

BOARD MEETING
Saturday, 23 September 2017

Terminal City Club
837 West Hastings St. Vancouver, B.C.
“Presidents Room”

MINUTES

The meeting commenced at 8:35 am.

In Attendance

Dr. Don Anderson, President	Dr. Dustin Holben
Dr. Susan Chow, Vice-President	Mr. Oleh Ilnyckyj
Dr. Patricia Hunter, Treasurer	Ms. Dorothy Jennings
Dr. Deborah Battrum	Ms. Cathy Larson
Dr. Doug Conn	Mr. Rick Lemon
Mr. Dan de Vita	Ms. Sabina Reitzik
Dr. Andrea Esteves	Dr. Mark Spitz
Dr. Michael Flunkert	Mr. Neal Steinman

Regrets:

Dr. Masoud Saidi
Mr. Terry Hawes

Staff in Attendance

Mr. Jerome Marburg, Registrar & CEO
Mr. Greg Cavouras, General Counsel
Ms. Nancy Crosby, Manager of CEO’s Office
Dr. Chris Hacker, Director of Professional Practice
Dr. Meredith Moores, Complaint Investigator
Ms. Roisin O’Neill, Director of Registration and HR
Ms. Leslie Riva, Sr. Manager, CDA Certification and QA
Ms. Marife Sonico, Administrative Assistant, Registrar’s Office
Ms. Anita Wilks, Director of Communications
Ms. Carmel Wiseman, Policy Development & Deputy Registrar
Mr. Dan Zeng, Director of Finance and Administration

Invited Guests

Dr. Ken Chow, Chair – Ethics Committee



1. Call Meeting to Order and Welcoming Remarks

The President welcomed the Board and staff. He informed the meeting that Dr. Deborah Battrum is expected at around 9:15 am, so he will move the Oath of Office for when she arrives. He also advised the group that he will excuse himself during the Bylaw 12 discussion and requested Vice President Dr. Susan Chow, to manage the discussion.

Dr. Anderson expressed his appreciation to Mr. Rick Lemon and Mr. Dan De Vita whose term on the Board will end on 1 October 2017. He highlighted their service to the College and recognized their significant contributions.

2. Oath of Office – New Board member

The Oath of Office was administered after Item #3, Consent Agenda, once Dr. Battrum arrived at the meeting. The President introduced Dr. Deborah Battrum, an incoming Dentist Board member.

Dr. Deborah Battrum took the Oath of Office, administered by the Registrar.

3. Consent Agenda

- a. Approve Agenda for 23 September 2017 (*attachment*)
- b. Approval of Board Minutes of 24 June 2017 (*attachment*)
- c. Reports from Committees (*attachments*)

MOTION: De Vita/Jennings

That the items on the Consent Agenda for the 23 September 2017 Board meeting be approved.

Carried

4. Business Arising from the Consent Agenda

There was no business arising from the consent agenda.



5. Executive Limitation Reports

CDSBC Governance policy requires that the CEO report regularly on matters identified by the Board through a series of Executive Limitations policies. This is one of the ways the Board discharges its oversight obligations without delving into operational issues. The CEO routinely submits these reports to the Board.

- EL2: Treatment of Public (*attachment*)
EL3: Registration, Certification and Monitoring (*attachment*)
EL5: Financial Planning/Budgeting (*attachment*)
EL6: Financial Condition and Activities (*attachment*)
- Complaints Team Public Report(*attachment*)
- Registration & Certification, Quarterly Report (*attachment*)

Mr. Marburg opened the floor to questions or clarifications on the reports. It was noted that EL2: Treatment of the Public didn't have a signature while all other Executive Limitation reports have been signed. This report will be signed and saved electronically.

6. Annual Operation Plan (*attachments*)

Board Officers and senior staff held a planning session on 17-18 August to develop the proposed operational planning priorities for the upcoming year for Board consideration. The Registrar explained that the operational plan covers the priorities identified in the operational planning survey, ongoing work of the College as well as several new initiatives.

Mr. Marburg emphasized that the first four items in the operational plan are our core regulatory functions and comprise 80% of what we do. It is imbedded in the *HPA* and we are required to do it. He noted that the core regulatory functions alone already represent more than a year's worth of work. Given this, and considering the new and existing initiatives to support the strategic plan, there may be a need for additional staff.



Mr. Marburg gave an overview of each of the initiatives included in the operational plan including a status update on those items that are ongoing. Details are included in the board package.

The Registrar reported that we are on target in terms of the strategic plan. An operational plan update will be provided to the Board regularly so they can track progress.

Given the significant amount of work outlined in the operational plan, the Registrar pointed out the next steps in the process. The budget will be presented in November as well as the annual registrant fee required to cover it. If there is a significant fee increase and the Board feels that it should be adjusted, the College will provide information with a level of detail (e.g. the level of priority, cost etc.) that will allow the Board to decide if there are initiatives that need to take a back seat for the next fiscal year.

Dr. Susan Chow had brought forward the request for College to look into whether there is any alternative viable business cases for the Dental Learning Centre.

Mr. Marburg explained that he doesn't have enough information about the learning centre and what it would take to continue operating it. If subsidizing the rent is what is required for the centre to continue operating, he pointed out that CDSBC has no budget for this and reiterated that the College Place is a joint venture between CDSBC and the College of Pharmacists. He noted that there is strong demand for the space and that the revenue implications of subsidizing the rent will be significant. If the Board desires for the College to explore this, he will look into the feasibility of the proposal but noted that it will have resource implications. He also emphasized that as the Registrar and CEO, he has a responsibility to steward the resources of the College.

The Board asked the Registrar to look at possible options and report back.

The Registrar shared that he is close to completing the First Nations Cultural Safety and Awareness training and further encouraged the Board to register for the course. He reiterated that it is our responsibility to play our part in reconciliation and help bring First Nations communities back to wellness.

Dr. Anderson shared that in looking at the significant work the College has done to protect the public, one of the gaps that he believes should be looked into relates to implant dentistry. He explained that General Practitioners are allowed to do dental implants but some have little training. The Guidelines of the Royal College of Dental



Surgeons of Ontario suggests that minimum education requirements for Dentists who perform dental implant procedures to have successfully completed courses involving not less than 35 hours of instruction of a continuum on prosthetic placement of implants and an additional 35 hour continuum if they wish to place dental implants. A few Board members commented that while 35 hours seems minuscule, it is still better to have something documented.

Motion: Holben/Spitz

That the board approve the operational plan as presented

Carried

Motion: Flunkert/Hunter

That the Board task the QA committee to review the Ontario document “Educational Requirements and Professional Responsibilities for Implant Dentistry” and provide advice to the Board

Carried

7. Management Report *(on the Board Portal)*

Registrar/CEO Jerome Marburg submitted a written report on behalf of the staff and management of the College.

This concludes the open portion of the meeting. The meeting ended at 9:24 am

The remainder of the meeting will be held in camera, per Section 2.15 (9) of the College Bylaws under the *Health Professions Act*.