



**Board of Directors**

**Minutes of Meeting**

Thursday, March 15, 2018, 5:00-7:00pm

(Dinner at 4:30pm)

Executive Boardroom, ON4017, 675 McDermot Avenue, CCMB

**PRESENT:**

**Board Members:**

Mr. G. Tallon (Chair)	P	Mr. M. Evans	P	Mr. Matt Bolley	T
Mr. J. Chipman (Vice Chair)	P	Mr. R. Shaffer	P	Ms. Susan Graham	P
Mr. V. Warden (Sec/Treas)	P	Ms. R. Gage	P	Ms. Darlene Grantham	R
Dr. B. Schacter (Med Adv Brd)	R	Mr. R. Campbell	T	Dr. Karen Juce	T
Ms. A.M. Magnifico (Quality)	R	Ms. K. Kumedan (WRHA)	R	Ms. Nimmi Ramgotra	P
Judge R. Pollack (Communications)	T	Mr. J. London	R	Ms. Mary Beth Taylor	P
Dr. G. Glavin (UofM)	P	Mr. D. Mortimer	P		

Dr. S. Navaratnam (CCMB CEO)	P	Dr. D. Houston (MSA President)	R	Ms. K. Peters (Exec Asst)	P
Ms. A. Stenning (CCMF CEO)	R	Ms. A. Saj (Brd Coord)	R	Ms. I. Anderson (Brd Recorder)	P

Legend: P-attended in Person; T-attended via Teleconference; R-Regrets sent; A-Absent

*Invited Guests: Ms. Venetia Bourrier, CCMB Privacy Officer, PHIA*

**1.0 Call to Order, Welcome, Review & Approval of the Agenda**

- The Chair called the meeting to order at 5:00 p.m.

**It was MOVED and SECONDED that the Agenda be approved**  
***Motion Carried without dissent***

**2.0 Special Presentation**

**2.1 PHIA Presentation**

Ms. Bourrier provided the PHIA presentation, “Confidentiality and the Personal Health Information Act (PHIA): Understanding Your Role as a Board Member”.

**3.0 January 18, 2018 Meeting Minutes**

**It was MOVED and SECONDED that the appended Minutes of the January 18, 2018 Board Meeting be approved as circulated.**

***Motion Carried without dissent***

- The appended Highlights of Board Minutes to be posted on the CCMB website were noted.
- Board Meeting Evaluation summary was noted.
- There were no matters of business arising from the minutes, other than those dealt with in other parts of the Agenda.

**4.0 President’s Office**

#### 4.1 President's Report

Dr. Navaratnam provided highlights from her written report, focusing on CCMB's healthcare partners in the Northern Region and collaborations with partners at the Saskatchewan Cancer Agency.

#### 5.0 For Information Only

##### 5.1 Approved Committee Minutes & Highlights of Current Month's Proceedings:

The Board received the latest approved minutes of meetings of the standing committees and the highlights of more recent meetings of which had not yet been considered and approved (as appended documents).

- The Chair of the **Communications Committee** provided highlights:
  - The Committee's current focus is on plans for the revised AGM, and a new topic of CCMB's provision of French language services related to an inquiry from the province's French Language Secretariat.
  
- Mr. David Mortimer has taken on the role of Chair of the **Quality and Patient Safety Committee** effective March 15 and provided highlights:
  - The Committee received a presentation on Oncology Indicators from Dr. Donna Turner, and MIPS and Accreditation updates from Ms. Bourrier.
  - The next Accreditation date is set for December 2019 and will be inclusive of the four community sites now part of CancerCare Manitoba.
  
- The Board Chair reviewed activities of the **Nominations & Governance Committee**:
  - A Governance presentation will be provided at the May Board meeting.
  - Bill 10 legislation will impose restrictions on the Board size. As these changes take place, the NGC will ensure members remaining have the skill sets necessary to carry on the Board and Committee activities. Changes in Committee structure and size are being considered.
  - Members are encouraged to provide names of individuals who would be interested in becoming external members to the Board Committees to the Board Chair who will bring the names forward to the NGC for consideration and approval.
  
