



**COLLEGE OF MEDICAL LABORATORY TECHNOLOGISTS
OF MANITOBA**

245 Lilac Street
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**COLLEGE OF MEDICAL LABORATORY TECHNOLOGISTS OF MANITOBA
COUNCIL MEETING**

**Saturday April 13th, 2019, 0900 hrs
CMLTM Boardroom - 245 Lilac Street, Winnipeg, MB**

Present: Tannu Sayed, Sandra Brooks, Erin Sadler, Anna Avalos, Brad Collignon

Skyped In: Sajjid Janjua

Public Representatives: Rajinder Pal Bhullar, Steven Wu

Guests: Adam Chrobak, Tricia VanDenakker, Janie McBey, Heather Mauthe, Tracey Pronyk-Ward

Gallery: Shona Litke

Regrets: Cynthia Rempel Patrick

1. Call to Order *Tannu Sayed*

- Meeting called to order by Tannu Sayed at 0900hrs. Quorum met.

2. Approval of February 9th, 2019 Meeting Minutes *Tannu Sayed*

- Amended: Correction to Erin Sadler's name.

Motion 19:09 Brad Collignon/Erin Sadler

Be it moved to approve the February 9th, 2019 minutes as amended.

CARRIED

3. Approval of Agenda *Tannu Sayed*

- Amended: Correction to date of last Council meeting minutes date.

Motion 19:10 Brad Collignon/Sandra Brooks

Be it moved to approve the April 13th, 2019 meeting agenda as amended.

CARRIED

4. Strategic Planning Update *Adam Chrobak*

- Standing item. No new Strategic Planning updates identified.

5. Consent Agenda Items

5.1 Registrar's report

Adam Chrobak

- The Registrar, Adam Chrobak, gave a verbal update about what occurred at his meetings with CAMPLR. The meetings took place after the original Registrar's report was written. It will be updated with new information for Council to reflect back upon when needed.



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- MIPS will be discussing rental possibilities of CMLTM at their meeting at the end of the month/beginning of May. Will be getting back to CMLTM afterwards.

- | | |
|----------------------------------------------------|------------------------------|
| 5.2 Board of Assessors report | <i>Tracey Pronyk-Ward</i> |
| 5.3 2019 Q1 Financial report | <i>Brad Collignon</i> |
| 5.4 Continuing Competency Committee report | <i>Heather Mauthe</i> |
| 5.5 Complaints Committee report | <i>Janie McBey</i> |
| 5.6 Inquiry Committee report (No report submitted) | <i>Vacant Chair Position</i> |
| 5.7 Executive report (No report submitted) | <i>Tannu Sayed</i> |

Motion 19:11 Brad Collignon/Sandra Brooks

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

CARRIED

6. Informational Items

- 6.1 CLEAR material on minutes *Adam Chrobak*
- The Registrar, Adam Chrobak, went onto the CLEAR website and downloaded their documents on minute taking and how they should be taken for a regulatory body. He reviewed them and CMLTM generally takes minutes the same.
 - Changes to be implemented to CMLTM minutes: motions should have more information in them (action, who does it, and by when).

- 6.2 Topics discussed at MAMLS Townhall *Adam Chrobak*
- The Deputy Registrar, Tricia Van Denakker, provided her perspective of the meeting. There was the bigger issue of what’s happening regarding POC testing. Fee increase with CMLTM monopolized the meeting discussion (mostly regarding the levy and not so much the 3% increase).
 - The Treasurer, Brad Collignon, pointed out that Union representatives were present at the Townhall meeting. Unions are willing to fight for their members legally and Brad pointed out that this would cost registrants twice (both Union dues and CMLTM fees). MAHCP was recommended by their legal advisor not to pursue as CMLTM regulations as the legislation and by-laws clearly state Council has the authority to set the fees and registrants are not able to change that.
 - Christine Nielsen’s presentation was appreciated as she detailed the different role and responsibilities for CSMLS, MAMLS, CMLTM, and specifically in context of med lab in Manitoba.

7. Business Requiring Action

- 7.1 Approval of Committee members *Tannu Sayed*

(SurveyMonkey) Motion 19:07 Sandra Brooks/Erin Sadler

Be it moved to re-appoint Henri Beaubien to the Continuing Competency Committee for the 2019 year.

