

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

Meeting Date & Time:

Thursday, July 29, 2021
9:00am - 11:45am

Meeting Venue:

Via Zoom Teleconference

Meeting called by Peter Luongo, Chair

Board Members:

Peter Luongo
Kim McEachern
Erik Bucaneg
Piotr Majkowski
Sue Randhawa
Martin Semaniuk
Barbara Larkin
Karl Chua

Administration:

Lisa Bannerman (Registrar/Executive Director)
Christopher Dodge (Deputy Registrar/Manager of Quality Assurance)
Meagan Marsh (Manager of Inquiry & Discipline)
Madeline Neufeld (Manager of Registration)

Regrets:

Raheem Savja

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	1. Call to Order This meeting was called to order at 9:03am	Peter Luongo
Adoption of the Agenda	2. Adoption of Agenda for July 29, 2021 meeting (Decision) <u>Motion</u> – Be it resolved: <ul style="list-style-type: none"> That the agenda for the Board meeting on July 29, 2021 be adopted, with the following amendments: <ul style="list-style-type: none"> -Items added to Registrar’s Report: <ul style="list-style-type: none"> -Discussion on November Board meeting -Inspector fees Motion carried by general consent.	Peter Luongo
Conflict of Interest Declaration	3. Conflict of Interest Declaration No conflict of interest was declared.	Peter Luongo
Approval of Consent Agenda	4. Approval of Consent Agenda (Decision) <u>Motion</u> – Be it resolved: <ul style="list-style-type: none"> That the consent agenda, which included the Board minutes from May 6, 2021, and the Quality Assurance, Patient Relations, Inquiry, and Registration Committee Reports, be approved. Motion carried by general consent.	Peter Luongo
Committee Report	5. Committee Vice-Chair Appointments & Process (Decision) Mr. Dodge presented the Board with a proposed addition to the process for Committee appointments and re-appointments, to include a process for Committee Chair & Vice-Chair appointments. <u>Motion</u> – Be it resolved: <ul style="list-style-type: none"> That the addition to the Committee appointment process be approved as presented. 	Christopher Dodge

	<p>Motion carried by general consent.</p> <p>Recommendations were then made for the current Committee Vice-Chair vacancies, as per the approved process.</p> <p><u>Motion</u> – Be it resolved:</p> <ul style="list-style-type: none"> • That the following appointments be approved: <ul style="list-style-type: none"> ➤ For the Inquiry Committee: <ul style="list-style-type: none"> -Piotr Majkowski be appointed as Vice-Chair ➤ For the Registration Committee: <ul style="list-style-type: none"> -Stephanie Weir be appointed as Vice-Chair ➤ For the Quality Assurance Committee: <ul style="list-style-type: none"> -Piotr Majkowski be appointed as Vice-Chair <p>Motion carried by general consent.</p> <p>Mr. Luongo requested that with future appointments, recommendations be accompanied with the reasoning for each, and stressed the importance of recruiting additional, quality volunteers.</p>	
Reports	<p>6. Registrar's Report (Decision)</p> <p>Ms. Bannerman updated the Board on the results from the recent refracting survey and townhall conducted and held by the Opticians Association of Canada. Ms. Randhawa and Ms. McEachern both attended the townhall and shared their experiences. The Board discussed certain barriers they felt existed with refraction, and ways to improve some of the challenges in the profession, including education through publication, and collaboration with optometry.</p> <p>Ms. Bannerman also discussed NACOR exams with the Board, and presented the idea of moving all work related to exams over to NACOR. Some discussion occurred about the history of the current arrangement, and how it compares to other regulators. The Board also discussed the impact on staff time vs. revenues, and the impact amalgamation will have on the current process. The Board instructed Ms. Bannerman to advise NACOR that moving all exam work to them is preferred.</p> <p>The Board also discussed COBC's collaborative work with Optometry, with Ms. Bannerman seeking thoughts from the Board on next steps.</p>	<p>Lisa Bannerman</p>

	<p>It was agreed that it was important to continue this work, and that a working group would be created. Ms. Randhawa, Mr. Chua, Ms. McEachern, and Mr. Savja (previously) agreed to participate.</p> <p>Ms. Bannerman also updated the Board on changes being made to the office lease, releasing all workstations and keeping the one office, which staff will share. Discussion was also had about the November Board meeting & AGM, with the Board indicating that an in-person meeting and virtual AGM would be preferred, if possible.</p> <p>Lastly, Ms. Bannerman advised the Board of an increase in fees for the investigator used for COBC work.</p> <p><u>Motion</u> – Be it resolved:</p> <ul style="list-style-type: none"> • That the following per diem be increased: -Inquiry Inspector to \$100/hour <p>Motion carried by general consent.</p>	
New Business	<p>7. Financial Update (Decision)</p> <p>Ms. Bannerman presented the Budget vs. Actuals, with little discussion. The Board also discussed re-appointing the auditor for another year.</p> <p><u>Motion</u> – Be it resolved:</p> <p>That McLaren Trefanenko Inc. be re-appointed as auditor, for year-end 2022.</p> <p>Motion carried by general consent.</p>	Lisa Bannerman
Reports	<p>8. Governance Working Group Update</p> <p>Mr. Majkowski presented a summary of the report, including the results of the Board evaluation survey, upcoming work on an Anti-Bullying and Workplace Harassment Policy, and the previously agreed to Registrar Evaluation process and Indigenous Cultural Safety and Humility training decisions. Some discussion occurred about the training options available.</p>	Piotr Majkowski

New Business	9. Indigenous Cultural Safety and Humility Ms. Bannerman updated the Board on her recent participation in the regulator apology ceremony, and the group's work on sharing the experience more broadly.	Lisa Bannerman
Report	10. Risk Register Ms. Bannerman updated the Board on recent communications with the database developer, and shared cost estimates on some requested work. The Board appreciated understanding some of the work that goes into the database, and some conversation occurred around possible future database scenarios. The Board agreed that COBC should continue making database decisions as they come up, and that a larger change or expense is not ideal given pending amalgamation. Ms. Bannerman also updated the Board on bylaw changes; that the Ministry is open to hearing some options and making some changes for regulators as a group, while maintaining their moratorium.	Lisa Bannerman
In-Camera	11. In-Camera Session <u>Motion</u> – Be it resolved: <ul style="list-style-type: none"> That the meeting be moved to an in-camera session. Motion carried by general consent. Minutes from the In-Camera session will be filed as <i>“Board Meeting In-Camera Minutes – July 29, 2021”</i> . <u>Motion</u> – Be it resolved: <ul style="list-style-type: none"> That the meeting be moved out of the in-camera session. Motion carried by general consent.	Peter Luongo
Adjournment	12. Adjournment The meeting was called to adjourn at 11:40am.	Peter Luongo