

COLLEGE OF DIETITIANS OF BRITISH COLUMBIA

Meeting of the Board

Friday, October 23, 2009 – 6:30 to 9:00 pm

Wedgewood Hotel, Eaton/Cambridge Room, 845 Hornby St., Vancouver, BC

Saturday, October 24, 2009 – 9:00 am to 12:30 pm

CDBC Office, College Place, 1765 West 8th Avenue, Vancouver, BC

MINUTES

Bd09/Meetings/Oct. 23-24 09.Minutes final web

Present: Glenn Kissmann (Chair), Heather Martin (Vice-chair), Marlyn Davis, Maria Dedegikas, Adrian Kershaw, Buncy Pagely, Kundan Sangha, Robin Watt

Regrets: Peter Lam

Staff: Fern Hubbard, Registrar; Mélanie Journoud, Practice Advisor

Guests: Oct. 23 and 24: Anita Marriott, RD, guest of Marlyn Davis;
Oct. 24, 9:00 to 10:45am: Colleen McGuire and Lynda Heyworth - consultants; Theresa Cividin, Laura Cullen, Janice Macdonald, Monica McAuley - Steering Committee members for Enhancing Practical Training project; Christine Young – Information Technology sub-contractor for Competence Assessment Registration Project.

Item #	Agenda Item	Discussion/Decision
1	Call to Order/ Remarks of Chair	Glenn Kissmann, Chair, called the meeting to order at 6:30pm, welcomed Board Directors, staff, and Anita Marriott, meeting guest, and relayed regrets from Peter Lam.
1.1	Agree on Agenda	The agenda was adopted by consensus as circulated.
1.2	Minutes of February 13 and May 15, 2009	<i>The Board resolves to adopt the Minutes of the February 13 and May 15, 2009 meeting as circulated. Carried.</i>
2	Reports/Information	It was noted that pre-distributed documents are for information only and questions.
2.1	2nd Q Financial Rpt (to Sept 30/09)	Fern Hubbard, Registrar, presented highlights and answered questions about the Year-end Financial Report to September 30, 2009.
2.2	Registrar's Report	Fern answered questions on her report.
2.2.1	Strategic Objectives and Actions – Status Report	Fern highlighted actions towards meeting the Board's Strategic Priorities, including active risk factors and current status. Questions focused on CDBC bylaw development (Priority #1), and the government grant projects and integrated competencies being developed by the Partnership for Dietetic Education and Practice (PDEP) (Priority #2).
2.2.2	Correspondence and Liaison	Some questions arose regarding items under the CDBC and Provincial sections of the report. Fern provided verbal information on the October 19-20/09 Alliance meeting.
2.3	Legislation	
2.3.1	HPA, Dietitians Regulation, CDBC Bylaws	Information was provided on recent amendments to the <i>Freedom of Information and Protection of Privacy Act</i> (FOIPPA). CDBC bylaw amendments are being redrafted by a consultant. The goal date for submission to the Ministry is early 2010.

