

**BOARD MEETING
MEETING MINUTES**

Meeting No. 80

Date: November 6, 2021

Place: Zoom Videoconference

Members Present via Videoconference:

Sonia Andhi Bilkhu	Denese Espeut-Post	Christina Rodrigues
Cheney Cloke	Ann Joseph	Amy Rosborough
Ellice Daniel	Sonya C. Pighin	Natalie Shorten

Regrets:

Jim Campbell
Sandra Wilson

Staff in Attendance:

Registrar Mark Hillenbrand
Executive Assistant to the Registrar Tracy Singh

Guests:

Grace McKeown

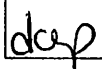
1) Call to Order

Denese Espeut-Post, Chair of the Board called the meeting to order at 9:03 am and welcomed members and staff to the meeting.

2) Acknowledgement of Traditional lands

We acknowledge that the office of the BC College of Social Workers is located on the traditional, ancestral and unceded territory of the xʷməθkʷəyəm (Musqueam people). Further, this acknowledgment, gratitude and respect extends to all the First Nations communities on whose traditional territories the British Columbia College of Social Workers builds relationships and conducts business.

Board member Cheney Cloke followed the College's land acknowledgement with a personal land acknowledgment. She provided reflections on some of the Indigenous relations work she has been involved in over the past year. Cheney noted appreciation for the College's work in Indigenous relations, Reconciliation and dismantling systemic racism.

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3) Welcome

a. Brief check-in

Time was given for members and staff for brief check-in and updates.

4) Approval of Agenda

The members of the Board considered the draft agenda.

Proposal 2021 10.1: To accept the draft agenda as written. Proposal made by Chair Denese Espeut-Post. Agenda approved by consensus.

Proposal 2021. 10.1 was approved.

5) Approval of Minutes

The members of the Board considered the draft minutes of the meeting held on September 11, 2021.

Proposal 2021 10.2: To accept the draft minutes of the Board Meeting held on September 11, 2021, as written. Proposal made by Chair Denese Espeut-Post. Minutes approved by consensus.

Proposal 2021. 10.2 was approved.

6) Committee Reports

a. Finance Committee

Finance Committee Chair Natalie Shorten reviewed the process followed to establish the proposed 2022 Budget.

Natalie Shorten reported the proposed 2022 budget is a balanced budget. Discussion was opened with focus on an in-depth review of budget line items.


Discussion and considerations included:

- Additional future registrants may result in increased income to offset future operational needs. Surpluses in prior years have helped to offset costs associated with staff salaries. The investment in staff salaries was acknowledged as necessary to meet operational needs and strategic priorities of the College
- More in person meetings discussed – additional dollars were allocated to Board meeting budget line item to account for the potential of in-person meetings in 2022

The members of the Board considered the draft 2022 Budget.

Proposal 2021. 10.3: To accept the draft 2022 Budget as amended. Proposal made by Finance Chair Natalie Shorten. BCCSW 2022 Budget approved by consensus.

Proposal 2021. 10.3 was approved.

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b. Quality Assurance Committee (QAC)

- i. Registrar Mark Hillenbrand Committee's work on the Code of Ethics and Standards of Practice. Project timeline:
 - December 2021 QAC meeting devoted to final revision draft editing work
 - January 2022 Code of Ethics and Standards of Practice draft presented to Board
 - February 2022 Legal Review
 - March 2022 (target publication)
- ii. QAC Meeting Highlights and Work Update:
 - Committee is revising terms of reference for presentation to the Board to create/set aside committee positions for self-identified Indigenous social workers, racialized social workers and/or social workers living with a disability
 - The Committee conducted Continuing Professional Development (CPD) audit evaluations. A standardized audit rubric has been developed in alignment with the 7 standards of the CPD program. The Committee provided feedback to registrants whose 2020 CPD submissions were identified as needing strengthening
 - The Committee is working to decolonize the language of the CPD program

c. Registration Committee

- i. Registrar Mark Hillenbrand reviewed the work of the 2021 Registration Committee:
 - Social Work Practice Mobility, the Committee is drafting a legal opinion request pertaining to inter-provincial jurisdiction. Likely an electronic class of registration will need to be established to address the need to have jurisdiction over social worker delivering social work interventions into British Columbia by electronic/tele/video means
 - The restoration to the register due to special and/or extraordinary circumstances policies and procedures are being evaluated to increase transparency/fairness of application and decision process


d. Policy Committee

- i. Board Decision Making Process draft Review

Board Chair Denese Espeut-Post provided a review of the Board Decision Making Process Document.

