

COLLEGE OF DIETITIANS OF BRITISH COLUMBIA

Meeting of the Board of Directors

Friday, June 24, 2016 from 9:10 am to 4:45 pm

CDBC office: Suite 409, 1367 West Broadway, Vancouver, BC

MINUTES

- Present:** Heather Lovelace (Chair), Tina Hartnell (Vice-chair), Meena Karsanji, Monica Liefhebber (via VoIP from 9:08 am to 12:52 pm and from 1:45 to 4:45 pm), Jackie Parsons, Miranda Polgar, and Sonia Virk
- Staff:** Fern Hubbard (Registrar), Mélanie Journoud (Deputy Registrar-Quality Assurance), Chi Cejalvo (Deputy Registrar-Registration and Communications) and Marilyn Elliott (Executive Assistant)
- Guests:** Paul Cormier, Financial Consultant, Cormier Strategy Advisors Inc. (10:00am to 1:00pm), Diane O'Connor, Registrar/CEO and Cameron Cowper, Deputy Registrar, College of Speech and Hearing Professionals of BC (from 1:00 to 4:45 pm)
- Regrets:** John Coupar and John Meneghello

Item No	Agenda Item	
1.	Call to Order and Remarks of the Chair	Heather Lovelace, Chair, called the meeting to order at 9:10am, welcomed Directors, initiated a round of introductions and confirmed quorum.
1.1	Agreement on Agenda	The agenda was approved as circulated.
1.2	Email Ballots	Circulated for information.
1.3	Minutes from February 18-19, 2016	Circulated for information.
2.	Board Orientation/Training	
2.1	2016/17 Board Orientation	Fern provided an overview of governance models and CDBC's policy governance hybrid model, CDBC's legislation framework, its mandate under section 16 of the <i>Health Professions Act</i> , reviewed the Mission, Vision and Values and answered questions. Directors shared their experience working with different governance models and Chi commented on her experience of increased efficiency with the hybrid governance model versus a working board. Heather discussed the importance of maintaining former Boards' legacies of high-level governance and high performance; discussion continued on of the need for dietitian Board members to separate their dietetic practice and Board Director roles while participating as a Board member. Chi reviewed the contents of the CDBC Governance Manual and answered questions.
2.2	Board Training Plan	Fern reviewed past Board training topics and proposed new topics for the Board to discuss. The Board contributed ideas for the fall session.
3.	Decisions	
3.1	Database Project	Fern introduced Paul Cormier, Financial Consultant, Cormier Strategy Advisors Inc.
3.1.1	Participation Agreement/Contract	The Board met In camera for this agenda item, excluding observers, in accordance with CDBC bylaw 6(6) subsections (a) and (h).

3.1.2	Implementation Timeline and Key Milestones	
3.1.3	Funding	
3.1.4	Payment Schedule	
3.2	Bylaw Amendments	<p>Heather introduced guests from the College of Speech and Hearing Professionals of BC: Diane O'Connor, Registrar/CEO and Cameron Cowper, Deputy Registrar. Diane and Cameron thanked Heather for the welcome and commented that they had gained insight from observing some other Board meetings. Directors and staff introduced themselves.</p>
3.2.1	Schedule B: Standards of Practice	<p>Fern reviewed proposed amendments to Schedule B of the bylaws, Standards of Practice, explained the rationale for change and introduced the complementary interpretive document, "Standards, Indicators and Outcomes", that was discussed in item 3.2.2. It was noted that the revisions were recommended to the Board by the Quality Assurance Committee during their May 2 meeting.</p> <p>1) The Board resolves to approve amendments to Schedule B of the CDBC bylaws, Standards of Practice, as revised. Carried with one abstention.</p> <p>A second resolution was also passed with wording required by the Ministry of Health.</p> <p>2) The Board resolves... THAT, in accordance with the authority established in sections 19(1) and 49 of the Health Professions Act (the "HPA"), and subject to filing with the Minister of Health (the "Minister") as required by section 19(3) of the HPA, and notice as required by section 19(6.2) of the HPA, the board amends the bylaws of the College of Dietitians of British Columbia as set out in the attached Schedule. Carried with one abstention.</p> <p>Fern will submit the amendment to the Ministry.</p>
3.2.2	Standards, Indicators and Outcomes	<p>Continuing from item 3.2.1, Fern provided background on proposed revisions to the Quality Assurance Committee's (QAC's) interpretive document, "Standards, Indicators and Outcomes", that complements the Standards of Practice. Revisions were recommended to the Board for approval during the QAC's May 2 meeting. Directors suggested several revisions for consideration including possibly moving Standard 17 from the 'Leadership, Organization and Service Delivery' area to the 'Communication and Collaboration' area due to perceived lack of fit between the standard and the standard category. Directors will email additional revision suggestions to Melanie. Fern and Melanie will review, consult with the QAC as needed and recirculate the document to the Board for approval via email ballot.</p>
3.2.3	Registration Bylaws	<p>1) Fern reported on the need to amend the bylaw that requires revoking Temporary registration after a first failure of the Canadian Dietetic Registration Examination (CDRE) as this is inconsistent with other Canadian dietetic regulators. Directors weighed the benefits and risks to the public by adding a supervision requirement after failing the examination. Directors discussed scenarios where supervision would be provided by a non-dietitian manager or when the dietitian was a sole practitioner or in private practice. When asked by Heather, Diane O'Connor commented on their College's bylaws and policies and Tina provided information on the CRNBC's policy around exam failure. Fern will follow up with the Ministry of Health and legal counsel and re-circulate proposed amendments to the</p>

