

College of Opticians of BC – Board Meeting (APPROVED MINUTES)

Meeting Date & Time:

Thursday, February 3, 2022
9:00am - 1:00pm

Meeting Venue:

Via Zoom Teleconference

Meeting called by Peter Luongo, Chair

Board Members:

Peter Luongo
Kim McEachern
Piotr Majkowski
Sue Randhawa
Martin Semaniuk
Barbara Larkin
Raheem Savja
Crystal Pollard (joined at 9:15am, prior to item 5)

Administration:

Lisa Bannerman (Registrar/Executive Director)
Christopher Dodge (Deputy Registrar/Manager of Quality Assurance)
Madeline Neufeld (Manager of Registration)

Regrets:

Karl Chua
Meagan Marsh (Manager of Inquiry & Discipline)

OUR VISION

Better health through excellence in opticianry regulation to ensure safe quality vision care for all.

OUR MISSION

Regulating opticians in the public interest. We set and enforce standards and promote best practices for vision care in BC.

OUR CORE VALUES

Integrity	Ethical & Fair
Transparent	Accountable
Relational	Collaborative
Innovative	

Call to Order	<p>1. Call to Order</p> <p>This meeting was called to order at 9:02am</p>	Peter Luongo
Adoption of the Agenda	<p>2. Adoption of Agenda for February 3, 2022, meeting (Decision)</p> <p><u>Motion</u> – Be it resolved:</p> <ul style="list-style-type: none"> • That the agenda for the Board meeting on February 3, 2022, be adopted, with the following amendments: <ul style="list-style-type: none"> -Item added to 11. Registrar’s Report: <ul style="list-style-type: none"> -11. g. Update on ICSH -Correction to 16. In-Camera: <ul style="list-style-type: none"> -Speaker changed to Peter Luongo <p>Motion carried by general consent.</p>	Peter Luongo
Conflict of Interest Declaration	<p>3. Conflict of Interest Declaration</p> <p>No conflict of interest was declared.</p>	Peter Luongo
New Business	<p>4. Election of Office (Decision)</p> <p>a. The Board approved committee recommendations, as presented:</p> <p><u>Motion</u> – Be it Resolved:</p> <ul style="list-style-type: none"> • That Sharon Lee be appointed as Vice-Chair of the Inquiry Committee. • That David McGowan be removed from the Discipline Committee and Erik Bucaneg be appointed to the Discipline Committee. <p>Motion carried by general consent.</p> <p>b. The Board then discussed the final Board member vacancy.</p> <p>Two members first terms ended in 2021, with Marty Semaniuk choosing to run again for a second term. Running unopposed, Mr. Semaniuk has been re-elected to the Board for a second three-year term. With no nominations received for an election for the remaining vacancy, the Governance Working Group reviewed two subsequent candidate submissions. They gave the</p>	Lisa Bannerman

	<p>Board a summary of their candidate review process, which involved using a criteria matrix. They presented their unanimous recommendation and reasons to the Board for consideration.</p> <p><u>Motion</u> – Be it Resolved:</p> <ul style="list-style-type: none"> • That the Board accepts the Governance Working Group’s recommendation and appoints Crystal Pollard to the Board for a three-year term. <p>Motion carried by majority, with one opposed.</p> <p>c. The Board then followed the process for electing Board positions for 2022, which resulted in the following:</p> <p><u>Motion</u> – Be it Resolved:</p> <ul style="list-style-type: none"> • That Peter Luongo be appointed as Board Chair. <p>Motion carried by general consent.</p> <ul style="list-style-type: none"> • That Marty Semaniuk be appointed as Vice-Chair. <p>Motion carried by general consent.</p> <ul style="list-style-type: none"> • That Kim McEachern be appointed as Finance Officer. <p>Motion carried by general consent.</p>	
New Business	<p>5. Oath of Office</p> <p>Marty Semaniuk & Crystal Pollard affirmed their Oath of Office for their appointments to the Board.</p>	Lisa Bannerman
Approval of Consent Agenda	<p>6. Approval of Consent Agenda (Decision)</p> <p><u>Motion</u> – Be it resolved:</p> <ul style="list-style-type: none"> • That the consent agenda, which included the Board minutes and AGM minutes from November 3, 2021, and the Quality 	Peter Luongo

	<p>Assurance, Inquiry, and Registration Committee Reports, be approved.</p> <p>Motion carried by general consent.</p>	
Committee Report	<p>7. Patient Relations Committee Report (Decision)</p> <p>Ms. Bannerman updated the Board on the Professional Boundaries booklet being finalized, and that the Patient Relations Committee has recommended it for approval.</p> <p>Ms. Larkin provided her experience on the committee, indicating that it was not functioning as it should, with most members being non-responsive and causing delays to staff on this project. She appreciated that it was finally able to be completed. The Board discussed the importance of the committee, that it is a statutory requirement to maintain, and suggested that the role of the committee may need to be redefined.</p> <p><u>Motion</u> – Be it resolved:</p> <ul style="list-style-type: none"> • That the Professional Boundaries booklet be approved and put into circulation. <p>Motion carried by general consent.</p>	Lisa Bannerman
Reports	<p>8. Communications Update</p> <p>Ms. Neufeld introduced the report, providing background on its development. The Board was asked if they had any questions on the statistics presented, and whether they would find the report useful moving forward.</p> <p>The Board discussed the importance of using the information to focus on certain areas whenever possible throughout the year. The Board agreed that it was sufficient to have the information reported annually.</p>	Madeline Neufeld
Reports	<p>9. Strategic Plan Update</p> <p>a. Ms. Bannerman reminded the Board of the new Strategic Plan that was created in 2021, to come into effect starting 2022. Mr.</p>	Lisa Bannerman &