The members of the Board considered the Board Decision Making Process.

Proposal 202 10.4: To accept the draft Board Decision Making Process as final. Proposal made by Chair Denese Espeut-Post. Proposal approved by consensus.

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Proposal 2021. 10.4 was approved.

i. 2022 Executive Committee Selection Process

Board Chair Denese Espeut-Post provided background of the Executive Committee Selection Process.

Proposed process and timeline

- 01-December-2021 Position descriptions and applications delivered
- 06-December-2021 Deadline to submit expressions of interest (interest will be shared, acclimation, option to not proceed)
- 13-December-2021 Deadline to submit candidacy application (applications shared)
- 08-January-2022 Zoom meeting executive selection

Registrar Mark Hillenbrand provided details on meetings with three facilitator /consultants who could facilitate this process and their insights and approaches to facilitating the process.

Discussion and considerations included:

- Cost and consultant familiarity of Board norms and past/future work
- The potential of seeking an outgoing Board member to facilitate the Executive Selection process was offered as a proposal for consideration by the Board

Proposal 2021. 10.5: To approve the 2022 Executive Committee Calendar and Outgoing Board Member facilitated Selection Process. Proposal approved by consensus.


Proposal 2021. 10.5 was approved.

Further discussion regarding Executive Committee terms included:

- In the current policy manual, Executive Committee terms are for the calendar year. Provided the Executive Committee is selected in the first couple weeks of the calendar year prior, the risk flowing from an absence of executive positions are somewhat minimized. This matter will be revisited again during the registration bylaw review.

7) Strategic Priorities Implementation Plan

Guest Grace McKeown joined the meeting to provide an update on the Strategic Priorities translation into a work plan. Two parallel paths will unfold to guide the work, a detailed work plan focused on action item progress and Project Charters for each of the four priorities. The Project Charters will provide upper-level guidance and support for the action items work plan.

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Project Charter sample concepts:

- Background
- Vision, Goals, Objectives
- Change Drivers
- Principles
- Scheduling
- Constraints
- Assumptions
- Risks
- Critical Success Factors
- Deliverables and Desired outcomes

8) Administrative Law Training

- a. Inquiry Counsel Madelaine Kirk to present training on Administrative Law, Social Workers Act, Bylaws, Policy and Procedures to Board in 2022.

Registrar Mark Hillenbrand provided information on proposed training by staff Lawyer Madelaine Kirk for the Board which would cover Administrative Law as it relates to the Social Workers Act, Bylaws and Policy and Procedures.

Discussion and considerations included:

- Being mindful if this is a priority at this time
- Careful about inundating new Board with too much training and information
- General background if anything could be of assistance
- Avoid duplication and build upon what already exists
- This would be a new training so that it could be structured in the way to be provided annually

Proposal 2021. 10.6: To approve and implement a Social Workers Act and Administrative Law concepts training for new Board members. Approved by consensus.

Proposal 2021. 10.6 was adopted.

9) Operations

- a. National Day for Truth and Reconciliation
 - i. Board support for annual office closure for National Day for Truth and Reconciliation.

Discussion and considerations included:

- Executive Committee Approved the closure September 30, 2021

Proposal 2021. 10.7: To recognize an annual office closure on September 30 in honor of National Day for Truth and Reconciliation. Approved by consensus.

Proposal 2021. 10.7 was adopted.

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- b. Canadian Council on Social Work Regulation (CCSWR) nomination for Anti-Racist Regulatory Practice Reference Group

CCSWR has offered the opportunity to nominate Board members, social workers and non-social workers to their Anti-Racist Regulatory Practice Reference Group.

There is a quick deadline coming up for this, December 1.

Discussion and considerations included:

- o The quick deadline and referral of known individuals creates the potential of creating a barrier to participation for un-known qualified individuals
- o Board directed Registrar to inform CCSWR that the College will not forward referrals within the process as it currently stands, the College is open to communicating the opportunity to all BC registrants

- c. Office Lease Update: Airport Square

Awaiting Airport Squire to finalize offer of a 5-year lease at rate of \$1.00 per square foot increase. Airport Square will absorb the cost to separate the current footprint into two office spaces and relocation cost with inclusion of relocation clause.

