



**COLLEGE OF MEDICAL LABORATORY TECHNOLOGISTS
OF MANITOBA**

245 Lilac Street
Winnipeg, MB R3M 2S2
www.cmltm.ca

Phone: 204-231-0311
Fax: 204-489-7300
Toll Free: 877-331-0311
E-mail: cmltm@cmltm.ca

**COLLEGE OF MEDICAL LABORATORY TECHNOLOGISTS OF MANITOBA
COUNCIL MEETING**

Wednesday December 7th, 2022, 1800 hrs

CMLTM Boardroom/Zoom Room - 245 Lilac Street, Winnipeg, MB

Present: Matthew Bueno de Mesquita, Kristy Peadson, Jackie Tower, Amina Khizar (online), Kevin Simonetto (online)

Public Representatives: Cynthia Rempel-Patrick (online), Steven Wu (online), Rajinder Pal Bhullar (online)

Guests: Adam Chrobak, Tricia VanDenakker, Gloria Mactavish (online), Heather Mauthe (online)

Regrets: Sajjid Janjua, Kamran Bashir, Maria Bobiles, Prashant John, Brad Collignon,

- 1. Call to Order and Land Acknowledgement Statement Matthew Bueno de Mesquita
 - Meeting called to order by Matthew Bueno de Mesquita at 1801hrs. Quorum met.
 - Land Acknowledgement Statement was read.

- 2. Approval of October 22, 2022, Minutes Matthew Bueno de Mesquita
 - Corrections: None.

MOTION 22:58 Cynthia Rempel-Patrick/Kristy Peadson

Be it moved to approve the October 22, 2022 minutes as presented.

CARRIED

- 3. Approval of Agenda Matthew Bueno de Mesquita
 - Additions: Addition of PR-7 to 6.1 (Policies for Review).

MOTION 22:59 Kristy Peadson/Rajinder Pal Bhullar

Be it moved to approve the December 7, 2022 agenda as amended.

CARRIED

Kevin Simonetto joined the meeting.

- 4. Consent Agenda Items:
 - 4.1 Financial report Kevin Simonetto
 - No report submitted.
 - 4.2 Registrar’s report Adam Chrobak
 - Previously circulated.
 - 4.3 Board of Assessors report Gloria Mactavish



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- Previously circulated.
- 4.4 Continuing Competency Committee Heather Mauthe
 - No report submitted.
- 4.5 Complaints Committee report Maria Bobiles
 - No report submitted. Verbal report provided by Registrar, Adam Chrobak.
- 4.6 Inquiry Committee report Brad Collignon
 - No report submitted.
- 4.7 Executive report Matthew Bueno de Mesquita
 - Verbal update provided.

MOTION 22:60 Jackie Tower/Cynthia Rempel Patrick

Be it moved to approve the Consent Agenda Items as presented.

CARRIED

5. Informational items/updates

5.1 Canadian Alliance of Medical Laboratory Professionals Regulators (CAMPLR) MLT Gateway Project, MedLab Canada Adam Chrobak

- An Employment and Social Development Canada grant has been approved for a second project for the MLT Gateway Project. The first meeting with ESDC was held today to discuss the project.
- Adam Chrobak (CMLTM Registrar) and Janice Jones (Nova Scotia College of Medical Laboratory Technologists (NSCMLT) Registrar) will be the main contacts for the project.
- Adam’s time commitment to the project will be minimized once a project managing firm has been hired.
- The first MLT Gateway project validated the Language benchmark for the MLT profession. CAMPLR will set the language standard for the MLT profession in Canada.
- The second MLT Gateway project will review the MLT Competencies, develop self-assessment tools and explore alternate models for registration. These may include creating "micro-credentialing" with micro-credential exams, clinical assessment modules, an immersive soft skills simulation module, a platform for demonstrating substantive equivalence and a resource library for both employers and internationally educated MLTs (IEMLTs)."The goal of the project is to modernize the regulatory model.

5.2 Truth and Recognition Commission (TRC) Working Group Tricia VanDenakker

- The TRC working group did not get a chance to meet before the Council meeting.
- Need names of Council members who are interested in the Manitoba Indigenous Cultural Safety Training (MICST). All Council members will be required to complete the MICST course. Tricia needs to know when people are available start the course. The MICST course is 10 hours over 8 weeks, online, self-directed, no homework, but requires self-reflection and online discussion.



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- The TRC identified 94 Calls to Action. 5-6 of the Calls to Action are applicable to government/quasi-government organizations. The working group has a plan to address the Calls to Action that apply to CMLTM.
- Terms of Reference for working group (TOR-6) will be brought back to the WG for editing before it will be approved by Council.

5.3 BoardEffect

Matthew Bueno de Mesquita

- The BoardEffect platform houses all the meeting documents for Council meetings but has further options for Council and Committee. The Chair, Matthew Bueno de Mesquita, provided a walk through of the options open to Council and Committee members.
- In the past, electronic voting for Council decision between meetings have been conducted through SurveyMonkey. The BoardEffect platform has the ability to host/conduct polls and surveys. These can be linked to Council meetings and/or Committees.
- Tasks section can be set to give individuals specific tasks when an Action Item has been created.
- The Chair, Matthew Bueno de Mesquita, will be reaching out to Committee Chairs to aid them in learning how to use BoardEffect.

