



COLLEGE OF DENTURISTS OF BRITISH COLUMBIA

Board Meeting Minutes #B108 – April 15, 2016 Approved

Board Members in Attendance: K. Bal M. Blake B. Der
D. Hengel C. Kafka A. Kumar
S. Lal P. McKivett T. Turko

Staff in Attendance: J. Roff, Registrar
N. Graham, Program Coordinator
V. Burns, Executive Secretary

The meeting was called to order at 10:04am.

Approve Draft Agenda

MOTION: By S. Lal, that the draft agenda be approved as presented. Seconded by A. Kumar.
CARRIED

Appoint Board Member

MOTION: By D. Hengel, as per section 1.09(3) of the College of Denturists of British Columbia's (CDBC) bylaws, to appoint C. Kafka to fill the vacant position on the Board for the period ending March 31, 2017. Seconded by K. Bal.

CARRIED

Elect Board Chair

Nominations opened for the Chair of the CDBC's Board.

MOTION: By D. Hengel, to nominate P. McKivett for Chair of the Board for the term April 2016 to March 2017. Seconded by T. Turko.

CARRIED

There were no other nominations; P. McKivett was elected by acclamation.

Elect Board Vice-Chair

Nominations opened for the Vice-Chair of the CDBC's Board.

MOTION: By D. Hengel, to nominate A. Kumar for Vice-Chair of the Board for the term April 2016 to March 2017. Seconded by T. Turko.

CARRIED

There were no other nominations; A. Kumar was elected by acclamation.

Appoint Committee Chair and Members

Discipline Committee

MOTION: By D. Hengel, to nominate S. Lal as Chair of the Discipline Committee for the term April 2016 to March 2017. Seconded by T. Turko.

CARRIED

S. Lal – Chair, Appointed Member

C. Kafka – Elected Member

A. Kumar – Elected Member

Executive Committee

MOTION: By D. Hengel to nominate P. McKivett as Chair of the Executive Committee for the term April 2016 to March 2017. Seconded by T. Turko.

CARRIED

P. McKivett – Chair, Appointed Member
D. Hengel – Elected Member A. Kumar – Elected Member

Inquiry Committee

MOTION: By D. Hengel to nominate P. McKivett as Chair of the Inquiry Committee for the term April 2016 to March 2017. Seconded by T. Turko.

CARRIED

P. McKivett - Chair, Appointed Member
D. Hengel - Elected Member T. Turko - Elected Member

Patient Relations Committee

MOTION: By D. Hengel to nominate T. Turko as Chair of the Patient Relations Committee for the term April 2016 to March 2017. Seconded by S. Lal.

CARRIED

T. Turko - Chair, Elected Member
M. Blake - Elected Member S. Lal - Appointed Member

Quality Assurance Committee

MOTION: By D. Hengel to nominate C. Kafka as Chair of the Quality Assurance Committee for the term April 2016 to March 2017. Seconded by T. Turko.

CARRIED

C. Kafka - Chair, Elected Member
K. Bal - Appointed Member M. Blake - Elected Member

Registration Committee

MOTION: By D. Hengel to nominate A. Kumar as the Chair of the Registration Committee for the term April 2016 to March 2017. Seconded by T. Turko.

CARRIED

A. Kumar - Chair, Elected Member
B. Der - Elected Member S. Lal - Appointed Member

Nominations Committee

MOTION: By D. Hengel to nominate T. Turko as the Chair of the Nominations Committee for the term April 2016 to March 2017. Seconded by S. Lal.

CARRIED

T. Turko - Chair, Elected Member
K. Bal - Appointed Member S. Lopareva - Registrant

Infection Control Panel

MOTION: By D. Hengel to nominate B. Der as the Chair of the Infection Control Panel for the term April 2016 to March 2017. Seconded by T. Turko.

CARRIED

B. Der - Chair, Elected Member
K. Bal - Appointed Member C. Kafka - Elected Member

Scope of Practice Panel

MOTION: By P. McKivett to nominate D. Hengel for Chair of the Scope of Practice Panel for the term April 2016 to March 2017. Seconded by T. Turko.

