

BOARD MEETING

MEETING MINUTES

Meeting No. 46

Date: December 3rd, 2016

Place: BC College of Social Workers Boardroom

Members Present at BCCSW:

Curtis Magnuson (Chair)	Alisa Gloag	Jackie Stokes
Jim Campbell	Deborah Jones	
Cheney Cloke	Chelsea Minhas	
Emma Gauvin	Jenny Morgan	

Members Present via Teleconference:

Susan Barr

Regrets:

Doris Darvasi  
Colleen Spier

Newly Elected Board Members in Attendance:

Andrew Kerr  
Sandra Harker

Registrants in Attendance:

Kriparaj Kunnath

Staff in Attendance:

Chelsea Cooledge  
Bornha Ansari

1) Explanation of Meeting Format

The Chair of the Board explained the format of the meeting for members elect and guests present at the meeting.

2) Call to Order and Welcome to Members Elect and Guests

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The Chair of the Board called the meeting to order at 9:07 a.m. and welcomed the members, staff and guests to the meeting. The Chair acknowledged that the meeting was being held on the traditional, unceded territory of the Musqueam people.

3) **In-Camera Session**

The Board went in-camera from 9:13 am – 10:25 am to discuss a personnel matter. Board member Barr left the meeting at the end of the in-camera session due to sound issues on the teleconference.

4) **Approval of Agenda**

The Board considered the draft agenda as previously distributed.

The draft Agenda was amended as follows:

- Addition of “9.g. Hiring Committee”.

**Motion:** To accept the agenda as amended.

The Motion was adopted.

5) **Approval of Minutes**

The members of the Board considered the draft minutes of the Board meeting held on October 1, 2016.

The draft minutes were amended as follows:

- “7. Report from the Registrar” to “7. Report from the Acting Registrar”
- 8.c) change “Registrar” to “Acting Registrar”

**Motion:** To accept the draft minutes of the Board meeting held on October 1, 2016 as amended.

The Motion was adopted.

6) **Business Arising**

The Board discussed the Colleges’ policy on displaying the board election results, as well as improving voter turnout. Acting Registrar to develop a discussion paper on publicizing election number results.

**a) Governance Process – Briefing Note**

The Board was presented with a briefing note from the Acting Registrar regarding the College’s governance and board transition process.

**Motion:** To accept briefing note as presented, Acting Registrar to adapt the briefing note into a Governance and Board Transition Process Policy.

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The Motion was adopted.

7) **Report from the Chair**

**a) General Report**

The Chair reported on the attendance at the Hiring Committee teleconference meetings. As well, the Chair along with the Acting Registrar, attended the BC Health Regulators meeting on October 13<sup>th</sup>, which provided informative educational sessions.

The Chair reported on attending the ASWB AGM along with the Acting Registrar. The Chair attended the 1 day Board exchange meeting, where Board members and Registrars from across North America were able to share and collaborate. The Chair recommended for the BCCSW Board members to participate on the various ASWB committees.

The Chair will be completing the Indigenous Cultural Safety training by the end of December 2016.

**i. ASWB Delegate Assembly**

The Canadian Council of Social Work Regulators has concluded their elections for the executive body. The Board tasked the Acting Registrar with gathering information and providing clarity on the CCSWR voting process and identifying voting delegates from BCCSW.

**ii. Report from Executive Committee**

The Chair reported on two Executive Committee meetings.

8) **Report from the Acting Registrar**

**a) Staffing Updates**

The Acting Registrar reported that a candidate has been selected and presented with an offer for the position of Office Coordinator. The candidate has unofficially accepted the offer and will be presented with a contract shortly.

The contract for the College's temporary part-time employee has come to an end.

**b) Public Awareness Update**

The College's media campaign is ongoing. Mustel Group's public research survey has concluded and the results will be presented to the College in the near future. The College's digital ads will continue into the New Year.

The Board discussed opportunities for multicultural media outreach.

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The Acting Registrar was tasked with obtaining the College’s contract with the Communications Management company, if it is in existence.

**c) Speaking Arrangement**

The Acting Registrar reported on speaking arrangements with students from UNBC and UBCO. The purpose of these speaking arrangements is to provide clarity towards the College’s application process and examination.

The Acting Registrar has been invited to present at a social work ethics and social media workshop at UBC.

**d) Meeting with BCASW Indigenous Advisory Committee**

The Acting Registrar reported on teleconference meeting held on November 21, 2016 with the BCASW Indigenous Advisory Committee. The meeting consisted of a discussion surrounding an official apology and the future of reconciliation. The next meeting is set for January 31, 2017.

