



**COLLEGE OF MEDICAL LABORATORY TECHNOLOGISTS
OF MANITOBA**

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

**Saturday February 8th, 2020, 0900 hrs
CMLTM Boardroom - 245 Lilac Street, Winnipeg, MB**

Present: Tannu Sayed, Sajjid Janjua, Sandra Brooks (online), Kamran Bashir

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

Guests: Adam Chrobak, Tricia VanDenakker, Heather Mauthe, Janie McBey (online), Tracey Pronyk-Ward, Brad Collignon

Gallery: None

Regrets: Anna Avalos

1. Call to order *Tannu Sayed*
 - Meeting called to order by Tannu Sayed at 0924hrs. Quorum met.

2. Approval of December 7th, 2019, Minutes *Tannu Sayed*

Motion 20:01 Cynthia Rempel-Patrick/Sajjid Janjua
Be it moved to approve the December 7th, 2019 minutes as presented.
CARRIED

3. Approval of Agenda *Tannu Sayed*
 - Added two budgetary points to *Business Requiring Action*.

Motion 20:02 Kamran Bashir/Cynthia Rempel-Patrick
Be it moved to approve the February 8th, 2020 agenda as amended.
CARRIED

4. Current Strategic Plan Update *Adam Chrobak*
 - Standing item.
 - Tricia has been in contact with a number of education coordinators with Winnipeg Regional and there is some education that CMLTM will be setting up for Council in regards to the Sinclair Truth and Reconciliation Report. Could be done in conjunction with the next Council meeting.
 - Four volunteers (3 identifying as Indigenous and one who has had training in these matters) came forward to sit on the Committee to work on ideas in relations to the Sinclair Truth and Reconciliation Report. Would be good to have a Council representative on the Committee. Staff will send out survey to the Council for those who are interested in coming forward.
 - It is suggested that a new elearning module be created in regards to the Sinclair Truth and Reconciliation Report.



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5. Consent Agenda Items:

5.1 Financial Report (Q4 2019)

Rajinder Pal Bhullar

5.2 Registrar's report

Adam Chrobak

5.3 Board of Assessors report

Tracey Pronyk-Ward

- No report received. The Board of Assessors did not meet.

5.4 Continuing Competency Committee report

Heather Mauthe

- No report received. The Continuing Competency Committee did not meet.

5.5 Complaints Committee report

Janie McBey

- No report received.

5.6 Inquiry Committee report

Brad Collignon

5.7 Executive report

Tannu Sayed

- No report received. The Executive Committee did not meet.

Motion 20:03 Steven Wu/Kamran Bashir

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

CARRIED

6. Informational items

6.1 CMLTM-CSMLS Agreements

Adam Chrobak

- CMLTM has 2 service agreements with CSMLS regarding providing the national exam and conducting the prior learning assessment for us. Under the regulations/act, CMLTM is responsible for both of those. Legally, CMLTM has authority over both of those acts as they are regulatory activities. It is important CMLTM has a very good agreement with CSMLS so we have control and oversight. Current agreement is 2 years old and is required to be reviewed every 2 years. Review was initiated with the lawyers.
- Prior to the holiday season, a PLA report was received that caused concern. A number of gaps were identified and options were provided. One was a CSMLS self-directed bridging program and regulators were under the impression this would be based on a Canadian competency profile. CSMLS allowed the person to complete the bridging program in their home country in a lab with unknown standards, who assessed them, and if Canadian standards were being met. Raised concerns.
- Further updates to be provided at the next meeting after conferring more with the lawyers.

6.2 Database Upgrade

Adam Chrobak

- Quotes were not 100% accurate because the SharePoint component was not included. Made the servers too expensive to keep here. Spoke with the database providers and the subscription for cloud server is almost the same as hosting it on our own servers. Made sense to move to cloud and negate needing to update servers again in the future. Database provider's long-term goal is to have everyone on their cloud. Would have to eventually move there



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anyway and is more beneficial to move there now as we have not updated our database since we first got it in 2014. Updates will be automatic on their cloud as we have not done any of their major upgrades previously.

- To save on costs, Adam has been rebuilding our current database into the web-based portal himself. Hoping to have it done by the end of February for the migration to the cloud. Office network will be migrated to the Microsoft cloud afterwards to remove all servers kept on site. Servers will be decommissioned (wiped and recycled/sold).

7. Business Requiring Action

7.1 Policies for Review

Tannu Sayed

- Considerations in BOA-1 to be added to the April meeting and addressed then.