CARRIED

D. Hengel - Chair, Elected Member

P. McKivett - Appointed Member

D. Sailer - Registrant

Approve Consent Agenda

- Draft Minutes of the December 11, 2015 Meeting
- Certificate of Election
- 2013-2016 Strategic Plan
 - DABC Monthly Communication Update
 - Summary of the October 2015 Board Evaluation Surveys
 - Summary of the December 2015 Registrant Satisfaction Surveys
- Health Professions Review Board Update
- British Columbia Health Regulators Update
- Examination Update
- Vancouver Community College Denturist Program Update
- Approved Inquiry Committee Meeting Minutes
- Approved Quality Assurance Committee Meeting Minutes
- Approved Registration Committee Meeting Minutes
- Approved Nominations Panel/Committee Meeting Minutes
- 2016-2017 Board Member Contact Information
- Updated Calendars (April, May, June)
- Expense Form

MOTION: By D. Hengel, that the consent agenda, in its entirety, be approved as presented. Seconded by A. Kumar.

CARRIED

Approve Consequential Motions

The consequential motions required by the *Health Professions Act* and the CDBC's bylaws are as follows,

MOTION: By S. Lal, that pursuant to section 21 of the *Health Professions Act*, R.S.B.C. 1996, c. 183, Ms. Jennifer Roff is appointed as Registrar for the CDBC. Seconded by C. Kafka.

CARRIED

MOTION: By M. Blake, that pursuant to section 2.01(2) of the CDBC's bylaws (November 2015), the Registrar is designated as the holder of the seal for the CDBC and must affix the seal to certificates of registration and other documents from time to time as required. Seconded by K. Bal.

CARRIED

MOTION: By T. Turko, that pursuant to section 2.08(1) of the CDBC's bylaws (November 2015), the accounting firm of McDonald Rickett Chartered Accountants is appointed as auditors for the CDBC. Seconded by D. Hengel.

CARRIED

MOTION: By S. Lal, that pursuant to section 2.09 of the CDBC's bylaws (November 2015), a committee or a panel, may retain legal counsel to assist the board, a committee or

panel in exercising any power or performing any duty under the *Health Professions Act*. Seconded by C. Kafka.

CARRIED

MOTION: By T. Turko, that pursuant to section 20(6)(b) of the CDBC's bylaws (November 2015), a registrant may pay the annual registration renewal fee in advance instalments. Seconded by M. Blake.

CARRIED

MOTION: By D. Hengel, that pursuant to section 20(6) (b) of the *Health Professions Act*, R.S.B.C. 1996, c. 183, the definition of "registration committee" includes the Registrar, except in subsections (2.1) and (2.2). Seconded by K. Bal.

CARRIED

MOTION: By M. Blake, that pursuant to section 22(3) of the *Health Professions Act*, R.S.B.C. 1996, c. 183, the Registrar may disclose information from the register that she determines is appropriate in the circumstances. Seconded by D. Hengel.

CARRIED

MOTION: By M. Blake, that pursuant to section 32(3) of the *Health Professions Act*, R.S.B.C. 1996, c. 183, the Registrar is authorized to dismiss a complaint, or request that the Registrant act as described in section 36(1), without reference to the Inquiry Committee if the Registrar determines that the complaint

- (a) is trivial, frivolous, vexatious, or made in bad faith,
- (b) does not contain allegations that, if admitted or proved, would constitute a matter subject to investigation by the Inquiry Committee under section 33(4), or
- (c) contains allegations that, if admitted or proved would constitute a matter, other than a serious matter, subject to investigation by the Inquiry Committee under section 33(4).

Seconded by C. Kafka.

CARRIED

MOTION: By D. Hengel, that pursuant to section 43(4) of the *Health Professions Act*, R.S.B.C. 1996, c. 183, the Registrar is authorized to act on behalf of the Board under section 43. Seconded by T. Turko.

CARRIED

Review Unaudited Financial Statements

The Board members reviewed the unaudited financial statements and the Registrar answered questions from the Board members.