2.3.2	Health Professions Review Board	The Board discussed information presented about the mediation process preferred by the HPRB and the status of a complainant's application to the HPRB concerning a CDBC Inquiry Committee decision.
2.3.3	Labour Mobility	Information was received about potential international labour mobility agreements, the CDBC's inability to comply with the Agreement on Internal Trade (AIT) due to bylaw restrictions and work being done by the Alliance to standardize registration requirements to meet AIT requirements.
2.3.4	CDBC/CPBC Inter-professional Agreement	The Board discussed "next" steps for the Inter-Professional Agreement between the CDBC and the College of Pharmacists of BC titled "Pharmacists' Acceptance of Dietitians' Authority". Fern will discuss with the Ministry before joint education materials are developed and registrant liaison sessions planned.
2.4	Committee Reports	
2.4.1	Inquiry	Robin Watt, Chair, answered questions on Inquiry Committee activities between February 4 and October 23, 2009.
2.4.2	Patient Relations	Adrian Kershaw, Committee member, answered questions for Peter Lam, Chair, on activities between May 5 and September 28, 2009.
2.4.3	Quality Assurance	Marlyn Davis, Committee member, answered questions for Jackie Parsons, Chair, on QA Committee activities between April 28 and September 21, 2009. Questions were answered about the overlapping mandates and work of the two committees (item 4.1).
2.4.4	Registration	Heather Martin, Chair, answered questions for the April 28 to October 1, 2009 period on registration statistics and Committee activities.
2.5	Complaint Outcome Report #09-06	Robin Watt, Inquiry Committee Chair, answered questions on Complaint Outcome Report #09-06 that was recently circulated to registrants via email and posted on the website.
3	Ongoing Business	
3.1	Ministry of Advanced Ed and Labour Market Development (MALMD) Projects	<p>Fern provided pre-presentation information to the Board regarding the \$80,000 MALMD grant and the consultation, development process and timelines for both projects. Pre-circulated documentation included the cover, Index and Executive Summary for each project and additional specific sections. Complete project reports were available at the meeting. Discussion by Directors focused on:</p> <ul style="list-style-type: none"> • including "in kind" staff costs in future grant applications, • Project 1: encouraging dietetic educators to talk about the practical and philosophical barriers to the practical training needs for internationally educated applicants, and • Project 2: <ul style="list-style-type: none"> ○ the idea of hiring a consultant to pursue development of a business plan to complete online development and delivery of CDA's upgrading courses, ○ the need to protect CDBC's developed resources from change by other jurisdictions, and ○ the CDBC's need to finalize competencies for the Restricted Activities.
3.1.1	Presentation: Colleen McGuire: Enhancing Practical Training Capacity	Colleen McGuire, consultant, presented to the Board and invited guests from 9:00 to 9:45am on Saturday, October 24, including answering questions on the project "Enhancing Practical Training Capacity for Internationally Educated Dietitians in BC". Discussion focused on pre-circulated sections 8: Barriers to Practical Dietetics Training for International Applicants, 10: Analysis of Findings, 11: Action Plan to Address Barriers to Practical Dietetics Training for International

		Applicants, and 12: Lessons Learned. Directors and guests discussed some of the barriers and the proposed Action Plan. Colleen was thanked for her work on the project.
3.1.2	Presentation: Lynda Heyworth: Competency Assessment Registration Project	Lynda Heyworth, consultant, presented the “Essential Competencies Registration Project” from 9:45am to 10:45am. The presentation included the documents and tools developed in 2007/08 through a government grant and Phase 2 development that resulted from the 2008/09 grant. Lynda thanked the Registration Committee for their openness to new processes and noted that CDBC’s new assessment process is innovative and “cutting edge” according to the literature. Directors commended Lynda for the creative process she developed that incorporates principles of adult learning and fairness, as well as for the thoroughness of her work and the additional documents/tools developed that were not in her contract. The project is currently being piloted.
4	New Business	
4.1	Merging QA & PR Committees	Adrian Kershaw, appointed Director on both the Quality Assurance and Patient Relations Committees, spoke positively about combining the two committees to reduce workload and the number of overlapping issues. If workload becomes too heavy in the future, a Task Force can be struck for a specific issue. Adrian noted that the next two meetings have been scheduled as joint meetings. <i>The Quality Assurance and Patient Relations Committees recommend to the Board that the committees be combined and renamed the Quality Assurance/Patient Relations Committee on an interim basis, pending approval in the bylaws. Carried.</i>
4.2	Bylaw amendment questions	Four questions raised by the consultant who is drafting CDBC’s new bylaws were answered: <ul style="list-style-type: none"> • Board meeting quorum: keep at “majority” – at least 5 of 9 Directors • Annual General Meeting quorum: keep at “20 registrants” • recognition of dietetic “specialists”: no, not needed • recovering costs for Inquiry Committee investigations and Discipline Committee hearings (HPA s. 19(1)(v.1) “establish a tariff of costs to partially indemnify for the expenses incurred by the college for investigations under section 33” and (w.1) “establish a tariff of costs to partially indemnify parties for their expenses incurred in the preparation for and conduct of hearings under section 38”): generally approve but only if cost recovery applies to a registrant whose conduct is not satisfactory. Fern was also asked to find out if a registrant whose conduct is found to be satisfactory could recoup costs incurred during an investigation or hearing from the CDBC.
4.3	Budget Projection to determine fee increase for 2010/11	Directors reviewed a consultant’s report to help the Board determine if fees need to be raised for the 2010/11 fiscal year beginning April 1, 2010. The report included revenue and expense projections based on actual expenses for 2007, 2008 and 2009, fee increase recommendations and assumptions. Without raising fees, the consultant predicted a deficit budget in 2010/11. The Board discussed ways to keep CDBC costs down. Strategies will be incorporated into the 2010/11 budget that will be reviewed at the March 2010 meeting. The Board determined that fees need to be raised to ensure adequate funds are available in the Restricted Fund to meet legal costs associated with amendments to the <i>Health Professions Act</i> , particularly to manage legal costs associated with the newly established Health Professions Review Board. <i>The Board resolves to increase registrant fees for the 2010/2011 year as follows:</i>

