



BOARD OF DIRECTORS MEETING MINUTES

Friday, September 12, 2014 at 9:00 a.m.
Delta Hotel, Winnipeg, MB

Attendance:

H. Azzam	P. Baker	J. Cox	L. Manning
M. Montanti	M. Perchotte	J. Slater	J. Stinson
H. Unruh	P. Van Caesele	B. Wright	

Regrets:

S. Gauthier	G. McLennan		
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Staff:

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

APPROVAL

- 1) Call to Order
- 2) Approval of Agenda
- 3) Approval of Board Minutes and Conflict of Interest

Minutes approved as distributed. No conflicts were declared.

MOVED: J. Cox

SECONDED: B. Wright

CARRIED.

- 4) Strategic Discussion: Performance Monitoring – Part 2

DSM has developed its Strategic Plan developed within the context of the priorities of Manitoba Health Healthy Living and Seniors. Each Provincial Priority includes the overall goals and objectives, challenges and barriers and high-level performance goals. Over the next few months more detailed operational metrics will be developed and monitored. Similarly, the Board agreed that it should identify what indicators they want for oversight and monitoring these priorities.

- 5) Strategic Discussion: Key Performance Indicators (KPIs)

KPIS need to be set for each of the five board priorities, allowing the board to monitor its own progress while having oversight & awareness of its responsibilities.

#1 - Quality and Patient Safety - The indicators will be drafted by the Quality & Patient Safety Committee.

#2 - Accountability Dashboard – The indicators will be drafted by the Board, once the committees drafted their respective indicators

#3 - Radiology and DI – The indicators will be drafted by the Quality & Patient Safety Committee and the Governance Committee. Movement needs to be shown, however some things cannot be measured & will be qualitative.

#4 – Engagement - The indicators will be drafted by the Board. How to measure & evaluate ourselves in terms of engagement will be the strategic discussion at the December meeting.

#5 – Sustainability – The indicators will be drafted by the Finance Committee and then will be finalized by the Board as sustainability is more than financial, this priority has been worded in terms of funding.

6) Standing Reports (Oversight)

Board Chair Report

The annual Board strategic-visioning day is November 14 (the regular scheduled board meeting will be expanded from 9 am to 3 pm). A number of topics were discussed as possible items for discussion. The Board agree that an external facilitator should be arranged. The morning will focus on hub & spoke model that DSM is evolving towards as well as appropriateness (utilization) & a debrief on patient safety. The afternoon will focus on strategic review.

RHAM education day is Oct 22, which will include discussions on quality of care & patient safety as well as discussions lead by Milton Sussman & Jim Buick from the Asper School of Business. The Board is encouraged to attend.

Funding letters were sent out yesterday, with funding held at same levels of 13/14. Capital operating funding will not be provided for every capital project being completed. We are into a very fiscally restrained time

M. Perchotte thanks M. Montanti for the note he developed on the leadership conference held in Banff.

CEO Report

RHA AGMs will be attended by SMT & Board members are encouraged to attend as well. PMH-Swan River will be attended by P. Penner, PMH-Brandon, IERHA-Arborg, and SH/SS-Niverville will be attended by J. Slater. This item will remain on the agenda until AGMs have concluded.

DSM Annual Report is complete and will be submitted by September 30, 2014.

DSM Website is undergoing a full make-over. The Board was provided a preview and opportunity for feedback.

Info only (within CEO signing authority). Digital pathology contract has been awarded. This is a component of the larger provincial LIS project and DSM has been a lead in the Canada Health Info project. The total 5 year contract is \$1.28 million which is below budgeted funding and includes significant negotiated savings and functionality (e.g. cost savings on service contracts, non obsolesce, expanded licensing).

Info only (within CEO signing authority). Provincial Liquid Based Cytology (LBC) contract has been awarded. The total 5 year contract is 1.33 million which is below budgeted costs and includes significant negotiated savings and cost avoidance. LBC will “go-live” in October, 2014 with a plan to be available to all women in Manitoba by the end of the year.

Quality and Patient Safety Committee Report (QPSC)

The Committee met on Monday and discussed Ebola preparedness. Manitoba (DSM) lab preparedness is on a par or ahead of other jurisdictions in Canada. This is important because Winnipeg hosts the National Microbiology Laboratory (NML) who have scientists “in-country” in West Africa.

A “Boards on Board” article was sent out to the Board members to provide an overview of a new, more aggressive approach to Board involvement in quality and patient safety.

There is a vacancy on the committee – seeking additional member.

The Board policy on patient safety needs to be brought back to the board for further discussion – table at December meeting.

CBC has requested a copy of our laboratory accreditation reports from 2011-2014. DSM staff are currently summarizing and collating this information and will respond to this request.

Move to accept the Quality & Patient Safety Committee report.

MOVED: P. Van Caesele
SECONDED: J. Stinson

CARRIED.

Finance Committee Report

2014-15 budget update – in March the budget was approved conditionally based on assumptions. Funding letters were received yesterday and conditionally approved budget is in line with the funding letters.

To accept the presented balanced budget.

MOVED: M. Montanti
SECONDED: H. Azzam

CARRIED.

DSM has calculated a \$2.6 million “structural deficit” this year, which will be offset by previously deferred revenue. That will not be an option in 2015-16 when the structural deficit will be amplified by volume and inflationary costs to become a projected deficit upwards of \$3 million in the next fiscal year. The organization is working on mitigation strategies to present to the Board.

To accept the finance report as presented.

MOVED: M. Montanti
SECONDED: L. Manning

CARRIED.

7) Governance (Foundational Factors)

The Minister of Health will be in attendance at the October Board meeting and the engagement strategy discussion will be tabled to the December Board meeting.

Governance Committee Report

The Committee has not met recently. By-Law changes are still waiting for Minister approval. MGEU has yet to name a replacement for S. Neel who retired in June 2014. The DSM Board Orientation process will begin today with H. Unruh.

To accept the Governance report as presented.

MOVED: B. Wright
SECONDED: M. Montanti

CARRIED.

8) Board Q & A Session

9) In-Camera Session

10) Adjournment

M. Montanti moved to adjourn

Next Meetings: **October 10, 2014 at 9:00 a.m. at Delta Hotel**
November 14, 2014 – note time change 9am to 3pm