

ACOT Office

Attending:

Elizabeth Taylor – President, Regulated Member
Kerstin Hurd – Vice President & Chair, Regulated Member
Jennifer Lee – Regulated Member (attended via LifeSize)
Tiffany Poltz – Public Member (attended via LifeSize)
Andrea Petryk – Regulated Member

Marianne Baird – Registrar, Regulated Member
Angela Sekulic – Director, Policy & Practice, Regulated Member
Mallory Foreman – Recording Secretary

Heidi Knupp – Observer, Regulated Member
Arwen Caines – Observer, Regulated Member

Regrets:

Peter Portlock – Public Member
Sheron Parmar – Regulated Member

1. Call to Order and Preliminaries

Liz called the meeting to order at 9:00 a.m.

2. Adoption of the Agenda

- a. It was mentioned that the Past President Role agenda item has been moved to after the in-camera meeting. The agenda is now listed with the strategic planning items at the beginning and the administrative items near the end.

MOTION: To adopt the agenda with the change - Kerstin (MOVED) Tiffany (SECONDED). CARRIED

3. Strategic Planning

- a. Marianne provided an update on the Strategic Plan Action Items 1.1 – 5.3, noting that most of the items are completed or on schedule.

Items that Council discussed further included:

- Training for the updated Continuing Competence Program (CCP) will start at the end of October and run through to February at varied times. Dates for these sessions will be sent out by eNews and the sessions may be held in the ACOT office or at OT work sites upon request.
- Regarding ACOT's request to add diagnosis to Schedule 15 of the *Health Professions Act*: government has acknowledged receipt of the submission. Marianne will continue to follow up with government for a response.
- Development of a communications plan will be started after the Council strategic planning retreat, at which point communication priorities can be aligned with the new strategic plan.
- Conversion from Alinity version five to version six will happen on October 11th.
- Investment in Councillors' ongoing training has been successful, with great benefit expressed from attending the Council on Licensure, Enforcement & Regulation (CLEAR) conference in September.
- Council indicated the weekly emails Marianne has been sending to Council regarding key College issues have been very informative.

- b. Council reviewed the 2019 Action Items list.

Items that Council discussed further included:

- Item 136: Marianne met with the University of Alberta's (U of A's) OT Department Chair Mary Forhan, who recommended that Marianne attend the OT Department Council meetings rather than the town halls.
- Use of accrual accounting based financial statements, including cash balance is in progress.
- There is a need to review the new Councillor orientation checklist, and to update the Call for Councillor Nominations before March.
- The location of all Governance Committee (GC) documents needs to be centralized.

ACTION: Review of new Councillor orientation checklist to be added to the next GC meeting agenda.

ACTION: Kerstin to gather GC meeting documents and forward to Marianne for posting on SharePoint.

ACTION: Kerstin to update the Call for Councillor Nominations.

- Unrenewed registrants: Marianne will investigate whether releasing names into an eNews would be a privacy issue. This will be discussed further at the next Council meeting on November 26th.
 - The Interprofessional Pathways Launch in September was well received by the OT students. This brought up further discussion as to deciding which functions SAOT or ACOT should attend.
- c. Council Strategic Planning Retreat - Marianne presented the proposed agenda for the Council Retreat and opened the topic for discussion and suggestions.
- There was agreement that the Blanket Exercise (an exercise around knowledge of Indigenous cultures) would be excellent for setting engagement, tone, and understanding during the retreat. Liz noted Shaniff Esmail or Cary Brown have used this exercise with OT students before.
 - Council discussed adding ACOT's vision, mission and risk register to the agenda, then decided the vision and mission could be circulated before and after the retreat.

ACTION: Marianne to circulate ACOT's vision and mission to Council with suggested updates pre- and post-retreat.

- Additions to the agenda were agreed upon, including the use of big data/using data to inform decisions and drive safe practice, and a look at the overall culture of ACOT.
- It was agreed that it would be beneficial to hold the retreat away from the ACOT office. Suggested locations were discussed.

ACTION: Marianne to investigate the suggested retreat locations and book a final location in the next week.

- d. Comparison of Other Colleges' Expenses - Marianne oriented Council to the comparative expenses for ACOT, Physiotherapy Alberta College and Association (PACA), Alberta College of Speech Language Pathology and Audiology (ACSLPA), Alberta College of Social Workers (ACSW), and the College of Alberta Psychologists (CAP).
- ACOT's current staffing levels were compared to the other Colleges, and the potential to re-look at staffing needs as part of the succession plan for the Operations and Complaints Director's position was discussed.

