



COLLEGE OF DENTURISTS OF ONTARIO
79th MEETING OF THE COUNCIL
Held at 365 Bloor Street East, Suite 1603, Toronto, ON M4W 3L4
March 6, 2015- 9am to 3:30pm

MINUTES

1. Welcome and Introductions

- 1) The President introduced new public member Ms. Arnella Csongradi. Ms. Csongradi has worked in the retail/merchandising sector and has a marketing/advertising diploma from Seneca and recently completed a certificate in Canadian securities. She volunteers as an adult literacy tutor and is a member of Toast Masters.
- 2) The Registrar introduced Fiona Harvey, the new Coordinator for the Office of the Registrar. Ms. Harvey will be responsible for managing clinic name requests, certificates of authorization renewals, Council and Executive meetings and will be helping to revamp the CDO website.
- 3) The President also invited all Council members and members of the public to introduce themselves.

2. Call to Order

The President called the meeting to order at 9:15 a.m. and welcomed everyone.

Note Members Present

Elected Members: Mordey Shuhendler, Vice President
Gregory Baker
Kenneth Battell
Peter Cassano
Keith Collins
Patrick McCabe
Luc Tran
Michael Vout Jr.*

Public Members: Anita Kiriakou, President
Thomas Baulke
Arnella Csongradi
Ivan McFarlane
Barbara Smith
Hanno Weinberger

Regrets: No Regrets

Guests: Rebecca Durcan, Legal Counsel-Steinecke Maciura LeBlanc LLP
Brad Sinclair, Registrar for the College of Dental Hygienists of Ontario

Staff: Abena Buahene, Registrar
Vicci Sakkas, Qualifying Examination & Operations
Aslan Stohr, Professional Conduct
Fiona Harvey, Recorder

* Attended via conference call

3. Approval of Agenda

Council reviewed the agenda and no amendments were required.

MOTION: It was moved by P. McCabe and seconded by K. Collins.

THAT: the agenda of the 79th Council Meeting be approved as circulated.

CARRIED: unanimously.

4. Declaration of Conflict

No conflict of interest was declared.

5. Review and Approval of Minutes

5.1 78th Council Meeting Minutes – December 12, 2014

Council made the following amendments to the minutes.

- Page 3, 3rd line down, add the word “regulation” after the word “registration.
- Page 3, 3rd paragraph, 1st line, replace the word “to” with the word “by” after [QEAC].
- Page 3, under item 6.1, 1st paragraph, 3rd line down, change the word “resignation” to its plural.
- Page 4, 5th line down, replace the word “there” with the word “they” after [if].
- Page 4, in the 1st motion, add the word “them”, after the word [post]
- Page 4, under item 6.3, delete the word “revised” in the sentence “that Council adopt the criminal background check report policy as amended”.
- Page 6, under item 6.7, 6th line down, delete the words “common law and human rights legislation” and replace with the words “the Regulated Health Professions Procedural Code”.

MOTION: It was moved by K. Collins and seconded by L. Tran.

THAT: the minutes of the 78th Council Meeting held on December 12, 2014 be approved as amended.

CARRIED: unanimously.

6. Items for Discussion and Decision

6.1 Presentation on the Review of Oral Health Services in Ontario - Brad Sinclair, Registrar for the College of Dental Hygienists of Ontario (CDHO)

Mr. Brad Sinclair presented to Council the findings of the CDHO report entitled *Summary of Findings and Opportunities to Improve Access to Oral Health Services in Ontario*. In 2013 the

CDHO commissioned an external consultant from the healthcare sector to “identify existing and emerging themes” relating to access to and quality of oral health services as well as barriers and enablers to improve access to services. Below are the opportunities that Mr. Sinclair highlighted in his presentation:

1. For representatives of public health, oral health and primary care practitioners to come together to build a consensus on strategic priorities on oral health.
2. For the creation of a forum for discussion about oral health clinic research priorities (both clinical and oral health system) and strategies to support this research.
3. For Local Health Integration Networks to recognize oral health services as an important component of the overall health system and to facilitate planning for oral health services in their regions.
4. For Local Health Integration Networks to support Community Health Centre’s, Aboriginal Health Access Centre’s, Family Health Teams and Community Care Access Centre’s in the development and implementation of strategies, and to incorporate oral health assessments, referrals and services to better integrate oral health services into the health system.
5. For increased awareness of the importance of good oral health through strategies to promote oral health care across all populations.
6. For public health and oral health professionals and other stakeholders to continually look for and nurture opportunities for developing strong and sustainable models for interprofessional care in the delivery of oral health services.

Council thanked Mr. Sinclair for his presentation and acknowledged that it is well documented that there is a link between oral health and overall health, and that a lot of progress has been made in this area.

The review highlighted opportunities for inter-professional collaboration with other oral health care providers. Mr. Sinclair indicated that the CDHO would revisit their strategic plan in light of the review. He also stated it was up to the individual oral health Colleges to determine what and how they wished to become involved regarding the opportunities set out in the review.

