

Saskatchewan Cancer Agency Public Board Meeting Minutes

Date of Meeting: July 14, 2022

Time: 9:00 – 4:00 pm

Location: The Saskatoon Club

Board Members: Ron Waschuk (Chair), Howard Crofts (Vice Chair), Doug Finnie, Don Ravis, Kelly Scott, Gord Wyatt, Marilyn Rice and Tom Lukiwski

Administrative Staff: Deb Bulych (Interim CEO), Denise Budz (Interim VP Care Services), Ron Dufresne (VP Corporate Services), Dr. Shazia Mahmood (VP Medical Services), Kevin Wilson (VP Population Health, Quality and Research), and Lisa Moens (Board Secretary)

Guests: no guests

1. Call to Order

Board Chair, Ron Waschuk, called the Board meeting of the Saskatchewan Cancer Agency (SCA) to order at 8:57 am. He welcomed Board members and executive management in attendance. Mr. Waschuk acknowledged that the land on which we gather today is the traditional territory of the First Nations people and the homeland of the Métis.

2. Conflict of Interest

No conflicts of interest were declared.

3. Approval of Agenda

There were no additions or changes to the agenda. The following motion was made:

THAT the Thursday, July 14, 2022 meeting agenda is approved as circulated.

CROFTS/FINNIE – CARRIED

4. Welcome and Introductions of Board Members and Executive Leadership Team

The Chair of the Board introduced the new Directors Gord Wyatt, Tom Lukiwski and Marilyn Rice. He asked the Directors and Executive Leadership Team (ELT) to provide a short biography of themselves.

5. Board Governance and HR Committee Report

Committee Chair, Kelly Scott, presented her Committee report noting the last Committee meeting of June 29, 2022. Ms. Scott shared that the Governance and HR Committee provides oversight of governance and human resources matters of the Board such as overseeing the Board of Directors and CEO evaluation survey, CEO Objectives and Succession Plan, Board Bylaws and Governance & HR Policies, Board Orientation, and any other tasks outlined in the Committee Work Plan.

The June Committee meeting began with an update on the CEO Succession Plan, and the Committee agreed to defer the discussion until the permanent CEO is hired.

The Committee reviewed the Board of Directors Governance and HR Policies and recommended them for Board approval. The Board considered the Board of Directors Governance and HR Policies and the following motion was made:

THAT the Board of Directors approve the Governance and HR Policies as submitted.

RAVIS/FINNIE – CARRIED

Ms. Scott reported that the Committee reviewed and updated the Board of Directors Self-Evaluation Survey Tool and approved it for submission to the full Board. The Board considered the Self-Evaluation Survey Tool and did not have any additions or changes. The following motion was made:

THAT the Board of Directors approve the Self-Evaluation Survey Tool as submitted.

CROFTS/LUKIWSKI – CARRIED

Lastly, Ms. Scott welcomed Board Member, Lukiwski, to the Governance and HR Committee.

6. Special CEO Search Committee Update

Committee Chair, Kelly Scott, provided the Board members with an update on the current CEO Search Committee progress. The Committee reviewed and approved the interview guide. All applications were provided to MNP, external consulting firm, who used a rating scale based on the job posting and applied it to each application received. MNP also conducted the pre-screening interviews. The results from the pre-screening was provided to the Committee on June 24. On July 7, the Committee selected the top four candidates for interviews. MNP will inform all candidates whether they were selected for an interview or not.

7. Board Finance and Audit Committee Report

Committee Chair, Howard Crofts, informed the Board that the Committee has not met since the last Board meeting. Mr. Crofts provided an overview of matters that the Committee is responsible for such as reviewing internal financial statements, including year-end audited financial statements. As well, other various duties and responsibilities that are outlined in the Committee Charter. From a governance perspective, the Committee also oversees the SCA's budget process. He also highlighted the relationship the Committee has with the Provincial Auditor and the oversight of the audit process. This includes reviewing the report of the external audit on the annual financial statements, internal control opinion and if there are any compliance concerns or weaknesses in accordance to legislation, internal controls or the accounting system.

Lastly, Mr. Crofts welcomed Board Member, Wyatt, to the Finance and Audit Committee.