Motion 20:04 Cynthia Rempel-Patrick/Kamran Bashir

Be it moved to approve Policies BOA-1, GP-12, GP-13, GP-14, GP-15, GP-22, and TOR-5 as amended.

CARRIED

7.2 Appointment of Nominations Co-chair

Tannu Sayed

- According to the TOR-5 (Nominations Committee), Chair of the Nominations Committee must be a member of Council. Kamran Bashir has agreed to sit as the full Chair of the Nominations Committee. Tannu Sayed will speak to an interested volunteer in being a member of the Nominations Committee.

7.3 Registrar/CEO annual performance and compensation review (in-camera)

Tannu Sayed

The Council went In-Camera from 1009hrs to 1046hrs.

Motion 20:05 Kamran Bashir/Sandra Brooks

Be it moved that after the Registrar's performance evaluation he will receive a 2% increase retroactive to his anniversary date.

CARRIED

7.4 Transfer Revenue from Special Levy during Renewals *Adam Chrobak*

- Fees related to the Complaints Committee in 2019 were deducted from the total amount of the special levy received during the 2020 renewals. The remainder will be transferred to the legal reserve fund.

Motion 20:06 Sandra Brooks/Sajjid Janjua

Be it moved to direct the Registrar, Adam Chrobak, to transfer the total revenue received from the \$100.00 special levy during the 2020 renewals to the legal reserve fund in the total amount of \$93,800 minus the legal fees incurred of \$20,000 for a final investment



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total of \$73,800.

CARRIED

7.5 Increasing Internally Restricted Legal Reserve Fund *Adam Chrobak*
Motion 20:07 Cynthia Rempel-Patrick/Kamran Bashir

Be it moved to approve the increase of the internally restricted legal fund from \$247,000 to \$270,000.

CARRIED

7.6 Council Attendance *Brad Collignon*

- Attendance of some Council members has been lacking. The Vice-Chair will speak with those concerned regarding options to assist with improving attendance and engagement.

8. Future Priorities

8.1 Strategic Planning (2020) *Adam Chrobak*

- Adam and Tricia met with Health in Common to set up a strategy of how to approach the Strategic Planning 2020 meeting.
- Survey was sent to Council and CMLTM Registrants and MLT Regulators across Canada. Data to be compiled by Health In Common for use in the 2020 Strategic Planning session in October.
- Sajjid Janjua will join the working group for preparations of the Strategic Planning 2020 meeting.

8.2 Policy review schedule *Tannu Sayed*

- Council and Staff will continue to look over any policies due for review in 2020.
- Only 8 are up for review in 2020. Council will review 4 for the April meeting and 4 for the June meeting.

8.3 RHPA regulation review *Adam Chrobak*

- Standing item.
- Sort of on hold with Manitoba Health. Tricia and Adam continue to work on it in the background. The biggest part is filling out the applications for the reserved acts.

8.4 Grant application CAMLPR project *Adam Chrobak*

- Grant is related to the Objective Structured Clinical Examination (OSCE) for clinical practice and language reassessment of the current MLT standards. Possibly a national landing website for all internationally educated applicants to start from.
- Still have not heard back from the federal government so it is on standby.



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8.5 Action items review

Tannu Sayed

- Updated list was sent out after last meeting. Some items are annual that must be repeated yearly.

9. Newsletter

Sandy Brooks

- Welcome to Inquiry Committee Chair
- Thank you to Linda Schroeder (with picture) for her time as CCC Chair
- Congratulations to Adam Chrobak for 10 years as Registrar.

10. Education/Training Opportunities

Adam Chrobak

- Adam will continue to e-mail Council of any opportunities that he is made aware of.
- MCAT and Crown Council has a number of opportunities coming available.
- Sometimes Adam hosts CLEAR webinars at the office for someone to attend.

11. New Business

- Update on Social Media eLearning module. Beta-testing is fun. Launch is postponed until the database has been upgraded appropriately. Will still be a requirement for 2021 renewal.

12. Future Meeting Schedule

Tannu Sayed

- Next Council Meeting will be Saturday April 18th, 2020.
- Committee meeting dates to be decided.

13. Future Agenda Items

Council

- Approval of Committee members re: new volunteers.

14. Adjournment

Tannu Sayed

- Meeting was adjourned by Tannu Sayed at 1145hrs.

Approved on April 18, 2020 by _____ COUNCIL _____