

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

Meeting Date & Time:

Saturday, May 4, 2019
9:00am - 4:30pm

Meeting Venue:

COBC Office, Vancouver, BC

Meeting called by Raheem Savja, Chair

Board Members:

Raheem Savja
Yvonne Ryder
Barbara Larkin
Kim McEachern
Piotr Majkowski
Raj Mann
Erik Bucaneg
Peter Luongo
Martin Semaniuk

Administration:

Lisa Bannerman (Registrar/Executive Director)
Christopher Dodge (Deputy Registrar/Manager of Quality Assurance)
Meagan Marsh (Manager of Inquiry, Discipline, and Registration)
Victoria Spooner (Manager of Communications and Patient Relations)

Guests:

Sheree Watson (BC College of Optics)
David Watson (BC College of Optics)

Regrets:

None

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	Raheem Savja
Adoption of the Agenda	2. Adoption of Agenda for May 4, 2019 meeting (Decision) Motion – Be it resolved: That the agenda for the Board meeting on May 4, 2019 be adopted.	Raheem Savja
Conflict of Interest Declaration	3. Conflict of Interest Declaration Piotr Majkowski declared a potential conflict of interest, for any discussion around his place of employment, Douglas College. Kim McEachern and Raj Mann declared the same potential conflict, for their employment with Stenberg. Erik Bucaneg declared a potential conflict for any discussion regarding BC College of Optics, as he was a former student.	Raheem Savja
Approval of Minutes	4. Approval of Board Minutes from February 4, 2019 meeting (Decision) Motion – Be it resolved: That the minutes for the Board meeting on February 4, 2019 be approved.	Raheem Savja
Unfinished Business	5. Oath of Office Barbara Larkin & Peter Luongo both conducted the Oath of Office for their appointment/re-appointment to the Board.	Raheem Savja
New Business	6. Potential Conflicts of Interest – Committees Lisa Bannerman presented an issue of concern brought forth by a registrant; that conflicts of interest may exist on the Registration Committee, for those assessing students from BC College of Optics (BCCO) through Prior Learning Assessment and Recognition (PLAR). The Board discussed the process, and was advised of recent administrative changes that have been made to eliminate the potential for bias. This includes the removal of candidates' names, locations, gender and academic credentials from the applications being reviewed by the Committee as part of the PLAR process. The Board agreed that there would be no possibility of conflict or bias if	Lisa Bannerman

	<p>the committee did not have information on the individuals, as they would not know if they were from the BC College of Optics, or Internationally trained applicants. The Board also discussed whether or not having a NACOR Examiner sit in on the committee could be a conflict. It was agreed that having an examiner on the committee is valuable, but that that bias could exist if they evaluated in two settings. Staff will keep a list to track this, with examiners also instructed to declare/remove themselves if they have already encountered a candidate in the previous setting.</p>	
New Business	<p>7. Election of Office (Decision)</p> <p>Raj Mann and Peter Luongo presented their reasons for interest in the position of Vice-Chair for the Board to consider. The Board then voted by secret ballot.</p> <p>Motion – Be it resolved:</p> <ul style="list-style-type: none"> • Vice Chair: -Peter Luongo be appointed as Board Vice-Chair. • Committee Members: -Erik Bucaneg and Barbara Larkin be appointed to the Patient Relations Committee; Martin Semaniuk be removed. <p>There was agreement to defer the discussion for the positions of Chair and Vice-Chair for the Patient Relations Committee to next meeting.</p> <p>It was also discussed that a Discipline Committee will need to be created. Staff will provide the Board with information and training for appointments.</p> <p>In addition, Raj Mann brought forth an issue for discussion regarding the appointments of committee Chairs. There was a concern that the process was not clear; her recent experience led to confusion and frustration and she wants to ensure a better process is in place. The Board and staff discussed what had happened and agreed that it was not handled well. The staff will look at changing the process, and review how other Boards appoint their committee Chairs.</p>	Raheem Savja
New Business	<p>8. Terms of Reference for Board Chair/Vice-Chair</p> <p>The Board had previously indicated the need to have Terms of Reference for the Board and Vice-Chair positions. Lisa Bannerman</p>	Lisa Bannerman

