

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

Meeting Date & Time:

Thursday, September 14, 2023
8:30am - 12:00pm

Meeting Venue:

Virtual, Zoom

Meeting called by Martin Semaniuk, Chair

Board Members:

Martin Semaniuk
Piotr Majkowski
Sue Randhawa
Crystal Pollard
Karl Chua
Paul Choi
Kim McEachern
Susan Birge

Administration:

Lisa Bannerman (Registrar/Executive Director)
Christopher Dodge (Deputy Registrar/Manager of Quality Assurance)
Meagan Marsh (Manager of Inquiry & Discipline)
Madeline Neufeld (Manager of Registration)

Guests:

John Meneghello (incoming public member)
Lana Belvis (registrant observer)
Allan Seckel (Amalgamation Lead, presenter)

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	<p>1. Call to Order</p> <p>This meeting was called to order at 8:32am, followed by a territory acknowledgement by the Chair.</p>	Martin Semaniuk
New Business	<p>2. Introductions</p> <p>Incoming public Board member John Meneghello introduced himself, and the Board and staff did the same.</p>	Martin Semaniuk
Adoption of the Agenda	<p>3. Adoption of Agenda for September 14, 2023, meeting (Decision)</p> <p><u>Motion</u> – Be it resolved:</p> <ul style="list-style-type: none"> • That the agenda for the Board meeting on September 14, 2023, be adopted as presented, with an amendment to add an Opticians Regulation update to the Registrar’s Report. <p>Motion carried by general consent.</p>	Martin Semaniuk
Conflict of Interest Declaration	<p>4. Conflict of Interest Declaration</p> <p>No conflict of interest was declared.</p>	Martin Semaniuk
Approval of Consent Agenda	<p>5. 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 following items, be approved, with the following amendment – the “Budgetary Implications” section be stricken from the Inquiry Committee Report as it is out of date: <ul style="list-style-type: none"> ○ Board minutes from May 11, 2023 ○ Board minutes from July 26, 2023 ○ Board resolution from July 20, 2023 ○ Registration Committee Report ○ Quality Assurance Committee Report ○ Patient Relations Committee Report ○ Inquiry Committee Report <p>Motion carried by general consent.</p>	Martin Semaniuk

<p>Reports</p>	<p>6. Amalgamation Update</p> <p>Ms. Bannerman updated the Board on amalgamation progress thus far, including the appointment of Allan Seckel to lead the overall project (speaking next), and the various meetings and workstreams that she and the staff have been involved in. Further information was discussed around next steps for governance design, and additional work for the upcoming HPOA. Board members asked questions regarding the possible future of the website, availability for practice advice, and fees, but understood that most everything was still an unknown as work continues.</p>	<p>Lisa Bannerman</p>
<p>New Business</p>	<p>7. Guest Speaker – Allan Seckel, Amalgamation Lead</p> <p>Mr. Seckel joined the meeting and provided an overview of amalgamation work to date and plans going forward. He summarized the four groups/areas of focus in the workplan, acknowledging the interdependencies that exist: governance and bylaws, regulatory work, HR/change management/communication, and corporate services. Mr. Seckel also updated the Board on work being done to choose a name for the college, and how the current Board may have a role in the new college.</p> <p>The Board asked questions about proceeding with COBC’s current work within the strategic plan, and about staffing placement/salary concerns. They also asked about fees, budgetary implications, and timelines. After some discussion, the Board thanked Mr. Seckel for his time and information, who then exited the meeting.</p> <p>Ms. Bannerman and the Board then discussed possible approaches to communication on amalgamation moving forward, particularly for registrants.</p>	<p>Allan Seckel</p>
<p>Reports</p>	<p>8. Strategic & Operational Plan Update</p> <p>Ms. Bannerman discussed the status of the current strategic plan and suggested that the Board reconvene with Roots & Rivers, who assisted with its original development. It was decided that a session be held at the first meeting of 2024 to review what COBC has achieved through its strategic plan and through the years preceding it as we move toward amalgamation.</p>	<p>Lisa Bannerman</p>

