

BOARD MEETING
Saturday, September 15, 2012

The Pan Pacific Hotel
999 Canada Place, Vancouver BC
“Oceanview 7-8”, Restaurant & Gallery Level

MINUTES

The meeting commenced at 8:30 am

In Attendance

Dr. Peter Stevenson-Moore, President
Dr. David Tobias, Vice President
Dr. Ben Balevi
Dr. Darren Buschel
Ms. Melanie Crombie
Ms. Julie Johal
Mr. Richard Lemon
Ms. Elaine Maxwell

Ms. Sherry Messenger
Dr. Kerim Ozcan
Mr. David Pusey
Mr. Anthony Soda
Dr. Jonathan Suzuki
Dr. Jan Versendaal
Dr. Eli Whitney
Dr. David Zaparinuk

Regrets

Dr. Erik Hutton, Treasurer
Mr. Dan De Vita

Staff in Attendance

Mr. Jerome Marburg, Registrar & CEO
Ms. Nancy Crosby, Sr. Assistant to the Registrar
Ms. Sandra Harvey, Director of Registration & HR
Dr. Cathy McGregor, Complaints Investigator
Dr. Garry Sutton, Complaints Investigator
Ms. Anita Wilks, Sr. Manager of Communications
Ms. Carmel Wiseman, Director of Professional Regulation
Mr. Dan Zeng, Sr. Manager of Finance and Administration

Invited Guests:

Ms. Nicole Wardstrom, CDABC President
Ms. Maureen Baird, CDSBC Counsel



1. Meeting Called to Order and Welcoming Remarks

2. Oath of Office

Drs. Balevi and Versendaal recited and signed the Oath of Office as new Board members.

3. Consent Agenda

- a. Approve Agenda for September 15, 2012
- b. Approval of Board Minutes of May 25, 2012
- c. Recording of Electronic Vote – Committee Membership List
 - Revised Committee Membership List
- d. EL5: Financial Planning/Budgeting Report (*attachment*)
EL6: Financial Condition and Activities Report (*attachment*)
- e. EL3: Registration, Certification and Monitoring – Quarterly Reports for the period March 1, 2012 to August 31, 2012
- f. HPRAC Ontario Decision on Spousal Treatment
- g. CDHBC Letter & Response
- h. Media Clippings
- i. HPRB Decisions
- j. Derek Duvall Discipline Decision Redacted

MOTION

That the items on the Consent Agenda for the September 15, 2012 Board meeting be approved.

Carried



4. CDABC Presentation (Wardstrom)

Nicole Wardstrom, President of the Certified Dental Assistants of BC, presented to the Board about CDABC's current situation. The association is looking for ways to collaborate with partners to ensure it continues to offer services to the CDAs of this province. She explained that CDABC works to promote safety of CDAs and provides services to help CDAs advance their careers. Ms. Wardstrom asked for the College's support in their efforts and to consider a range of business options.

After discussion, the Board passed a motion to refer this issue to the CDA Advisory Committee, asking it to explore ways to support CDABC in its efforts.

MOTION:

To refer this issue to the CDA Advisory committee asking it to explore ways to support CDABC in its efforts.

Carried

5. Governance Manual – Update

The Governance Working Group and Watson Advisors created a draft Board Manual to define the role of the Board, CDSBC Committees and Registrar, and to set out how the Board carries out its work. The Governance Working Group expects to put the final product before the Board in December for approval.

Work still needs to be done on the Terms of Reference for the newly created Governance Committee, as well as the Finance and Audit Committee.

The President thanked the Governance Working Group for their hard work to date.

6. Patient Relations Workshop – Follow Up

The Board attended a Boundaries, Ethics and Professionalism workshop on September 14. Participants included CDSBC's Ethics Committee and representatives from the BC Dental Association and Certified Dental Assistants of BC. The workshop was led by experts in the areas of professionalism and ethics, Drs. Glen Gabbard and Maureen Piercey.



The College published a statement on the treatment of spouses earlier in 2012, but there remains a need to educate registrants about boundary issues, objectivity, and issues of consent that arise when treating family and friends. The Board asked the Registrar/CEO to provide the Ethics Committee with a summary of the outcomes from the workshop, with a request that the Committee develop Patient Relations guidelines for dentists and CDAs.

MOTION:

That this matter be referred to the Registrar and the Ethics Committee.

Carried

7. Strategic Planning

The Registrar/CEO Jerome Marburg presented the proposed strategic objectives for CDSBC's Strategic Plan. Four themes were discussed:

Registration: Effective, Efficient, Electronic, Routes of Entry

- CDSBC leads regulators through transparent, fair, effective and defensible registration classes processes/procedures
- CDSBC develops maintains and publishes clear/ relevant, registration pathways and requirements

Complaints Reduction and Resolution

- CDSBC is and is recognized for its transparent, fair, effective and defensible complaint resolution process/procedures
- CDSBC takes active steps to help registrants enhance the standard of care they provide
- CDSBC takes active steps to promote/enhance ethical understanding and behaviour amongst its registrants

Professional Practice

- CDSBC nurtures, develops and delivers a transparent, fair, effective and defensible sedation/general anaesthetic registration and inspection program
- CDSBC promotes access to dental services/care



