



**Board of Directors
Minutes of Meeting**

Thursday, September 17, 2020, 5:00-7:00 p.m.

Zoom Meeting

PRESENT:

Mr. J. Chipman (Chair)	P	Mr. M. Evans (Secretary)	P	Ms. M.B. Taylor	P
Mr. D. Mortimer (Vice-Chair)	P	Ms. D. Grantham	R	Dr. K. Juce	P
Mr. V. Warden (Treasurer)	P	Dr. Roberta Woodgate	P	Dr. B. Schacter	P
Ms. Patti Bell	P	Ms. Jan Belanger	P		

Dr. S. Navaratnam (CCMB CEO)	P	Dr. D. Houston (MSA President)	P	Ms. A. Stenning (CCMF CEO)	P
Ms. K. Peters (Exec Asst)	P	Ms. V. Giesbrecht (Brd Coordinator\Recorder)	P	Dr. M. Pitz (Guest)	P
Mr. Brent Gibson (Guest)	P				

Legend: P-attended; R-Regrets; A-Absent

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

- The Chair called the meeting to order at 5:00 p.m.
- The Chair welcomed Dr. Marshall Pitz, Medical Oncologist and Chief Medical Information Officer and Mr. Brent Gibson, Chief of Corporate Services and Finance to the meeting.
- There were no additions to the agenda.

2.0 June 18, 2020 Meeting Minutes

The minutes were included in the Board meeting package.

It was MOVED and SECONDED that the appended Minutes of the June 18, 2020 Board meeting 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 – This is very important for every meeting. Members were reminded to complete the evaluation following Board meetings. Members are also encouraged to use the Chat feature in Zoom to raise a question or ask to speak to a 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 Presentation

3.1 Clinical Cancer Information Management

After a brief introduction by Dr. Navaratnam, Dr. Pitz presented on Clinical Cancer Information Management.

Dr. Pitz reviewed the structure which includes Health Records, IT Infrastructure and CCMB Clinical Applications. As CCMB is paperless, the use of IT is critically important as a component. We moved from IT enabling clinical work to IT being the cornerstone – a requirement to do our job. All clinical services are on computers and information is accessible from anywhere with internet access.

In addition, we also use IT to communicate within clinical teams. One of the major advantages in the last six months, due to the COVID-19 pandemic, is the use of a videoconferencing platform to discuss clinical cases. Microsoft Teams is also being used for virtual visits with patients. This is a much more patient-centric approach.

Dr. Pitz referenced the EMR Adoption Model on slide 5 of his presentation stating the CCMB is at Stage 6 and striving for Stage 7. We are well on our way and are leaders in the province; first provincial electronic patient records (1997) and first paperless patient record and clinical workflow (2017).

Dr. Pitz spoke to next steps which includes a patient portal using NOONA. This is software that integrates well with Aria. It is being used for the “Captain Project” and we have a few other projects we are planning to help explore how we can use NOONA better.

Dr. Pitz also talked about the Research Institute and data resources. Currently data comes from different sources and you need to request access to each individually. The goal is to build a single repository and store data for research purposes but other purposes as well.

In summary, Dr. Pitz informed the Board of some of the challenges Clinical Cancer Information Management is facing and some areas of future development.

4.0 President’s Office

4.1 President’s Report

Dr. Navaratnam’s Report was included in the Board meeting package. At today’s meeting she spoke briefly to the items included in the report and responded to some questions.

The draft Roadmap to Cancer Control for Manitoba document was included in the Board meeting package. Development of this document was discussed at the June Board meeting and the priorities to be included were discussed and approved at that time.

At today's meeting Dr. Navaratnam spoke to the philosophy behind the document and highlighted some of the pages within the document. She spoke to Priority 6: Improve First Nations, Métis, and Inuit Cancer Control and Outcomes stating that in the next six months, in collaboration with Indigenous partners, we will build a plan for Cancer Control in Manitoba's First Nations, Métis and Inuit populations.

The Roadman to Cancer Control for Manitoba will be sent to Government by the end of the month for approval. Once it is approved, it will be placed on our website. For this document to be successful, all organizations in the health system need to adopt it and other non-profit organizations, public and schools need to be engaged. Dr. Navaratnam will bring this to the Community Connections Committee to develop a more detailed communication plan.

There was some discussion regarding monitoring and evaluating CCMB's progress. Dr. Navaratnam noted this is a high-level document and actions plans will be developed that will be monitored and updated.

Dr. Navaratnam also addressed the draft Annual Progress Report which was included in the meeting package. This year's report tells the story and features highlights from April 1, 2019 to March 31, 2020. The Report will be submitted to the Government by September 30, 2020.

Dr. Navaratnam highlighted page 9, which shows the progress made over four years for the objectives listed.

5.0 Discussion and/or Resolution

5.1 Draft Annual Progress Report 2019-2020

The draft Annual Progress Report for 2019-2020 was discussed under the President's Report.

***It was MOVED and SECONDED that the Annual Progress Report for 2019-2020 be approved for submission to Government.
All in favor and approved.***

5.2 Financial Statements – July 31, 2020

The Statement of Financial Position and Statement of Operations and Accumulated Surplus for period ending July 31, 2020 were including in the Board meeting package which Mr. Warden summarized.