- e. Risk Register – initial and new entries to the risk register were discussed. Some of the added risks were:
 - Outdated legislation.
 - There is a possibility that the *Health Professions Act* might be opened (both a risk and an opportunity).
 - It is unclear if we are missing some practice questions beyond what comes through to the College, creating a risk that we are reactive rather than proactive about practice issues.
 - Changing demographics of both registrants and OT clients resulting in changing expectations for services for both groups.
 - Technology changes (e.g. virtual practice) with implications for registration requirements in multiple jurisdictions.

- f. Stakeholder Analysis - Marianne reviewed the Stakeholder Analysis spreadsheet which lists stakeholders with a low, medium, or high “interest in ACOT” and “influence on ACOT”.
 - The public are the number one stakeholder. Council discussed the public’s interest level in ACOT and determined this should be looked at further during the Strategic Planning Retreat.

ACTION: Complete the Stakeholder Analysis document and discuss it further at the next Council meeting on November 26th.

ACTION: Expand all acronyms on the Stakeholder Analysis document.

4. Generative Thinking

- a. Marianne brought forward the following Generative Thinking items for discussion:
 - ACOT has director’s and officer’s insurance coverage of two million dollars. Most Alberta Colleges reported in a recent survey they are now holding five million in coverage. Council discussed whether to increase the coverage, how much this would cost and agreed that it should be increased to five million.

ACTION: Increase ACOT’s director’s and officer’s liability coverage to five-million dollars.

- ACOT’s past endowment to the U of A OT department for a PhD scholarship is now generating enough interest to fully fund the scholarship annually.

- The Sharon Brintnell Lectureship held at the U of A's Corbett Hall was a success as there were close to 300 people in attendance. ACOT's sponsorship of the event was acknowledged.
- Feedback after Liz and Marianne attended an Edmonton Zone mental health OT group meeting was that the frontline perception of ACOT's engagement has been much improved over the past year.
- Federation representatives met with Minister Hunter (Red Tape Reduction) regarding bottlenecks in ability to update legislation and regulations.
- Bill 11, the Fair Registrations Act is an opportunity for government engagement with ACOT – Marianne noted that she will be confirming with SEAS that their training of assessors is robust and confirming with government that the process is transparent.
- The American Occupational Therapy Association (AOTA) and the National Board for Certification in Occupational Therapy (NBCOT) are looking at implementing interstate licensure over the next four years.
- Alberta Health to meet with ACOT and PACA about barriers to virtual care/Telehealth/ online services.
- Andrea discussed the presentation on independent regulation held at the CLEAR conference.

5. Auditor Approval

- a. ACOT has been hiring RSM Alberta LLP for its audits for the last few years. ACOT's policy is to look at new auditor proposals every five years. Council agreed there is no need to change audit firms now as different individuals from RSM have been doing the audits.

MOTION: To approve RSM Alberta LLP as auditors for the 2019-2020 year - Kerstin (MOVED) Tiffany (SECONDED). CARRIED

6. New President and Vice President

MOTION: To approve Kerstin Hurd as President of ACOT Council – Tiffany (MOVED) Andrea (SECONDED). CARRIED

MOTION: To approve Andrea Petryk as Vice President of ACOT Council – Tiffany (MOVED) Kerstin (SECONDED). CARRIED

7. Committee Reports

- a. Governance Committee (GC) Report

- Andrea will now be chairing the GC, as part of her Vice President role.
- Council evaluation process: GC now has a four-question meeting-to-meeting evaluation (completed after each meeting) and an annual evaluation (completed in time for November meeting this year and for the October meeting going forward).
- Results will be collated and brought to the next meeting.

ACTION: Add four question meeting-to-meeting evaluation time to every Council meeting agenda moving forward.

ACTION: Review the collated evaluation results at the November Council meeting.

- Discussed the need for Council members to sign their annual Conflict of Interest and Oath of Confidentiality documents.

ACTION: Conflict of Interest and Oath of Confidentiality documents to be circulated by Marianne for completion by Councillors.

b. Competence Committees Report

- Marianne mentioned that the September 9th joint Continuing Competence Committees (CC) meeting went very well, provided samples of the positive feedback from Committee members about participating in the work.
- A call out for Standing Continuing Competence Committee (CC) members will be sent next week. Council discussed the desired composition of the CC (various areas of practice, addition of a consumer of OT services and a member of another health profession), frequency of meetings, term length, CC focus/role and questions to ask potential CC members.
- Andrea noted that she has stepped down as Co-Chair of the CC.

ACTION: Marianne to check with Jennifer about whether she is stepping down as Co-Chair of the CC.

ACTION: Marianne to approach the government to ask if a CC public member must be appointed by government. If this is not a requirement, Marianne to contact the Volunteer Action Centre about finding a public member for the CC.