		<ul style="list-style-type: none"> • Initial registration fee – from \$200 to \$250, • Annual registration fee – from \$500 to \$525 (with half- year fee for October 1 at \$300), • Restricted Activity fee – from \$25/RA to \$35/RA, and • International applicant assessment fee – from \$300 to \$400. Carried.
4.4	Board Member Succession Planning	Directors reviewed the terms of current Board members and discussed recruitment strategies for each of the four electoral regions. It was noted that Maria Dedegikas, Heather Martin (both from Vancouver Coastal) and Robin Watt (Interior/North) were eligible for re-election. In order to stagger the Vancouver Coastal terms, the election in 2012 will be for one, one-year term and one, two-year term.
4.5	Board Policies	
4.5.1	New QA/PR Committee Terms of Reference /Membership	The Board reviewed a draft Terms of Reference for the combined Quality Assurance/ Patient Relations Committee and a combined Quality Assurance/Patient Relations Committee membership list. Both were referred to the January meeting of the combined committee for review and approval and will be forwarded to the Board for the March meeting.
4.5.2	Bd-11: Seal	The Board agreed with staff recommended amendments.
4.5.3	Bd-12: Board and Comm Members' Code of Conduct	The Board agreed with staff recommended amendments that include the new required Oath of Office and Certificate of Election.
4.5.4	Bd-14: Registrar's Performance Appraisal	Deferred to next meeting for further discussion and amendment.
4.5.5	Bd-19: Registrar's Compensation	Further amendments were made to the pre-circulated draft. The Board resolves to re-approve Board policies as follows: <ul style="list-style-type: none"> • Bd-11: Seal, as circulated, • Bd-12: Board and Committee Members' Code of Conduct, as circulated, and • Bd-19: Registrar's Compensation, as amended. Carried.
4.6	PRC Policies	
4.6.1	Prc-02: Privacy Legislation for Private Practitioners	Suggestions were made to further amend the pre-circulated draft. Directors referred the policy back to the QA/PRC for review and approval and asked to have it brought forward for the March 2010 Board meeting.
4.6.2	Guideline: Privacy Legislation for Private Practitioners	On the Patient Relations Committee's recommendation, the Board resolves to reapprove the Practice Guideline entitled: "Privacy Legislation for Private Practitioners" as circulated. Carried.
4.7	Inquiry Committee Policies	
4.7.1	Ic-01: Investigators	Directors discussed proposed amendments to the Inquiry Committee's policy Ic-01: "Investigators". The policy was referred back to the IC for re-review, particularly of statement 5, and the Board asked to have it brought forward for the Mar/10 meeting.
4.7.2	Ic-02: The Complaint	On the Inquiry Committee's recommendations, the Board resolves to reapprove policy Ic-02, re-named "The Complaint Resolution Process," as amended. Carried.

	Resolution Process	
5	Next Meetings	<p>A teleconference or in-person meeting will likely be required prior to the March 2010 meeting to review and approve bylaw amendments. A poll will be conducted once the timeline is determined. The next meeting date is scheduled for Friday, March 12, 2010 from 12:00 to 8:00pm (later changed to March 5/10). At the May 15/09 meeting, the Board suggested inviting Mr. Tom English, Chair of the HPRB, as a guest speaker to the March 2010 meeting.</p> <p>Suggestions were made for a May 2010 meeting date. A poll will be conducted.</p> <p>The Board was asked to consider separating the AGM from a regularly scheduled Board meeting and moving the AGM closer to the fiscal year end. A poll will be conducted on moving the AGM and, if approved, a date in June 2010 will be determined.</p>
6	Announcements	There were no announcements.
7	Adjournment	The meeting adjourned by consensus at 12:30pm.