

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

Meeting Date & Time:

Thursday, May 6, 2021

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

Piotr Majkowski

Sue Randhawa

Martin Semaniuk

Barbara Larkin

Karl Chua

Administration:

Lisa Bannerman (Registrar/Executive Director)

Christopher Dodge (Deputy Registrar/Manager of Quality Assurance)

Madeline Neufeld (Coordinator of Registration and Administration)

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 May 6, 2021 meeting (Decision) <u>Motion</u> – Be it resolved: <ul style="list-style-type: none"> That the agenda for the Board meeting on May 6, 2021 be adopted, with the following amendments: <ul style="list-style-type: none"> -Item added to Registration Report: <ul style="list-style-type: none"> -Registrant fee reduction request -Item added to Registrar’s Report: <ul style="list-style-type: none"> -ICSH update -Equity-focused update -Vaccine update -Optometry update 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 January 26, 2021, and the Quality Assurance, Patient Relations, and Inquiry Committee Reports, be approved. Motion carried by general consent.	Peter Luongo
Committee Report	5. Registration Report (Decision) Ms. Bannerman presented the Board with the Registration Committee’s recommendation to reduce the reinstatement assessment fee, in line with COBC’s continued effort to implement fair registration practices.	Lisa Bannerman

	<p><u>Motion</u> – Be it resolved:</p> <ul style="list-style-type: none"> • That the reinstatement assessment fee be reduced to the following: <ul style="list-style-type: none"> -Base amount of \$100.00 for the core and eyeglasses assessment -Additional \$50.00 for the contact lens assessment -Additional \$50.00 for the refracting assessment <p>Motion carried by general consent.</p> <p>The Registration Committee also requested that the Board consider utilizing a licensing exam for those wishing to register for a certification to conduct independent automated refractions. Particularly, using the recently developed Competency Gap Analysis for refracting.</p> <p><u>Motion</u> – Be it resolved:</p> <ul style="list-style-type: none"> • That the Competency Gap Analysis for refracting be implemented as the licensing exam for those wishing to register for their refracting certification. <p>Motion carried by general consent.</p> <p>Ms. Bannerman and Ms. Neufeld also presented the Board with the annual renewal statistics, with additional updates provided on late renewals and suspensions. It was agreed that the numbers would be presented in a different format in future, for less confusion. Some discussion also occurred around the trend of attrition, with the aging population of the registrant base.</p> <p>Ms. Bannerman also provided the Board with an overview of a registrant's request to have their licensing fee reduced. The request was based on the fact they would only be working part-time in 2021 in preparation for retirement. The Board discussed the request and agreed that they could not accommodate the request to offer a reduction and would not be considering a part-time fee. Board members explained that accountability for licensure (including ethical principles/code of conduct) is not tied to a registrant's hours of work.</p>	
Reports	<p>6. Registrar's Report <i>(Decision)</i></p>	<p>Lisa Bannerman</p>