- The CC members will be chosen by Council and then those members will nominate their chair.

MOTION: To wind down the existing Continuing Competence Committees and convene the new Standing Competence Committee – Kerstin (MOVED) Liz (SECONDED).

CARRIED

8. Continuing Competence Program Education Materials

- a. Angela introduced the Continuing Competence Rubric, the Continuing Competence FAQs, and the Continuing Competence Step-by-Step Guide.

Items that Angela and Council discussed included:

- All current Continuing Competence Program information will be ported over to Alinity V.6 on October 10th. There will be a few more updates once it has gone live.
- Marianne noted there will be multiple training sessions held based on the materials presented today.
- Continuing Competence Rubric: a guide for registrants to learn how much and what kind of content is required in their CCP. This rubric will also guide the Standing CC audits.
- Continuing Competence FAQ's: This document contains every question that was raised in the focus groups, surveys, and questions received within the office. There was discussion among Council on how many questions should be put into the document, how to organize the document visually, with agreement that it contained valuable content.
- Continuing Competence Step-by-Step Guide: This assists and orients registrants to the updated CCP.
- Council further discussed hiring a developer or communications person to help produce an interactive and user-friendly website presentation of the CC materials.

9. Consent Items

- a. Adoption of Previous Minutes – August 20th, 2019
 - One update was noted for the previous minutes – to change item 6a to read “...the past president’s role discussion occurred, and a decision was not made, therefore it will be brought forward to the next meeting.”

MOTION: To approve the August 2019 minutes with the change – Liz (MOVED) Andrea (SECONDED). CARRIED

b. RL 2.1 Budget vs. Actual Q2 2019

Marianne presented RL 2.1 with comments as below:

- The variance in revenue reflects the change from cash-based to accrual-based budgeting. The budget will change accordingly for next year. Revenue will be recognized throughout the year as earned.
- Expense variance was noted due to CLEAR costs coming through later than expected.
- Salary and wages are lower as Angela was hired on later in the year than expected.
- Accrual-based recognition of revenue and expenses to continue improving.

MOTION: To accept Budget vs Actual Q2 2019 as presented – Andrea (MOVED) Tiffany (SECONDED). CARRIED

MOTION: To approve RL 2.1 Budget vs. Actual Q2 2019. – All in favour. None opposed. CARRIED

ACTION: *ACOT staff to meet with Tiffany to explore further improvements to accrual-based reporting.*

c. RL 4: Asset Protection

Marianne presented RL 4 with comments as below:

- Director's and officer's liability insurance will be increased to five-million dollars as discussed today.
- Also carrying adequate commercial liability insurance.
- Policy requires ACOT to hold funds in AAA rated accounts, however all of Canada's major banks are currently rated as Aa2.
- "Clean audit" noted by RSM Alberta LLP for ACOT's 2018-2019 financial statements.
- ACOT has business continuity and disaster recovery plans but no infection protection and control plan (ICP).

ACTION: Create an ICP plan.

ACTION: *Add to the GC Action Items: look at RL 4 Number 7 AAA rating, revise to a level that is in keeping with current Canadian banking institutions' highest ratings.*

MOTION: To approve RL 4 Asset Protection – All in favour. None opposed. CARRIED

d. Complaints Activity

Marianne reported on the Complaints Activity as below:

- With nine complaints so far this year, it is the most the College has ever received in a year.
- It is unclear if this means the public are more aware of their ability to submit complaints.
- Marianne noted there is no specific commonality between the complaints.

ACTION: Marianne to find out if other Alberta Colleges have also had an increase in complaints activity this year.

10. Reflection on Governance

- Council agreed the Ends Policy is being followed closely for the protection of the public.
- There was mention that it is a privilege for the profession to be self-regulated.

11. Meeting Survey/Evaluation (Today)

First Governance Committee evaluation completed.

12. In Camera (Motion)

MOTION: Andrea (MOVED), Kerstin (SECONDED) - For an *in-camera* meeting.
CARRIED.

13. Past President Role

- Council discussed the pros and cons of the potential role.

MOTION: To introduce a Past President role with a term of one year; to be reviewed each year in October. Kerstin (MOVED) Andrea (SECONDED). CARRIED

ACTION: GC to review the Bylaws and Polices for any information on the Past President role.

ACTION: Kerstin to invite Liz to attend as a Past President for all in-person and Strategic Planning meetings.

14. Closing Remarks and Adjournment

No further remarks.

MOTION: Andrea (MOVED), Kerstin (SECONDED) – To adjourn the October 5, 2019 Council meeting at 3:43 p.m. CARRIED