

DRAFT COUNCIL MEETING MINUTES
Monday October 7, 2019
9:30 PM to 4:30 PM
COO Boardroom

Attendees: Mr. Bryan Todd, RO, President, Elected Member
Mr. Omar Farouk, Vice-President, Public Member
Ms. Jacalyn Cop-Rasmussen, Public Member
Ms. Ingrid Koenig, RO, Elected Member
Ms. Neda Mohammadzadeh, RO, Elected Member
Ms. Dorina Reiz, RO, Elected Member
Mr. Rob Vezina, RO, Elected Member
Mr. Edward Viveiros, RO, Elected Member
Mr. Gordon White, Public Member
Mr. Steven Kinsella, Public Member
Mr. Jack Zwicker, Public Member (joined by phone)

Administration: Mr. Fazal Khan, RO, Registrar, CEO
Ms. Melanie Woodbeck, Deputy Registrar
Ms. Amy Stein, General Counsel
Ms. Carolyn Robertson, Manager, Communications and Executive Office
Ms. Patricia Rego, Coordinator, Registration (Monday 9:30 to 12:00)
Ms. Christine Brown, Coordinator, Professional Conduct (Monday 2:00 to 4:30)

Guests: Ms. Deborah Worrada, Independent Meeting Chair
Ms. Karen Fryday-Field, Meridian Edge Consulting (1:00 to 3:00)

Regrets: Balbir Dhillon, RO, Elected Member

1.0 Introduction

1.1 Introductions and Announcements

MOTION: TO ALLOW JACK ZWICKER TO PARTICIPATE BY PHONE

MOVED: O. FAROUK

SECONDED: B. TODD

VOTE: CARRIED

1.2 Conflict of Interest Declaration

No conflicts of interest were declared.

1.3 Adoption of Agenda

The following amendments to the agenda were proposed:

Minutes
Council Meeting October 7 and 8th, 2019.

- 1) Move item 5.0 Committee Composition to Tuesday October 8th
- 2) Move items 4.1 Annual Requirements for Members and 4.2 Quality Assurance Internal Policy Manual to the Tuesday October 8th
- 3) Move 14.0 Standards of Practice to Monday October 7th
- 4) Recess meeting the end of the day rather than adjourn

MOTION: TO ADOPT THE AGENDA AS AMENDED

MOVED: R. VEZINA
SECONDED: E. VIVEIROS

VOTE: CARRIED

2.1 Minutes from May 27th, and May 28th 2019

MOTION: TO APPROVE MAY 27th AND MAY 28th MINUTES AS PRESENTED

MOVED: B. TODD
SECONDED: O. FAROUK

VOTE: CARRIED

3.0 2019 Year-to-Date Financial Variance Report

The 2019 Year to Date Financial Variance Report was presented by M. Woodbeck.

MOTION: TO ACCEPT THE 2019 YEAR TO DATE FINANCIAL VARIANCE REPORT

MOVED: O. FAROUK
SECONDED: E. VIVEIROS

VOTE: CARRIED

14.0 Standards of Practice (moved from Tuesday October 8th)

J. Battaglia provided an introduction on the draft updates to the Standards of Practice followed by a presentation by A. Stein. A. Stein reviewed the proposed changes with Council.

Council discussed the proposed changes and provided the feedback on certain provisions, including the guideline regarding “Most Responsible Dispenser”, the standard on the contents of the patient record, and the proposed standard on reporting unsafe or incompetent practice by health professionals.

MOTION: TO APPROVE THE PROPOSED DRAFT UPDATES TO THE PROFESSIONAL STANDARDS OF PRACTICE FOR OPTICIANS IN THE PROVINCE OF ONTARIO AND PRACTICE GUIDELINES FOR CIRCULATION TO STAKEHOLDER FOR 30 DAYS.

MOVED: R. VEZINA
SECONDED: I. KOENIG

VOTE: CARRIED

5.0 Committee Composition

Initially, Council agreed to move this agenda item to Tuesday, but on further review, Council agreed to go ahead with this agenda item as scheduled, as there was enough time.