	<p>Ms. Bannerman updated the Board on a change in insurance coverage for Directors & Officers, and there was discussion about restrictions related to employment practices, particularly for discrimination claims. The Board wondered if COBC had an existing policy in place for workplace discrimination/bullying.</p> <p><u>Motion</u> – Be it resolved:</p> <ul style="list-style-type: none"> • That the Governance Working Group discuss and explore policy around workplace discrimination and bullying. <p>Motion carried by general consent.</p> <p>Ms. Bannerman also updated the Board on work being done by the Collaborative Conduct Working Group, which the COBC has been participating in with several other health regulators. Specifically, that a project had been concluded to evaluate the complaints processes across participants, and that a report is being finalized with the results and recommendations to assist in future planning.</p> <p>The Board was also briefed on the grant work; that it is mostly finished, with final reports sent to the Ministry. They were also updated on COBC’s involvement with BC-PAN, and that COBC will continue to participate through 2021.</p> <p>Updates were also provided on some staffing changes and potential changes to the office space. Some discussion occurred around the new normal of working remotely, and how COBC has been able to successfully work and adapt as needed. The Board also stressed the importance of continuity, so was pleased that COBC was able to retain some key staff, despite workplace/life changes.</p> <p>COBC recently conducted a registrant survey related to Indigenous Cultural Safety and Humility, so the Board was advised that the results of the survey would be shared with them shortly. Some COBC staff also recently participated in an equity-focused leadership workshop, so it was discussed with the Board whether they wished to participate as well. It was agreed that the Governance Working Group could review further.</p> <p>Further, an update was provided on the vaccine rollout – that COBC was able to send out communications for each of the Health Authorities. And finally, on the College of Optometry – that a new Registrar started in February, and that COBC has communicated with them on the desire to work collaboratively.</p>	
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New Business	<p>7. BCHR Public Notification Framework (Decision)</p> <p>Ms. Bannerman presented the Board with a publication framework document, created by British Columbia Health Regulators (BCHR). The framework guides regulators in determining when to publicize inquiry and discipline outcomes. Some discussion occurred around the importance and benefits of adopting the document.</p> <p><u>Motion</u> – Be it resolved:</p> <ul style="list-style-type: none"> That the BCHR Public Notification Framework document be adopted for Inquiry. <p><u>Motion</u> – Be it resolved:</p> <ul style="list-style-type: none"> That the BCHR Public Notification Framework document be adopted for Discipline. <p>Motions carried by general consent.</p>	Lisa Bannerman
New Business	<p>8. Financial Update (Decision)</p> <p>Ms. Bannerman presented a revised draft budget to the Board for YE2022, explaining that changes were needed due to updated project costs and the renewal period ending. Some discussion occurred, and the Board had no issues with the revised budget, or with the year-end financials.</p> <p><u>Motion</u> – Be it Resolved:</p> <ul style="list-style-type: none"> That the revised draft Budget be approved as presented. <p>Motion carried by general consent.</p> <p>The Board also considered new per diems for inspectors, as proposed by Ms. Bannerman. It was explained that it can be challenging to find volunteers in this area, given the amount of work involved and the low per diem. The Board also discussed the current per diem for the Finance Officer.</p> <p><u>Motion</u> – Be it Resolved:</p> <ul style="list-style-type: none"> That the following per diems be increased: -Inquiry Inspectors to \$50/hour -Right to Title Inspectors to \$35/hour 	Lisa Bannerman

	<p><u>Motion</u> – Be it Resolved:</p> <ul style="list-style-type: none"> That an additional \$50/quarter be approved for the Finance Officer. <p>Motions carried by general consent.</p>	
Reports	<p>9. Risk Register</p> <p>Ms. Bannerman reminded the Board of the Ministry’s current bylaw moratorium, but presented some additional bylaw issues for review. Particularly, it was identified that COBC is using a more updated version of form 3b (Client notice for automated refracting) than what is currently in the bylaws. Further, that the College is taking a different approach to the appointment of the Deputy Registrar, than what is stated in the bylaws. The Board discussed the issues and agreed that while the second issue is a risk more easily managed at present, the first issue may require more immediate attention. The Board agreed that Ms. Bannerman and legal counsel will forward a letter to the Ministry to explain the potential risk.</p>	Lisa Bannerman
New Business	<p>10. Governance Working Group (Decision)</p> <p>Mr. Luongo updated the Board on the development of the working group’s Terms of Reference, and presented them for review. The group also discussed the potential for an additional appointment to the group at some point, as needed.</p> <p><u>Motion</u> – Be it resolved:</p> <ul style="list-style-type: none"> That the Governance Working Group’s Terms of Reference be approved as presented. <p>Motion carried by general consent.</p>	Peter Luongo
Report	<p>11. Registrar Evaluation (Decision)</p> <p>Mr. Luongo updated the Board on a proposal submitted for the Registrar Evaluation, as a third-party has been sought out to conduct it moving forward. After some discussion, the Board was in support of this contract.</p>	Peter Luongo

	<p><u>Motion – Be it resolved:</u></p> <ul style="list-style-type: none"> • That the proposal submitted by 7Mesh Consulting be approved and adopted for Registrar Evaluation work. <p>Motion carried by general consent.</p>	
In-Camera	<p>12. In-Camera Session</p> <p><u>Motion – Be it resolved:</u></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 – May 6, 2021”</i>.</p> <p><u>Motion – Be it resolved:</u></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>13. Adjournment</p> <p>The meeting was called to adjourn at 11:25am.</p>	Peter Luongo