

BOARD MEETING
Saturday, September 21, 2013**The Terminal City Club**
837 West Hastings Street, Vancouver BC
Presidents Ballroom**MINUTES**

The meeting commenced at 8:40 am

In Attendance

Dr. Peter Stevenson-Moore, President
Dr. David Tobias, Vice President
Dr. Erik Hutton, Treasurer
Dr. Ben Balevi
Dr. Darren Buschel
Ms. Melanie Crombie
Mr. Dan De Vita
Dr. Dustin Holben
Ms. Julie Johal

Mr. Richard Lemon
Mr. Samson Lim
Ms. Elaine Maxwell
Ms. Sherry Messenger
Dr. Kerim Ozcan
Mr. David Pusey
Dr. Jan Versendaal
Dr. Eli Whitney

Regrets

Dr. Jonathan Suzuki

Staff in Attendance

Mr. Jerome Marburg, Registrar & CEO
Ms. Nancy Crosby, Sr. Assistant to the Registrar
Ms. Sandra Harvey, Director of Registration & HR
Dr. Cathy McGregor, Complaints Investigator
Ms. Anita Wilks, Sr. Manager of Communications
Ms. Carmel Wiseman, Director of Professional Regulation
Mr. Dan Zeng, Sr. Manager of Finance and Administration

Invited Guests:

Dr. Ash Varma, Chair, CDSBC Quality Assurance Committee
Dr. Ken Chow, Chair, CDSBC Ethics Committee



1. Meeting Called to Order and Welcoming Remarks

The President welcomed incoming Board members Dr. Dustin Holben and Mr. Samson Lim.

2. Oath of Office – New Members

The Oath of Office was administered to the new members by the Registrar, in the presence of the Board.

3. Consent Agenda

- a. Approve Agenda for September 21, 2013
- b. Approval of Board Minutes of May 24, 2013
- c. Committee Membership List (Recording of electronic vote)
- d. Receipt of Reports from Committees
- e. Receipt of Media Clippings for information
- f. HPRB Decisions

MOTION:

That the items on the Consent Agenda for the September 21, 2013 Board meeting be approved.

Carried

4. Business Arising from the Consent Agenda

There were no items arising from the Consent Agenda.

5. Executive Limitation Reports

MOTION:

That the Board receives the following Monitoring Reports:

- EL2: Treatment of the Public**
- EL3: Treatment of Registrants**
- EL5: Financial Planning and Budgeting**
- EL6: Financial Condition and Activities**

Carried



6. Obstructive Sleep Apnea Guideline – For Adoption

Dr. Varma presented the Quality Assurance Committee's submission. The QAC considered the minority report submitted by one member of the committee, and is recommending this document be passed as presented. The minority report addresses the need for clarity of the use of the term "evidence based".

Dr. Varma thanked Dr. Fernanda Almeida for her tireless efforts in putting this document together.

MOTION:

That the Obstructive Sleep Apnea Guideline be adopted as presented.

Carried

7. Advertising and Promotional Activities - Ethics Committee Recommendations

Dr. Ken Chow attended to discuss the proposed changes to Bylaws 12.02 and 12.05. Much work has been done since the workshop in February, both by CDSBC and the BCDA. Promotional Activities should be undertaken in the context of the new Bylaws and also be consistent with the Code of Ethics. The proposed Bylaws are consistent with other jurisdictions and with current case-law.

The interest of the public should be the primary focus when advertising. The interest of the profession is secondary but must be balanced when the appropriateness of the advertising is considered.

The Ethics Committee requested the Board consider the changes in order to be able to go to consultation for 3 months before presenting the document to the Board for final approval.

MOTIONS:

That the proposed Bylaw amendment be approved for consultation and filing, in accordance with the *Health Professions Act*.

That the proposed guidelines be approved and the Ethics Committee be authorized to further develop the guidelines as required.

Carried
Unanimous



8. Strategic Plan – Follow Up (attachment)

MOTION:

That the presentation made on Friday September 20 be recorded in the minutes of the Board meeting as part of Board activities, and that the Board supports the modification of the strategic plan as presented by the Registrar

Carried

The College will spend the next 12 to 18 months on a project involving workflow and process analysis of all core business functions together with an analysis of information and document management required to support those functions. Implementation of a document management system with key success factors will flow from this project. Along with this analysis will be analysis of whether and how the Bylaws should be revised.

Given the amount of staff time required to complete the document management project, only core systems such as registration and complaints/discipline functions, will be dealt with on a daily basis. These core functions will not be affected. If there is time, other projects will be worked on including Sleep Apnea Guideline and Advertising & Promotional Activity (both have been passed by the Board and are in the final stages of completion), Sedation Guidelines, Quality Assurance long-term measures, Radiology, CDSBC website, and Dental Therapists.