MOTION: By S. Lal, to accept the unaudited financial statements as presented. Seconded by A. Kumar.

CARRIED

Approve Revised Advertising Policy: Use of Coupons and/or Discounts

The Board reviewed and discussed the revised Advertising Policy: Use of Coupons and/or Discounts.

MOTION: By C. Kafka, to approve the revised Advertising Policy: Use of Coupons and/or Discounts as presented. Seconded by T. Turko.

CARRIED

Discuss CDBC's Document Privacy Protocols

The Board members reviewed and discussed CDBC's Document Privacy Protocols.

Action Item: The Executive Secretary will draft a policy on how to dispose of Board and Committee information packages.

Review Objectively Structured Clinical Examination Project Proposal

The Board members reviewed and discussed the Objectively Structured Clinical Examination Project Proposal.

MOTION: By S. Lal, to proceed with the proposal as presented. Seconded by T. Turko.

CARRIED

Scope of Practice Panel Update

D. Hengel provided an overview of the Panel's work to date. He informed the Board that they can expect to review a draft proposal, on behalf of CDBC, in June 2016.

No further action at this time.

Assign a Standards of Practice Working Group

The Board reviewed and discussed the information presented.

MOTION: By C. Kafka, that the Registrar create a "RFP" and solicit proposals with the intention of hiring a consultant to revise the CDBC's Standards of Practice. Seconded by K. Bal.

CARRIED

Review Pacific Dental Conference Participation (PDC)

P. McKivett reviewed his experience of attending the 2016 PDC. In addition, the Registrar presented the bill on behalf of the Denturist Association of British Columbia (DABC), requesting partial reimbursement of the 2016 PDC cocktail reception.

MOTION: By T. Turko, to stand by the Board's original decision and not contribute any funds towards the DABC's 2016 cocktail reception. Seconded by S. Lal.

Action Item: The Executive Secretary will research giveaway items for next year's PDC and present the findings at the June 2016 Board meeting.

Discuss Future Strategic Plan

The Board discussed the strategic plan and reviewed the Activity and Outcome Report. The Board agreed that more time would be needed to discuss this and tabled it to the June 2016 Board meeting.

Action Item: In advance of the June 2016 Board meeting, the Registrar will draft a list of unfinished items with estimated completion dates.

Other Business

- Late Renewal Fee – The Registrar presented a variety of letters, from Registrants, requesting reimbursement for late renewal fees assessed by the

CDBC for failing to submit the required registration renewal materials on or before March 31.

MOTION: By S. Lal, that the Board will not reimburse Registrants for their late renewal fees for failing to submit their required registration renewal materials on or before March 31 as they have no authority to waive the CDBC's bylaws. Seconded by D. Hengel.

CARRIED

The Board discussed additional letters, written by three Registrants that were unable to comply with the registration renewal requirements because a second party did not submit their continuing education information to the CDBC office on or before March 31.

MOTION: By, S. Lal, that the Board will not reimburse Registrants for their late renewal fees for another party's failure to submit the required registration renewal materials on or before March 31 as they have no authority to waive the CDBC's bylaws. Seconded by B. Der.

CARRIED

Action Item: The Registrar will write to the above noted Registrants to advise them of the Board's decision. In the cases where the second party failed to submit the required continuing education information, the Board recommends seeking recourse from that party.

- Strategic Plan Activity 2.3.3: Enhance relationships between CDBC Board and Staff – C. Kafka reviewed this activity and asked the Board for input on a variety of ideas. It was agreed that this activity should enable the Board and staff to work together to accomplish tasks or solve problems. Suggestions included an escape room or a taste testing activity.

Action item: C. Kafka will continue to take further suggestions from the Board and staff until the end of April. Afterwards, he will connect with the Executive Secretary and they will book an activity to immediately follow the June 17, 2016 Board meeting. The budget for this activity will be approximately \$25 per person.

Adjournment

As the Board members had no other business to discuss at this time, the meeting was adjourned at 2:11pm.