general found the current format of this report acceptable. The next step would be to provide the Board with a 'scorecard', or heat map, report showing a snapshot of the current indicators (eg., patient visits, patient referrals, etc.) being measured at CCMB. This could be incorporated as part of the Executive Officers' Report. The CEO indicated that performance indicators are under development and will be shared with the members as they become available.

A request was made by a Board member that members be advised of future town hall sessions so that members residing outside of Winnipeg may participate using

video conferencing. The CEO indicated that, as part of her orientation, site visits to each region are scheduled. The majority of these have taken place, however Board members will be advised of future dates for these events.

## **5.0 For Information Only**

### **5.1 Approved Committee Minutes and Highlights of Current Month's Proceedings**

#### **a) Nominations & Governance**

In preparation for the Accreditation Canada site visit, and as part of the continuing education for Board members, presentations such as the one at today's meeting (2.2) will continue to be scheduled as part of each monthly Board meeting. The Governance Instrument Survey for Accreditation Canada will be conducted in early fall of 2015.

#### **b) Planning**

The Committee is reviewing its current Terms of Reference, and a change in the name of the Committee, to be forwarded to Nominations & Governance for review and recommendation. The capital project continues to move forward as has been previously communicated.

#### **c) Finance & Audit**

All items are reflected in the documents posted on DBCC.

#### **d) Executive**

All items are reflected in documents available on DBCC.

#### **e) Quality & Patient Safety**

The February 19, 2015 meeting minutes were posted today to DBCC. Due to the scheduling of meetings this practice of late filing will continue. At the meeting held on March 19, 2015 the following items were discussed:

- Critical Incidents-- no new Critical Incidents (CI) registered; resolution of an outstanding (CI) was discussed
- Sinclair Report Update-- Inquiry Recommendation Implementation Schedule
- Lean Projects-- presentation from V. Wiebe
- Urgent Care Clinic-- discussion on use and increasing patient volume

## 5.2 Clinical Investigation Office(CIO)

A briefing note on this program is posted to DBCC. Funding for this area is shared with CancerCare Manitoba Foundation, Province of Manitoba, and a newly developed Canadian initiative (Canadian Cancer Clinical Trials Network). Together with a focused nursing model for the Clinical Investigations Office there is increased opportunity to expand the establishment of trials (academic and industry). The program continues to make adjustments towards improving the economic stability of the program. Dr. Butler, President of the Medical Staff Association, complimented Dr. Kumar on the steps forward taken with regard to CIO to date.

## 5.3 Annual Security Report

This report was posted on DBCC for members' review and information. There were no further comments on the report.

## 6.0 For Concurrence – Ex Debate

### 6.1 Medical Staff Privileges

***MOVED by Elaine Bishop and SECONDED by Dr. Gary Glavin that the Medical Staff Privileges for the physician identified in the President's attestation be approved as posted.***

**Motion Carried without dissent**

## 7.0 For Discussion and/or Resolution

### 7.1 Financial Statements as at January 31 2015

The Financial Statements presented to the Board as at January 31, 2015 project a \$1M deficit position.

**It was MOVED by Finance & Audit Committee of the Board and SECONDED that the Financial Statements as at January 31, 2015 for CancerCare Manitoba be accepted as presented.**

**Motion Carried without dissent**

### 7.2 Financial Plan 2015-16

The Chair of Finance & Audit (F & A) presented a draft financial plan for the 2015-16 period. The Chair noted that the 2015-16 funding from the Province of Manitoba has not been confirmed. The Committee recommended that an expenditure limit equal to the anticipated revenue be approved by the Board. Processes to manage expenditures within the expenditure limit are under development.

**It is hereby Resolved that the structure of a Financial Operating Plan and the implementation of an Interim Expenditure Limit for the fiscal year 2015-2016 as described in this memorandum from the Finance, Audit and Internal Control Committee (FAIC) are presented for approval - on the understanding that more detailed tables and explanatory notes pertaining to the plan will be refined for presentation to the FAIC at its April 2015 meeting.**

**Motion Carried without dissent**

### **7.3 Officers of the Board**

**Presented to the CCMB Board of Directors by the Nominations and Governance Committee that Greg Tallon be appointed as Board Chair from April 01, 2015 – March 31, 2018.**

**Motion Carried without dissent**

### **8.0 Private Session**

An in camera session commenced, with the CEO, at 07:30 p.m.

### **9.0 Adjournment**

***It was MOVED and SECONDED that the meeting be adjourned at 8:20 p.m.***

***Motion Carried***

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Chair Date

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Secretary, Treasurer Date