

Board of Directors

Minutes of Meeting

Thursday, October 17, 2019, 5:00-7:00pm

Executive Boardroom, ON4017, 675 McDermot Avenue and Teleconference

PRESENT:

Board Members:

Mr. J. Chipman (Chair)	P	Dr. B. Schacter (Med Adv Brd)	P	Mr. M. Bolley	T
Mr. D. Mortimer (Vice-Chair)	P	Mr. R. Campbell	P	Ms. D. Grantham	P
Mr. V. Warden (Treasurer)	P	Mr. J. London	P	Dr. K. Juce	P
Mr. M. Evans (Secretary)	P	Dr. Roberta Woodgate	P	Ms. M.B. Taylor	R

Dr. S. Navaratnam (CCMB CEO)	P	Dr. D. Houston (MSA President)	R	Ms. A. Stenning (CCMF CEO)	P
Ms. K. Peters (Exec Asst)	P	Ms. V. Giesbrecht (Brd Coordinator\Recorder)	P		
Ms. V. Bourrier (Guest)	P	Ms. B. Kitzan (Guest)	P	Patient (Guest)	P
Dr. N. Watkins (Guest)	P	Mr. I. Shaw (Guest)	P	Dr. B. Wright (Guest)	P

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

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

- The Chair called the meeting to order at 4:58 p.m.
The Agenda was reviewed and item 2.3, Transformation Update has been added to the agenda.

It was MOVED and SECONDED that the Agenda be approved with the addition.

All in favour and approved.

2.0 September 26, 2019 Meeting Minutes

It was MOVED and SECONDED that the appended Minutes of the September 26, 2019 Board Meetings be approved.

All in favour and approved.

- The appended Highlights of Board Minutes to be posted on the CCMB website were noted.
- Board Meeting Evaluation – Members were reminded to complete the evaluation following Board meetings. Members are also encouraged to provide comments during the meeting, for discussion.
- There were no matters of business arising from the minutes, other than those dealt with in other parts of the Agenda.

3.0 Special Presentations

3.1 Patient Story

Ms. Bourrier introduced the patient and Ms. Barb Kitzen, Patient Representative. The patient was invited to the meeting to share her story. The Chair thanked the patient for attending the meeting today and sharing her story.

3.1.1 Reflection Questions – Ms. V. Bourrier

When the patient left the meeting, Ms. Bourrier reviewed the reflection questions. The Board spent some time discussing the experience and comments included how patients are very helpful in improving the system and how important it is to include patients on committees to gain insight from their perspective.

There was considerable discussion of the role of patient representatives, navigators and nurse educators and how valuable they are. There was discussion on early intervention to issues can be cost saving down the road and if there is a way to track this. The Chair asked for this to be discussed further by the Quality and Patient Safety Committee.

3.2 Accreditation Update – Ms. V. Bourrier

Ms. Bourrier reported that there is some work still to be completed as we head towards the accreditation site visit which is scheduled for November 17 to 22. We have confirmed a new surveyor replacing Janice Scott.

Ms. Bourrier encouraged Board members to review the governance document that was handed out. She is working with Viola to get the required documents updated on SharePoint. These documents will also be included in a binder. Ethics framework is coming in November.

The scheduled is almost finalized and appointments will be sent to the Board and to the Quality and Patient Safety Committee of the Board shortly. There is also a staff debrief on Friday, November 22 that the Board members are invited to attend.

3.3 Transformation Update – Mr. Ian Shaw and Dr. Brock Wright

The Chair welcomed Mr. I. Shaw and Dr. B. Wright to the meeting. They asked to present and update to the Board now that the first stage is complete; consolidation and streamlining. They drew attention to the important things that were accomplished during the first wave that builds the base for transformation. This takes us to the next wave; implementing some of the recommendations. Coming up over the next while are reintroduction of Bill 10, accountability agreements, revision to by-laws, performance management, release of provincial clinical & preventive services plan, etc.

The Chair thanked Mr. Shaw and Dr. Wright for attending and providing an update.

4.0 President's Office

4.1 President's Report to the Board

Dr. Navaratnam was not at the September Board meeting as she was conducting a site visit in Australia. She will be reporting on this at the November Board meeting.

The President's report was included in the meeting package. At the meeting, Dr. Navaratnam provided a brief verbal update on the operational review, accreditation, the annual general meeting, upcoming visioning session, and the building project.

Dr. Navaratnam introduced Dr. Neil Watkins newly appointed Chief, Research and Director of Research Institute in Oncology and Hematology. Dr Watkins gave a brief presentation and will give a broader more fulsome presentation in January 2020. The Chair thanked Dr. Watkins and looks forward to the formal presentation.

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 **Quality and Patient Safety Committee** provided a brief report:
 - The Committee met on October 10 and minutes were included in the meeting package
 - Majority of work is centred around accreditation readiness.
- The Chair of the **Advisory Medical Board** provided a brief report:
 - The Advisory Medical Board has not met since the last Board meeting. No update.
- The Chair of the **Finance and Audit Committee** provided a brief report:
 - The Committee met on October 8 and Minutes were included in the meeting package.
- The Chair of the **Executive Committee** provided a brief report:
 - The Committee met on October 10 and Minutes are included in the meeting package.
 - The Nominations & Governance subcommittee will be meeting October 30.
 - There was brief discussion of the Board Annual Self-assessment completed in June 2019. One item that stood out was composition but nothing else was outstanding.
- The report of the **Community Connections Committee** was provided by the Board Chair:

- The Committee has not met since the last Board meeting and will be meeting again on November 6.
- The Annual General Meeting is on October 24 and Board members were encouraged to attend if possible. The agenda was changed to accommodate an addition.
- The Chair of the **Facilities Planning and Development Committee** provided a brief report:
 - The Committee has not met since the last Board meeting. Is meeting next on December 5.

5.2 Briefing Note: Bi-Annual Privacy Compliance Report.

The required Bi-Annual Privacy Compliance Report was included in the meeting package. There were no questions or concerns.

6.0 Discussion and/or Resolution

6.1 Financial Statements for July 31, 2019 and August 31, 2019

6.1.1 July 31, 2019

6.1.2 August 31, 2019

Mr. Warden advised the Board that the Funding Letter from the government has been received, the budget will be revised and brought to the Board for approval in November. Mr. Warden reviewed the Financial Statements for period ended July 31 and August 31, 2019.

It was moved and seconded that the Financial Statements for the four-months period ended July 31, 2019 and for the five-months period ended August 31, 2019, showing a cumulative net surplus of \$3,189,000 be approved.
Carried

6.2 Quality Improvement and Patient Safety Plan – Phase 2

The Quality and Patient Safety Committee reviewed and approved the Quality Improvement and Patient Safety Plan- Phase 2 at the October 10 meeting. Dr. Navaratnam provided a brief summary of the Plan which includes five strategies; Just Culture of Patient Safety, Improvement in Quality through Accreditation, Multidisciplinary Organization of Care, Continuous Improvement and Learning, and Patient Centered Care – Satisfaction of Engagement.

Of note is that quality boards will be installed at all sites and will include the five strategies.

6.3 Nominations and Governance Subcommittee – Mr. D. Mortimer

The Nominations and Governance Subcommittee is meeting on October 30 to discuss a number of matters.

6.4 2019 Board Self-Assessment

This item was discussed under the Executive Committee report.

7.0 Private Session

7.1 With CEO – not required

7.2 Without CEO – not required

8.0 Closing Remarks & Adjournment

The Chair reminded Board members of the Guardian Angel Benefit on October 28.

The meeting adjourned at 7:44 p.m.