

COLLEGE OF DIETITIANS OF BRITISH COLUMBIA

Meeting of the Board of Directors

Friday, June 15, 2018 from 8:33 to 15:36
Suite 409, 1367 West Broadway, Vancouver, BC

MINUTES

Present: Tina Hartnell (Chair), John Meneghello (Vice-chair), Sophia Baker-French, Serena Caner, Theresa Cividin, Jiak Chin Koh, and Jill Worboys

Staff: Joanie Bouchard (Registrar), Chi Cejalvo, Deputy Registrar (Registration and Communications) and Mélanie Journoud, Deputy Registrar (Quality Assurance)

Guests: Jack Trumley, (new Government appointed Board Director), Lindsay Wang, (Information Systems Support Analyst) and Zamil Pirmohamed (Helpdesk Analyst) at the College of Registered Nurses of BC (from 13:30-15:00)

Item No	Agenda Item	
1.	Call to Order/Remarks of the Chair	Tina Hartnell, Chair, called the meeting to order, confirmed quorum, welcomed new and returning Directors and initiated a round of introductions.
1.1	Agreement on Agenda	The agenda was approved as revised, with the additions of item 2.2.1, Bd-01 Banking and a motion to ratify John Meneghello's actions from April 1 to June 13, 2018. Moved: Theresa Cividin. Carried.
1.2	Email Ballots	Circulated for information. The Board resolves to ratify actions and votes received from Director John Meneghello between April 1 and June 13, 2018, as the renewal of his term was now confirmed by the Crown Agencies and Board Resourcing Office to March 31, 2019. Moved: Tina Hartnell. Carried. Joanie and Chi answered a question about wording in the mentoring agreement form in the Sole and Private Practitioner policy and consistency with the corresponding wording in the CDBC bylaws. Action: Chi will review both documents to address any inconsistencies.
1.3	Meeting Minutes from 12/03/18	The website link to the March 12, 2018 meeting minutes was provided for information.
2.	Decision Items	
2.1	Registration Committee	
2.1.1	Restricted Activities Review Project	Chi reviewed the Registration Committee's Restricted Activities Working Group project, which spanned from November 6, 2017 to April 16, 2018. Chi and Joanie answered questions about proposed recommendations to modify the current annual restricted activity registration process and reporting requirements for the Continuing Competence Program (CCP). Board Directors reviewed the consultants' report, discussed the environmental scan and assessed the benefits and risks of the proposed recommendations with public safety as the prime consideration. Directors spent time discussing regulatory mechanisms available, their efficiency and how they relate to the risk they need to mitigate. As part of this, they discussed the recommendation of making the CCP an annual requirement (instead of every three years) where

		<p>registrants would also be required to report continuing education on each restricted activity. Joanie and Mélanie answered questions about the current CCP process.</p> <p>The Board resolves to accept the Restricted Activity Review Report as circulated and acknowledges the Registration Committee’s recommendations.</p> <p>Whereas, the Board:</p> <p>1. Recognizes the Ministry of Health definitions of Restricted Activities, and 2. Agrees in principle to change the annual requirement for restricted activity registration and move it to the Quality Assurance Program reporting requirements, The Board requests the Registrar to provide a proposal for a transition, implementation plan and timeline, including engagement of CDBC registrants and partners.</p> <p>Moved: John Meneghello. Carried.</p>
2.2	Board Policies	<p>Joanie reviewed the Board policy index, suggested changes to rescind administration policies that are now either part of the CDBC’s HR Manual or employee contracts and answered questions. Directors recommended creating a collaborations meeting group for the Personnel Working Group.</p> <p>1) The Board resolves to rescind the following policies:</p> <ul style="list-style-type: none"> • Bd-13 Registrar’s Code of Conduct • Bd-23 Registrar’s Vacation Carry-over • Bd-33 Deputy Registrar Acting for the Registrar • Bd-34 Terms of reference: Restricted Activities Working Group <p>Moved: Tina Hartnell. Carried.</p> <p>Joanie and Directors revised policy Bd-01: Banking to ensure continuity of banking transactions during staff transition.</p> <p>2) The Board resolves to re-approve policy Bd-01: Banking, as revised. Moved: Jiak Chin Koh. Carried.</p>
3.	Reports & Information Items	
3.1	Committee and Working Group Activities	
3.1.1	Personnel Working Group (In Camera) after lunch	The Board of Directors went in-camera from 12:30-12:50 to review recommendations for the Registrar’s performance appraisal as per Bd-14. The Board Chair met with the Registrar after the meeting to share results and provide feedback.
3.1.2	Inquiry Committee	<p>Jiak Chin provided a verbal report on ongoing cases and answered questions. A summary table of ongoing cases was circulated for information. Directors discussed appointing a new public appointee to the Inquiry Committee via email ballot.</p> <p>Action: Joanie will follow up with a recommendation via email ballot.</p>
3.1.3	Quality Assurance Committee	The April 27, 2018 Quality Assurance Committee minutes are available online. Summary tables of the 2018 Continuing Competence Program and Jurisprudence Examination results were

