



**CSHHPBC Board Meeting:**  
March 9, 2018 - 10:19 AM – 4:11 PM  
*Marine Drive Golf Course, Vancouver*

### **Board of Directors**

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

**Martin ELLEFSON, Vice-Chair**  
*Public Representative*

**Susan BATSTONE**  
*Registered Speech-Language Pathologist (RSLP)*

**J. Alexander DUTTON**  
*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)*

**Amy MACLEAN**  
*Registered Hearing Instrument Practitioner (RHIP)*

**Jon WATERHOUSE**  
*Registered Hearing Instrument Practitioner (RHIP)*

**Patrick WONG**  
*Public Representative*

### **Staff**

**Cameron COWPER**  
*Registrar & Chief Executive Officer*

<p><b>Mardi LOWE-HEISTAD</b>  <i>Director, Quality Assurance &amp; Professional Practice</i></p>
<p><b>Christina CHEN</b>  <i>Registration &amp; Office Manager</i></p>
<p><b>Shalin SHARMA</b>  <i>Administrative Assistant</i></p>
<p><b>Regrets</b></p>
<p><b>Dan MILLER</b>  <i>Public Representative</i></p>
<p><b>1. Call to Order – IN PUBLIC</b></p>
<p><b>Presenter: Amanda LENK, Board Chair</b></p>
<p>The Board Chair called the meeting to order at <u>10:19 AM</u>.</p>
<p><b>2. Review and Approve AGENDA</b></p>
<p><b>Presenter: Amanda LENK, Board Chair</b></p>
<p><b><u>MOTION:</u></b>  RESOLVED, that the agenda be amended with one addition and one change: add an In-Camera session requested by the Registrar (addition) and move Discipline Committee matters to immediately before Inquiry Committee matters (change).</p> <p style="text-align: right;"><b>CARRIED</b></p>
<p><b>3. Review and Approve Previous MINUTES</b></p>
<p><b>Presenter: Amanda LENK, Board Chair</b></p>
<p><b><u>MOTION:</u></b>  RESOLVED, that the previous minutes for December 1 and December 20, 2017 be approved.</p> <p style="text-align: right;"><b>CARRIED</b></p>
<p><b>4. FINANCE &amp; AUDIT Committee Report (formerly FINANCE &amp; ADMINISTRATION)</b></p>
<p><b>Presenter: Patrick WONG, Committee Chair</b></p>

The Chair summarized the recent work of the Committee, including 1) the Committee's review and approval of the FY 2017-2018 Q3 Financial Statements, 2) review and recommendation to approve the FY 2018-2019 Budget Estimates, and 3) review and recommendation to approve the Ng Ariss Fong Bylaw & Policy Review Proposal (legal services).

**MOTION:**

RESOLVED, that the FY 2017-2018 Q3 Financial Statements be approved.

**CARRIED**

**MOTION:**

RESOLVED, that the FY 2018-2019 Budget Estimates be submitted for Board approval.

**CARRIED**

**MOTION:**

RESOLVED, that the Ng Ariss Fong Bylaw & Policy Review Proposal (legal services) be submitted for Board approval.

**CARRIED**

**MOTION:**

RESOLVED, that the Committee be re-named the 'FINANCE & AUDIT Committee'.

**CARRIED**

**MOTION:**

RESOLVED, that the Registrar be directed to contact KPMG to establish the correct capitalization of the new Thentia database and website.

**CARRIED**

## 5. DISCIPLINE Committee Report

**Presenter: Cameron COWPER, Registrar & CEO**

The DISCIPLINE Committee did not meet; however, to be fully-constituted, and number of vacancies need to be filled.

**MOTION:**

RESOLVED, that Susan Batstone, RSLP, Thelma O'Grady, Public Representative, and David Roberts, RHIP, be appointed to the Committee.

**CARRIED**

**MOTION:**

RESOLVED, that Suzanne Kornhass, RAUD, RHIP, be appointed as Committee Chair, and Patrick Wong, Public Representative, be appointed as Committee Vice-Chair.

**CARRIED**

## 6. INQUIRY Committee Report

**Presenter: Cameron COWPER, Registrar & CEO**

The Registrar summarized the recent work of the Committee, noting that the number of complaint investigations had risen by approximately 400% since the same point last year.

No Inquiry Committee investigations were resolved/closed since the last Board Meeting; 1 Own Motion matter was dismissed for lack of jurisdiction. The Committee is currently managing 12 investigations.