The Board was supportive of a shift in the strategic plan to change as adaptation is required.

Attached are the presentation panels used for the Strategic Plan presentation on September 20, 2013.

9. Code of Conduct – Policy Submission

Ms. Melanie Crombie, as a member of the Governance Committee, spoke to the Board on the Code of Conduct Policy submission. Many Codes of other regulatory bodies were reviewed prior to putting forward this submission. This submission contains the substance of the existing Code, but it is now clarified.



MOTION:

That the Board approve the Code of Conduct as presented.

Carried

MOTION:

That the Board commits to, and will uphold the terms of the Code of Conduct.

Carried

Unanimous

10. Management Report

The Registrar was thanked for the clarification of notes provided in the management report. The report included updates on the Sedation Guidelines, guidelines for electronic patient records, CDSBC handling of health files, CDSBC's Avoiding Complaints workshops, attendance at the Council on Licensure, Enforcement and Regulation (CLEAR) conference in Edinburgh, Scotland, dental recordkeeping online course and the Health Regulatory Organizations.

MOTION:

That the Board receive the Management Report.

Carried

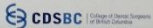
THE OPEN MEETING CONCLUDED AT 10:00 am

The balance of the meeting proceeded *In Camera* pursuant to Bylaw 2.15(9) of the College Bylaws under the *Health Professions Act*.

REGISTRATION

Objectives: Year 0


- Reorganization of registration team
- Launch online renewal
- Launch online CE
- Perfect understanding of national environment
- Bylaw review: conduct needs analysis
- Post limitations of practice in database

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REGISTRATION

Objectives: Year 1

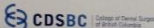
- Process review of registration classes
- Process/workflow review
- Develop and design registration bylaws
- Start discussion at national level re: routes of entry and accreditation
- Become better informed on issues at national level (CDRAF, NDEB, NDAEB, DARA, CDAC, RCDC)

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COMPLAINTS

Objectives: Year 0

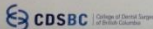
- Reduce backlog
- Staff complement
- Early Resolution Officer/ Practice Advisor
- Process/workflow review
 - needs analysis
 - documentation, P/P
- Legislative and bylaw review: needs analysis
 - HPA and bylaw asks
- Conceptualize and design publication policy
- Publish results

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COMPLAINTS

Objectives: Year 1

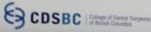
- Develop messaging for loss prevention seminars
- Backlog eliminated by end of year
- Bylaw review
- Conceptualize and design regulatory reporting section of website
- Complaints 101
- Average file age: X
- Table publication policy to Board and publish

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PROFESSIONAL PRACTICE

Objectives: Year 0

- Dental recordkeeping online course
- Enhance awareness of professionalism among registrants
- Minimal & moderate sedation guidelines published for consultation
- Sleep apnea guidelines published for consultation
- Board workshop on Patient Relations (boundaries)


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PROFESSIONAL PRACTICE

- Board workshop on advertising & promotional activities

Objectives: Year 1

- Develop Patient Relations guidelines
- Adopt and implement blood-borne pathogen guidelines
- Develop advertising guidelines and "practice limited to" guidelines

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PROFESSIONAL PRACTICE

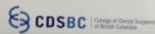
- Broad complement of inspectors for sedation facilities
- Review inspection process re: sedation
- Needs analysis re: practice guidance
- Assess efficacy of CDSBC communications with registrants
- Board workshop on Quality Assurance
- Host one roadshow for registrants

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GOVERNANCE AND OPERATIONS


Objectives: Year 0

- Compensation review
- Establish Legislation and Policy staff group
- Registration fees/budget
- Decision re: collection of association fees
- Begin discussion re: HRO governance
- Begin Sharepoint collaboration
- Approve new Governance Manual

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GOVERNANCE AND OPERATIONS

- Analysis of all fees and bylaw authority
- Establish presence with government and HROs
- Deliver first comprehensive survey by end of year 1
- Requests for bylaw and legislation changes to government
- Develop mechanisms and monitoring reports in support of good governance

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GOVERNANCE AND OPERATIONS

- Review performance appraisal system
- Decision re: 3rd floor space use
- Budget analysis re: buy-out of capital leases
- Begin records and document management project


Objectives: Year 1

- Review/restructure handling of promotional complaints

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GOVERNANCE AND OPERATIONS

- Establish document suite and review schedule
- Implement records and document management solutions
- 100% compliance with staff ProD goals
- Review/update internal HR manual to reflect desired culture (e.g. growing, learning, work-life balance) and income replacement
- IT security audit

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GOVERNANCE AND OPERATIONS

- Honorarium policy review
- Develop business continuity plan
- Develop and implement recruitment strategy for Board and committees
- Do a green audit
- Implement staff community involvement

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