

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

Meeting Date & Time:

Thursday, May 5, 2022

9:00am - 3:00pm

Meeting Venue:

COBC Office at 200 Granville St, Vancouver, BC

(With some attendees joining virtually via Zoom)

Meeting called by Peter Luongo, Chair

Board Members:

Peter Luongo

Karl Chua

Martin Semaniuk

Barbara Larkin

Raheem Savja

Crystal Pollard

Kim McEachern

Piotr Majkowski

Administration:

Lisa Bannerman (Registrar/Executive Director)

Christopher Dodge (Deputy Registrar/Manager of Quality Assurance)

Madeline Neufeld (Manager of Registration)

Meagan Marsh (Manager of Inquiry & Discipline)

Observers:

Sharon Lee

Regrets:

Sue Randhawa

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 9:04am	Peter Luongo
Adoption of the Agenda	2. Adoption of Agenda for May 5, 2022, meeting (Decision) <u>Motion</u> – Be it resolved: <ul style="list-style-type: none"> That the agenda for the Board meeting on May 5, 2022, be adopted as presented. Motion carried by general consent.	Peter Luongo
Conflict of Interest Declaration	3. Conflict of Interest Declaration No conflict of interest was declared.	Peter Luongo
New Business	4. Committee Appointments (Decision) The Board approved committee recommendations, as presented: <u>Motion</u> – Be it Resolved: <ul style="list-style-type: none"> That Crystal Pollard be appointed to the Patient Relations Committee. That Sue Randhawa be appointed as Chair of the Patient Relations Committee. That Crystal Pollard be appointed as Vice-Chair of the Patient Relations Committee. Motion carried by general consent.	Lisa Bannerman
New Business	5. Code of Conduct Ms. Bannerman reminded the Board of the importance of the Code of Conduct, and all members in attendance signed copies. Staff will follow up with those not present.	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 from February 3 and March 20, 2022, and the Quality Assurance, Inquiry, and Patient Relations Committee Reports, be approved. <p>Motion carried by general consent.</p>	Peter Luongo
Committee Report	<p>7. Registration Committee Report</p> <p>Ms. Neufeld presented updated registration statistics to the Board, based on the renewal period having ended. The Board had some questions about how they can support registration, and some discussion occurred around suspensions and those who failed to complete CCP.</p>	Madeline Neufeld
Reports	<p>8. Strategic Plan Update</p> <p>Ms. Bannerman reminded the Board of the new Operational Plan that was created, tracked by quarter, for staff management of projects. Updates on Q1 and Q2 projects were presented, and the Board was asked if this format for reporting was clear. The Board appreciated the information and suggested that it could be shared more frequently, whenever updated.</p>	Lisa Bannerman
Reports	<p>9. Governance Working Group Update</p> <p>Mr. Majkowski updated the Board on some items being discussed by the Governance Working Group, including professional development for the Board, the annual Board evaluation survey, and an update on the vaccine policy.</p> <p>The Board discussed some scheduling limitations for attending proposed education and suggested that some of it could be provided during Board meetings. Ideas were also shared, which included topics for governance, financial, and legal.</p> <p>Ms. Bannerman updated the Board on the previously proposed vaccine policy for volunteers – it has now been recommended that a policy not be put in place at this time. Any in-person event involving volunteers can follow the process in place for the facility.</p>	Piotr Majkowski & Lisa Bannerman

Reports	<p>10. Registrar's Report</p> <ul style="list-style-type: none"> a. Ms. Bannerman updated the Board on progress for the new Standards of Practice, advising that it will be in effect June 1. b. The Board was updated on the continued bylaw work, that changes have been submitted and the Ministry has acknowledged receipt. c. Ms. Bannerman provided an update on the foreign qualification grant project, what it entails, and that it is underway and ongoing. d. Ms. Bannerman also updated the Board on the training that was recently provided for the Inquiry and Discipline Committees, and that a second part will be conducted. e. The Board was also reminded of Indigenous Cultural Safety and Humility being a pillar of the new Strategic Plan, and that a project is underway to decolonize the complaint process. 	Lisa Bannerman
New Business	<p>11. Financial Review</p> <ul style="list-style-type: none"> a. Ms. Bannerman presented the financials, answering questions on the overages and underages, with further discussion occurring around budgeting and how COVID is changing the nature of spending from year to year. <p><u>Motion</u> – Be it Resolved:</p> <ul style="list-style-type: none"> • That the financial report be accepted as presented. <p>Motion carried by general consent.</p> <ul style="list-style-type: none"> b. Ms. Bannerman presented the existing per diem policy and recommended some changes, which the Board agreed to. Discussion occurred around the challenges for those on Discipline, and further discussion occurred around the amount of work involved for the Inquiry Committee. Staff will research and make recommendations for change to the Inquiry per diem at a future meeting. <p><u>Motion</u> – Be it Resolved:</p> <ul style="list-style-type: none"> • That the following changes be made to the per diem policy: 	Kim McEachern & Lisa Bannerman

	<ul style="list-style-type: none"> ○ a half-day per diem of \$125 be added for the Discipline Committee ○ the annual maximum of \$400 for Committees be removed ○ the hotel per diem be changed to the “going rate”, and the meal per diem be changed to “reasonable rate” 	
Report	12. Risk Register Ms. Bannerman reminded the Board that a recommendation for improved governance is to maintain a risk register, to assess risk where needed. Additional items to the report included an update to COBC privacy policies, and costs and concerns related to the upcoming hearing.	Lisa Bannerman
Presentation	13. Opticians Association of Canada Mr. Dalton and Ms. Rojas from the OAC joined the meeting to answer questions from the Board regarding their organization. Questions were regarding the OAC’s strategic goals, how the OAC differentiates itself from the regulators, and what the OAC is doing to increase the profile of opticians.	Robert Dalton & Claudia Rojas
Adjournment	14. Adjournment The meeting was called to adjourn at 1:15pm.	Peter Luongo

After adjournment, the Board held an In-Camera session. Minutes from the In-Camera session will be filed as “*Board Meeting In-Camera Minutes – May 5, 2022*”. The In-Camera session included a motion to **Rise and Report**, as follows:

Motion – Be it resolved:

- That the Registrar may use up to \$40,000 over the budgeted amount for employee wages for additional staffing to assist with COBC business.

Motion carried by general consent.



Peter Luongo
Board Chair