

Alberta College of Occupational Therapists

Council Meeting Minutes

April 28, 2019

Attending:

Liz Taylor – President and Chair (At ACOT office)

Kerstin Hurd – Vice President (LifeSize)

Sheron Parmar – Councillor (At ACOT office)

Andrea Petryk – Councillor (At ACOT office)

Tiffany Poltz – Public Member (LifeSize)

Marianne Baird – Registrar (At ACOT Office)

Mallory Foreman – Recording Secretary (At ACOT Office)

Regrets:

Peter Portlock – Public Member

Jennifer Lee - Councillor

1. **Call to Order and Preliminaries**

a. Meeting Chair Liz called the meeting to order at 9:03 a.m.

Liz requested a timekeeper for the meeting – Andrea volunteered.

2. **Adoption of the Agenda**

MOTION: To adopt the agenda – Sheron (MOVED) Andrea (SECONDED).
CARRIED.

3. **Adoption of Previous Minutes – March 19, 2019**

a. Amendment to the minutes – next meeting date stated as April 27th, to be updated to April 28th.

MOTION: Sheron (MOVED) Kerstin (SECONDED) to accept the March 19th meeting minutes with corrections. CARRIED.

4. **Registrar's Report**

Update on Strategic Plan

- a. Marianne noted how pleased she is about the Continuing Competency Committee's engagement and ideas.
- b. Council discussed development of a Communications Plan.
- c. Tiffany noted that she did not receive the latest eNews

ACTION: Marianne to forward the latest eNews to Public Members and make sure they continue to receive them going forward, along with any other pertinent information that is sent to registrants.

- d. Council briefly discussed interest in having a registration category for retired registrants.
- e. Marianne mentioned that Angela Sekulic, Director, Policy & Practice will be starting part-time in May and full-time in June.

Briefing Reports to Government and AHS

- a. A briefing note titled "Request for Update to HPA Schedule 15" requesting addition of diagnosis to the list of things that Occupational Therapists can do as stated in Schedule 15 has been sent off to Andrew Douglas, Director, Health Professional Regulation Unit of Alberta Health. Marianne will follow up with Andrew shortly.
- b. Marianne and Andrea discussed the recent presentation to Edmonton's OT Professional Practice Council.
- c. Bill 21 Flow Charts explaining the complaint process to be added onto the ACOT website.
- d. Marianne answered a question from Tiffany regarding how active ACOT's engagement with AHS is; that there are ongoing meetings and Marianne has a mentor who is an executive AHS.

ACTION: New Director, Policy & Practice to attend meetings with OT groups including AHS.

ACOTRO Labour Mobility Support Agreement

- a. Council discussed the substantial difference between ACOTRO's currency hour requirements and the currency hours required for OTs in Alberta's regulations. It was agreed that ACOT's currency hours are set higher for the protection of the public and ensuring competency of the profession. It was agreed that ACOT will not sign the LMSA.

ACTION: Marianne to consult with Dona Carlson from Health Professional Regulation at Alberta Health about how the currency hours in Alberta's Occupational Therapists Profession Regulation decided on and set for OT's provide this information to Council.

ACTION: Marianne will bring ACOT's decision on the matter to ACOTRO in May.

Registrar Limitation (RL) 2. Finances

- a. Marianne noted ACOT is following generally accepted accounting principles (GAAP) for its audited financial statements.
- b. Marianne reported on the audit that took place within the past week.
- c. Council discussed the College's cash flow and that it should be reported more often than yearly. Council agreed that the cash flow should be reported on quarterly.

ACTION: Marianne to make certain that the next quarterly report will have an accrual accounting based statement, including cash flow statements.

RL 2.1 Budget vs. Actual Q4 2018 Year End

- a. Marianne reported the College is in a favourable cash position due to a delay in committee tasks and projects with the change over in registrars.

- b. Council discussed the amount set for restricted reserves and the importance of it; discussed the need for sufficient legal reserves.

ACTION: Marianne to send comparison of reserves between 2018 budget and 2019, and information on 2019 legal budget & legal reserve amounts.

RL 5 Treatment of Public and Regulated Members

- a. Marianne discussed the sample emails from the public and regulated members that contain pleasant acknowledgements for ACOT. There was no negative feedback received about treatment of the public or regulated members during this reporting period.
- b. Council members were unable to open the same emails in Board Papers because they were embedded in documents rather than added as attachments.