8. Board Quality, Safety and Risk (QSR) Committee Report

Committee Chair, Don Ravis, presented his Committee report noting the last Committee meeting of May 24, 2022. Mr. Ravis shared that the Quality, Safety and Risk Committee provides oversight of the quality and safety of health care services and studying, assessing and/or evaluating the understanding and treatment of risks to the SCA. All other various duties and responsibilities as outlined in the Committee Charter.

The Committee received a presentation on *Safety and Quality in Gyne-Oncology* by Dr. Laura Hopkins. Her presentation was developed around the six dimensions of quality in health from the Institute for Healthcare Improvement (IHI).

Mr. Ravis reported that the Committee received and reviewed the Risk Pulse, which is data from the SCA's Unusual Occurrence Management System.

The Chair of the Committee informed the Board that the Committee Metrics were reviewed and discussed. The metrics will be reported quarterly and will include the screening participation rates (excluding SPBC), referral to first appointment and medication reconciliation. The Committee will receive the metrics for the first time at the August meeting.

Mr. Ravis spoke to the Board Education Day topics. The Education Day is held annually and facilitated by the Quality, Safety and Risk Committee. The Board considered the topics identified for the Education Day and with the addition of two topics, the following motion was made:

THAT the Board of Directors approve the list of Board Education day topics for ranking as amended.

RAVIS/SCOTT – CARRIED

The Education Day topics will be circulated to the Board members for ranking. The top four ranked presentations will form the Education Day.

Lastly, Mr. Ravis welcomed Board Member, Rice, to the Quality, Safety and Risk Committee.

9. Chair of the Board Report

Board Chair, Ron Waschuk, provided his report verbally. The 2022/23 Board Work Plan was presented, discussed and no changes to note. The following motion was made:

THAT the Board of Directors approve the 2022/23 Board Work Plan as submitted.

WASCHUK/RICE – CARRIED

The Chair of the Board shared that the three new Board members were appointed and approved to a Standing Board Committee via email. Tom Lukiwski was appointed to the Governance and HR Committee, Marilyn Rice was appointed to the Quality, Safety and Risk Committee, and Gord Wyatt was appointed to the Finance and Audit Committee.

He shared that the Corporate Secretary received a request from the Ministry of Health on the current remuneration rates for the Board members.

On August 19, the Board will conduct their annual Board Generative Meeting, which is a non-minuted daylong retreat with an open agenda.

In May 2022, Accreditation Canada updated the Governance Functioning Tool (GFT) which provides individual members of a governing body with an opportunity to reflect upon and assess their effectiveness. All Board members, with the exception of the three new members, will complete the survey.

Lastly, the Chair of the Board shared that the terms for Howard Crofts, Don Ravis, Doug Finnie, Kelly Scott and Ron Waschuk expire August 1. Mr. Waschuk will be contacting the Ministry of Health regarding the status of those members.

10. CEO Report

Deb Bulych, Interim CEO, was called upon to provide the CEO Report. Her report started with the Board Metrics, which included metrics from the SCA Accountability Document, Accreditation Canada Follow-up Items and any Provincial Auditor of Saskatchewan Performance Audits. She also provided updates on NAPRA, pandemic, recruitment and retention, SCA budget, and the Saskatoon patient lodge. Lastly, she provided an update on Provincial and National initiatives and meetings.

11. Approval of the Consent Agenda

No items required pulling from the Consent Agenda for discussion and the following motion was made:

THAT the Board of Directors approve the Consent Agenda of July 14, 2022 containing the Board Minutes of May 19, 2022, Board Public Meeting Minutes of April 19, 2022, PFAC Report to the Board May 26, 2022 meeting and the Quality, Safety and Risk Committee 2021/22 Accomplishments.

CROFTS/WYATT – CARRIED

12. Generative Discussion

The Board members and Management conducted a round table generative discussion on governance and leadership at the Board meeting.

13. In-Camera Session

An in-camera session was not required.

14. Termination

The Chair of the Board asked for additional discussion. There was none and at 2:41 pm, the following motion was made:

THAT the Board of Directors' meeting of July 14, 2022 terminate.

RAVIS