- The Chair of the **Finance and Audit Committee** provided highlights:
  - As presented in 6.1 and 6.2 below.
  
- The Board Chair provided highlights of the **Executive Committee**:
  - Members are encouraged to consider attending the Gold Plated Dinner fundraising event on April 4<sup>th</sup>, one of CCMF's signature fundraising events. Going forward, consideration will be given towards purchasing a Board table;

- Members are reminded of the Minister of Health meeting on April 13<sup>th</sup> for all RHA's (including CCMB) CEOs, Board Chairs and Board members. Attendance by all members is encouraged though not mandatory. To date, the agenda has not been received.
- The Board Chair provided highlights of the **Community Engagement Committee**:
  - The main topic was the function of the new website as a tool to enhance community engagement.
- The **Facilities Planning and Development Committee** has not met since their meeting in January 2018. No new updates were provided.

## 5.2 Advisory Medical Board

- This was deferred to the April meeting.

## 5.3 Briefing Note:

### 5.3.1 Screening Programs

There was discussion of the recent issues with the mobile digital mammography units. The new technology involved has led to problems due to the interconnectedness of the vehicle and mammography equipment, resulting in the units being inoperable for a period of time and subsequent cancellation of patients scheduled for mammograms. This has resulted in patient complaints and media attention.

Efforts are underway to determine a permanent support system solution for the new mobile units moving forward.

## 6.0 Discussion and/or Resolution

### 6.1 Financial Statements – January 31, 2018

The Chair of the **Finance & Audit Committee** reviewed the financial statements as provided.

#### 6.1.1 Income Statement

#### 6.1.2 Balance Sheet

***It was recommended by the Finance and Audit Committee that the 2016/17 Financial Statements as at January 31, 2018, be approved by the Board.***

***Motion Carried without dissent***

### 6.2 2018/19 Budget Presentation

The Chair of the Finance & Audit Committee presented the Proposed Interim 2018/19 Budget, to be finalized once CCMB completes the conversion to Public Sector Accounting Standards (PSAS) as mandated by the Province of Manitoba. Discussion followed.

It was discussed that it would be helpful to have the metrics showing how the increase in cancer incidence and prevalence relates to increase in costs so as to demonstrate efficiencies and to verify the CCMB narrative that budget increases are very modest compared to increases in services being provided.

The Chair, Board Chair, Vice Chair and Dr. Navaratnam will finalize the budget document and develop an accompanying narrative for submission to government.

***It was MOVED and SECONDED that the proposed interim budget for 2018/19 with a projected deficit of \$4.986M be approved by the Board of Directors.  
Motion Carried without dissent.***

## **7.0 Matters For Concurrence without Debate**

### **7.1 Granting Privileges**

Dr. Navaratnam recommended the granting of privileges to two dentists and three physicians:

- Dr. Shawn Corbett and Dr. Darryll Iwaszkiw, both dentists providing part-time clinical services to the Head and Neck Disease Site Group;
- Dr. Sarah Kean, gynecologic oncologist with an interest in cancer genetics;
- Dr. Harminder Singh, epidemiologist and gastroenterologist, who will be co-leading the Manitoba Hereditary GI Cancer Clinic at CCMB; and
- Dr. David Williams, an ER/ICU physician working at the Flin Flon Hospital including as a Family Physician in Oncology (FPO) in the Cancer Care Unit in Flin Flon. He will be providing part-time clinical services at the Urgent Cancer Care, CCMB. He has been appointed as one of the physician leads between the Northern Region and CCMB.

***It was MOVED and SECONDED that the privileges be approved.  
Motion Carried without dissent.***

## **8.0 Private Session**

### **8.1 With CEO**

There was a discussion.

### **8.2 Without CEO**

There was a discussion.

## **9.0 Closing Remarks & Adjournment**

The meeting was adjourned at 7:30 p.m.