

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

Meeting Date & Time:

Monday, May 4, 2020

9:00am - 12:00pm

Meeting Venue:

Via Zoom Teleconference

Meeting called by Peter Luongo, Chair

Board Members:

Peter Luongo

Kim McEachern

Raheem Savja

Erik Bucaneg

Raj Mann

Sue Randhawa

Martin Semaniuk

Barbara Larkin

Piotr Majkowski

Administration:

Lisa Bannerman (Registrar/Executive Director)

Christopher Dodge (Deputy Registrar/Manager of Quality Assurance)

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 9:00am	Peter Luongo
Adoption of the Agenda	2. Adoption of Agenda for May 4, 2020 meeting (Decision) <u>Motion</u> – Be it resolved: <ul style="list-style-type: none"> That the agenda for the Board meeting on May 4, 2020 be adopted as presented. 	Peter Luongo
Conflict of Interest Declaration	3. Conflict of Interest Declaration No conflict of interest was declared.	Peter Luongo
Approval of Minutes	4. Approval of Board Minutes from past meetings (Decision) <u>Motion</u> – Be it resolved: <ul style="list-style-type: none"> That the minutes for the Board meeting on February 21, 2020 be approved, and that the minutes for the teleconference meetings on March 17, 2020, and March 30, 2020 also be approved. 	Peter Luongo
Report	5. Strategic Plan Review (Decision) <p>The Board was presented with the staff action items linked to the strategic goals, with progress notes. They were also updated with the status on action items stemming from the most recent Board meeting. The Board was asked if they had a preference on how they'd like to see the strategic goal action items document organized, when further progress is made. Some Board members indicated a fondness for how the second action items list was colour-coordinated, to better identify the progress of certain things. Some Board members indicated they'd like to hear about some highlights for each of the goals, and to also have links for each topic built right into the agenda reports, particularly the topics in the Registrar Report. Staff will further develop the lists and reports.</p> <p>Lisa Bannerman provided an update to the Board on items for the Risk Register; the items remained mostly unchanged from the previous Board meeting, and the Board was reminded of the Ministry's temporary pause on Bylaw amendments and of the</p>	Lisa Bannerman, Christopher Dodge

	<p>updated Registration Policy. The Board was updated on some work being done on a new jurisprudence module and exam, to be completed in 2021, and it was mentioned that COVID-19 will affect the budget, to be discussed later in the agenda.</p>	
Committee Reports	<p>6. Committee Reports</p> <p>The following committee reports were provided to the Board for review; there were no verbal reports given, and no discussion.</p> <p>Inquiry Committee Report Registration Committee Report Patient Relations Committee Report Quality Assurance Committee Report</p> <p>The Board Chair discussed the idea of using a consent agenda for some of the regular agenda items moving forward, including Committee Reports. The Board discussed the benefits of doing this, and the preferred process for staff and Board. For items in future consent agendas, Board members will need to pose questions ahead of time and will have the ability to pull something from the consent agenda if necessary.</p> <p><u>Motion</u> – Be it Resolved:</p> <ul style="list-style-type: none"> • That a consent agenda be used for future Board meetings. 	None
Reports	<p>7. Registrar's Report</p> <p>Lisa Bannerman presented the Board with an update on renewal, providing statistics and discussing projections. Possible budgetary implications and considerations were also presented.</p> <p>The Board was also presented with some options when considering reinstatement to those who return to practicing after the pandemic. It was suggested that the Board consider waiving reinstatement fees for certain registrants whose license was suspended due to COVID-19 matters. Despite some current bylaw limitations around this issue, Ms. Bannerman advised the Board that she consulted the Ministry, and received a favorable response.</p> <p><u>Motion</u> – Be it Resolved:</p> <ul style="list-style-type: none"> • That fees for any COVID-19 -related reinstatements be waived, based on a decision matrix to be developed by the Registration Committee, which will include CRC, CE, and complaint considerations. 	Lisa Bannerman

	<p>Ms. Bannerman also updated the Board on recent COBC communications related to COVID-19, as well as a targeted campaign by the Alberta College, and upcoming items related to re-opening guidelines. An update was also provided on the Public Register, which has been developed further to indicate which registrants are currently offering services.</p> <p>An update was also provided on NACOR functions, including the cancellation of their exams and the impact on students at different educational institutions. Changes to the PLAR process were also discussed.</p> <p><u>Motion</u> – Be it Resolved:</p> <ul style="list-style-type: none"> • That the Board endorses the decision of the NACOR Board of Directors to remove the Case-Based Interview portion of the PLAR process. <p>The Board was also briefed on continued meetings regarding amalgamation and plans moving forward. The Board agreed it was very important that the COBC continues its involvement and participation in these meetings.</p> <p>Finally, further updates were provided on part-time staff help, and the grant project.</p>	
New Business	<p>8. Financial Statements</p> <p>Lisa Bannerman updated the Board on the Budget vs. Actuals. Further discussion occurred on the revised proposed budget for the new fiscal year including potential items where reductions could still be made. Discussion also occurred on the potential use of the contingency fund, and whether the office building landlord would consider a refund on some building costs during the pandemic.</p>	<p>Kim McEachern, Lisa Bannerman</p>

In-Camera	<p>9. 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>Minutes from the In-Camera session will be filed as <i>“Board Meeting In-Camera Minutes – May 4, 2020”</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. 	Peter Luongo
Adjournment	<p>10. Adjournment</p> <p>The meeting was called to adjourn at 12:30pm.</p>	Peter Luongo