6. Business Requiring Action

6.1 Policy review: PR-1, 2, 3, 4, 5, 7, TOR-5

Matthew Bueno de Mesquita

- Executive Committee looked at all of them and had some suggestions.

MOTION 22:61 Kevin Simonetto/Steven Wu

Be it moved to approve PR-1 and TOR-5 as amended, and PR-2, PR-3, PR-4, PR-5, PR-7 as presented.

CARRIED

6.2 Vacant Council, Committee Chair

Matthew Bueno de Mesquita

- Deferred until after the Registrar and Chair meet with a few potential candidates. Poll to follow to appoint the candidates to positions.

6.3 Committee Member Approvals

Matthew Bueno de Mesquita

- Board of Assessors vacancy: One
- Continuing Competency Committee vacancy: Two (including Chair)
- Complaints Committee vacancy: One

MOTION 22:62 Jackie Tower/Kevin Simonetto

Be it moved to approve Sheldon Kuzmik, and Fatima Daniel-Parent to the Board of Assessors, Heather Mauthe, Wendy Leduc, and Anna Avalos to the Continuing Competency Committee, Sharon Lytwyn to the Complaints Committee, and Joyce MacDonald to the Inquiry Committee as Committee members.

CARRIED



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6.4 Revised 2023 Budget

Adam Chrobak

MOTION 22:63 Jackie Tower/Cynthia Rempel Patrick

Be it moved to approve the 2023 proposed budget as presented.

CARRIED

6.5 Annual performance evaluation, Registrar, Council

Matthew Bueno de Mesquita

- Registrar
 - Executive Committee discussed whether to conduct an internal or a 360 (external/internal) performance evaluation. A 360-performance evaluation includes feedback from employees/co-workers, Council/Committee members, colleagues, and relevant stakeholders.
 - Council would identify stakeholders and Council Chair would work with Administrative Assistant to directly contact the stakeholders with a survey for feedback on the Registrar's performance.
 - Administrative Assistant to collect and provide results of the survey to the Chair. There will be no involvement of the Registrar in the evaluation process.
 - Matthew will survey Council to decide which performance evaluation model will be used.
- Council
 - Annual Council performance evaluations have been performed as a survey distributed within Council. Executive Committee is satisfied with continuing with this process. Executive Committee has not yet determined which of the existing questionnaires will be used going forward.
 - **Action Item:** Deferred to the Executive Committee to use the poll function to determine the questions on the performance evaluation tool for the Council and determine Council's decision for internal or 360-performance evaluation for the Registrar 2022 annual performance evaluation.

6.6 Expense rate review (including GP-8)

Adam Chrobak

- Other organizations have upped their monetary compensation for the Public Representatives and for the Expense Rates (Milage/travel, meals, etc.).
- **Action Item:** Deferred to the Executive Committee to research and recommend honorariums for Public Representatives.

MOTION 22:64 Jackie Tower/Cynthia Rempel Patrick

Be it moved to approve the increase to the expense rates as proposed in the briefing note.

CARRIED

6.7 CMLTM Townhall meetings

Matthew Bueno de Mesquita

- Combination Townhall/Open House. Increase visibility/engagement.



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MOTION 22:65 Jackie Tower/Cynthia Rempel Patrick

Be it moved to host a Townhall/Open House for Saturday April 22nd, 2023.

CARRIED

6.8 Nomination Committee Planning

Matthew Bueno de Mesquita

- Discussion related to updated Nomination Committee Terms of Reference (TOR-5). Former Council members (within the last 3 years) are able to serve as the Nominations Committee. Sajjid Janjua, former Council Chair, is comfortable being the Nominations Committee Chair. Steven Wu, Vice-Chair, will be a member of the Nomination Committee as a representative from Council.
- **Action Item:** Review and develop a plan for recruiting potential Council and Committee members.

7. Future Priorities

- Policies for future review, BOA-10, 11, TOR-1, 2, 3, 4, GP-12, 13, 14, 15, 19, 20, 22, 23
- Develop Nomination Committee policy regarding the recruitment of potential candidates for Council, Committee Chairs, Committee embers and volunteers.

8. Future Agenda Items

Council

- Annual performance evaluation for Registrar and Council/Committees
- Public Representative honorariums
- Nomination Committee recruitment plan
- E-Learning Jurisprudence Module
- MICST policy
- Newsletter

9. Meeting Review

Matthew Bueno de Mesquita

- To be completed in BoardEffect.

10. Adjournment

Matthew Bueno de Mesquita

- Meeting was adjourned by Matthew Bueno de Mesquita at 2023hrs.

MOTION 22:66 Kristy Peadson

Be it moved to adjourn the meeting.

CARRIED

Approved on February 8, 2023 by COUNCIL