



BOARD OF DIRECTORS MEETING MINUTES

Monday, September 16, 2013 at 1:00 p.m.
Winnipeg Convention Centre – Corporate Boardroom

Attendance:

H. Azzam	P. Baker	J. Cox	L. Manning
G. McLennan	M. Montanti	S. Neel	M. Perchotte
J. Slater	B. Wright	P. Van Caesele	

Regrets:

D. Dhaliwal	S. Gauthier		
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Staff:

P. Brennan	D. Humphrey	T. Mangano	P. Penner
G. Whitehill			

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: P. Van Caesele

CARRIED.

3) Approval of Board Minutes and Conflict of Interest

No conflicts were declared. Approval of June 13, 2013 Minutes

MOVED: M. Montanti
SECONDED: J. Cox

CARRIED.

4) Strategic Discussion (Leadership)

2014-17 Strategic Plan

An overview of the 2014-2017 Strategic Plan was provided outlining how DSM will further align its plan with provincial health objectives. The Board noted several items for further discussion over the coming year:

- Board reporting and metrics
- Monitoring strategic progress
- Updates on each strategic priority
- Point of Care Testing
- Community laboratories and DSM: strategies, roles and responsibilities
- Rural staffing and training (e.g. MLAs, MLTs, Cross-training)
- Matching rural RHA requirements (e.g. Emergency) with appropriate staffing strategies.

5) Standing Reports (Oversight)

Quality and Patient Safety Committee

Safety Learning Summaries will be reviewed prior to posting on the website. A Standard Operating Practice for reporting and investigating Critical Incidents has been drafted and will be submitted to the Board for their review.

Finance Committee

Brian Schoonbaert, Chief Financial Officer (Prairie Mountain Health) attended a recent DSM Finance Committee. On an ongoing basis, the financial report will be presented in a new condensed format. It is projected that there will be a small deficit for year-end. It is anticipated that there will be a global transfer of funding from Manitoba Health rather than from each RHA in 2014/2015.

MOTION: To appoint Brian Schoonbaert to the DSM Board of Directors Finance Committee

MOVED: G. McLennan

SECONDED: H. Azzam

CARRIED.

MOTION: That DSM accepts the presented 2 year extension to the Ernst and Young Audit agreement.

MOVED: G. McLennan

SECONDED: M. Montanti

CARRIED.

MOTION: To accept the Finance Committee First Quarter Report as presented.

MOVED: B. Wright

SECONDED: P. Van Caesele

CARRIED.

6) CEO Report

The capital and operating costs associated with the past Formalin issue is currently being analyzed and will be presented to Board once finalized.

The LIS Upgrade at Health Sciences Centre experienced issues that resulted in prolonged downtime in communicating lab results to health care practitioners. Lessons learned will be debriefed with DSM staff, Manitoba Health and the WRHA. The CEO commended staff on their teamwork to address the issue and come up with interim solutions to ensure the continued flow of lab results. DSM is looking to the LIS vendor to absorb the costs associated with overtime.

Provincial requisitions are being drafted for breast imaging and breast pathology to support Manitoba's Cancer Patient Journey.

Western provinces are conducting a review on suppliers of accreditation with respect to lab and diagnostic imaging. A formal request will be issued for prospective suppliers of accreditation by the Western Canada Diagnostics Working Group. DSM is a member of the Working Group represented by its CEO.

DSM would like to drop the "of" in Diagnostic Services of Manitoba to better position its role as a provincial provider/leader of lab and imaging services. Templates have been refreshed internally and stationary will be replenished once depleted. A broader visual identity plan is being developed to assist patients recognize DSM and its services. This includes a phased in DSM signage plan and external website refresh with a focus on patient education, planned for 2014.

The Annual Members Meeting with the Minister of Health will be on October 10, 2013.

DSM's second Shape the Future of Quality in Pathology conference will be held in January 2014.

DSM proposed to participate in the RHA's AGM's, schedule permitting, to fulfill its public AGM requirement.

MOTION: That the Board approve an incremental process to drop the "of" within Diagnostic Services of Manitoba at a minimal cost.

MOVED: J. Cox

SECONDED: S. Neel

CARRIED.

MOTION: To participate in the RHA annual general meetings and fulfill its obligation for a public forum.

MOVED: H. Azzam

SECONDED: J. Cox

CARRIED.

7) Chair Report

This is a new item to the agenda, future reports will be in writing.

Attended a RHA CEOs and Board Chairs Meeting with the Minister of Health. Board Chairs and CEOs were advised that provincial funding will be quite constrained in 2014/2015 and health organizations should plan and operate accordingly.

Attended Council of Chairs meeting.

Canadian Healthcare Association Governance Development program offered to interested Board members.

The Minister approved request to add one more representative to DSM's Board. A suggestion on the new appointee was provided by the Board Chair. Waiting for Ministerial approval.

Regional Health Authorities of Manitoba will be hosting a Board of Directors orientation session on October 8.

Board Annual Strategic Planning session will be held in November 2013.

The Executive Committee met over the summer and voted on two contracts received that required signatory approval from Board.

MOTION: To approve the Computed Radiography contract valued at \$3,878,319 as well as the Radiographic Systems contract valued at \$2,567,420.

MOVED: B. Wright
SECONDED: G. McLennan

CARRIED.

MOTION: To accept 2012-2013 Annual Report to the Minister

MOVED: B. Wright
SECONDED: H. Azzam

CARRIED.

8) Governance (Foundational Factors)

Governance Committee Report – meeting held by email.

The report was provided for information.

9) In-Camera Session – A private session of the Board and CEO commenced.

10) Adjournment

P. Van Caesele ***moved*** to adjourn the meeting.

Next Meetings:

- Oct 10, 2013
- Nov 15, 2013 – note: rescheduled from Thu Nov 14 to Fri Nov 15
- Dec 12, 2013
- Meeting dates for 2014 – Meetings will be the second Friday of each month, at 9:00 a.m.