ACTION: Marianne to add attachments of sample emails for the next meeting, rather than embedding them in documents.

RL 7 Communication and Support to Council

- a. Marianne discussed examples of how communication and support has been provided to council with the following items: ACOTRO's LMSA, environmental scan of other Colleges' regarding separation of the Complaints Director from the Registrar's role, RL's presented as scheduled, and how information is sent to Council as a whole. Marianne noted she is not in compliance for the item requiring her to send information only to President or all of Council – she has been sending information to both the President and Vice President or all of Council. Council discussed the benefit of this approach for the Vice President.

MOTION: Andrea (MOVED) Kerstin (SECONDED) to amend RL 7. # 5 to include both the President and Vice President or all of Council in communications.

CARRIED

ACTION: Marianne to amend policy RL7 to state that information will be sent to the Vice President as well as the President, or all of Council depending on the issue.

- a. Marianne confirmed administrative support to Council for minutes.
- c. Liz and Tiffany acknowledged Marianne's exceptional work on the evidence provided and the format of the RLs.
- d. Kerstin as Chair of the Governance Committee requested more dedicated support from the ACOT office for items such as charting out GC tasks and timelines. Marianne offered administrative support and project management support to the GC.

ACTION: Marianne to set up a time with Kerstin and Mallory to develop a work plan for the GC.

- e. Andrea acknowledged Marianne for shaping the Continuing Competence Committees.
- f. ACOT Council acknowledged the growth in professional capacity within the office staff as well as council members.

RL 9 Legislative Compliance

- a. Marianne discussed the legislative compliance of ensuring registration and noted that seventy-two registrants did not renew their registration during this past registration season. Although the College is technically in compliance with this RL, there is always room to improve the process through the Continuing Competence Committee's work.

ACTION: Mallory to review the list of seventy-two unrenewed registrants to identify the number of re-applications vs. the number of cancelled registrations.

RL 9.1 Legislative Compliance – Discipline

- a. Marianne noted that the College's current complaints are at various stages.
- b. Council discussed complaints that have been moved to investigation and the potential legal and investigation costs.
- c. It was noted that one complaint was granted an extension on its due date by the Complaints Director, due to the Investigated Person's personal extenuating circumstances.
- d. It was discussed that one complaint needed to go to hearing. Marianne asked Council's opinion on when the approximate date of the hearing should take place, either June or September, with availability of the legal team being a factor. Council's confirmed was that the complaint needed to be brought to a hearing sooner rather than later to follow the mandate of protection of the public.

MOTION: Kerstin (MOVED) Tiffany (SECONDED) to conduct the hearing in June. CARRIED

ACTION: Marianne to send an email to Peter to update him regarding timing for the hearing.

- e. Discussed adding an "Employed In" sector in the "Summary of Complaints" column.
- f. Discussed developing a future eNews to inform OTs that they are obliged to report to ACOT if they have concerns about another OTs practice, even if their employer is not responding to their concerns. This will allow for ACOT to put resources in place for support and coaching.

ACTION: Marianne to developing a future eNews to inform OTs that they are obliged to report to ACOT if they have concerns about another OTs practice.

5. Annual Report Review

- a. Council examined the Annual Report and noted the following amendments and additions:

ACTION: ACOTRO - SEAS section to be removed.

ACTION: Education/conferences for Council Members to be added in.

ACTION: To make a list of memberships we have and the training that ACOT attended, such as the AFRHP, CAOT, ACOTRO, and CLEAR.

ACTION: Overview of actions from the Practice Advisory and Leadership Committee to be added in.

ACTION: Marianne to draft Continuing Competence Committee activity report for Jennifer to review for the November – March period.

ACTION: Add process for approving Annual Report to Action Item list – 1st draft to be completed by April 2nd draft to be completed 1-2 weeks before June Council meeting, and then to finalize it in the June Council meeting.

- b. Council noted in the Demographics of Registration section that there needs to be further explanation for “Other” under the employment section.

ACTION: Application Form to have a free-text box for the applicant to write their specific area of employment, in future.

ACTION: review with CIHI categories of employment, areas of practice and practice settings that we track, in future.

ACTION: Add to gender options on Application Form – transgender, non-binary, two spirit, other – specify.

- c. Discussed training for the Complaints Review Committee. It was noted that the Committee needs to nominate a chair. Discussed the length of term for the Committee and the need for a Terms of Reference for them.

ACTION: Marianne to draft Terms of Reference for the Complaints Review Committee to review.

