



Board of Directors

Minutes of Meeting

Thursday, January 16, 2020, 5:00-7:00pm

Executive Boardroom, ON4017, 675 McDermot Avenue and Webex\Teleconference

PRESENT:

Board Members:

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

Dr. S. Navaratnam (CCMB CEO)	P	Dr. Jim Butler for 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		
Mr. Paul Penner (Guest)	P	Ms. V. Bourrier (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 5:00 p.m.
- Dr. Juce is joining the meeting today via WebEx and teleconference.

It was MOVED and SECONDED that the Agenda be approved.

All in favour and approved.

2.0 November 14, 2019 Meeting Minutes

Regarding Item 5.1 - typographical error will be corrected and Item 7.1 – the year of Dr. Houston’s locum extension was corrected.

It was MOVED and SECONDED that the appended Minutes of the November 14, 2019 Board Meeting be approved with noted corrections.

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 Capital Equipment

Mr. Paul Penner attended the meeting to present on Capital Equipment. He spoke to this at the Facilities and Planning Committee in December and it was felt it would be good to share with the entire Board.

He advised that there are typically three areas where CCMB does quite a bit of planning; 1. basic equipment, 2. specialized equipment, and 3. site, safety and security items. His presentation today focused on basic equipment and specialized equipment.

- Basic Equipment
 - typically between \$2,000 - \$10,000

- Specialized Equipment
 - Items over \$10,000 (no upper limit)
 - Items over \$150,000 require Treasury Board approval

Mr. Penner gave a high level overview of basic equipment. The process is that sometime in April or May we receive a funding letter from Manitoba Health advising us as to how much money we will receive for basic equipment. Requests are reviewed, prioritized and internally approved for purchase and procured. It was noted that purchases are not made until the validated funding letter is received. CCMB reports back to Manitoba Health at the end of the year to let them know what was purchased.

Mr. Penner then gave a high level overview of specialized equipment. Each year between January to March, each RHA puts together a very detailed list of specialized equipment requests for submission to Manitoba Health. After September we receive a letter advising us what has been approved. Approvals are very specific to the exact item requested and the dollar amount. If the cost of the item is less than the request, the remaining money is returned to Manitoba Health. The approval of such purchases requires the signature of the Board Chair and then goes to the Minister\Treasury Board for final approval.

With the advent of Shared Health and the mandate to get better contracts and pricing, they are taking a role in this process and procurement.

3.2 CCMB Overview

This presentation was given to the accreditation surveyors in December and Mr. Chipman requested Dr Navaratnam present to the Board. Following the presentation, it was felt this would be beneficial to use when orientating new Board members and other venues.

4.0 President's Office

4.1 President's Report

4.1.1 Accreditation

The letter from Accreditation Cancer, Executive Summary and full Report were sent to Board members prior to the meeting. Dr. Navaratnam stated that this is the best report one could expect to receive.

Ms. Venetia Bourrier attended today's meeting to speak to Accreditation. She stated the report was extensive. The surveyors captured every component of what they saw, were thorough and engaged.

CCMB is now working towards the second part of the accreditation to be conducted in November 2020.

There was some discussion regarding next steps in terms of sharing and posting the report and Dr. Navaratnam will follow up in this regard. In addition, this will be brought forward with the Community Connections Committee.

It was noted that Ms. Bourrier is retiring at the end of the month and she was thanked for all her work not only in Quality and Patient Safety but also for her 30 years of service.

4.1.2 Operational Review Update

Dr. Navaratnam provided a brief update on the status of the operational review and there was discussion. She will provide a further update at the March Board meeting.

5.0 Discussion and/or Resolution

5.1 Financial Statements for November 30, 2019

The Finance Committee met on January 7, 2020. The Committee received various reports and updates. The Minutes of the meeting were distributed with the Board meeting package.

5.1.1 Statement of Financial Position

The November 2019 Statement of Financial Position was reviewed.