The Executive Committee recommended to Council that the following changes be made to the Committee slate:

- To appoint S. Kinsella to the Patient Relations, Governance and Quality Assurance Committees
- To appoint J. Zwicker to the ICR, Patient Relations, and Quality Assurance, Registration Appeals Committees
- To remove G. White from the Patient Relations Committee. G. White was originally appointed as an interim member to temporarily fill a gap.
- To appoint O. Farouk, K. Cloutier and M. Osborne to the Professional Misconduct Regulation Committee

MOTION: THAT COUNCIL APPROVE THE PROPOSED CHANGES TO THE COMMITTEE SLATES AS RECOMMENDED BY THE EXECUTIVE COMMITTEE.

MOVED: R. VEZINA
SECONDED: O. FAROUK

VOTE: CARRIED

6.0 The Strategic Agenda

M. Woodbeck presented proposed changes to the format for the appendix to the Governance Policy entitled "Council Annual Strategic Agenda/Work Plan". Council was asked to provide feedback on the new proposed format, and to determine whether to amend the policy so as to review the strategic agenda/work plan for the coming year in December rather than February, and course correct in May rather than October.

MOTION: TO APPROVE THE PROPOSED CHANGES TO THE FORMAT TO THE COUNCIL ANNUAL STRATEGIC AGENDA/WORK PLAN, AND TO DIRECT THE GOVERNANCE COMMITTEE TO AMEND THE POLICY TO STATE THAT THE STRATEGIC AGENDA/WORK PLAN WILL BE REVIEWED IN DECEMBER AND MAY OF EACH YEAR, INSTEAD OF FEBRUARY AND OCTOBER.

MOVED: G. WHITE
SECONDED: B. TODD

VOTE: CARRIED

9.1 Competency Framework for Appointed Members

G. White reviewed the proposed competency framework for board members with Council. The Governance Committee has recommended that this competency framework be used by Council in its process for selecting and appointing non-Council appointed members to committees for the 2020-2022 term.

MOTION: THAT COUNCIL ADOPT THE PROPOSED COO BOARD COMPETENCIES FRAMEWORK FOR APPOINTED MEMBERS.

MOVED: R. VEZINA
SECONDED: O. FAROUK

Discussion followed around how these attributes would be used. It was suggested that eventually these values and attributes may be used as election criteria for elected Council members.

VOTE: CARRIED

9.2 Council Decision Making Process

G. White reviewed changes proposed by the Governance Committee, to the Council Decision Making Policy (4-35), with Council:

1. An amendment was made to clarify that task forces and committees typically collect information to support policies, not Council.
2. An amendment was made to the consultation process to include a provision that permits the Registrar to request stakeholder feedback before a committee begins working on an issue.

MOTION: TO APPROVE THE COUNCIL DECISION-MAKING POLICY AS AMENDED.

MOVED: R. VEZINA
SECONDED: O. FAROUK

VOTE: CARRIED

The Council meeting recessed at 12:00.

7.0 Closed Working Group Session

A closed working group session was held from 1:00 pm to 2:00 pm

The Council meeting resumed at 2:00 pm. Andrej Sikic, Tatiana Mighiu, and Mary Di Franco, joined the Council meeting in the gallery.

8.0 Governance Manual Updates

K. Fryday-Field addressed the Council and proposed reordering the items to be presented. It was determined that Council would start with item 8.3 rather than 8.1.

8.3 Organizational Shared Values

K. Fryday-Field presented on the COO Organizational Values Policy. Council had previously approved the content, which was on our website, and has now been formalized in a policy.

8.2 Council Information and Monitoring System

This agenda item was tabled to a subsequent meeting.

8.1 Strategic Outcomes Policy

K. Fryday-Field presented on the Ends/Strategic Outcomes Policy. The ends, or strategic outcomes, policy forms the framework for the strategic plan. The success of this policy is reflected in the key performance indicators in the strategic plan.

End 1 – Accountable Professionals

- 1.1 Practice standards and guidelines exist which are reflective of technology and changing patient preferences.

End 2 – Public Trust

- 2.1 Public trust exists through an excellent governance framework and effective organizational processes.
- 2.2 Collaborative relationships with stakeholders exist that demonstrate effectiveness and trustworthiness.

