



Council Meeting 122

June 30, 2023 @ 8:30 a.m.
Via Zoom

IN ATTENDANCE

Kim Maximchuk, DD (Chair)

Tim Kohlen, DD

Karen Smith, DD

Joe Gagliardi, Public Member

Lora Mattie, Public Member

Dacia Richmond, Executive Director & Registrar

Andrea Snow, Complaints Director

Andrea Thorrougood, Reg. and Corp. Services

Coordinator

REGRETS

Mike Galye, DD

1 Call to Order

Kim Maximchuk, Council Chair, called the meeting to order at 8:36 a.m.

1.1 Approval of the agenda


Motion: To approve the meeting agenda as presented


Moved by: Karen Smith, DD

Seconded by: Lora Mattie

Carried

1.2 Approval of meeting minutes

 March 17, 2023

 April 19, 2023

Motion: To approve the Council Meeting minutes of March 17, 2023.

Moved by: Joe Gagliardi

Seconded by: Lora Mattie

Motion: To approve the Council Meeting minutes of April 19, 2023.

Moved by: Lora Mattie

Seconded by: Karen Smith, DD

Carried

1.3 Declarations of Conflict of interest

No conflicts of interest were declared.

2 New Business

2.1 Ratification of email vote

Council completed an email vote in May/June 2023 for the strategic plan. The plan had gone through many versions originating with the workshop with Strategic Steps Inc. in May 2022.

Motion: To ratify the motion to approve the College's 2023 – 2026 Strategic Plan.

Moved by: Tim Kohlen, DD

Seconded by: Joe Gagliardi

Carried

2.2 Council Election/Appointments

Council will have an upcoming vacancy as of January 1, 2024. Kim Maximchuk will be required to leave as she has served her maximum terms. Council decided to retain the use of a hybrid model of selection for Council vacancies for regulated members. The selection committee will review and vet any applications received by the College from regulated members. If there are more qualified applicants than vacancies, the committee will present a slate of candidates for election by the regulated membership.

The selection committee employs a competency matrix to do a gap analysis with current Council competencies and then decides which candidates will move forward to the election, if required. As part of the process, Council members are required to complete a self-assessment, which the committee will utilize to identify areas that require additional representation.

During the council meeting, the composition of the selection committee was discussed. From Council, Joe Gagliardi and Kim Maximchuk, will participate, and Kim, as Chair, is contacting the committee's previous non-Council regulated member to see if they are available to participate.

The process is commencing with the aim to have the new Council member selected by the November Council meeting.

2.3 Financial Report

Management and Joe Gagliardi introduced a reporting format with data points and reviewed with Council for understanding and clarity.

As we are in Q1, the anticipated variances were thoroughly discussed. Notably, the larger variances are accompanied by an additional notes column to provide an explanatory context. The report will continue to evolve to meet Council's expectations and needs.

Council appreciated the informative and detailed discussion on how forecasting and accrual work. They found it to be highly helpful in understanding the topic.

2.4 Professional Conduct Report

Andrea Snow, Complaints Director, joined the meeting to address the Professional Conduct Report for Q1.

In response to Council's previous request, additional information regarding denturists who frequently face complaints was included in the report. It is noted that this information was anonymously provided.

2.5 2023 Auditors

Since 2016, the College's financial matters have been audited by Gallo LLP Chartered Professional Accountants. The engagement with Gallo & Co. has allowed for standardization and streamlining of financials and reporting.

Prior to Gallo LLP, the College had a working relationship with BDO Canada.

A recommendation was made to consider reviewing auditors approximately every five years, and the Council agreed that issuing a Request for Proposal (RFP) would be a sensible step in the process.

Management will complete the RFP process and report back to Council.

2.6 Practice Permit Fees

During the review, Council examined a very preliminary budget while taking into consideration the following factors for 2024:

- ☒ The College will undertake a review and revision of the national denturist competency profile in collaboration with BC and Ontario, with the associated costs shared.
- ☒ The introduction of new software for Council and committees.
- ☒ Pending Bill 21 complaint.
- ☒ The College is currently below the 12-month mark for the Operational Reserve Fund.

Several factors that could influence changes to the budget from now until the fall include:

- ☒ When exam results and expenditures are known for June 2023 exams
- ☒ Professional conduct trends and anticipated developments in professional conduct cases, such as the potential resolution of a possible Bill 21 complaint or any other significant cases that may arise.
- ☒ Cost/fine recovery in 2024: The possibility of recovering costs or fines associated with professional conduct cases in the upcoming year, which could have an impact on the budget for 2024.

Council is actively engaged in the process of deciding the practice permit fees for the upcoming 2024 registration year. The decision on fees will be made during the next Council meeting in September.

2.7 HT/CRC Appointments

To avoid conflicts of interest for members, the Hearings Director requested the appointments of the following members to the complaint review committee/hearing tribunal roster:

- ☒ Vadim Dumbrava, DD
- ☒ Anne Keough, DD
- ☒ Shristi Chand, DD

Motion: To appoint Vadim Dumbrava, Anne Keough, and Shristi Chand as Hearing Tribunal/Complaint Review Committee Roster members.

Moved by: Karen Smith, DD

Seconded by: Tim Kohlen, DD

Carried

2.8 DAA Collaboration

The topic of collaboration between the DAA and College Council for continuing education brainstorming was discussed.

Legal aspects need to be considered when creating this collaboration. To ensure that the discussions with the DAA remain within the College's legal responsibilities, management will engage legal counsel.

2.9 COVID Guidelines

Following Alberta Health Services' decision to discontinue the practice of continuous masking, Council engaged in discussions regarding the COVID guidance document specifically tailored for denturists (*Guidance for Denturists Working through the COVID-19 Pandemic*) This document had been previously approved by the Council in April 2022. The main topic of discussion revolved around whether to retain or retire the guidance document in light of the recent changes in masking guidelines.

Council decided to repeal the COVID document and remove it from the College of Alberta Denturists website.

Motion: Repeal the COVID-19 guidance document: *Guidance for Denturists Working through the COVID-19 Pandemic*.

Moved by: Tim Kohlen, DD

Seconded by: Karen Smith, DD

Carried

3 IN CAMERA

Council went in camera at 11:26 a.m.

Council came out of their in camera session at 11:41 a.m.

4 Next meetings

4.1 Next Council meetings

4.1.1 September 15/16, 2023; location TBD.

ADJOURNMENT

There being no further business, the meeting was adjourned at 11:42 a.m.



Kim Maximchuk, DD
Chair