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**BOARD OF DIRECTORS MEETING MINUTES**

Thursday, December 12, 2013 at 1:00 p.m.  
Delta Hotel, Winnipeg MB

**Attendance:**

H. Azzam	P. Baker	J. Cox	D. Dhaliwal
G. McLennan	M. Montanti	S. Neel	M. Perchotte
J. Slater	J. Stinson		

**Regrets:**

S. Gauthier	L. Manning	B. Wright	P. Van Caesele
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**Staff:**

C. Conway	D. Labelle	A. Kabani	T. Mangano
P. Penner	G. Whitehill	P. Brennan	

**APPROVAL**

**1) Call to Order**

The Chair called the meeting to order at 1:00 p.m.

**2) Approval of Agenda**

The agenda was distributed and approved.

MOVED: H. Azzam  
SECONDED: M. Montati

*CARRIED.*

**3) Approval of Board Minutes and Conflict of Interest**

No conflicts were declared. Approval of October 10, 2013 Minutes.

MOVED: S. Neel  
SECONDED: H. Azzam

*CARRIED.*

#### **4) Strategic Discussion (Leadership)**

##### **Workforce Planning – Training for the Future**

Further to the discussion and presentation, it was agreed that DSM will develop a strategic Workforce Plan that continually assesses workforce gaps and ensures an adequate supply and appropriate mix of diagnostic service specialists and providers in all locations in the province. The Workforce Plan will include strategies to address DSM's current and future requirements in urban, rural and northern regions. Some of these strategies will include expanding training in rural and northern settings; working with Operations to develop new structures in genomics and cytology; participating in new projects such as Point of Care Testing and private labs; working with RHAs to review service delivery to Health Centers and Emergency Rooms; and, expanding opportunities within the Aboriginal community in collaboration with the Neeginan Institute of Applied Technology.

Secretarial Note: A question was asked regarding the ratio of Cross-trained technologists. While the number fluctuates with ongoing recruitment and retirement, the ration is approximately 50/50. On the day of the review there were 47 MLTs cross-trained in x-ray and 54 MRTs cross-trained in lab.

##### **Board Dashboard for Performance Monitoring**

Item deferred and it was suggested that Rob Schaeffer will be invited to speak to the Board about his work in this area.

**Additional Items:** It was suggested that a future Strategic Discussion item about the Choose Wisely campaign occur. This would complement the discussion on utilization management and cost savings.

#### **5) Standing Reports (Oversight)**

##### **Quality and Patient Safety Committee**

The Committee circulated a policy on Critical Incidents in regards to communications, investigations and reporting. The document was reviewed by management and is viewed as an operational policy. The Board was asked to review the document in advance of January's meeting as it is expected to be approved at that time.

##### **Finance Committee**

Board member John Stinson appointed to the Finance Committee.

DSM has not received its funding letter from Manitoba Health. However, it is expected that no increases in funding, with the exception to cover employee wages, will be communicated to DSM.

Obtaining critical information (from certain RHA's) continues to be a challenge. This information is crucial to DSM's budgetary planning process.

Overall the organization expects a very small deficit at the end of the year. Deficit management strategies are currently being identified and work with key partners to identify cost savings is well underway.

The DSM organization has implemented a BuMP (Budget Management Plan) to identify internal costs savings to address cost pressures.

It was stated that although cost savings measures are being identified, patient care and service delivery remains top priority. The BuMP process is not intended to cut services for Manitoba patients.

#### ***Approval of Year-to-date September Report***

MOVED: G. McLennan  
SECONDED: S. Neel

*CARRIED.*

#### **6) CEO Report**

A discussion on technology advancements in cytology was discussed. DSM is currently working with its partners to determine the best approach in meeting the cytology needs of Manitoba patients.

Work in identifying appropriate corporate space continues. A location that may have been appropriate is no longer a viable option. DSM is continuing to review its options.

DSM is experiencing an influx of retirements among its management level, across the organization. DSM is currently working on strategies to mitigate risks associated with the loss of knowledge and experience and acknowledges that our capacity to deliver on commitments may be affected in the short-term.

P. Brennan, Chief Administration Officer, has deferred her resignation originally scheduled for January 31<sup>st</sup>, 2014.

## 7) Chair Report

Confirmed that DSM is formally a part of the Regional Health Authorities of Manitoba (RHAM) and Jim Slater, CEO, is an active member of the RHAM Board.

Attended Council of Chairs meeting and advised the DSM Board that the Council will meet quarterly. The next meeting will be held in February where the Minister of Health Erin Selby will be present. Advance planning for February meeting with the Minister is required and DSM senior staff and Board members are to come prepared to January's Board Meeting with top strategic or operational issues that DSM should discuss with the Minister.

A summary report of the Board Retreat held in November was circulated for Board review and comments.

## 8) Governance (Foundational Factors)

Items under this section are deferred until January. However the Board Governance Manual V2 previously circulated was approved.

MOVED: H. Azzam  
SECONDED: G. McLennan

*CARRIED.*

## 9) In-Camera Session – No session.

## 10) Adjournment

D. Dhaliwal *moved* to adjourn the meeting.

### Next Meetings:

- Thursday, January 9th, 2014 at 9:00 a.m.

Note: Meetings will now commence 30 minutes earlier and will be moved to Fridays, with the exception of January's meeting.