

# COLLEGE OF DIETITIANS OF BRITISH COLUMBIA

## Meeting of the Board of Directors

**Monday, October 29, 2018 from 8:37 to 15:30**  
**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, Jack Trumley, Donald Grant

**Staff:** Joanie Bouchard (Registrar), Chi Cejalvo, Deputy Registrar (Registration and Communications) and Mélanie Journoud, Deputy Registrar (Quality Assurance), Elana Siu (Executive Assistant and Registration Coordination)

**Guests:** Paul Cormier, financial advisor (from 9:45 to 11:02), Bradley Chisholm, Chief Officer Strategy and Governance, BCCNP (from 14:00 to 15:30)

Item No	Agenda Item	
1.	<b>Call to Order/Remarks of the Chair</b>	Tina Hartnell, Chair, called the meeting to order, confirmed quorum, welcomed new and returning Directors and initiated a round of introductions.
1.1	<b>Agreement on Agenda</b>	The agenda was approved as circulated.
1.2	<b>Email Ballots</b>	Reviewed for information only.
1.3	<b>Meeting Minutes from June 15, 2018</b>	Approved as circulated by email ballot on July 13, 2018.
2.	<b>Decision Items</b>	
2.1	<b>Registration Committee</b>	
2.1.1	<b>Restricted Activities Review Project</b>	<p>Chi presented the Restricted Activities Project Action Plan and highlighted key areas of change with the proposed Restricted Activities (RAs) oversight process. This included transition from the Registration requirements to Quality Assurance oversight and reporting as well as modification of the 3-year CCP cycle to one year. To achieve these changes, modification to the Bylaws and the Dietitian Regulation will be necessary and upgrade to both the CCP platform and current database software. Staff is proposing a 3-year timeline to implement these changes along with an approximate budget of \$80k for the IT changes required (to be clarified in the next few weeks – additional expenses are expected to support the project).</p> <p>Board Directors discussed the proposed action plan and asked questions regarding alignment with what other colleges currently have in place provincially and nationally, such as financial</p>

		<p>impact of removing restricted activity fees and the ability to keep ensuring safe, ethical, competent practice of RAs through this new mechanism.</p> <p>The Board also discussed the implementation timeline and the engagement process for the RA Review Project.</p> <p>Directors reviewed further potential revenue losses, implementation costs, and possible areas for cost recovery.</p> <p><b>The Board resolves to approve the proposal to change the regulation of Restricted Activities away from registration requirements to annual Quality Assurance reporting as presented.</b></p> <p><b>Moved: Don Grant. Carried.</b></p> <p><b>Action: Staff to start executing the action plan as circulated. Bylaw changes will be reviewed and approved at the next Board meeting.</b></p>
<p>2.1.2</p>	<p><b>Policies Review</b>  <b>Rc-15: Competence Self-Assessment Process</b></p> <p><b>Rc-21: Time Limitation on Open Applications</b></p>	<p>Chi highlighted the changes proposed by Registration Committee policy Rc-15: Competence Self-Assessment Process and answered questions.</p> <p><b>The Board resolves to approve policy Rc-15: Assessment for Substantial Equivalence, as revised.</b></p> <p><b>Moved: John Meneghello. Carried.</b></p> <p>Chi explained the purpose of new policy Rc-21: Time Limitation on Open Applications to the Board and answered questions.</p> <p><b>The Board resolves to approve the policy Rc-21: Time Limitation on Open Applications, as circulated.</b></p> <p><b>Moved: Jack Trumley. Carried.</b></p> <p>Board members were reminded to review polices Rc-02, Rc-03, Rc-06 and Rc-08 and cast their votes via email ballot.</p>
<p>2.2</p>	<p><b>Quality Assurance Committee</b></p>	

2.2.1	<b>BCHR QA Program Framework</b>	<p>Melanie summarized the BCHR Quality Assurance Working Group framework development process as a set of common QA principles supporting a consistent approach to implementing QA programs in health regulatory college in BC.</p> <p><b>The Board resolves to approve the BC Health Regulators' Quality Assurance Framework as circulated.</b></p> <p><b>Moved: Don Grant. Carried.</b></p>
2.2.2	<b>Decision Support Tool for Dietitians</b>	<p>Melanie introduced to the Board a new Decision support tool that aims to help dietitians guide their practice with new or emerging practice.</p> <p>Melanie explained to the Board the different purposes of the tool and who would benefit from using the tool, such as dietitians with no oversight or very little mentoring, employers assessing dietitians taking on new role/responsibilities, emerging practice that are not yet well documented or known, etc.</p> <p>The Board discussed the implications with dietitians using this guide for a variety of situations.</p> <p><b>The Board resolves to support the development and implementation of the Decision Support Tool for Dietitians as circulated.</b></p> <p><b>Moved: Tina Hartnell. Carried.</b></p> <p><b>Action: Elana is to format the Decision Tool design to a tree structure.</b></p>
2.2.3	<p><b>Policies Review</b></p> <p><b>Email ballots included: QaC-09 and QaC-10</b></p>	<p>Board members were reminded to review polices Qac-09 and Qac-10 and cast their votes via email ballot.</p>
2.3	<b>Board Policies Review</b>	
2.3.1	<p><b>Bd-01 Banking and Bd-15 Finances</b></p> <p><b>Bd-17 Chair and Vice-chair Election</b></p> <p><b>Bd-19 Registrar's Compensation</b></p> <p><b>Email ballots included: Bd-07,</b></p>	<p>Joanie introduced Paul Cormier, financial advisor, to the Board.</p> <p>Paul reviewed in detail Bd-01 and Bd-15 Banking policy, and explained the proposed changes, to align with best practice in financial management and the College Bylaws. Paul and Joanie answered questions.</p>