***It was MOVED and SECONDED to approve the Financial Statements for the period ending July 31, 2020.
All in favor and approved.***

5.3 Health System Leadership Council (HSLC) Financial Indicators- July 31, 2020

The HSLC Financial Indicators for period ending July 31, 2020 were included in the Board meeting package for information. He reviewed the document and stated that overall, CCMB is doing quite well.

5.4 Nominations and Governance Subcommittee

Mr. Mortimer reported that the Nominations and Governance Subcommittee of the Executive Committee has been working on a number of items. One item is looking at any board and board committee vacancies.

He noted that Mr. Michael Evans' term on the Board ends on October 2, 2020 although he will remain on the Facilities Planning and Development Committee as a non-Board member. Mr. Kevin McNeill joined the Facilities Planning and Development Committee as a non-Board member approximately one year ago. He has an extensive background in operations, planning and facilities. He has agreed that his name could be put forward as a corporate appointee to the Board and as Chair of the Facilities Planning and Development Committee.

Mr. Mortimer also advised members that MS. Jan Belanger agreed that her name could be put forward for appointment to the Quality and Patient Safety Committee and the Community Connections Committee and that Ms. Patti Bell agreed that her name could be put forward for appointment to the Finance and Audit Committee.

***It was MOVED and SECONDED that Mr. Kevin McNeill be appointed to the Board as a Corporate Appointee and as Chair to the Facilities Planning and Development Committee, that Ms. Jan Belanger be appointed as a member to the Quality and Patient Safety and Community Connections Committee and that Ms. Patti Bell be appointed as a member to the Finance and Audit Committee.
All in favour and approved.***

Mr. Chipman thanked Mr. Evans for his years of contribution and service. He has been committed to CancerCare Manitoba and his leadership has been very important.

6.0 For Information Only

6.1 Approved Committee Minutes of Current Month's Proceedings:

The Board received the latest approved minutes of meetings of the standing committees.

- The Chair of the **Executive Committee** provided a brief report:
 - The Committee met on September 10 and minutes were included in the Board meeting package.
 - The Executive Committee will be planning a retreat for the Board at the end of this year or early next year.

- Bill 10 is still going through the government and the Executive Committee is watching this closely and will continue discussion as appropriate.
- It was noted that the Executive Committee had discussion regarding the Risk Management report and have a plan on how to move forward. Process is outlined in the September 10 Minutes.

- **Community Connections Committee:**
 - The Committee met on September 9 and minutes were included in the Board meeting package.
 - Ms. Taylor highlighted some of the items discussed and some of the things the committee will be working on.
 - The Annual Public Forum is scheduled for October 2.

- The Chair of the **Facilities Planning and Development** provided a brief report:
 - The Committee met on September 3 and minutes were included in the Board meeting package.
 - Mr. Evans highlighted some of the items discussed at the meeting.

- The Chair of the **Quality and Patient Safety Committee** provided a brief report:
 - The Committee met on September 10 and minutes were included in the Board meeting package.
 - The Committee took on the normal agenda for the first time since COVID-19 became the focus.
 - Ms. Jeanette Edwards, Strategic Lead, Community Health, Quality and Learning presented “Quality and Learning: Manitoba and Canadian Frameworks”.
 - Ms. Tiffany Kautz has been appointed the Director of Quality, Patient Safety, Policies and Guidelines and the Committee will be happy to have her part of management representation.

- The Chair of the **Finance and Audit** provided a brief report:
 - The Committee met on September 8 and the minutes are included in the Board meeting package.
 - Mr. Warden highlighted that the that investment losses we were sitting on at March 31 are now an unrealized loss.

- The Chair of the **Advisory Medical Board** provided a brief report:
 - The AMB met on September 15 and draft minutes were included in the Board meeting package.
 - Ms. Ingrid Anderson and Ms. Carla Krueger, members of the strategic planning team, presented on the Roadmap to Cancer Control for Manitoba.

- There was useful discussion subsequently around the issue of the indigenous community and their patient experience. The general feeling of the group was that the roadmap was well constructed.

6.2 Briefing Notes

6.2.1 Annual Workplace Safety and Health Report

The Annual Workplace Safety and Health Report for 2019 was included in the meeting package for information.

6.2.2 Board Work Plan

The 2020-2021 Board Work Plan was included in the meeting package for information.

7.0 For Concurrence\Ex-Debate

7.1 Privileges

Dr. Navaratnam recommended the granting of Associate Category privileges at CancerCare Manitoba for Kristian Andres (Physician Assistant), Dr. Silvia George (FPO) and Dr. Sapna Oberoi (Pediatric Oncologist/Hematologist).

***It was MOVED and SECONDED that the privileges be approved.
All in favor and approved.***

8.0 Private Sessions – not required.

9.0 Closing Remarks & Adjournment

The Chair thanked everyone for participating and reminded Board members to complete the meeting evaluation.

The meeting adjourned at 7:00 p.m.