

COLLEGE OF DIETITIANS OF BRITISH COLUMBIA

Meeting of the Inquiry Committee
Wednesday, October 16, 2013
2:30pm to 3:15pm
Via teleconference

MINUTES

Present: Tina Hartnell (Chair), Maria Dedegikas (Vice-Chair), Heather Lovelace and Joyce Statton
Staff: Fern Hubbard (Registrar), Melanie Journoud (Deputy Registrar and Appointed Investigator, from 2:50 to 3:05pm)
Regrets: Jamila Kanji and Diana Stephenson

Item No	Agenda Item	Discussion/Decision
1.	Call to Order and Remarks of the Chair	The Chair called the meeting to order at 2:30pm and initiated a round of introductions.
1.1	Agreement on Agenda	The agenda was adopted by consensus as circulated.
1.2	Confidentiality	Fern reviewed Board policy Bd-12, Board and Committee Members' Code of Conduct. Fern highlighted specific items, including the confidentiality of specific IC case information, and answered questions. The College received all signed Code of Conduct declaration from members, an annual requirement for filing.
1.3	Email Ballots Results	Circulated for information only.
2.	Reports	This agenda item was deferred to the Friday, December 6, 2013 in-person meeting.
3.	Orientation for Meeting – IC Training	Fern provided a brief review of the legislation relating to complaint resolution (sections 32 and 33 of the <i>Health Professions Act</i> , and answered questions. An in-depth review will be provided by Fern and Catharine Herb-Kelly during the annual in-person Orientation meeting scheduled for Friday, December 6.
4.	Case #13-09	
4.1	Letter of Complaint	Committee members reviewed the September 11 letter of complaint to identify key points of information.
4.2	RD's Letter of response	Members reviewed the Respondent's September 26 letter of response to the complainant's allegations. (Note: several attachments were also received and forwarded to the Investigator)
4.3	Investigation Plan (Draft)	Mélanie Journoud, RD, Deputy Registrar and trained Investigator, joined to meeting to highlight items in her draft Investigation Report and answer questions. <i>The Inquiry Committee approves the Investigation Plan for Case #13-09 as circulated. Carried.</i>
5.	Next Meetings	A teleconference meeting was scheduled for Wednesday, November 13, 2013 from 2:30pm to approximately 4:00pm to review the draft Investigation Report and, if there are no outstanding issues, determine the case outcome. The annual in-person Orientation meeting is scheduled for Friday, December 6, 2013 from 9:30am to approximately 2:30pm in-person in the CDBC office.
6.	Announcements	Members provided comments and feedback to the draft Inquiry Committee Activity Report for the November 1, 2013 meeting of the Board.
7.	Adjournment	The meeting was adjourned by consensus at 3:30pm.

Minutes approved as circulated on November 13, 2013.