- We are at \$3.78M of net debt compared to a net debt of \$6.1M in November 2018, showing an improvement of \$2.36M.
- Total Assets increased from \$61.4M in 2018 versus \$65.38M this year.
- Total debt increased by \$1.61M, \$67.55 in 2018 to \$69.16M this year.

5.1.2 Statement of Operations and Accumulated Surplus

- We show a \$504,000 deficit as of November 30, 2019.

- Total Expenses by Object as of November 30, 2019 is \$106M and have an unfavorable variance of \$4.3M. This included the unfavorable variance in PODP and Oral Care Drug Dispensing.
- Schedule 2 is the Annual Forecast, for the term ending March 31, 2020 is \$3.562M. The \$3.562M consists of \$1.1M in operating and \$2.4M relates to capital, which shows we are favourable to forecast our actual projected deficit on operations is \$1.1M.

It was moved and seconded that the Financial Statements for the eight period ending November 30, 2019, showing an adjusted net deficit of \$504,000 be approved.

All in favour and approved.

5.1.3 Health System leadership Council (HSLC) Financial Indicators – November 2019

The HSLC Financial Indicators document was introduced by MB Health. This report indicates a 6.9% increase over and above last year's actuals which includes Oral Cancer Drugs and Medical Remuneration.

5.2 Nominations and Governance – Vice Chair

Mr. Mortimer advised the Board that Mr. Robert Campbell's and Mr. Jack London's terms on the Board expire shortly and their terms will not be renewed. This is due to changes that came into effect with the June 2018 Bill 10 when the size of the Board was reduced. Members whose terms ended after June 2018 were able to remain on the Board until their terms expired.

Mr. Mortimer advised that there are still vacancies on the Board and there are some members whose terms are ending that will need to be renewed or replaced.

5.2.1 Bill 10 Update

Deferred.

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 and the highlights of more recent meetings of which had not yet been considered and approved (as appended documents).

- The Chair of the **Executive Committee** provided a brief report:
 - The Committee met on January 9 and Minutes are included in the Board meeting package.
 - Mr. Chipman provided an update on the Transformation Project.

- **Community Connections Committee:**
 - The Committee did not meet as scheduled on January 8 and next meeting on January 28.
 - Ms. Taylor did make special mention of the upcoming Visioning Session.
- In the absence of the Chair of the **Facilities Planning and Development**, Mr. Chipman provided a brief report:
 - The Committee met on December 12, 2019 and Minutes were included in the Board meeting package.
 - Mr. Chipman advised that the early works is a priority and there was discussion in this regard.
 - The Committee will have a tour of the CCMB MacCharles facility on February 6 and it was agreed that all Board members will be invited to attend.
- The Chair of the **Quality and Patient Safety Committee** provided a brief report:
 - The Committee met on January 9 and Minutes were included in the Board meeting package.
 - The Committee received two presentations; one from the Patient Representatives, Heather Purvis and Barb Kitzan and a second from Dr. Pitz and David Glover. He recommends both presentations be given to the Board noting that the one from Dr. Pitz and Mr. Glover would require 30 minutes.
- The Chair of the **Advisory Medical Board** provided a brief report:
 - The AMB has not met since the last Board meeting. It is next meeting on March 3.
- The Chair of the **Finance and Audit** provided a brief report:
 - The Committee met on January 7 and the Minutes are included in the meeting package. See item 5.1.

7.0 For Concurrence/Ex-Debate

8.0 Private Session

8.1 With CEO – not required

8.2 Without CEO – required

9.0 Closing Remarks & Adjournment

In closing, Mr. Chipman thanked Mr. Jack London and Mr. Robert Campbell for serving on the CCMB Board of Directors. He also reminded the Members of the Visioning Session January 23 and 24. Dr. Navaratnam advised Members of World Cancer Day and some of the upcoming events. This portion of the meeting ended at 7:10 p.m. and a brief private session of Members only was held.