	<b>Bd-08, Bd-11 and Bc-22</b>	<p>The Board discussed additional changes that could be done to these policies, more specifically regarding electronic banking. One Director suggested to remove the section on chair oversight in Bd-01 as this is already covered elsewhere.</p> <p><b>The Board resolves to approve policies Bd-01 Banking and Bd-15 Finances, as revised.</b></p> <p><b>Moved: Jack Trumley. Carried.</b></p>
2.3.2	<b>Bd-10 Committee Membership, Chair, Vice-chair</b>	<p>Joanie summarized to the Board, the policy revisions were made to simplify the rationale for recruitment and retention of committee members.</p> <p><b>The Board resolves to approve policies Bd-10 Committee Membership, Chair, Vice-Chair, as circulated.</b></p> <p><b>Moved: Sophia Baker-French. Carried.</b></p>
2.3.3	<b>Bd-12 Board and Committee Member's Code of Conduct</b>	<p>Joanie introduced the new disclosure form in the policy as a follow up action from the June 15, 2018 Board meeting. The revisions aim to increase transparency and optimize management of conflicts of interest.</p> <p><b>The Board resolves to approve policies Bd-12 Board and Committee Member's Code of Conduct, as circulated.</b></p> <p><b>Moved: Sophia Baker-French. Carried.</b></p> <p><b>Action: Staff will circulate the new form to be completed at the March meeting, after the election.</b></p>
2.3.4	<b>Bd-14 Registrar's Performance Appraisal (now combined with Bd-19)</b>	<p>Joanie presented changes to policy Bd-14: Registrar's Performance Appraisal to reflect current practice and proposed to rescind policy Bd-19: Registrar Compensation and include its content in policy Bd-14. Joanie answered questions.</p> <p><b>The Board resolves to approve policy Bd-14 Registrar's Performance Appraisal, as circulated, and rescind Bd-19 Registrar Compensation.</b></p> <p><b>Moved: Jack Trumley. Carried.</b></p>
2.4	<b>CDBC Bylaws Schedule D, Fees-Review</b>	<p>Joanie summarized financial considerations for the potential revisions to Schedule D, Fees and answered questions. The Board considered other BC and Canadian college fees, cost of living and current and future CDBC operational needs. Directors discussed possible alternate payment structures for registrants, costs of implementing such processes and impact on CDBC's financial management. As the College has upcoming significant changes in its revenue and expenses, the</p>

		<p>Board is in favor of a slight increase to ensure all core functions will be carried successfully during this transition.</p> <p><b>The Board resolves to approve, 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, a 1.5% increase on Schedule D, Fees for the 2019-2020 fiscal year.</b></p> <p><b>Moved: Jack Chin Koh. Carried.</b></p> <p><b>Action:</b> Staff to draft amended Schedule D and forward to Ministry of Health for filing in time for April 1, 2019. Staff to notify registrants in next Monthly Update.</p>
<b>3.</b>	<b>Reports &amp; Information Items</b>	
<b>3.1</b>	<b>Committee and Working Group Activities</b>	
<b>3.1.1</b>	<b>Inquiry Committee</b>	<p>Jiak Chin summarized Committee activity regarding ongoing cases and recent dispositions and answered questions.</p>
<b>3.1.2</b>	<b>Quality Assurance Committee</b>	<p>Mélanie informed the Board that the last meeting minutes of September 28, 2018 were now available online. No further questions were received.</p>
<b>3.1.3</b>	<b>Registration Committee Update: Implementation of Bylaw 43.7</b>	<p>Bylaw changes regarding sole and private practice for temporary registrants have been in place for over a year now. Chi reported on the outcomes of the implementation of the Sole and Private Practitioner Interpretive Guide and Policy Rc-19 Sole and Private Practitioner. To date, no Temporary Registrants have formally requested to be approved as sole and private practitioners. Only two situations were discussed with the College.</p> <p>Chi announced an upcoming vacancy on the Registration Committee for a public representative and updated the Board on a newly drafted call for volunteers that will be circulated in the next Monthly Update. Chi asked the Board to refer any network or connections they see fit for the Public Representative position to her and the Registrar.</p>
<b>3.2</b>	<b>Registrar’s Report</b>	<p>Joanie presented her report on her key responsibilities at the College, including strategic planning, partner relationships, office administration, financial management and legislative compliance and answered questions. Joanie also updated the Board about upcoming HR changes with her leave and the contractual position of Elana Siu.</p>