## 7. QUALITY ASSURANCE & PROFESSIONAL PRACTICE Committee Report

**Presenter: Jamie HACK, 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:**

RESOLVED, that the REVISED standard *Use of Communication Health Assistants* (SOP-PRAC-04) be submitted for Board approval.

**CARRIED**

**MOTION:**

RESOLVED, that the REVISED standard *Delegation to Communication Health Assistants* (SOP-PRAC-07) be submitted for Board approval.

**CARRIED**

**MOTION:**

RESOLVED, that the NEW standard *Client Consent* (SOP-PRAC-06) be submitted for Board approval.

**CARRIED**

**MOTION:**

RESOLVED, that the Registrar be directed to advise BC school district superintendents of the CHA learning opportunity soon to be available through the College's website.

**CARRIED**

**MOTION:**

RESOLVED, that the PROPOSED Bylaw amendments (Part 10 – 'Advanced Certification and Authorization') be submitted for Board approval.

**CARRIED**

**MOTION:**

RESOLVED, that the REVISED clinical practice guideline *Documentation and Record Management* (CPG-04) be submitted for Board approval.

**CARRIED**

**MOTION:**

RESOLVED, that the Committee be re-named the 'QUALITY ASSURANCE & PROFESSIONAL PRACTICE (QAPP) Committee'.

**CARRIED**

**MOTION:**

RESOLVED, that the QAPP advisory committee be re-named the 'ADVANCED CERTIFICATION & AUTHORIZATION Committee (ACAC).

**CARRIED**

## 8. REGISTRATION Committee Report

**Presenter:** *Suzanne KORNHASS, Committee Chair*

The Committee Chair provided verbal highlights to the Board, including a summary of recent work on Student-HIP application procedures, considerations of Problem-Based Learning curriculums, and, given impracticalities arising from the current HIP practical examination site, ongoing negotiations with Surrey Memorial Hospital to use their facilities for future HIP practical examinations.

**MOTION:**

RESOLVED, that a RHIP appointment recommendation be submitted to the newly renamed GOVERNANCE Committee (GC) for vetting and submission for Board approval.

**CARRIED**

## 9. CLIENT RELATIONS Committee Report

**Presenter:** *Christy FARAHER-AMIDON, Committee Chair*

The CLIENT RELATIONS Committee did not meet; no report required.

## 10. GOVERNANCE Committee Report (formerly CIRCLE OF CHAIRS Committee)

**Presenter:** *Amanda LENK, Committee Chair*

The GOVERNANCE Committee did not meet; no report required.

## 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: 2018 Omnibus, Part 12 ('*Delegation to non-registrants*'), Part 10 ('*Advanced certification and authorization*'), and 'Practice hours requirement'.

Status updates were also provided for the following initiatives:

- CAASPR-ESDC projects on national centralization, harmonization, and capacity-building;
- AB-BC MOU on Interjurisdictional Practice (including Tele-practice);
- Ng Ariss Fong legal opinion in respect of the regulation of hearing aid clinics;
- Thentia Corporation registrant database and website project;
- Inaugural Annual Registrant Policy Forum;

- Proposed CSHHPBC committee framework;
- Board elections e-voting proposal;
- Automated bulk registrant email vendor information;
- Recent meetings with BCASLP (now Speech and Hearing BC) executive, *Vibrations* publication.

**MOTION:**

RESOLVED, that the draft Bylaw amendments ('Practice hours requirement') be submitted for Board approval.

**CARRIED**

**MOTION:**

RESOLVED, that the proposed committee framework be submitted for Board approval.

**CARRIED**

**MOTION:**

RESOLVED, that the draft Human Resources Committee (HRC) Terms of Reference be referred to the HRC Working Group for review.

**CARRIED**

**MOTION:**

RESOLVED, that the CIRCLE OF CHAIRS Committee be re-named the 'GOVERNANCE Committee'.

**CARRIED**

**12. BOARD Chair Report**

***Presenter: Amanda LENK, Board Chair***

The Board Chair advised the Board of the pending CAASPR Board meeting in April (Edmonton, AB).

**13. Other Business**

***Presenter: Amanda LENK, Board Chair***

None.

**14. Adjournment**

***Presenter: Amanda LENK, Board Chair***

**MOTION:**

RESOLVED, that the PUBLIC portion of the meeting be adjourned at 4:11 PM.

**CARRIED**

**15. Session(s) – IN CAMERA**

***Presenter: Cameron COWPER, Registrar & CEO***

Administrative staffing.