CARRIED



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Motion 19:12 Brad Collignon/Erin Sadler

Be it moved to appoint Julie Burgoyne to the Continuing Competency Committee for the 2019 year.

CARRIED

7.2 Policy reviews (CC1 thru CC6, CCC-5)

Tannu Sayed

Motion 19:13 Brad Collignon/Sandra Brooks

Be it moved to approve policies CC1, CC2, CC3, CC4, CC5, CC6 and CCC-5 as presented.

CARRIED

7.3 Registrant practicing without proper registration

Adam Chrobak

- Brad Collignon excused himself from the meeting at 0951hrs due to conflict of interest as his wife is the supervisor of the individual in question.
- This situation is a good example as to why CMLTM should discontinue physical cards and strictly use virtual cards (the online roster).

Motion 19:14 Sandra Brooks/Erin Sadler

Be it moved to charge the CMLTM member #00893, Charles Latigo, a one-time \$500.00 fine for practicing as an MLT without proper registration.

CARRIED

- Brad Collignon returned to the meeting at 1010hrs.

Council went In Camera at 1010hrs.

7.4 (In-Camera) Registrar/CEO annual performance
and compensation review

*Tannu Sayed and
Brad Collignon*

7.5 (In-Camera) Comments raised at Townhall meeting

Adam Chrobak

Council came out of In Camera at 1032hrs. Motion was not made In Camera.

Motion 19:15 Brad Collignon/Sandra Brooks

Be it moved to grant the Registrar, Adam Chrobak, two weeks compensatory time to be used in 2019 in lieu of any salary increase (not reflective of his exceptional service but determined by the current financial situation of the College).

CARRIED

7.6 Registrants request for Special Meeting

Tannu Sayed

- Brad Collignon was Chair at the 2018 Strategic Planning meeting when the fee increase and levy were decided. He will chair the Special Meeting.
- By-laws require 30 days' notice to registrants and Council. To be fiscally responsible, CMLTM will be hosting an interactive webcast on Tuesday May 21st, 2019 from 6:00 PM to 8:00 PM (2 hours) to be held at the CMLTM office. Limited seating will be



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available at the CMLTM office (standing room only, up to 75 attendees).

- Adam Chrobak will contact Pragmatic to determine our options available for rural registrants to have their voice heard. Will also contact Zoom and other vendors to determine if we could host the meeting with a trial period to determine which is the best solution for future meetings including Council meetings and the Annual General Meeting (AGM).
- There will be a request by Council for registrant to send questions prior to the meeting (deadline to be Monday May 6th, 2019) to identify common questions. A compiled Q&A will be released prior to the Special Meeting to save time during the meeting itself. A majority of the time during the special meeting will be dedicated to a question and answer period.

Motion 19:16 Sandra Brooks/Brad Collignon

Be it moved for Council to direct the Registrar, Adam Chrobak, to identify a platform with voice interaction for the Webcast of the Special Meeting to be held on Tuesday May 21st, 2019 from 6:00 PM to 8:00 PM at the CMLTM office. Notice to be sent to registrants no later than Friday April 19th, 2019.

CARRIED

7.7 Un-budgeted legal fees incurred

Adam Chrobak

- Legal costs have been accrued with consulting the lawyer in regards to the Complaint 2018-01, the Special Meeting demand, the petition that was created by a registrant. Further legal fees will be accrued as the registrant in question has consulted their own lawyer and sent a letter that will need to be answered by the CMLTM lawyer. As such, the Registrar suggests that the payment the legal fees for the complaint be made from the legal fund as the regular budget does not have the space for it.

Motion 19:17 Brad Collignon/Rajinder Pal Bhullar

Be it moved for Council to direct the Registrar, Adam Chrobak, to do a quarterly withdrawal from the Reserve Funds for legal fees incurred by complaint investigations with the amount drawn to be reported to Council.

CARRIED

7.8 Council’s response to Union letters

Adam Chrobak

- Three letters were received from the Unions that support the MLTs with their concerns about the fee increase and levy. The Executive Committee will meet to draft a response to the Unions with the assistance of CMLTM Staff to assure all information is properly addressed.

Break taken from 1120hrs to 1130hrs.