	presented the Board with a copy of the BCCNP Terms of Reference as an example, and it was agreed that staff would create a document for the Board to review.	
New Business	9. Succession Planning Review Lisa Bannerman presented a succession plan document to the Board, to be used in the case of a temporary or permanent absence of the Executive Director. The Board suggested that a contact list for stakeholders be added, but otherwise agreed to accept the document as presented.	Lisa Bannerman
Unfinished Business	10. Indigenous Cultural Safety Update Victoria Spooner updated the Board on planning for Indigenous Cultural Safety. It was agreed that two more Board members would start the ICS Course, and staff would continue to develop a plan and engage the Board further.	Victoria Spooner
Unfinished Business	11. Project Update - CCP Christopher Dodge updated the Board on the progress of the new Continuing Competency Program (CCP), including stats on assessment-taking, plans for additional program education, and determining considerations for requirements. The Board discussed ideas for future, including a change to the length of time for the assessments.	Christopher Dodge
LUNCH		
In-Camera	12. In-Camera Session Minutes from the In-Camera session are filed as <i>"Board Meeting In-Camera Minutes - May 4, 2019"</i> .	Raheem Savja
New Business	13. Introduction from BC College of Optics (BCCO) Sheree and David Watson were in attendance to introduce themselves and BCCO intentions to our Board. They acknowledged there has been a difficult relationship in the past between the COBC and BCCO, and that with a change in leadership, they want to rebuild the relationship. They indicated that they have recently decided to pursue accreditation through NACOR, but also wanted to express concerns with the process. As they already pay for accreditation	Sheree Watson, David Watson (BCCO)

	<p>through the Private Training Institutions Branch (PTIB), they feel another accreditation process might be redundant. They also feel that NACOR's decision to have Accreditation Canada do the accreditation may not make sense, as they see their process is more tailored to hospital-type training, when they feel that BCCO is more retail-oriented. The Board advised that they cannot really comment on the process of the third-party organization, and explained the Board's role in the process. Mr. and Ms. Watson thanked the Board for their time, and invited anyone who might be interested to visit their school.</p>	
In-Camera	<p>14. In-Camera Session</p> <p>Minutes from the In-Camera session are filed as <i>"Board Meeting In-Camera Minutes - May 4, 2019"</i>.</p>	Raheem Savja
Unfinished Business	<p>15. Communications Plan Review Update</p> <p>Victoria Spooner updated the Board on the communications plan for 2019, and sought feedback on whether any key topics were missing. The Board suggested that privacy/confidentiality was an important issue to communicate on.</p>	Victoria Spooner
Committee Reports	<p>16. Committee Reports</p> <p>Inquiry Committee Report Registration Committee Report Patient Relations Committee Report Quality Assurance Committee Report</p> <p>Meagan Marsh presented statistics for Inquiry and Registration for the last quarter; Victoria Spooner provided an update on plans for upcoming Patient Relations work.</p>	Victoria Spooner, Meagan Marsh, Christopher Dodge
Unfinished Business	<p>17. Per Diem Policy Review (Decision)</p> <p>Meagan Marsh presented the updated per diem policy, with the approved changes from last meeting.</p> <p>Motion – Be it resolved:</p> <p>That the Per Diem Policy be approved as presented.</p>	Meagan Marsh

New Business	18. Financial Statements Report Lisa Bannerman and Kim McEachern updated the Board on the balance sheet and budget vs. actuals, as of Mar. 31, 2019.	Kim McEachern, Lisa Bannerman
Reports	19. Registrar's Report (Decision) Lisa Bannerman provided an update on the COBC's scanning project; all registrant files are now scanned for a paperless office. An update was also provided on cyber security; that all staff are now on the shared system within the Hub, providing an extra level of security and support. Ms. Bannerman also updated the Board on the development of the new competencies for Canadian opticians. Motion – Be it resolved: That NACOR's new competencies be adopted. Piotr Majkowski opposed the motion. Ms. Bannerman also presented the idea to compose a letter to NACOR requesting that a PLAR process for refracting be created. Motion – Be it resolved: That COBC send a letter to NACOR requesting a PLAR process for refracting. Ms. Bannerman also asked the Board for discussion about the recent report from Harry Cayton on the regulatory framework in BC. The Board discussed the importance of COBC measuring their work against the benchmarks in the report.	Lisa Bannerman
Adjournment	20. Adjournment The meeting was called to adjourn at 4:05pm.	Raheem Savja