



Alberta College of Occupational Therapists

Council Meeting Minutes

February 22, 2021

Microsoft Teams

Attending:

Jennifer Lee – Vice President, Regulated Member

Elizabeth Taylor – Past President

Arwen Caines – Regulated Member

Peter Portlock – Public Member

Heidi Knupp – Regulated Member

Tiffany Poltz – Public Member

Whitney McKenzie – Regulated Member

Carrie Hait – Regulated Member

Marianne Baird – CEO & Registrar

Ambere Porter for Mallory Foreman – Recording Secretary

Regrets:

Andrea Petryk – President, Regulated Member

1. Overview of Meeting

Jennifer called the meeting to order at 5:31p.m.

2. Approval of Agenda

Jennifer reviewed the Agenda, and no changes were requested by Council.

MOTION: To accept the Agenda as presented – Tiffany (MOVED), Arwen (SECONDED). CARRIED.

3. Strategic Planning

Update on Strategic Plan

Marianne noted most items in the Strategic Plan are on track for completion as scheduled. We have not completed the item with the Alberta Federation of Regulated Health Professions (the Federation) to further engage with the public, due to the shift in focus of the Federation's work over the course of the pandemic and with Bill 30 and Bill 46 efforts underway. We continue to sit on multiple Federation committees.

Review of Action Items

Discussion on the Action Items presented included:

Completed items such as reattached the review and evaluation Rubric to the applicable policy document.

We consulted with Field Law and other Colleges on requirements for Competency Assessments (formerly known as practice visits), and we will develop a policy for these to use in the future.

4. Generative Thinking

Preparing for Acting Against Racism and Intolerance (AARI) Recommendations

The AARI consultants are thoroughly looking at policies, procedures, and they provide services beyond the scope of the work hired to do. They are regularly meeting with Marianne and Jennifer, and they provided input on the ACOT position posting. Their report writing has been excellent. Discussions with the Advisory Panel and committee have been very rich.

Marianne noted she is looking at doing some staff and Council education with the consultant. Some Advisory Panel members will attend the March meeting and the format and content of that engagement is still being decided on.

Welcome and introductions to the contractor Hilkewich et al– Mallory, Mandy and Ana.

AARI Project Update – Presentation and Discussion

What is your HOPE and VISION for ACOT doing this work? Think about where you imagine this work being in:

- **1 year**
- **5 years**
- **10 years**

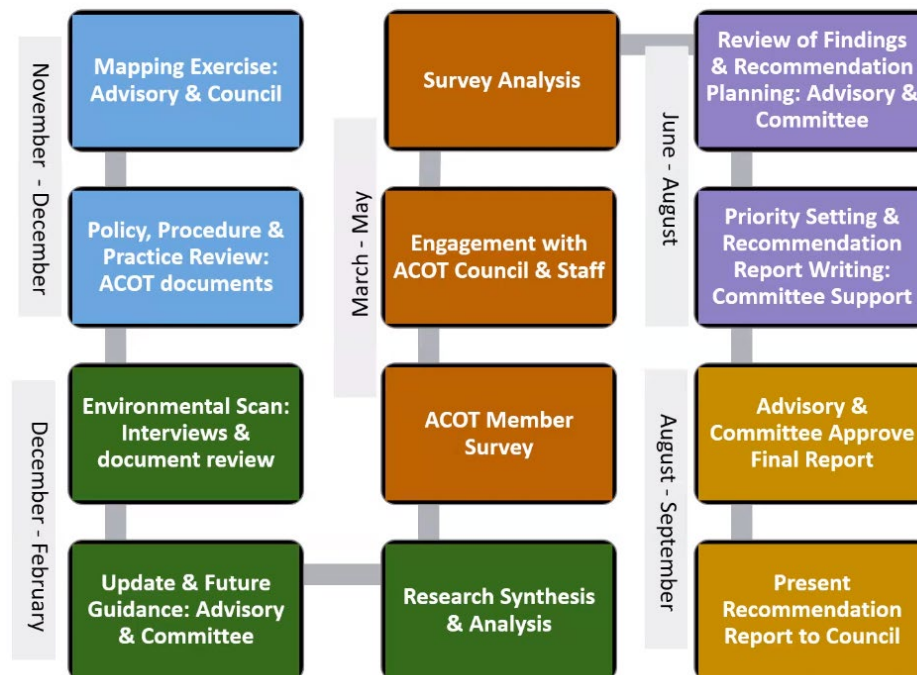
slide from presentation

Hopes discussed:

- Desire to have this as a part of our regular “life”, business and needs to be always on our agenda.
- Build AARI work into Council annual training requirement and continuing competence training for registrants
- Registrants see our commitment to anti-racism efforts.
- Reinforce this as a part of our culture and it becomes a part of who we are.
- 10-year thought - the public will feel that any OTs they are working with will be able to provide culturally safe care.

Mallory reviewed the worries and next steps that the AARI Advisory Panel and Committee members identified, including but not limited to concerns about whether complaints about experiencing racism would be taken seriously if brought forward to ACOT. Marianne indicate she and the Complaints Director will be available to attend meetings of the Advisory Panel and the Committee to discuss how ACOT could investigate any complaints from OTs about racist experiences and go over which complaints are in the College’s jurisdiction to investigate.

Mallory reviewed the AARI work Hilkewich et al has done to date and the proposed next steps:



slide from presentation

Council Input for the proposed Registrant/Stakeholder Survey included:

- Where does the responsibility lie for different pieces - areas of influence?
- How do we include who is responsible and has jurisdiction for different kinds of complaints about racism (e.g., complaints about patients/clients, colleagues who are OTs and colleagues who are members of other Colleges)?
- Is there an area where racism education is lacking the most – areas of practice? Where to start?
- Ask what the registrants think that would be helpful in terms of increasing competency in the workplace?
- Suggest asking what was helpful/not helpful when you were being trained as an OT?
- Note why this is important, why people should care and be interested in AARI work.