MOTION: TO APPROVE THE ENDS/CRITICAL OUTCOMES POLICY (1-01)

MOVED: G. WHITE

SECONDED: O. FAROUK

VOTE: CARRIED

8.4 CEO Performance Evaluation

Karen Fryday-Field presented to Council on the CEO performance Evaluation Process Policy. The process engages the entire council and provides the opportunity to give feedback. Monitoring will occur throughout the year. The formal review will be carried out by a subcommittee that will include the President, Vice President and one other person from the Executive Committee, who will share a summary of the results, including the conclusions and recommendations, with Council.

A friendly amendment was proposed to change the requirement the third subcommittee member be from the Executive Committee was proposed. Instead, it was proposed that the third subcommittee member be any Council member elected by the Council.

MOTION: TO APPROVE THE CEO PERFORMANCE EVALUATION PROCESS POLICY (3-07) AS AMENDED.

MOVED: B. TODD
SECONDED: I. KOENIG

VOTE: CARRIED

8.5 Updates to the Council Effectiveness Self Evaluation Process Policy

K. Fryday-Field presented on updates to the Council Effectiveness Self Evaluation Process Policy. Over the last three years Council has evaluated their own performance every year. In 2018 the evaluation had too much information and it was difficult to digest all of it. The following changes to the timeline were proposed: For 2019, the evaluation will be sent out immediately after the December Council meeting and participants will have until the end of December to respond. The results will come to Council in February with an action plan or possibly in May.

Council members who have not completed the evaluation will receive four regular follow up calls, following which the Chair will follow up directly regarding any incomplete evaluations.

MOTION: TO APPROVE THE PROPOSED UPDATES TO THE COUNCIL SELF-EVALUATION PROCESS POLICY (3-07).

MOVED: R. VEZINA
SECONDED: I. KOENIG

VOTE: CARRIED

Council recessed for a 15-minute break. After the break the independent meeting chair introduced A. Sikic and T. Mighiu in the gallery.

9.3 CNO Vision 2020 Letter

G. White presented a draft letter to the Ministry of Health expressing support for the CNO's Vision 2020 proposal. It was noted that the COO continues to develop its own blueprint for governance reform.

MOTION: TO APPROVE THE DRAFT LETTER TO THE MINISTRY OF HEALTH.

MOVED: O. FAROUK
SECONDED: I. KOENIG

VOTE: CARRIED

10.0 Reports

10.1 Registrar's Report

F. Khan presented the registrar's report and reviewed the elections portal with Council.

10.2 Committee Reports

MOTION: TO APPROVE THE COMMITTEE REPORTS AS PRESENTED.

MOVED: E. VIVEIROS

SECONDED: O. FAROUK

VOTE: CARRIED

10.3 Communications / Website Update

C. Robertson briefed Council on the status of updates to the COO website.

10.4 Annual Report

Council reviewed the COO 2018 Annual Report.

16.0 Involvement of Non-Council Members in Closed sessions

Council reviewed the COO's current practice of not permitted non-council committee members to attend closed (in camera) council sessions. It was noted that none of the 11 RHPA colleges that responded to the COO's inquiries permit non-council committee members to attend closed council sessions.

MOTION: THAT COUNCIL KEEP THE STATUS QUO AND NOT ALLOW NON-COUNCIL MEMBERS IN CLOSED SESSIONS.

MOVED: G. WHITE

SECONDED: O. FAROUK

VOTE: CARRIED

ABSTAINION: R. VEZINA

MOTION: TO RECESS UNTIL THE FOLLOWING MORNING

MOVED: J. COP-RASMUSSEN

SECONDED: S. KINSELLA

VOTE: CARRIED

The Council meeting recessed at 3:38 until the following day at 10:00 am.

