



## COLLEGE OF DENTURISTS OF BRITISH COLUMBIA

Board Meeting Minutes #B110 – December 9, 2016 **APPROVED**

Board Members in Attendance: K. Bal M. Blake B. Der  
D. Hengel C. Kafka A. Kumar  
S. Lal P. McKivett T. Turko

Guests: C. McDonald  
F. Picherack  
N. Rickett

Staff in Attendance: L. Crowe, Registrar  
N. Graham, Program Coordinator  
V. Burns, Executive Secretary

The meeting was called to order at 10:04 am.

### **Approve Draft Agenda**

**MOTION:** By T. Turko, that the draft agenda be approved as presented. Seconded by A. Kumar.

**CARRIED**

### **Approve Consent Agenda**

- Draft Minutes of the September 17, 2016 Meeting
- 2013-2016 Strategic Plan
  - Activities still in progress
- Public Member reappointment
- Health Professions Review Board Update
- Election reminder
- Approved Registration Committee Meeting Minutes
- Proposed Meeting Dates for 2017
- Updated Calendars (January - March)
- Expense Form

**MOTION:** By K. Bal, that the consent agenda, in its entirety, be approved as presented. Seconded by M. Blake.

**CARRIED**

### **DABC Monthly Communication; update and discussion**

The Board chair spoke about his observations at the BC Health Regulators Conference on October 13, 2016. He has had a phone discussion with the current president of the Denturist Association of B.C. in regards to the Memorandum of Understanding (MOU).

### **Auditors Presentation**

C. McDonald and N. Rickett met with the Board and staff to present a presentation on fraud. They also answered questions from the Board members and asked about our processes in regards to in-camera meetings.

**Action item:** The Registrar will develop a draft In-Camera Policy.

**Review Unaudited Financial Statements**

The Board members reviewed the unaudited financial statements and the Registrar answered questions from the Board members.

**MOTION:** By S. Lal, to accept the unaudited financial statements as presented. Seconded by B. Der.

**CARRIED**

**Scope of Practice Update**

F. Picherack has been retained to review the Scope of Practice document and all other supporting information. She met with the Board and presented a Regulation Amendment Power Point Presentation.

**Future Strategic Plan – Review and discuss proposals**

The Board members reviewed the proposals and costs provided to develop a new Strategic Plan.

**MOTION:** By, S. Lal to move forward with engaging Pat Evans as our facilitator for our Strategic Plan. Seconded by B. Der.

**CARRIED**

**BC Health Regulators**

- Ministry of Health Presentation – Role Clarity (October 13, 2016)
- Ministry of Health Update from BCHR Meeting (November 8, 2016)
- Cultural Safety; Registrar’s declaration
- Regulators Office Space
- BCHR Symposium – April 27 & 28, 2017.

**MOTION:** By M. Blake, to participate in the declaration of Cultural Safety as presented. Seconded by S. Lal.

**CARRIED**

**Action Item:** The Registrar will look further into the Regulators Office Space and report back to the Board with further information when it becomes available.

**Action Item:** The Program Coordinator will create a sign-up sheet for the Board members who are interested in attending the BCHR Symposium on April 27 & 28, 2017.

**Curriculum Advisory Committee (CAC)**

The Board discussed the CAC’s request to send a licensed Denturist to be a representative of the CDBC, as the regulatory body of B.C., to participate in the on-site accreditation survey scheduled for March 6-9, 2017 at CDI. Additionally, a lay person may attend as an observer. Nathan Hoffer, Chair, CAC has requested the Registrar for this position.

**MOTION:** By M. Blake, to send B. Der, as the licensed Denturist representative and L. Crowe, Registrar, as the lay person to participate. Seconded by A. Kumar.

**CARRIED**

**Approve Revised Policy: Release of Exam results**

**MOTION:** By, B. Der, to approve the revised Exam Results Policy as presented. Seconded by S. Lal.

**CARRIED**

**Approve Revised Policy: Unrestricted Funds**

**MOTION:** By, D. Hengel, to approve the revised Unrestricted Funds Policy as presented. Seconded by S. Lal.

**CARRIED**

**Approve Policy: Return to Active Practice**

**MOTION:** By S. Lal, to approve the Policy: Return to Active Practice. Seconded by T. Turko.

**CARRIED**

**Approve Policy: Viewing of Exam Marking Criteria**

The Board discussed and reviewed the Viewing of Exam Marking Criteria Policy and asked that the word “and results” follow after the word “criteria”.

**MOTION:** By T. Turko, to approve the Policy: Viewing of Exam Marking Criteria and Results. Seconded by M. Blake.

**CARRIED**

**Approve Policy: Submitting a Complaint**

The Board discussed and reviewed the Submitting a Complaint policy and asked for the following policy statement to be revised as follows: A complaint that is not lodged within 12 months of the incidence will not be considered valid by the Inquiry Committee, subject to the Inquiry Committee exercising its discretion to consider a late filed complaint.

**MOTION:** By S. Lal, to approve the Policy: Submitting a Complaint. Seconded by M. Blake.

**CARRIED**

**Approve Guideline: Applications**

**MOTION:** By D. Hengel, to approve the Guideline: Applications. Seconded by T. Turko.

**CARRIED**

**Health Care Assistant (HCA) intentions paper**

The Board reviewed and discussed the Health Care Assistant intentions paper. The Ministry intends to move forward with this oversight and has now posted an intentions paper on the Ministry’s Professional Regulation consultation website.

**MOTION:** By T. Turko, to receive this intentions paper. Seconded by B. Der.

**CARRIED**

**Other Business**

- VCC business – Two letters were received by the CDBC office, one from Vancouver Community College (VCC) and the other from the Curriculum Advisory Committee (CAC). Both letters will be looked at further by the Registration Committee.

**MOTION:** By A. Kumar, to refer the letters from VCC and the CAC to the Registration Committee. Seconded by T. Turko.

**CARRIED**

**Adjournment**

As the Board members had no other business to discuss at this time, the meeting was adjourned at 2:55pm.