10) Chair Update

- a. Crown Agencies and Board Resourcing Office (CABRO) Public appointee update

Board Chair Denese Espeut-Post provided an update on applications received and candidates who applied. Five individuals have been interviewed and narrowed down to two candidates who meet the competencies sought.

- b. BCCSW Bylaw Administrative Revision

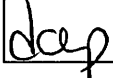
The 2021 College Bylaw Administrative Revision has been approved by the Ministry of Children and Family Development (MCFD.) The changes have been posted and after 90 days will come into effect on 13-January-2022

- c. Review of 2021 Chair Goals

- College Bylaw update – goal accomplished
- Registrar Performance Review – goal accomplished
- Bylaw Review, Council, Framework, Policy and Executive Committees – goal accomplished
- Indigenous Cultural Safety Training – goal accomplished

- d. Thank you to departing Board members

Board Chair Denese Espeut-Post expressed sincerest gratitude to all Board members for different perspectives, fulsome discussions, participation, readiness and preparedness. Denese expressed much gratitude for the departing Board members taking on work with dedication and grace, acts of leadership, integrity, shared virtues and values.

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11) Other Business

a. San'yas Training

- i. Facilitated debriefing discussion will be held on 25 November-2021, 10:00 am – 12:00 pm. Board member are invited to participate, video conference invite will be sent.

b. Board training and education reminders

- i. Association of Social Work Boards (ASWB) November 19-20, Annual Delegate Assembly

12) Election Timeline

Registrar Mark Hillenbrand reviewed upcoming Board Election timeline.

- a. August 15, Notice of Election - Complete
- b. September 15, 2021 Nominations close - Complete
- c. October 15, 2021 Ballots Delivered - Complete
- d. November 15, 2021 Elections Closed
- e. December 15, 2021 Results Announced

13) Future Board Meetings

- 08-January-2022 – Executive Selection
- 15-January-2022 – Virtual Board Meeting
- 12 March-2022 – Virtual Board Meeting
- 09-April-2022 – Virtual Board Meeting
- 06-May-2022 – Annual General Meeting (Virtual or Hybrid AGM)
- 25-June-2022 – Virtual Board Meeting
- 10-September-2022 – Virtual Board Meeting
- 26 November-2022 – In person Board Meeting

14) Inquiry Committee Update


The members of the Board considered Inquiry Report Complaint Files 19C-028, 019 and 21C-004.

Proposal 2021 10.8: To confirm the Inquiry Committee reports with recommendation to take no further action on Complaint Files 19C-028, 20C-019 and 21C-004 taking into account the discussion and suggestions being made on this file. Accepted by consensus.

Proposal 2021. 10.8 was approved.

15) Meeting Adjournment

The meeting adjourned at 1:50 pm

	Chair
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Action Item List

Topic	Action	Member / Staff
Executive Committee Selection	Further work and considerations to be discussed.	Denese Espeut-Post, Mark Hillenbrand
San'yas Training	Ongoing for new staff and Board members as individuals join the College.	College Staff
(CCSWR) nomination for Anti-Racist Regulatory Practice Reference Group	Contact group with suggestion, discussion.	Mark Hillenbrand

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Decision Summary

Proposal #	Proposal	Decision
Proposal 2021 10.1	To approve the Agenda as written.	Approved
Proposal 2021 10.2	To approve the draft minutes of the Board Meeting held on September 11, 2021 as written.	Approved
Proposal 2021 10.3	To approve the draft Budget 2022 as final.	Approved
Proposal 2021 10.4	To approve the draft Board Decision Making process as final.	Approved
Proposal 2021 10.5	To approve the 2022 Executive Committee Selection Process.	Approved
Proposal 2021 10.6	To implement Administrative Law Training.	Approved
Proposal 2021 10.7	To implement an annual office closure September 30 in recognition of National Day for Truth and Reconciliation.	Approved
Proposal 2021 10.8	To confirm the Inquiry Committee reports on files 19C-028, 20C-019 and 21C-004.	Approved

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