DRAFT COUNCIL MEETING MINUTES

Tuesday October 8, 2019

10:00 AM to 2:30 PM

COO Boardroom

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- Attendees:** Mr. Bryan Todd, President, RO, Elected Member
Mr. Omar Farouk, Vice-President, Public Member
Ms. Jacalyn Cop-Rasmussen, Public Member
Mr. Balbir Dhillon, RO, Elected Member
Ms. Ingrid Koenig, RO, Elected Member
Ms. Dorina Reiz, RO, Elected Member
Mr. Rob Vezina, RO, Elected Member
Mr. Edward Viveiros, RO, Elected Member
Mr. Steven Kinsella, Public Member
Mr. Jack Zwicker, Public Member (joined by phone)
- Administration:** Mr. Fazal Khan, RO, Registrar, CEO
Ms. Melanie Woodbeck, Deputy Registrar
Ms. Amy Stein, General Counsel
Ms. Carolyn Robertson, Manager, Communications and Executive Office
Ms. Christine Brown, Coordinator, Professional conduct
- Guests:** Ms. Deborah Worrada, Independent Meeting Chair
Mr. Antoine Mindjimba, Associate Partner, Ernst and Young
Ms. Sadaf Parvaiz, Director, Ernst and Young
Ms. Laura Feldman, Senior Consultant, Ernst and Young
- Regrets:** Ms. Neda Mohammadzadeh RO, Elected Member

The Council meeting resumed on October 8th at 10:10 am.

12.1 Introduction

D. Worrada opened the meeting with roll call. No announcements were made. The changes made to the agenda the previous day were reviewed and the remaining items were noted. Council decided they would like to finish earlier and decided to have the Diversity and Inclusion presentation at 11:45.

Participants who joined that morning were asked to introduce themselves: Peter Dlhopelec, Member C2109 (gallery observer) and Balbir Dhillon, RO, Elected Council Member.

13.0 Strategic Plan Update

F. Khan provided an update on the draft Strategic Plan for 2020-2022.

MOTION: TO APPROVE THE STRATEGIC PLAN FOR 2020 - 2022

MOVED: G. WHITE

SECONDED: I. KOENIG

VOTE: CARRIED

4.1 Annual Requirements for Members

D. Summers reviewed the proposed changes to the Quality Assurance program. One of the proposed changes includes adding a category of accredited continuing education activity entitled "Professional Growth".

MOTION: TO APPROVE THAT THE PROPOSED CHANGES TO THE QA PROGRAM BE CIRCULATED FORSTAKEHOLDER FEEDBACK FOR 30 DAYS.

MOVED: R. VEZINA

SECONDED: B. TODD

VOTE: CARRIED

4.2 QA Internal Policy Manual

D. Summers reviewed the changes to the Quality Assurance Internal Policy Manual with Council, which were aimed at streamlining the process involved in reviewing registrant portfolio submissions. Some of the changes included that certain decision-making functions would be dealt with by staff rather than committee, and initial letters would be sent out at an earlier stage.

MOTION: TO APPROVE UPDATES TO THE QUALITY ASSURANCE INTERNAL POLICY MANUAL AS PRESENTED.

MOVED: R. VEZINA

SECONDED: J. COP-RASMUSSEN

VOTE: CARRIED

J. Zwicker joined the meeting at 10:53 by phone.

14.0 Standards of Practice (Further Discussion)

At the request of R. Vezina, Council voted in favour of revisiting agenda item 14 on the Standards of Practice.

A discussion followed on the proposed changes to Standard 5: Record Keeping, and Council members provided additional feedback on the proposal to add a requirement that the patient record include commercial laboratory costs.

It was confirmed that Council's motion to circulate the previous day and that motion stands. The feedback received from Council and stakeholder feedback will be reviewed by the Standards of Practice Committee in November, and by Council in December.

15.0 Diversity and Inclusion

At 11:45 Council was joined by Antoine Mindjimba, Sadaf Parvaiz, Laura Feldman from Ernst and Young who made a presentation on diversity and inclusion. The purpose of the presentation was to support the goal set by Council in its strategic plan to enhance the College's effectiveness and trustworthiness through improved stakeholder awareness and engagement.

17.0 Adjournment

MOTION: TO ADJOURN THE MEETING

MOVED: J. COP-RASMUSSEN

SECONDED: E. VIVIEROS

VOTE: CARRIED

The meeting ended at 12:30.

¼ day prep time for professional (combined for both days)

½ day for public (combined for both days)

Full day honorarium for both for each day.