3.3	<b>Strategic Plan Report</b>	<p>Joanie reviewed updates and highlights of the 2018-2021 Strategic Plan progress and answered questions. Focus was put on two strategies of the plan:</p> <ul style="list-style-type: none"> <li>- Increase capacity to deliver excellence in regulation: see item 3.6.2</li> <li>- Be recognized as an accessible, credible and reliable resource in regulation: see item 3.3.1</li> </ul>
3.3.1	<b>Website Review</b>	<p>Joanie updated the Board on the progress regarding the website redesign, one of the strategies of the Strategic Plan. She informed the Board of steps taken to date, including a meeting with the Professional Regulation Branch at the Ministry of Health to review results of an external assessment of different Colleges' websites and a self-assessment of CDBC website. She informed the Board of the next steps, estimated timelines and costs and reminded the Board about budget allocation likely needing to carry over and requiring additional money into the next fiscal year (2019-2020). Directors will review proposed expense allocation for the 2019-2020 budget at the March meeting.</p>
3.4	<b>Legislation &amp; Ministry Update BCHR Consultation</b>	<p>Joanie updated the Board on the BC Health Regulators' draft submission regarding recommendations on changes to legislation.</p> <p>Joanie also updated the Board on the recent amalgamation of Colleges in BC, and the Ministry's goal to reduce, simplify, modernize the <i>Health Professions Act</i>.</p>
3.5	<b>Financial Reports</b>	
3.5.1	<b>Year-to-date</b>	<p>Joanie presented the September Financial Statement and highlighted main variances. No questions were asked by the Board.</p>
3.6	<b>Shared Services</b>	
3.6.1	<b>Consortium IT-Security Audit Report &amp; Cost Update</b>	<p>Melanie summarized the IT security audit completed on August 29<sup>th</sup>, 2018 and answered questions about risks and actions required from CDBC and BCCNP.</p> <p><b>Action: Melanie will provide an update at the next meeting.</b></p>
3.6.2	<b>Shared Office Space</b>	<p>Joanie updated the Board on the last version of the lease agreement for the shared office space with 13 other Colleges. Modifications were made to reflect risk identified and discussed by the Board in March and June. The Board discussed risks on HR retention and productivity in the new</p>

		<p>work environment and the current context of upcoming changes to the Health Profession Act. Joanie answered questions about other alternatives explored.</p> <p><b>Action: Joanie to sign the lease before the start of her leave.</b></p>
4.	<b>Discussion/Direction</b>	
4.1	<b>Election – Skills and Attribute</b>	<p>Joanie presented the revised matrix for skills and attributes and asked the Board to complete the grid before the end of the meeting.</p> <p><b>Action: Joanie to compile the results and add any specific skills in the notice of election to be sent to registrants in the Monthly Update.</b></p>
4.2	<b>Board Chair Succession (in-camera)</b>	<p>The Board went into camera from 13:25 to 14:15.</p> <p><b>Action: Joanie to plan a meeting for the Personnel Working Group in January prior to her leave.</b></p>
4.3	<b>Registrar Interim Transition (in-camera)</b>	
5.	<b>Board Orientation &amp; Training</b>	
5.1	<b>“Oversight Priorities” Bradley Chisholm, BCCNP Chief Officer Strategy &amp; Governance</b>	<p>As part of the annual orientation and training, guest speaker Bradley Chisholm presented on governance and oversight.</p>
6.	<b>Announcement</b>	<p>Upcoming meetings:</p> <ul style="list-style-type: none"> <li>• Inquiry Committee: December 14, 2018</li> <li>• Quality Assurance Committee: January 25, 2019</li> <li>• Registration Committee: January 28, 2019</li> <li>• Board: March 1<sup>st</sup>, 2019</li> </ul> <p>Directors discussed the possibility of holding a teleconference meeting before the Registrar starts her leave, if necessary.</p> <p><b>Action: Joanie to set a date and time beginning of February for this purpose.</b></p>
7.	<b>Adjournment</b>	<p>The meeting was adjourned by consensus at 15:30.</p>

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