6.2 College’s Draft Budget for the 2015-16 Fiscal Year

* Waiver of Automatic Fee Increase

The Registrar presented the draft budget for 2015-2016, line item by line item. Council was also directed to follow the budget notes which set out the revenue assumptions and anticipated expenditures.

The following budget items were highlighted.

1. Registration Fees - Less revenue was received for registration fees in 2014-2015 due to resignations that had not been taken into account, and that not all candidates who pass the qualifying examination (QE) register at the full fee; i.e. 20 people may register at the full fee level and about 10 or more will register in October at a lower fee.
2. Expenditures - The College had budgeted for a full complement of permanent staff (6) salary. This line item reflects COLA and a merit increase. The latter is at the discretion of the Registrar.
3. Unauthorized Practices - In 2014-15, the College spent \$25,000 on investigating complaints of individuals practicing denturism, but not registered with the College; this was not anticipated in the previous budget. Therefore the Registrar is recommending that the College set aside funds in the 2015-2016 budget for this issue.

4. QE Development and Administration - Ms. Sakkas prepared a comprehensive overview of the development and administration costs for the qualifying examination. Regarding the examination administration, the College is projecting revenue of \$200,000, but expenditures are expected to be \$220,000. However in the 2014-15 fiscal year, the College generated \$35,000 over and above the anticipated administration costs. QE development costs will continue to be significant in the next year as more OSCE case scenarios are created for the QE bank.
Regarding the examination development, the Registrar informed Council how our expert denturism consultant, Richard Bondy has been and continues to be an invaluable and integral part of the QE OSCE development process. Upon reviewing the per diems and expenses the College has paid him over the calendar year associated with the development of the OSCE's, it was determined it would be more cost efficient to place him on a retainer as the College does with its QE assessment consultant. The proposed budget has accounted for this.
5. ICRC - In regards to the ICRC complaints and referrals to discipline, the Registrar informed the Council that the College is required to ensure that funds are allocated to the committees that deal with these matters.

Council discussed the budget and had a few questions:

The Registrar informed Council the College is looking at doing elections on-line this year and has budgeted for this.

The question was asked whether there was any benefit to having members pay only by cheque instead of paying by credit card so that the College would not have to incur the additional credit card fees. The Registrar informed Council that this would not be cost effective as it would take up too much of staff time having to process the cheques, deposit them at the bank, file/scan hard copies and act as bill collectors. By using credit cards, fees are collected immediately, money is in the bank and there is very little follow-up with members who have not paid when they renew.

Council discussed the retainer fee for the qualifying examination denturism expert and a motion was put forth to set the retainer at \$40,000 for this fiscal year.

MOTION: It was moved by K. Collins and seconded by P. McCabe.

THAT: Richard Bondy to be retained as the qualifying examination expert denturism consultant at \$40,000 for the next fiscal year.

CARRIED: not carried.

MOTION: It was moved by K. Battell and seconded by M. Vout Jr.

THAT: Council approves the proposed 2015-16 budget as received.

CARRIED: unanimously.

The Registrar informed Council the proposed budget is a balanced one with modest operating surplus for any anticipated expenditures and recommended Council waive the annual fee increase as set out in the By-laws.

MOTION: It was moved by M. Shuhendler and seconded by B. Smith.

THAT: Council waive the fee increase as contemplated in By-law 31.05 for the 2015-16 fiscal year.

CARRIED: unanimously.

6.3 Overview Presentation on Additional Information on the Register (Transparency Initiative)

Ms. Durcan, the College's legal counsel and the Registrar gave a presentation on the expectation from the Minister of Health and Long-Term Care for the public to know more about individual healthcare providers so that patients can make informed decisions about who they wish to receive care from.

The presentation focused on the following.

- What information is public now as required under section 23 of the Code name, business address, etc.; class of registration and status; terms, limitations, conditions in effect, revocations/suspensions on certificate of registrations; referrals to discipline; discipline and fitness to practice hearing outcomes; undertakings to resign; findings of professional negligence; and any other information that is required to be kept in accordance with the by-laws.
- What additional information could be added to the register (which would require changes to the by-laws) - registration history with other regulators; criminal findings of guilt; criminal charges; bail conditions; past practice locations; and Inquiries, Complaints, and Reports Committee outcomes.
- Website notification of individuals not registered with the College who are practicing denturism illegally.
- Brief discussion on some of the administrative and operational challenges with adding more information on the register such as how will the information be captured and how long does it stay on the register?

In the months to come, Council would be having discussions about changes to the by-laws to add more information on the register; the ICRC would also be involved and would make recommendations for Council's consideration on what ICRC outcomes should be included. The Registrar and the Executive Committee will make recommendations to the by-law changes for adding information that does not deal with ICRC matters.

6.4 Draft Registrar Annual Performance Assessment Form

By-law 8.04 which states that Council shall develop a process for evaluating the performance of the Registrar annually. The Executive Committee presented a draft annual performance assessment form for Council to consider for evaluating the Registrar's performance.

Council discussed the draft performance assessment form and suggested making changes to paragraph 2, line three, change the word "should" to "shall", i.e. the initial review shall include feedback from Council members and committee chairs.