- How should we address this with registrants who think this isn't the business of the College?
- Leveraging people working in teams or others who can influence their community – trans-disciplinary approach
- Ask how do you see racism in your practice? Thinking and viewpoints.
- What could ACOT Council do to further demonstrate our commitment to anti-racism work?
- Ask for a reflection on the context where they work and if they feel they can have an influence on their workplace culture. Personal agency – can they make the changes at work they would like to be able to?
- Have registrants tell us what the obstacles are to them making progress in this area and how to make it tangible.

Discussion points after the presentation included:

- We could link this to education at renewal and competencies.
- Appreciation was expressed for the consultant's approach to the presentation, expertise and quality work.
- We need to be prepared for questions about whether the College should be doing this work.
- Early engagement with registrants may be helpful to address any challenges
 - tie it back to our Code of Ethics and Standards of Practice
 - tie back to College's mandate to serve the public interest
- We align with other organizations who are doing this work.
- We are further ahead and in a leadership role to encourage other organizations to move forward with this work.
- It is heartening to see racism approached as a serious issue
 - powerful that ACOT provided a space for this work

New Public Members Orientation

Looked at the ACOT Staff Team Charter for 2020 and 2021 and brainstormed ideas posted on the white board for what a similar charter for the Council could contain.

ACTION: Marianne to take away the virtual post-its and develop a Charter for the Council to review in March.

Practice Inquiries Activity Report

The large volume of calls is continuing to increase as we get closer to the end of renewal. We are triaging the inquiries and spreading out the work. Query categories have also changed into Continuing Competence Program (CCP), registration requirements, technical issues, and mandatory module questions.

There were 347 attendees at the 13 virtual information sessions. Updated videos supported queries. Page 10 shows the pandemic queries and the CCP queries.

Discussion: compliments on the quality of the report, synthesis of the information and thanks for the approachable presentation.

Question: How does this CCP inquiry volume and other queries compare from year to year. Answer: it's hard to compare directly because new graduation season was extended into renewal season this year, and the College has been working on being more approachable, so registrants are calling in more. The increase in CCP resources has been received positively. This has all created even more demand on the staff team.

ACTION: Marianne to check with the Registration Interest Group about how other colleges handle inquiries volume during registration.

MOTION: To accept the update on Strategic Plan, Action Items, Practice Inquiries, and AARI Report Items for Information - CARRIED.

5. Committee Reports

MOTION: To review Committee Reports – Peter (MOVED) Arwen (SECONDED).

Governance Committee

Items reviewed included:

- On-Boarding Process - Executive Orientation – with workplan and timelines associated
- President and Vice-President onboarding process reviewed
- Governance Policy (GP) – policy removal of #14 and it has been added to #1-approved
- GP 14 – policy – approved
- GP 16 – Request for presentation to Council - approved
- GP 17 – Communications – approved
- Registrar Limitation (RL) 1-2: Treatment of Staff & Volunteers – approved
- RL 5: Treatment of Public & Registrants – approved

Interim Vice-President Discussion

- Key role is chairing GC
- There will be an increase in work for this role with the new Bill 46
- Each candidate presented their interest in the VP role, then they stepped away from the virtual space
- Discussion and voting followed.

MOTION: To appoint Arwen Caines as our Interim Vice-President. Whitney (MOVED) Tiffany (SECONDED) CARRIED.

MOTION: Jennifer Lee to be appointed to be Interim President Peter (MOVED) Arwen (SECONDED) CARRIED.

Competence Committee Report

The Competence Committee is continuing calibration of the review and evaluation rubric and procedures. The next meeting will be held in March. The CCP virtual road show is completed.

6. Consent Items

Review of Last Meeting's Minutes

MOTION: To approve the January 23, 2021 Council Meeting Minutes as presented Jennifer (MOVED) Heidi (SECONDED). CARRIED.

RL 1: Treatment of Staff & Volunteers

Marianne noted the emails received from Competence Committee volunteers describing their positive experience on the Committee. Council discussed ways to have a virtual celebration of the staff's hard work during renewal in mid to late March.

RL 5: Treatment of Registrants & Public

Council expressed appreciation for the sample of thank-you notes attached to the RL report, as an indicator of positive treatment of registrants and the public.

RL 9: Legislation Compliance

Angela is tracking the mandatory module completion, and notices are sent to registrants and employers for those who do not renew their registration by February 28th.

RL 9.1: Legislation Compliance – Discipline

Complaints activity reports are provided at each Council meeting, including inquires that did not result in a complaint.

Complaints Activity Report

There has been increased complaints activity this year with six (6) open complaints currently and five closed. We are at 11 this year with another one coming.

MOTION: To approve the RL Reports and Complaints Activity Report – Heidi (MOVED) Whitney (SECONDED). CARRIED.

7. Reflection on Governance

Jennifer conducted a roundtable asking each Councillor to provide their thoughts. Some items noted were:

- Our work with AARI contractors positions us to maintain competent ethical OT practice
- We're leaders in regulation, it was a good meeting
- Were going to challenge minds with the AARI work
- It was nice to meet the AARI consultants and see their work
- I liked reading the team charters
- There was lots of good energy and participation during the meeting
- We have come far on the Competence Committee work

8. Meeting Survey/Evaluation

With all positive responses, Council moved to an in-camera session.

MOTION: For an in-camera session – Carrie (MOVED) Whitney (SECONDED).
CARRIED.

9. Adjournment

MOTION: To adjourn the meeting – Heidi (MOVED) Arwen (SECONDED). CARRIED.

The February 22, 2021 Council Meeting concluded at 8:38 p.m.