		<p>Board, giving consideration to the Board’s request for notifying the employer of failure, requiring the registrant to re-write the next available examination after the first failure unless an extension is granted, and maintaining Temporary registration with conditions such as supervision and no solo or private practice. Fern will differentiate bylaw and policy components to limit risk to the public and College liability.</p> <p>2) Fern and Directors agreed to add a bylaw requiring applicants to write the first examination available after applying for registration unless there were extenuating circumstances that could be approved by the Registrar.</p>
3.3	Position Statement: Insulin Dose Adjustment (IDA)	<p>Heather, in her role as a Practice Leader, summarized proposed changes to the existing IDA Position Statement that is intended to clarify practice and noted that the draft Position Statement had been circulated to provincial Practice Leaders and dietitians practicing in diabetes care. Heather relayed reviewers’ comments that the revised Statement better supports their practice, increases access to care in remote areas, and supports dietitians currently practising IDA in some Health Authorities. Tina commented that Fraser Health dietitians who participated in the review support the revisions. Heather responded to Miranda that “Qualified RD” was defined in the Position Statement and excluded new grads and that the Integrated Competencies for Dietetic Education and Practice (ICDEP) did not include IDA as an entry-to-practice competency. Directors asked further questions and suggested revisions. Fern provided information received to date from the College of Pharmacists of BC (CPBC). Directors noted that the Statement fit well with the College’s public protection mandate. Diane commented that the Position Statement appeared to follow principles of right-touch regulation. After further information is obtained from the CPBC, a Q&A will be developed and reviewed by pertinent groups prior to communicating with registrants and circulation of the updated Position Statement.</p> <p><i>The Board resolves to approve the revised Position Statement on Insulin Dose Adjustment as circulated. Carried unanimously.</i></p>
3.4	Quality Assurance Committee Policy	
3.4.1	Qac-09: Marketing, Sales and Conflict of Interest	<p>Melanie summarized changes made to policy Qac-09 to meet the bylaw amendments. They were recommended to the Board during the Quality Assurance Committee’s May 2 meeting.</p> <p><i>On the Quality Assurance Committee’s recommendation, the Board resolves to re-approve policy Qac-09: Marketing, Sales and Conflict of Interest as circulated. Carried unanimously.</i></p>
4.	Reports	
4.1	Financial	
4.1.1	2015-16 Year-end Transfer to Restricted Funds	<p>The Board met In camera for this agenda item, excluding observers, in accordance with CDBC bylaw 6(6) subsections (a) and (h).</p>
4.1.2	Year-to-Date: May 31, 2016	

