

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

Meeting Date & Time:

Tuesday, November 17, 2020
9:00am - 11:30am

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

Regrets:

Raj Mann

Administration:

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

Guests:

Robin Adams (College of Dental Hygienists of BC)

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 9:01am	Peter Luongo
Adoption of the Agenda	2. Adoption of Agenda for November 17, 2020 meeting (Decision) <u>Motion</u> – Be it resolved: <ul style="list-style-type: none"> That the agenda for the Board meeting on November 17, 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 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 August 6, 2020, and the Registration, Quality Assurance, Patient Relations, and Inquiry Committee Reports, be approved. 	Peter Luongo
Committee Report	5. Election of Office (Committee Appointments) (Decision) <p>Mr. Dodge reminded the Board of the new process for appointments/reappointments to Committees, and the Board's decision to appoint at the final meeting of the year. He presented the recommendations and explained that further changes or appointments will be needed depending on both the upcoming election and the uncertainty on public appointments.</p> <u>Motion</u> – Be it Resolved: <ul style="list-style-type: none"> That the following Committee appointments be approved, and to be effective once existing terms expire: <ul style="list-style-type: none"> ➤ For Quality Assurance Committee: <ul style="list-style-type: none"> -That Avin Kishore and Clara Tam be appointed; Michelle McLeod and Claudia Rojas be removed. 	Christopher Dodge & Lisa Bannerman

	<ul style="list-style-type: none"> ➤ For Inquiry Committee: <ul style="list-style-type: none"> -That Kim McEachern and Sharon Lee be appointed; Raj Mann and Dee Manwaring be removed. ➤ For Registration Committee: <ul style="list-style-type: none"> -That Kim McEachern be removed. -Replacement will be dependent upon results of election, or appointment of another registrant from the general registry <p>Ms. Bannerman also presented the idea of having retired registrants sit on Committees, as bylaws currently state that a registrant need only be in good standing at the time of appointment. It was discussed whether they should remain as actively licensed (practicing or non-practicing), but perhaps provide retired volunteers with non-practicing status so that they are listed on the register and must maintain competence. It was also suggested that a special registration status could be considered for these instances. Ms. Bannerman will seek a legal opinion on these options.</p>	
Reports	<p>6. Registrar's Report</p> <p>Ms. Bannerman updated the Board on COVID-related items, including return-to-office projections, registration numbers, and licensing exams. She also provided updates on the Collaborative Conduct Working Group, the PLAR Grant Project, and the BC Public Advisory Network. Ms. Bannerman also provided the Board with a copy of her goals for 2020/2021, as requested.</p>	Lisa Bannerman
New Business	<p>7. Financial Update (Decision)</p> <p>Ms. Bannerman presented a summary of her report and opened the discussion on renewal fees. It was discussed that for the COBC to function properly in 2021 that an increase will need to be considered. The Board discussed several options and ultimately decided on a 5-6% increase.</p> <p><u>Motion</u> – Be it resolved:</p> <ul style="list-style-type: none"> • That COBC increase registrant fees for 2021, as follows: <ul style="list-style-type: none"> ➤ Dispensing Optician increase to \$625 ➤ Contact Lens Fitter increase to \$650 <p>Ms. Bannerman also asked the Board to revisit their previous approval of a contribution to the Opticians Council of Canada. The</p>	Kim McEachern, Lisa Bannerman

	<p>Board had previously approved a contribution of \$5 per registrant and indicated they would revisit for this meeting. After discussion, the Board agreed to stay at the \$5 commitment.</p> <p><u>Motion</u> – Be it resolved:</p> <ul style="list-style-type: none"> That COBC agrees to commit to \$5 per registrant for the OCC's public awareness campaign. 	
Report	<p>8. Strategic Plan Review</p> <p>The Board was presented with the updated action items, with staff progress notes included. Ms. Bannerman updated the Board on challenges regarding the Standards of Practice project, and her intention to have Madeline assist. Ms. Bannerman also presented the updated Risk Register.</p>	<p>Lisa Bannerman, Christopher Dodge</p>
Presentation	<p>9. Indigenous Cultural Safety & Humility (Decision)</p> <p>Ms. Spooner and Ms. Adams presented on the topic of Indigenous Cultural Safety & Humility, with Ms. Adams sharing with the Board the initiatives and the work of the CDHBC in this area.</p> <p><u>Motion</u> – Be it resolved:</p> <p>That the San'yas Indigenous Cultural Safety Training course be mandatory for all staff, Board, and Committee members when onboarding, or as training if already serving a term.</p>	<p>Victoria Spooner & Robin Adams</p>
New Business	<p>10. Oversight/Governance Committee</p> <p>Mr. Luongo presented the idea of creating a Governance Committee to the Board, outlining the purpose and structure of a standard Governance Committee, and sharing examples of other organizations' terms of reference for a Committee of this kind. He also provided details on an organization that could assist in policy development and shared that Bradley Chisholm of BCCNM could also provide support. Mr. Luongo suggested the Board consider the information presented for now, and for the topic to be revisited next meeting for decision.</p>	<p>Peter Luongo</p>
In-Camera	<p>11. In-Camera Session</p> <p><u>Motion</u> – Be it resolved:</p>	<p>Peter Luongo</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 – November 17, 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. 	
Adjournment	<p>12. Adjournment</p> <p>The meeting was called to adjourn at 11:55am.</p>	Peter Luongo