Governance and Operations: Doing It Right

- CDSBC maintains fair, transparent, and defensible fee structures that (wherever possible) recover costs
- Board, committees, registrants and staff understand the role and limitations of the College with respect to regulatory vs advocacy functions
- CDSBC is an effective voice and decision influencer/maker at the national level on matters of accreditation/certification/qualification standards as well as assessment for entry or recognition
- CDSBC is an effective voice and decision influencer/maker at the provincial level
- The Board and staff communicate effectively with registrants, the public and roleplayers/stakeholders
- CDSBC has robust systems and processes in place to support organizational needs
- Board and staff promote and enhance understanding/adhesion to best practices for governance and Board/committee effectiveness
- CDSBC is a desirable workplace that attracts, retains and develops talented and creative individuals on staff, committees and the Board
- CDSBC physical plant and assets are well planned and managed
- The College is a prudent steward of financial resources
- Board and staff act (and are encouraged/empowered to act) in a socially responsible manner

Mr. Marburg explained the strategies that are planned for each theme over the next three years. The Board approved the objectives as presented, allowing for minor editorial changes as required.

MOTION:

That the Board accept the strategic operational plan as presented.

Carried
Unanimously



8. Expense Policy

The Board approved minor changes to the Expense Policy.

A comprehensive review of Board compensation will be undertaken by the Governance Working Group well in advance of the 2014/15 budget year.

MOTION:

That the Expense Policy edits be accepted as presented.

Carried

AMENDMENT TO MOTION:

To change the word ‘may’ with ‘will’ receive honorarium when claimed.

Carried

MOTION:

That the expense policy be referred to the Governance Committee.

Carried

9. CDSBC Committee Updates

President Peter Stevenson-Moore and Registrar/CEO Jerome Marburg hosted a meeting of CDSBC committee chairs on August 24. This was the first time in recent memory that a meeting of this type took place. Each of the chairs provided a report about their recent and planned activities, and shared their perspectives and experience with each other.

As part of the new governance process, the committee chairs will provide a written report of their activities to be tabled at each Board meeting.

MOTION:

That the Board receive the committee reports as presented.

Carried



10. Registrar's Update

The Registrar/CEO Jerome Marburg gave an overview of the College's progress since joining the College in mid-July, including:

- **Individual staff meetings:** Mr. Marburg has met with each CDSBC support staff to learn about them as individuals, the work they do, and their perspectives on opportunities for organizational (as well as personal) growth and improvement. Their input has been invaluable, including as key contributors to the strategic planning process.
- **UBC Faculty of Dentistry:** The College has had a significant presence at the dental school in August and September, including presentations to first- and third-year DMD students and grad students. Complaint Investigator Dr. Garry Sutton had significant involvement in the orientation week programs for first-year dental and medical students. Dr. Eli Whitney, who is CDSBC's Board member at UBC, is the coordinator for the Professionalism and Community Service (PACS) curriculum. He advised there may be further opportunities for CDSBC to speak to dentistry students.
- **Sleep Apnea Guidelines:** Three subject matter experts have authored a paper on the dentist's role in treating sleep disorders, and sleep apnea in particular. The College is honoured that Drs. Fernanda Almeida, Alan Lowe and Luc Gauthier have donated their intellectual property rights in the paper to the College for the benefit of the profession. The College will convert the paper to guidelines that will be tabled at the December Board meeting. Special thanks to Dr. David Tobias for liaising with the College and UBC Dentistry on this initiative.
- **Minimal and Moderate Sedation Guidelines:** A working group of the Sedation and General Anaesthetic Services Committee has been working diligently on revising the guidelines for minimal and moderate sedation. The group has made significant progress this year. Draft guidelines are scheduled to go to the Board for approval in December, after which the guidelines will be posted for consultation.
- **Organizational design:** Mr. Marburg provided highlights of organizational design changes to align staff resources with strategic and operational priorities.



- **Canadian Dental Regulatory Authorities Federation (CDRAF)**

The CDRAF Annual Board Meeting is being held in Toronto in October. The meeting will be attended by the Registrar, President, Vice-President and Dr. Coles, past President of the College. The Board will receive a report of this meeting at the December Board meeting.

The President asked the Registrar to give the Board a brief summary of the recent CBC Marketplace interview.

This investigative consumer program is developing an episode on dentistry that is expected to air on October 19. CBC research staff contacted CDSBC for background information on how the profession is regulated and about why there may be a variation in treatment plans – and associated costs – between one dentist and another. We explained that there is a wide range of factors and circumstances that can be brought to bear on when a patient presents to a dentist. A range of treatment options exists, all of which are professional, ethical and appropriate.

11. Appointment of Policy Development Working Group

- **Publication of Complaint/Discipline Materials**

A Policy Development Working Group made up of Board and staff will be created to develop a policy on how notices about the outcome of complaints and discipline process are posted. It will address such questions as when, what, where and how long to publish information about complaints and discipline matters.

The President asked Board members to email the Registrar if they wish to be part of this Working Group to develop this policy prior to presenting to the Board in December.

THE OPEN MEETING CONCLUDED AT: 12:30 pm

The balance of the meeting proceeded in camera pursuant to Bylaw 2.15(9) of the College Bylaws under the *Health Professions Act*.