

COLLEGE OF DIETITIANS OF BRITISH COLUMBIA

Meeting of the Board of Directors

Friday, October 21, 2016 from 9:10am to 5:05pm

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

MINUTES

- Present:** Heather Lovelace (Chair) (until 4:35pm), Tina Hartnell (Vice-chair), John Coupar, Meena Karsanji, Monica Liefhebber, John Meneghello and Jackie Parsons
- Staff:** Fern Hubbard (Registrar), Mélanie Journoud (Deputy Registrar, Quality Assurance) and Chi Cejalvo (Deputy Registrar, Registration and Communications)
- Guests:** Norm Grdina, Auditor from Reid, Hurst, Nagy (12:50-1:50pm); Paul Cormier, Financial Consultant, Cormier Strategy Advisors Inc. (1:00-3:15pm), Mark MacKinnon, Executive Director, Professional Regulation and Oversight Branch, Ministry of Health (from 1:05pm on) and Cynthia Johansen, Chair, BC Health Regulators/Registrar & CEO, College of Registered Nurses of BC (from 3:15pm on)
- Regrets:** Miranda Polgar and Sonia Virk

| Item No | Agenda Item | |
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| 1. | Call to Order/Remarks of the Chair | Heather Lovelace, Chair, called the meeting to order at 9:10am, welcomed Directors and confirmed quorum. Heather remarked on guest presentations for the day and encouraged Directors to network. |
| 1.1 | Agreement on Agenda | The agenda was approved as circulated. |
| 1.2 | Email Ballots | Circulated for information. |
| 1.3 | In Camera Minutes from June 24, 2016 | Circulated for information. |
| 1.4 | Minutes from June 24, 2016 | Circulated for information. |
| 2. | Decisions | |
| 2.1 | Personnel Working Group | |
| 2.1.1 | Membership | Heather called for nominations to the PWG. John M. and Meena volunteered. <i>The Board resolves to appoint the following Directors to the Personnel Working Group for a term ending March 31, 2017:</i> <ul style="list-style-type: none"> • <i>Heather Lovelace, Board Chair</i> • <i>Monica Liefhebber,</i> • <i>John Meneghello, and</i> • <i>Meena Karsanji</i> <i>Carried unanimously.</i> |
| 2.1.2 | CEO/ Board Evaluations: Key Learnings Sept 16, 2016 Webinar | Heather reported on the opportunity for Board and staff to participate in a CEO/Board evaluation webinar on September 16/16. John Meneghello and Chi Cejalvo attended the webinar and reported on their key learnings: the importance of an ongoing Registrar evaluation (more frequent, short meetings with the Chair to discuss goals and progress) rather than one formal evaluation at the end of the year; the importance of evaluating all aspects of the organization (all key groups); and the importance of communicating the results |