**e) Naloxone and Regulatory Changes**

As of October 2016, the Ministry of Health has approved amendments to the Health Professions Act General Regulation to allow any healthcare professional, first responders or citizen to administer naloxone to persons appearing to be suffering from an opioid overdose outside of the hospital setting. The de-regulation of naloxone from the BC Drug Schedules Regulation also allows for the distribution of the naloxone take-home kits. Registrants have been notified of this change via e-bulletin and practice guidance on the College’s website.

**f) Legal Consult Regarding French Language Exam**

Legal counsel has confirmed that French is an official language of the federal government but the provincial jurisdictions may set their own requirements for legislative language requirements. BC has set no such requirement and therefore it does not appear that BCCSW must offer the registration examination in French.

**g) Database Migration**

The data migration to the cloud is now complete and the College’s staff have been introduced to the new database system, public registry and registrant online self-service portal. The College will continue to work with Helsby Drake on the online application.

**9) Proposing Meeting Dates 2017**

The Board set the following meeting schedule for the 2017 BCCSW Board meetings:

- January 28, 2017

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- March 4, 2017
- April 21, 2017 (AGM)
- June 17, 2017
- September 16, 2017
- December 2, 2017

10) **Committee Reports**

**a) Discipline Committee**

The Committee Chair reported that currently there are no files under review by the Committee.

**b) Finance Committee**

In the absence of the Chair of the Committee, a member of the Committee presented the activities of the Finance Committee.

**i. Internal financial Statements – for filing**

**Motion:** To accept the Internal Financial Statements from September and October for filing.

The Motion was adopted.

**ii. Proposed 2017 Budget**

**Motion:** To accept the proposed 2017 budget as presented.

The Motion was adopted.

**c) Inquiry Committee**

**i. General report to the Board**

The Committee Chair reported that the committee has met 6 times in 2016 and will be meeting once more on December 14, 2016. 4 files have been dismissed by the Registrar. The Committee is currently investigating one file that may result in a citation for a disciplinary hearing.

The Committee has directed staff to draft a policy for registrant with substance use, mental health issues or other issues that may impair practice.

19 matters are currently under review with the Registrar.

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**d) Quality Assurance Committee**

**i. General Report**

No meetings were held since the last board meeting. The upcoming meeting will be held on December 6, 2016.

**ii. Standards of Practice Project**

The Committee Chair reported on the work of the Standards of Practice Reference group. The group examined the initial draft against a mock complaint and a mock practice scenario.

**iii. CPD Cycle Statistics**

The Committee considered a total of 7 waiver requests submitted for the 2015-16 CPD cycle. 2 requests were granted full waiver, 4 matters a partial waiver, and one request was denied a waiver.

**e) Registration Committee**

**i. Registration and Examination Statistics**

The Committee Chair reported on the College's registration statistics for the year of 2016, up to November.

**ii. Approved Programs Policy**

**Motion:** The Registration Committee recommends that the Board approve CASWE accredited programs be formally adopted on the list of approved academic programs.

The Motion was adopted.

**iii. Provisional Renewal Guidance**

There have been two requests for provisional registration renewals. The Committee has granted one year renewal in both cases. If the provisional registrants do not successfully complete the licensure exam by the end of the one year renewal, they will cease to be registered. In compliance with the bylaw amendments, the provisional registrant will be required to work under supervision and must attempt the examination at least twice within the year.

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**f) Registration Appeals Committee**

In the absence of the Committee Chair, a member of the Committee reported that currently there are no files under review by the Committee.

**g) Hiring Committee**

The hiring of the new Registrar will conclude the work of the Hiring Committee. The Board to create a Human Resources Committee in 2017. The Acting Registrar tasked with including the discussion of the Human Resources Committee on the agenda for the January 2017 meeting.

**11) Towards Developing a Respectful Relationship**

In the absence of the Chair of the project, the Acting Registrar reported on the status of the project. The Nashwito Creek and Associates completed TDRR session in West Kelowna in June and Cranbrook in November. There are seven sessions remaining in the work plan.

The contract was extended until March 31, 2017.

**12) Oath of Office Administered to Members Elect**

Members elect Harker and Kerr took the Oath of Office. Their term will begin January 1, 2017.

**13) New Business**

No new business.

**14) Certificate of Election**

The Board was presented with the certificate of election by the Acting Registrar.

**15) Adjournment**

The meeting adjourned at 12:36 p.m.

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