6. Committee Reports

Governance Committee

- a. Mention that the GC's last meetings took place on March 23rd, 2019 and April 16, 2019.
- b. Council discussed the recommended changes in the GC Report.

MOTION: Andrea (MOVED) Sheron (SECONDED) to approve all changes in the Committee Report: throughout Governance Processes (GPs) 11-17, RL2 and RL5. CARRIED

ACTION: RL 2: Approve wording changes as per Tiffany's suggestion. Bring forward to the next Council meeting RL2 and RL5.

- c. RL 5: To be left as is for now. Marianne will be bringing her evidence and declaration of compliance when the RL is to be reviewed.
- d. Discussed the next steps for the GC:
 - Peter will be exploring options regarding the individual councillor self-evaluation process; to be brought to the June 18th GC meeting.
 - To finalize the process for the annual report approval.
 - GC work plan to align with the Council work plan
 - Discussed nominees: Two people nominated to be on Council - Heidi Knupp and Arwen Caines.

MOTION: Sheron (MOVED) Andrea (SECONDED) to appoint Heidi Knupp and Arwen Caines as new councillors effective October 15, 2019 CARRIED

- e. Council discussed mentorship and orientation for the new Councillors.

ACTION: The new Council members will be invited to attend the Council meetings in June, August, and October. They will be notified of their appointment to Council after this meeting.

ACTION: An eNews will be sent to all registrants regarding the newly appointed Councillors.

ACTION: Council to review the new Councillor orientation checklist.

MOTION: Andrea (MOVED) Sharon (SECONDED) To have expenses covered (such as travel) for the new Councillors to attend the upcoming Council meetings as observers before they start their official roles in October. CARRIED

- f. Council discussed mentorship for the new council members between Andrea and Sharon. To be discussed further with Jennifer.
- g. Discussed the Bylaws: Liz, Marianne, and Peter had met about the revisions proposed by Field Law which were accepted with a few minor changes.

MOTION: Sharon (MOVED) Kerstin (SECONDED) to rescind the previous bylaws and approve the new Bylaws. CARRIED

Competency Committee

- a. Marianne acknowledged the thoughtful input of the Continuing Competence Committees and mentioned that there will be a survey to registrants in May from the Core Committee. The data from the survey will be analyzed by the Committee in May/June and brought to Council with recommendations in early July.
- b. Metrics committee to look at the literature: looking at the Continuing Competence Program objectives and how to measure the program.

ACTION: Marianne to be sure the Competence Committee's updated Terms of Reference is circulated to Council.

ACTION: Survey to be sent out by eNews to registrants during the week of May 5th, 2019. Council to provide input on the survey by May 1st. Marianne will bring feedback to the committees and then the survey will be finalized for sending out.

ACTION: Short YouTube videos to be continued in future for increasing registrant engagement

7. Action Items

- a. Council reviewed the existing action items, and those that were proposed throughout the (current) Council meeting.

8. Generative Thinking

- a. Council discussed a coffee gift card idea as an incentive for registrants to complete the Continuing Competence survey.
- b. Council discussed the need for registrants to know how long it will take to fill out the survey.

ACTION: Marianne to add in the eNews about the Continuing Competence survey how long it will take to complete it .

- c. Discussed the potential for requesting criminal record checks every 5-years from registrants. In future, ACOT may consider doing this as part of Continuing Competence Reviews. For now, we will continue requiring criminal record checks with vulnerable sector checks at initial application and re-application.
- d. Discussed using a process of just in time feedback for the Registrar from Council after each Council meeting.

ACTION: Council to hold in camera discussion after each meeting to discuss just in time feedback and then provide feedback to Registrar. Registrar to provide a feedback framework to Council.

9. Reflection on Governance

- a. Discussed that Angela Sekulic (the Director, Policy & Practice) is to report directly to Marianne.
- b. Council acknowledged the good meeting and Marianne's work.

ACTION: add the Ends Policy quote into the Reflection on Governance section for each Council meeting.

10. Closing Remarks and Adjournment

- a. Liz adjourned the meeting at 3:20 p.m.
- b. Next meeting is scheduled for May 14, 2019 at 6:00 p.m. via teleconference.
- c. Dinner to be re-arranged for a future Council Meeting (June or August meeting)

MOTION: Liz (MOVED) Sharon (SECONDED) for an *in-camera* meeting
CARRIED

In Camera meeting