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| | | of the evaluation to the public. Also discussed during the webinar was a quick meeting evaluation checklist that can be helpful when evaluating Chair/Registrar meeting effectiveness and progress over time. |
| 2.1.3 | Planning for Board and Registrar Evaluations | Heather discussed the current annual Registrar evaluation process that includes a formal year-end evaluation of actions and progress towards meeting the Board's Strategic Goals as well as support for the Board at and between each meeting. The Chair and Registrar have frequent telephone and in-person meetings. Directors discussed the potential benefit of the Chair using a standardized form for meetings with the Registrar and for quarterly strategic goal progress updates to the Board. Currently the Registrar's goals are the Strategic Goals and progress reports are provided by the Registrar every in-person Board meeting. Directors recommended to keep the current process where, at the beginning of the year, the Registrar develops a plan to meet the Strategic Goals and seeks Board approval. Heather suggested that the Personnel Working Group (PWG) consider all the points discussed, review what currently works well for the Registrar's evaluation, and discuss development of a standardized structure for monthly/quarterly progress reports. The PWG will also discuss Board evaluation when they meet prior to the end of the year. |
| 2.2 | UBC Dietetics Program as Proof of Competence for RA "B" | Chi reminded Board members that registration with Restricted Activities relates to ensuring competence to practice high risk of harm activities. She noted that the College currently registers new UBC graduates with Restricted Acts (RAs) A and C, enteral nutrition support, for one year after graduation as these procedures are included in the national entry-to-practice competencies and are taught and evaluated to entry-level competence. Chi reported on UBC's presentation to the Registration Committee and their proposal for the CDBC to recognize new graduates' competence to also register with RA B, design of parenteral nutrition, for one year post graduation. She reviewed Board-approved policy Rc-12: "Proof of Competence: Restricted Activity Program Approval" and provided an overview of the process used by the Registration Committee to review those programs that are currently approved which allows registrants who successful complete to register with RA B. Directors questioned parenteral nutrition as an entry-to-practice competence, it's inclusion in the Integrated Competencies for Dietetic Education and Practice (ICDEPs), the ability for internship sites to provide parenteral nutrition experience equivalent to obtain entry-to-practice competence, differences across BC in access to post-graduate training opportunities and in the post-graduation education offered by the Health Authorities (HAs). Directors who are employers also recognized the need for new graduates to be registered with RA B for employment. Chi noted the difference between the knowledge and skills required to practice RA B and "practice readiness" and that a statement on practice readiness will be reviewed by the Registration Committee at their next meeting. Directors asked staff to gather information requested by the Board for discussion at the next meeting. |
| 2.3 | Registration Committee Policies | Chi reported on changes required to registration policies following the May 7, 2016 bylaw amendments. |
| 2.3.1 | Rc-02: Full Registration | Chi summarized the intent of policy Rc-02 and identified key changes. Tina and Chi answered questions. <i>On the Registration Committee's recommendation, the Board resolves to approve revised policy Rc-02: Full Registration as circulated. Carried unanimously.</i> |
| 2.3.2 | Rc-03: Substantial Equivalence | Chi summarized the intent of policy Rc-03, identified key changes and answered questions. Directors made a few minor revisions. <i>On the Registration Committee's recommendation, the Board resolves to approve revised policy Rc-03: Substantial Equivalence as revised. Carried unanimously.</i> |

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| 2.3.3 | Rc-04: Temporary Registration | Chi summarized the intent of policy Rc-04, identified key changes and answered questions. Directors suggested minor revisions to the terminology in section 2. b) iv). <i>On the Registration Committee's recommendation, the Board resolves to approve revised policy Rc-04: Temporary Registration as revised. Carried unanimously.</i> |
| 2.3.4 | Rc-05: Examination Eligibility - Third and Subsequent Attempts | Fern reported on a change of legal opinion on the number of attempts allowed to successfully complete national registration examinations and the resulting change required to the CDBC bylaws. Chi summarized the intent of policy Rc-05, identified key changes and answered questions. Directors suggested revisions to the policy and asked to have it re-circulate with the Board meeting minutes via email ballot. |
| 3. | Reports | |
| 3.1 | Strategic Plan 2014 – 2017: Status Report | Fern provided a status report on actions completed since the June meeting towards achieving the Board's Strategic Goals, explained biannual staff planning for goals, and highlighted a few key action. Directors commented on the relevance of the report and suggested a few format revisions. Fern noted the current 3-year Strategic Plan ends on March 31, 2017 and the need for a new plan April 1, 2017 to March 31, 2020. |
| 3.2 | Registrar's Report | Chi reported on registration statistics and highlighted that the College had already reached its net increase registration goal for 2016-17. Fern highlighted several items in her report including and answered questions. Directors discussed the College of Pharmacists' lack of approval of dietitians dispensing insulin samples until amendments are made to the Dietitians Regulation, issues related to prescribing insulin for parenteral nutrition and teaching insulin injection. Directors also discussed the need for UBC dietetic program expansion and the challenges related to sustainability of an expanded program and increased internship sites. Fern will look into rehiring the statistician from January/16 to write a report on the stats he submitted re: the number of RDs required to sustain dietitian/population ratios and access to dietetic care over the next 10 years. |
| 3.3 | Legislation Report | Fern reported on bylaw amendments related to the registration examination and noted they will be circulated to the Board for review and approval before the next meeting. Fern reported on the College of Registered Nurses of BC's move to legally amalgamate with the Colleges of Licensed Practical Nurses and Registered Psychiatric Nurses of BC and the possibility of other colleges sharing office space and services. Directors indicated that they were interested in exploring this opportunity with CRNBC. |
| 3.4 | Database Project Reports | Heather and Fern initiated the database project discussion |
| 3.4.1 | Implementation Status | Melanie provided an overview of the Joint IT System implementation, reported on deliverables to date, next steps, project costs to date, forecasted costs to year-end and project-end, and answered questions. As per the submitted report, all deliverables are on track. Melanie presented a preview of the new CDBC public registry and login page and commented on compliance with section 21(2) of the <i>Health Professions Act</i> . Directors were pleased with the new look and content of the public registry. |
| 3.4.2 | Project Financials | Paul Cormier, CDBC Financial Consultant, reviewed projected costs and financing of the Joint IT System to March 31, 2017 and answered questions. The project is currently under budget. |
| 3.5 | Financial Report - Year to Date (August 31/16) | Fern reported on the August 31 financial statements and commented on variances. Revenue is slightly higher than budgeted and expenses slightly lower. Fern and Paul answered questions. |
| 3.5.1 | GIC Investment Options | Paul reported on the current GIC investment strategy and discussed ways to optimize investments without taking a high risk position. Paul reviewed a strategy to invest in a laddered portfolio of GICs. Directors discussed alternative options used by other non-profit organizations. Fern and Chi reviewed Board policy Bd-15: Finances, with Directors. Fern and Paul suggested revising policy Bd-15 to allow for more creative |