Council determined that the following process be put into place when conducting the Registrar's performance assessment.

- The President meets with the Registrar to discuss the process and objectives for the coming year.
- Then the President gathers feedback from applicable stakeholders and the Executive Committee to complete the rating scale.

- The President would then meet with the Registrar again to review the completed assessment form and the Registrar would be given an opportunity to provide comments.
- The Executive presents the completed assessment form and recommendations for objectives to Council.
- Council should approve the objectives for the coming year.

Council agreed that the Executive Committee would gather feedback information, prepare ratings, agree on salary percentage increase if appropriate, and prepare a brief report for Council's consideration. The President and the Registrar would sign off on the completed performance assessment before it is presented to Council.

MOTION: It was moved by K. Collins and seconded by I. McFarlane.

THAT: Council approve the draft annual performance assessment form for the Registrar as amended.

CARRIED: unanimously

6.5 Merging of Professional Practice Committee (PPC) into Quality Assurance Committee (QAC)

The Professional Practice Committee (PPC) was created as a non-statutory committee to complete important short-term projects. Over the course of the last year, it became evident that with the College embarking on the document revision project, a more formal approach to undertaking this project was needed. Furthermore, under Ontario Regulation 296/04 (General), the Quality Assurance Committee is the Committee tasked with proposing standards of practice, guidelines, etc. In consultation with Mr. McCabe, Chair of the PPC and Mr. Collins, Chair of the Quality Assurance Committee (QAC) it was proposed that the work plan of PPC be reassigned to the QAC, and that members of the PPC be appointed to the QAC and that going forward the QAC meet in two panels to conduct its work. Panel A would undertake the work plan of the current Quality Assurance Committee and Panel B would undertake the work plan of the current PPC. Panel A would comprise of the current members of the QAC and Panel B would comprise of the current members of the PPC.

This would require that the composition of the QAC be as follows as set out in By-law 24.06:

QAC (Panel A)

- (i) at least two (2) Members who are members of Council;
- (ii) at least one (1) Public Member who is a member of Council; and
- (iii) at least two (2) or more Members who are not members of Council

QAC (Panel B)

- (i) at least two (2) Members who are members of Council;
- (ii) at least one (1) Public Member who is a member of Council; and
- (iii) at least two (2) or more Members who are not members of Council

The Registrar and Mr. Collins suggested that the current compositions for Panel A (QAC) and Panel B (PPC) stay as is until after the elections in June and then look at the composition and put a call for members to participate as non-Council committee members.

MOTION: It was moved by P. McCabe and seconded by L. Tran.

THAT: The work plan of Professional Practice Committee (PPC) be reassigned to the Quality Assurance Committee (QAC), that the members of the PPC be appointed to the QAC and that the QAC meet in two panels to conduct its work.

CARRIED: unanimously.

7. Committee Reports

7.1 Executive

7.2 Inquiries, Complaints and Reports

- Council requested that Oral Cautions be added under Dispositions on the ICRC report going forward.

7.3 Qualifying Examination

- The Registrar will send Council details of the January QE results – amount of passes/fails.

7.4 Professional Practice

- Mr. McCabe, Chair informed Council that the Professional Practice Committee and M. Kennedy, Director of Regulatory Programs were working on the wording of the competency document so that it is more in plain language, and that it would be ready by March 9th. It would then go out in survey format to the members for validation.

7.5 Registration

7.6 Quality Assurance

7.7 Qualifying Examination Appeals, Discipline, Fitness to Practice, and Patient Relations – *No Reports as the committees did not meet.*

The Registrar informed Council she will be putting a call out in April for members of profession to sit on committees; the Registrar also requested that Council put the word out to encourage women denturists to participate in the work of the College.

Council was advised that Ms. Dawn Stamp, Chair of the Qualifying Examination Committee (QEC) had resigned as she is taking a position with Georgian College. Ms. Stamp will be assisting Georgian College with setting up its denturism program. Ms. Stamp has been on the QEC since 2009 and was the chair for the last several years. The Registrar and Council would like to officially thank Ms. Stamp for assisting the College with all the significant changes to the QE and providing her expertise and for all of her hard work on the Committee.

Council received the Committee reports.

MOTION: It was moved by M. Vout Jr. and seconded by B. Smith.

THAT: Council accept committee reports as received

CARRIED: unanimously

8. Registrar Report

Council received the Registrar's report.

MOTION: It was moved by P. Cassano and seconded by K. Collins.

THAT: Council accept the Registrar's report as received

CARRIED: unanimously.

9. Items for Information and Other Business

The Registrar spoke to Council about the Task Force on the Prevention of Sexual Abuse of Patients correspondence under item 9.2 and informed them that she would be providing the College's response to the request for information on or before March 23, 2015.

Council received the items for information and other business

10. Next Council Meeting Date – June 19, 2015

11. Adjournment

There being no further business to discuss, the meeting was adjourned at 2:04 p.m.

MOTION: It was moved by K. Collins.

THAT: the meeting be adjourned at 2:04pm.

CARRIED.