



CSHHPBC Board Meeting:
December 1, 2017 - 10:05 AM – 4:00 PM
Hyatt Regency Vancouver

Board of Directors

Susan BATSTONE, Chair
Registered Speech-Language Pathologist (RSLP)

Amanda LENK, Vice-Chair
Registered Speech-Language Pathologist (RSLP)

J. Alexander DUTTON
Public Representative

Martin ELLEFSON
Public Representative

Christy FARAHER-AMIDON
Registered Speech-Language Pathologist (RSLP)

Charles FONTAINE
Registered Audiologist (RAUD), Registered Hearing Instrument Practitioner (RHIP)

Jamie HACK
Registered Speech-Language Pathologist (RSLP)

Suzanne KORNHASS
Registered Audiologist (RAUD), Registered Hearing Instrument Practitioner (RHIP)

Dan MILLER
Public Representative

Jon WATERHOUSE
Registered Hearing Instrument Practitioner (RHIP)

Patrick WONG
Public Representative

Staff

Cameron COWPER
Registrar & Chief Executive Officer

Mardi LOWE-HEISTAD
Director, Quality Assurance & Professional Practice

Christina CHEN <i>Registration & Office Manager</i>
Shalin SHARMA <i>Administrative Assistant</i>
Regrets
Amy MACLEAN <i>Registered Hearing Instrument Practitioner (RHIP)</i>
1. Call to Order – IN PUBLIC
Presenter: Susan BATSTONE, Board Chair)
The Board Chair called the meeting to order at <u>10:05 AM</u> .
2. Review and Approve AGENDA
Presenter: Susan BATSTONE, Board Chair
MOTION: To approve the agenda without additions or changes. CARRIED
3. Review and Approve Previous MINUTES
Presenter: Susan BATSTONE, Board Chair
MOTION: To approve the previous minutes for September 8, 2017. CARRIED
4. FINANCE & ADMINISTRATION Committee (FAC) Report
Presenter: Patrick WONG, Committee Chair
The Chair summarized the recent work of the Committee, including the Committee's review and approval of the 2017-2018 Q2 Financial Statements.
MOTION: To approve the 2017-2018 Q2 Financial Statements. CARRIED
MOTION: To approve an internal audit of administrative spending, as recommended by the Committee, in Q4. CARRIED

5. INQUIRY Committee Report

Presenter: *Dan MILLER, Committee Chair*

The Committee Chair (and Registrar) summarized the recent work of the Committee. No Inquiry Committee investigations were resolved/closed since the last Board Meeting. The Committee is currently managing 6 investigations.

At the Chair's request, and given the substance of an ongoing investigation, the Board discussed the development of a policy in respect of abandoned client files.

MOTION:

To approve a direction to the Registrar to contact 1) the Office of the Information & Privacy Commissioner (OIPC) and CPSBC for guidance in developing an effective policy (or revising to the existing guideline for documentation and record management), and 2) long term offsite storage facilities (e.g., Iron Mountain).

CARRIED

6. QUALITY ASSURANCE & PROFESSIONAL PRACTICE Committee Report

Presenter: *Amanda LENK, Committee Chair*

The Committee Chair (and Director, Quality Assurance & Professional Practice) provided verbal updates on the status of a number of initiatives, including the National Competency Profiles for SLPs and AUDs, Provincial Competency Profile for HIPs, QAPP Practice Review Pilot outcomes, as well as Bylaw amendment packages for Part 10 and Part 12.

MOTION:

To approve the DRAFT *Marketing Standard of Practice* (S-PROF-07).

CARRIED

MOTION:

To approve the REVISED Bylaws *Schedule E – Code of Ethics* (to be circulated for Registrant feedback until January 24, 2018).

CARRIED

MOTION:

To approve the REVISED *Qualifications of Supervisors* (POL-QA-07).

CARRIED

MOTION:

To approve the proposed QAPP Practice Review budget estimates, subject to review by the FAC.

CARRIED

MOTION:

To approve the appointment of Jamie HACK, RSLP, as Chair of the Committee.