**7.9 Practice Direction, Interprofessional
Collaborative Care (MAHRC)**

Tannu Sayed

- MAHRC is the Manitoba Alliance for Health Regulatory Colleges.



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- The Practice Direction will be posted on the CMLTM website once approved.

Motion 19:18 Brad Collignon/Sandra Brooks

Be it moved to approve the Practice Direction on Interprofessional Collaborative Care as presented.

CARRIED

7.10 CMLTM nomination to MIPS Board

Tannu Sayed

- The CMLTM Registrar, Adam Chrobak, has served on the MIPS Board for a full term (10 years). MIPS values having CMLTM on the Board with our experience and view-point. It is recommended that the Council nominate Tricia Van Denakker, CMLTM Deputy Registrar, to serve on the MIPS Board.
- Nominations call will be issued in September. MIPS prior to the MIPS AGM to be held in November.
- Council supports Tricia's nomination to the MIPS Board and will fill out the nomination forms when they are received.

7.11 Sinclair Truth and Reconciliation Recommendations

Adam Chrobak

- Recommendations from Justice Sinclair's report on the Truth and Reconciliation Commission
- MAHCP has created a sub-committee to look at the Sinclair Truth and Reconciliation Recommendations. Many other Councils/Boards make a statement at the beginning of their meeting acknowledging First Peoples and their Traditional Territory but it seems to be a hollow statement if there are not strategies in place to address the recommendations from Justice Sinclair's report.
- MAHCP is looking at how to address the question of what the statement means.
- Does the CMLTM Council feel it important to have the statement at our meetings? If so, how do we back up our actions behind it? Council needs to decide where they want to go on the Truth and Reconciliation Report.
- Council needs more information prior to creating an article for the Newsletter. Information will be added to the website. Staff will prepare an Issue Paper.
- Considering a guest speaker presentation at the AGM on this topic.

8. Future Priorities

8.1 2018 Annual Report

Adam Chrobak

- All Committee Chairs must send in their 2018 Annual Reports by the end of April. We would like to have the Annual Report prepared to be presented at the June Council meeting.
- The full Auditor's Report will be included in the Annual Report, to be approved by Council at the June Council meeting.

*Steven Wu and Rajinder Pal Bhullar excused
themselves from the meeting at 1200hrs. Quorum met.*



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8.2 AGM Planning

Adam Chrobak

- 2018 AGM was a test on the webcast system. Costs up to \$5,000 for the room and catering to hold an in-person meeting. A virtual AGM would be more fiscally possible. Council will investigate the possibility of hold the 2019 AGM virtually at CMLTM office with the option for registrant to attend in-person (seating for up to 50 registrants).

8.3 Policy review schedule

Tannu Sayed

- A number of policies are up for review in the next 6 months. A few are past their review date. The Executive Committee will review the policies and bring the review to the June Council Meeting.

8.4 RHPA regulation review

Adam Chrobak

- Working group will be meeting in the next month to put forward the application.
- MB Health has a template that will be used for our proposed regulations.

8.5 Grant application for CAMLPR project

Adam Chrobak

- Was addressed in the Registrar's Report.

9. Newsletter

Sandra Brooks

(SurveyMonkey) Motion 19:08 Sandra Brooks/Erin Sadler

Be it moved to approve the Spring 2019 CMLTM Newsletter as presented.

CARRIED

10. New Business

- Tannu's introduction as the new Council Chair will be included in the first e-mail blast to increase communication regarding what happens at Council meetings. Staff will draft an e-mail regarding what has been discussed at the meeting for approval by Council before being sent out to the registrants.

11. Future Meeting Schedule

Tannu Sayed

- Complaints Committee – Tuesday May 7th, 2019
- Special Meeting – Tuesday, May 21st, 2019
- Council Meeting – Saturday June 8th, 2019 (a poll will be issued to Council regarding changing this date as the Registrar will not be present).

12. Future Agenda Items

Council

- MART-X cross-trained staff performing calibrations. Erin Sadler will get more information before bringing the concern to Council.
- Sinclair Truth and Reconciliation Report to be added to the Council meeting agendas as a standing item in the future.
- Special Meeting summary.



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13. Adjournment

- Meeting was adjourned by Tannu Sayed at 1227hrs.

Tannu Sayed

Approved on June 1, 2019 by COUNCIL