	<p>Dodge shared the staff's new Operational Plan, which outlines and tracks progress of the work being done to achieve the College's strategic goals. The Board appreciated the information and looked forward to quarterly updates, encouraging staff to communicate any successes and struggles when doing so.</p> <p>b. Ms. Bannerman shared new infographics that have been in development for sight testing, and communicated some feedback recently received about them from the BC Patient Advisory Network. The Board indicated that there was a significant need for this information and was glad to see it laid out in an understandable way. The Board emphasized the importance of all opticians understanding the information, not just those who refract, and discussion occurred around plans for distribution.</p>	Christopher Dodge
New Business	<p>10. True Colors Exercise & Board Goals</p> <p>Ms. Bannerman provided background on the True Colors exercise, which the Board and staff completed in advance of the meeting. The group reviewed everyone's results, to learn more about the different personalities and communication styles within the group. The Board noted as a goal for 2022 that they aim to meet in-person to continue building relationships and learn more about one another, to further assist in understanding others' decision-making and approach to the work.</p>	Lisa Bannerman
Reports	<p>11. Registrar's Report (Decision)</p> <p>a. Ms. Bannerman updated the Board on the website recovery, and staff's efforts to update it.</p> <p>b. The Board was updated on a recent meet-and-greet call that the staff participated in with some of the OAC staff. The Board was advised that the OAC intends to have an in-person event in B.C. in October, and that their Executive Director and their B.C. rep would be interested in speaking to the Board again at a future Board meeting.</p> <p>c. Ms. Bannerman discussed the Standards of Practice project and sought approval from the Board on the new content. She advised that the document design is being finalized, that staff are working on a communications plan, and that an additional Indigenous Cultural Safety and Humility-focused standard will also be developed soon in collaboration with other colleges.</p>	Lisa Bannerman

Planned release of the new Standards is April 2022, once renewal has been completed.

Motion – Be it resolved:

- That the content of the new Standards of Practice be approved, pending legal review.

Motion carried by general consent.

- d. Ms. Bannerman updated the Board on the bylaws; that they are still being re-worked.
- e. An update was provided on Regulatory Modernization – a new proposal being discussed by the 11 colleges who were previously identified by the Ministry to be involved in an amalgamation. Ms. Bannerman advised that the 11 Registrars were seeking to determine the level of support from their Boards on either a move towards one college of 11, or one of 10 with a separate mental health college.

The Board asked if any support remained from the other colleges for the previous proposal that included an alternative health college. Ms. Bannerman advised that there was not and explained the reasons behind the new proposals. The Board asked for clarity on how their support for either of these options might impact things and discussed the many unknowns that still exist with the amalgamation.

Motion – Be it resolved:

- To accept a recommendation of either one college of the 11 professions, or one college of 10 with a separate mental health college.

Motion carried by majority, with two opposed.

- f. Ms. Bannerman updated the Board on the possible adjournment of a hearing which could be scheduled for a later date, and advised of some upcoming training for both the Discipline and Inquiry Committees.
- g. The Board was also updated on Indigenous Cultural Safety and Humility, most specifically that the College has contracted Robin Adams to assist in and support any future work in this area.

New Business	<p>12. Financial Review</p> <p>Ms. McEachern and Ms. Bannerman presented the financials, identifying certain items of note, particularly increased legal costs, and a change in exam revenue. The Board had no concerns, acknowledging that the College is being fiscally responsible while still managing to complete the required work.</p>	Kim McEachern & Lisa Bannerman
New Business	<p>13. Budget Report</p> <p>Ms. Bannerman updated the Board on budget considerations for YE2023, and a draft budget was presented for review.</p> <p><u>Motion</u> – Be it Resolved:</p> <ul style="list-style-type: none"> • That the draft Budget for FYE2023 be approved as presented. <p>Motion carried by general consent.</p>	Lisa Bannerman
Report	<p>14. Governance Working Group Update (Decision)</p> <p>a. Mr. Majkowski updated the Board on the Working Group’s development of the new Code of Conduct.</p> <p><u>Motion</u> – Be it resolved:</p> <ul style="list-style-type: none"> • That the Code of Conduct for Board and Committee members be approved as presented. <p>Motion carried by general consent.</p> <p>b. Mr. Majkowski also advised the Board that the Working Group is reviewing the recruitment process for new Board and Committee members and considering strategies for doing so.</p> <p>c. The Board was also advised that, as a health organization, a mandatory vaccination policy for staff, Board, and Committee members will need to be implemented for the College for when in-person meetings resume.</p>	Piotr Majkowski

Report	<p>15. Risk Register</p> <p>Ms. Bannerman reminded the Board that a recommendation for improved governance is to maintain a risk register, to assess risk where needed. There were no additional items to report for this meeting, and no new updates on the existing items.</p>	Lisa Bannerman
In-Camera	<p>16. In-Camera Session</p> <p><u>Motion</u> – Be it resolved:</p> <ul style="list-style-type: none"> • That the meeting be moved to an in-camera session. <p>Motion carried by general consent.</p> <p>Minutes from the In-Camera session will be filed as <i>“Board Meeting In-Camera Minutes – February 3, 2022”</i>.</p> <p><u>Motion</u> – Be it resolved:</p> <ul style="list-style-type: none"> • That the meeting be moved out of the in-camera session. <p>Motion carried by general consent.</p>	Peter Luongo
Adjournment	<p>17. Adjournment</p> <p>The meeting was called to adjourn at 12:57pm.</p>	Peter Luongo



Peter Luongo
Board Chair