CARRIED

7. REGISTRATION Committee Report

Presenter: *Suzanne KORNHASS, Committee Chair*

The Committee Chair (and Registration & Office Manager) provided verbal highlights to the Board, including a summary of recent work on remedies to address identified deficiencies in minor program requirements (both academic and practical) seen in some internationally-educated applications (IEAs).

MOTION:

To approve the REVISED *Practicum Requirements for Student-HIP Applicants* (POL-R-02).

CARRIED

MOTION:

To approve the REVISED *Student-HIP Application* (FORM 8), subject to recommended changes.

CARRIED

MOTION:

To approve the proposed changes to the *Standard Application for Registration* (FORM 2), on the recommendation of legal counsel.

CARRIED

8. CLIENT RELATIONS Committee Report

Presenter: *Christy FARAHER-AMIDON, Committee Chair*

The Committee Chair provided verbal highlights of the Committee's recent work on the development of a Client Relation Program.

MOTION:

To approve a direction to the Registrar to contact CASLPO and CRNBC (the latter as recommended by legal counsel) for guidance in developing an effective program (e.g., to determine whether the former contracted with an external consultant to develop their program).

CARRIED

9. DISCIPLINE Committee Report

Presenter: *Patrick Wong, Committee Chair*

The DISCIPLINE Committee did not meet; no report required.

10. CIRCLE OF CHAIRS Committee

Presenter: *Susan BATSTONE, Committee Chair*

The Chair summarized the recent work of the Committee, including the Committee's review and approval of the 2018-2022 Strategic Plan.

MOTION:

To approve the 2018-2022 Strategic Plan, subject to recommended changes (i.e., removal of photos showing no bracing).

CARRIED

MOTION:

To approve the establishment of a Working Group to develop policies in respect of a proposed CSHHPBC Human Resources Committee (HRC).

CARRIED

MOTION:

To approve the appointment of the following Board and staff members to the HRC Working Group: Susan BATSTONE, RSLP, Dan MILLER, PR, Alex DUTTON, PR, and Cameron COWPER, Registrar & CEO.

CARRIED

11. REGISTRAR Report

Presenter: Cameron COWPER, Registrar & CEO

The Registrar provided verbal highlights to the Board, including status updates in respect of four Bylaw amendment packages: 2017 Omnibus Bylaw Amendments, Part 12 - *Delegation to non-registrants* Amendments, Part 10 - *Advanced Certification program* Amendments, and 'Practice Currency and Recency' Amendments, the drafting of a AB-BC MOU - Reciprocal Agreement on Interjurisdictional Practice (including Tele-practice), a pending legal opinion (re the College's current exemption from Part 4 of the HPA), the BCHR Campus proposal, the CAASPR ESDC-funded harmonization projects, and market research in respect of upgrades to the College's database and website.

MOTION:

To approve the REVISED Bylaw Amendments ('Part 12 - *Delegation to non-registrants*') and post for public review.

CARRIED

MOTION:

To approve replacing the current Annual General Meeting (AGM) format with the proposed Annual Registrant Forum (ARF), for next calendar year, as recommended by the Registrar.

CARRIED

MOTION:

To approve a direction to the Registrar to complete a more thorough market research and to report back to the Board with findings.

CARRIED

12. BOARD Chair Report

Presenter: Susan BATSTONE, Board Chair

The Board Chair provided verbal highlights to the Board of recent activities.

MOTION:

To approve the following Board meeting dates for the 2018 calendar year: March 9, June 15, September 14, and December 7 (venues to be determined).

CARRIED

MOTION:

To approve Amanda LENK, RSLP, as Board Chair-elect, and Martin ELLEFSON, PR, as Board Vice-Chair-elect.

CARRIED

13. Other Business

Presenter: Susan BATSTONE, Board Chair

None.

14. Adjournment

Presenter: Susan BATSTONE, Board Chair

MOTION

To adjourn the PUBLIC portion of the meeting at 4:00 PM.

CARRIED

15. Session(s) – IN CAMERA

Presenter: Susan BATSTONE, Board Chair

No IN-CAMERA session required.