4.1.3	Review of 2016/17 Budget	
4.1.4	Revenue/expense Forecasting	
4.2	Registrar's Report	<p>Fern noted that her annual goals are now aligned with the Board's Strategic Goals and Objectives and for ease of review, had reformatted the Registrar's Report. Fern reported on registration statistics and highlighted the following items: independent internships in Ontario, Alliance activities - the revoked recognition agreement with Australia, review of US accredited academic and internship programs, the CDRE, the national dysphagia survey and the Alliance budget. Fern provided an overview of activities with stakeholder groups and answered questions about the BC Health Regulators' Public Awareness campaign. Directors commented favorably on the new Report format with few suggestions for change. Melanie reported on recent disruptions to the CDBC website.</p>
4.3	Strategic Plan 2014-2017 Status Report	<p>Fern reported on progress to date, noted the March 31, 2017 end of the current 3-year cycle and answered questions. Fern commented on work needed to amend the Dietitians Regulation and she, Heather and Melanie noted that major amendments are required to support current practice. Directors discussed the dietitians scope of practice, the issue of unregulated nutrition care and the need for patients with medical conditions to receive evidence-informed medical nutrition therapy from dietitians in order to protect the public from inappropriate care.</p>
4.4	Legislation Report	<p>Fern answered questions about Restricted Activities' (RAs') fee structure and noted that the CDBC is the only dietetic regulator in Canada with a fee for RAs. Directors asked Fern and Melanie to work with Paul Cormier to analyze different RA fee structures such as including RA fees in registration fees; discontinuing RA fees with the financial loss offset by annual fee increase; calculating the ideal percentage of increased registration numbers to offset a potential RA fee loss. Fern will present RA fee options at a future meeting.</p> <p>Fern reported on enactment of the new <i>Private Training Act</i> in September 2016 and the incorporation of the Private Career Training Institutions Agency (PCTIA) into the Ministry of Advanced Education's Private Training Institutions Branch. Fern explained that this new legislation will enhance the credibility of programs in many private education institutions, including the Registered Holistic Nutritionist (RHN) program, by providing these programs with a Ministry of Advanced Education 'certification' and 'designation' (previously 'accredited') status. Directors discussed the implication of this legislation and suggested some actions in addition to discussions already occurring with the Ministry of Health, Ministry of Advanced Education, PCTIA and Ministry of Jobs, Tourism and Skills Training.</p>
5.	Discussion/Direction	
5.1	CDBC Annual General Meeting & Education Session	<p>Melanie and Chi reported on the June 2 AGM and discussed points for future improvement. Heather suggested meeting 2 months before the 2016-17 AGM to plan the agenda, review the Annual Report, plan the speaker's notes and test the webcast. Chi will email Heather with a reminder and date options.</p>

5.2	CDBC's Mandate	Fern asked Directors to comment on the discussion held during the Partnership for Dietetic Education and Practice's (PDEP's) June 7 AGM regarding workforce planning. She noted that Dietitians of Canada (DC) relies on provincial colleges to collect demographic and employment data for workforce planning that enhances the public's access to Registered Dietitians (RDs). Fern noted that the CDBC is currently providing some annual statistical information and that the College will be able to provide more with the new database. Some regulators expressed the opinion that access to care is not part of their public protection mandate and that Colleges should not contribute aggregate data to DC. Directors expressed the opinion that workforce planning is directly linked to access to care and protection of the public but noted that Colleges do not have jurisdiction over employers. Directors commented that 'collaboration' is addressed in section 16(2)(k) of the HPA which, in their opinion, includes the provision of registrant statistics to DC to enhance the public's access to care provided by RDs. Fern will provide further information as it is available.
6.	Information	
6.1	Committee Minutes & Working Group Reports	
6.1.1	Inquiry – May 17, 2016	Circulated for information.
6.1.2	Quality Assurance - May 2, 2016	Circulated for information.
6.1.3	Registration – April 18 and May 17, 2016	Circulated for information.
7.	Next Meetings	The next scheduled meeting is Friday, October 21, 2016 from 9:00am to 5:00pm at the CDBC office. An email ballot will be circulated in July for approval of housekeeping amendments to policies. The Board requested a teleconference meeting be planned for late August/early September. A poll will be circulated for a winter meeting date.
8.	Announcements	Fern will be away next week and back on July 5.
9.	Adjournment	The meeting was adjourned by consensus at 4:45 pm.

The Minutes were approved as revised via email ballot on July 29, 2016.