<p>Reports</p>	<p>9. Governance Working Group Report (Decision)</p> <p>Ms. Bannerman and Mr. Majkowski discussed the Board’s previous direction that the committee recruitment and appointment process be reviewed and updated. The Board was updated on the work that was completed for this project thus far, but given the amalgamation work, was asked if this project be reconsidered as a priority. The Board agreed that the costs involved in continuing with the project, but particularly the progress on amalgamation, make the project nonessential at this time.</p> <p><u>Motion</u> – Be it resolved:</p> <ul style="list-style-type: none"> • That work on the committee appointment process be indefinitely paused. <p>Motion carried by general consent.</p>	<p>Lisa Bannerman & Piotr Majkowski</p>
<p>Reports</p>	<p>10. Registrar’s Report</p> <p>a. National Meetings/Industry Roundtable – Ms. Bannerman reminded the Board of the spring national meetings, and the second industry-wide roundtable that was held. The Board was updated that the fall national meetings will be held in Vancouver, with a possibility of another roundtable in the spring.</p> <p>b. BC Grant – The Board was updated on the grant that staff are working through, for updating/expanding pre-arrival tools for PLAR. These include “day in the life” videos, and a new resource guide. The full project should be completed toward the end of November.</p> <p>c. Draft Standards Guide – International Credential Recognition – Ms. Bannerman advised that the Ministry is looking to bring in fair registration legislation and has introduced a Draft Standards Guide. COBC is in good shape and will work with NACOR on items to improve.</p> <p>d. Standards of Practice – The Board was shown a new document created by staff, an extension of the Standards of Practice, specifically for the public, to help them understand what to expect from an optician. The document will be shared with the Public Advisory Network (BC-PAN) for feedback.</p>	<p>Lisa Bannerman</p>

	<p>e. Bylaws – Ms. Bannerman updated the Board on the status of the bylaws. No feedback was received when proposed amendments went up for consultation, and the amendments are now in force.</p> <p>f. Privacy Complaint – Ms. Bannerman updated the Board on the privacy complaint filed related to the vaccination order from Dr. Bonnie Henry. The file is proceeding to inquiry, with no date set as of yet.</p> <p>g. Health Professions and Occupations Act (HPOA) – Ms. Bannerman updated the Board on work being done toward the future implementation of the HPOA; staff will be more involved soon, but is mostly with BCHR Executive currently. A BCHR Symposium is happening Oct. 30 for all staff and board members who are interested.</p> <p>h. Opticians Regulation Updates – Ms. Bannerman updated the Board that she had met with Ministry staff on potential updates to the regulations, as they will be opened during the amalgamation transition. Specifically, the move to a single license, eliminating eyeglass-only. The Ministry advised it would require too much policy work at the moment, but may be something to consider in the future.</p>	
<p>Reports</p>	<p>11. Financial Review (Decision)</p> <p>Ms. Bannerman presented the financials, identifying certain items of note, including an update to some registration numbers. The Board asked questions pertaining to the Budget vs. Actuals, and discussion occurred around legal fees.</p> <p><u>Motion</u> – Be it resolved:</p> <ul style="list-style-type: none"> • That McLaren Trefanenکو Inc. be re-appointed as auditor, for year-end 2024. <p>Motion carried by general consent.</p>	<p>Lisa Bannerman & Kim McEachern</p>
<p>Reports</p>	<p>12. Indigenous Cultural Safety & Humility Update</p> <p>Ms. Marsh updated the Board on two new items added to COBC’s ICS initiatives, including a communications piece on work done so far, and a document written by our consultant on how HPOA deals</p>	<p>Meagan Marsh & Lisa Bannerman</p>

	with Indigenous Human Rights, which will be shared with everyone going into amalgamation. Ms. Bannerman provided an update on ongoing involvement in a collaborative Safe Spaces project, and the challenges involved. Ms. Bannerman also advised that COBC's cultural safety consultant recently received some positive feedback from others in the ICS space about the work COBC is doing.	
Reports	<p>13. Risk Register</p> <p>Ms. Bannerman provided an update to the Board on a move to a new database system, as discussed and directed previously. She will continue to discuss the plan with Allan Seckel, as the amalgamation date nears. The Board was also advised that it is currently unclear what staff support will be needed for further amalgamation work but should know more by November.</p>	Lisa Bannerman
New Business	<p>14. Board Member Acknowledgement</p> <p>Mr. Semaniuk, Ms. Bannerman, and other Board members thanked outgoing public Board member Mr. Majkowski for his years of service and dedication to the COBC Board.</p>	Martin Semaniuk & Lisa Bannerman
Closed Session & In-Camera	<p>15. Closed Session</p> <p>The Board decided a closed session would not be needed, so neither a closed nor in-camera session occurred.</p>	Martin Semaniuk
Adjournment	<p>16. Adjournment</p> <p>The meeting was called to adjourn at 11:28am.</p>	Martin Semaniuk



Martin Semaniuk
Board Chair