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| | | investment options to minimize financial risk yet maximize financial potential. For now, Directors agreed to transition the GIC that matured in September 2016 to an RBC Dominion Securities GIC. Directors recommended staff suggest amendments to policy Bd-15 and circulate via email prior to the next meeting. |
| 4. | Board Orientation/Training | Heather introduced guests: Norm Grdina, Auditor, CPA and PI, from Reid, Hurst and Nagy, and Mark MacKinnon, Executive Director, Oversight and Regulation Branch at the Ministry of Health, and initiated a round of introductions. |
| 4.1 | Auditor, Norm Grdina from Reid, Hurst, Nagy | Norm reviewed the audit process, auditor's report, audit process and its benefits, and answered Directors' questions. |
| 4.2 | "Trends in Regulation" - Cynthia Johansen, Chair, BC Health Regulators/ Registrar & CEO, CRNBC | Mark MacKinnon presented on "Health Profession Regulators' Role Clarity", focusing on public interest/protection, and answered questions. Cynthia Johansen, Registrar/CEO, College of Registered Nurses of BC, and Chair of the BC Health Regulators, introduced herself, presented on "Regulating Nurses in the Public Interest: A Reality Check", focusing on principles of Just Culture and Right-touch Regulation, and answered questions. |
| 5. | Committee Minutes & Working Group Reports | |
| 5.1 | Inquiry – June 20, Sept 29 (panel), Oct 17, 2016 | Circulated for information. |
| 5.2 | Quality Assurance – September 19, 2016 | Circulated for information. |
| 5.3 | Registration – September 26, 2016 | Circulated for information. |
| 7. | Next Meetings | The next in-person meeting is scheduled on Friday, March 3, 2017 from 9:00am to 5:00pm at the CDIBC office. The 2016/17 AGM is scheduled for the afternoon of Thursday, June 1 and the spring in-person Board meeting is scheduled for Friday, June 2 from 9:00am to 5:00pm in the CDIBC office. Fern will poll Board members for a winter teleconference meeting to discuss items not included in this meeting. |
| 8. | Announcements | Notice of Election has been sent to registrants, well prior to the November 15 annual legislated deadline. Information available to nominees/potential nominees has been enhanced to increase pre-election knowledge of role, responsibilities and time commitment. Nominations are due by December 15, 2016. If needed, an election will take place between January 15 and February 15, 2017. |
| 9. | Remarks of the Chair/Adjournment | The meeting was adjourned by consensus at 5:05pm. |

The Minutes were approved as circulated via email ballot on December 5, 2016.