		circulated for information. No further question or discussion.
3.1.4	Registration Committee	The April 30, 2018 Registration Committee minutes are available online. No further question or discussion.
3.1.4.1	IED Assessment Process Update	Chi provided an update on the Registration Committee's assessment process for internationally-educated dietitians applying for registration at the College. Chi and Joanie answered questions.
3.2	Registrar's Report	<p>Joanie reported on current registration statistics, reviewed CDBC staff's professional development to date and how it relates to College operations and the new strategic plan. Joanie reviewed key actions of the Registrar's report and answered questions:</p> <ul style="list-style-type: none"> • Strategic plan & action plan update • BC Health Regulators and recent presentation from the Ministry of Health • Alliance of Canadian Dietetic Regulatory Bodies: CDRE policies update and budget approval • Dietitians of Canada: Lisa McKellar is the Executive Director for BC and Joanie will meet with her this summer • CDBC received John Meneghello's appointment renewal and the appointment of Jack Trumley from the Crown Agencies and Board Resourcing Office (CABRO) and is still waiting for one more Government appointed public representative, to be in compliance with the Health Professions Act.
3.3	Strategic Plan Report	Joanie provided an update on the 2018-2021 Strategic and Action Plans. Directors received the new action plan favorably and Joanie invited Directors to provide more feedback as progress on the action plan is presented at future meetings.
3.4	Legislation & Ministry Update	<p>Joanie provided a brief overview of the legislation report, commenting on bylaw amendments, communication of changes to applicants and registrants, policy updates completed for registration, upcoming Board policy reviews, delays encountered in the work to amend the Dietitians Regulation and answered questions.</p> <p>Joanie shared information from BCHR regarding the Ministry of Health's presentation on the future of Health Profession Regulation and Oversight. Joanie will provide more details on the proposed work at the Fall meeting. Two BCHR meetings have been planned over the summer to follow up on the presentation.</p>
3.5	Financial Reports	
3.5.1	Year-to-date	Joanie reviewed the financial report to May 31, 2018 and outlined expenses and revenue variances to date and answered questions.
3.5.2	2017-2018 Audit	Joanie reviewed the 2017-18 audit process and results, and answered questions.
3.5.3	Appointment of Auditor	<p>Directors discussed the appointment of an auditor to review the upcoming 2018-2019 financial statements.</p> <p><i>The Board resolves to appoint Reid Hurst Nagy Inc. as the CDBC's Auditors for the 2018-19 fiscal year. Moved: Jack Trumley. Carried. (Abstain, conflict of interest: John Meneghello)</i></p>
3.6	Shared Services	
3.6.1	Consortium IT Project & Cost Update	Joanie and Mélanie reported on the completion of the Consortium IT Project at the end of May 2018 and answered questions. Overall, the project was delivered within 2 years and was under

		budget.
3.6.2	Shared Office Space	Joanie presented an update on the BC College of Nursing Health Professionals' response to the Board regarding risk mitigation and costs estimation on the proposed plan to share office space with the Consortium and answered questions. Joanie proposed consulting with a realtor to review the final proposal to share office space. Directors recommended consulting with a real estate lawyer. Action: Joanie to update Board Directors with any new information.
4.	Discussion/Direction	
4.1	AGM Feedback	Directors had an opportunity to provide feedback on the June 14 th AGM. Joanie proposed hosting the AGM in the fall next year, instead of June, and answered questions about AGM and annual report requirements in the CDBC bylaws. Directors proposed hosting an education session on cannabis-containing food and new marijuana legislation as an AGM topic for next year. Joanie reported on initiatives from Ontario, Quebec and Alberta regarding dietetic practice and new cannabis legislation.
5.	Board Orientation & Training	
5.1	Shared IT System - Collaborations Meeting Site	Lindsay Wang, Information Systems Support Analyst and Zamil Pirmohamed, Helpdesk Analyst at the College of Registered Nurses of BC (CRNBC) facilitated signing onto and presented a demo of the new Collaborations Meeting Site and answered Directors' questions.
5.2	Annual Board Orientation	Joanie reviewed the 2018-19 Board's Governance Manual and answered questions. Joanie announced that Bradley Chisholm, Director of Strategy at CRNBC would be back to provide a more formal orientation at the October meeting. Joanie proposed developing an interest disclosure form, to address any potential perceived or real conflict of interest, in addition to the current Board Code of Conduct and answered questions. Directors commented on the value of reviewing an annual interest disclosure form and discussed potential conflict of interest scenarios. Action: Joanie will draft an interest disclosure form and bring it forward to the next meeting.
6.	Annual Board Planning	Joanie mentioned a BCHR Board Governance Education Session on October 25, 2018 and invited interested Directors to attend. Joanie reviewed proposed annual board planning, including topics to be discussed at different times annually, proposed planning upcoming meetings for 2018-19 and answered questions. The Board provided positive feedback on the annual planning and agreed to meet on October 29, 2018 from 8:30 to 15:30 and on March 1, 2019 from 8:30 to 15:30 Action: Joanie will send meeting invitations to everyone.
7.	Announcements	Upcoming Committee meetings were circulated for information. Joanie announced the retirement of Marilyn Elliott, Executive Assistant and Registration Coordinator on June 21, 2018. Marilyn's energy and sense of humor will be greatly missed! Thank you, Marilyn for your significant commitment and contribution to the College over the past 14 years!
8.	Adjournment	The meeting was adjourned by consensus at 15:36.

The Minutes were approved as circulated via email ballot on July 19, 2018.