



**CRDHA Council Meeting  
Meeting Minutes  
November 18, 2022  
In-Person – Holiday Inn Edmonton South (950 Parsons Road SW)**

<u>Minutes</u>			
<b><u>Attendees - Council Members</u></b>			
<u>Name</u>	<u>Role</u>	<u>Name</u>	<u>Role</u>
Jodi Sperber	Chair, Regulated Member		
Lindsay Ord	Vice Chair, Regulated Member	Beth Blair	Councillor, Regulated Member
Kathy Sauze	Councillor, Regulated Member	Judy Hansen	Councillor, Public Member
Louise Mosier	Councillor, Public Member	Samantha Heron	Councillor, Regulated Member
Teanne MacCallum	Councillor, Regulated Member	John Jossa	Councillor, Public Member
Carol Gibbons Kroeker	Councillor, Public Member		
Erhard Poggemiller	Councillor, Public Member		
<b><u>Attendees – Guests and Observers</u></b>			
<u>Name</u>	<u>Role</u>	<u>Name</u>	<u>Role</u>
Amie Dowell	Registrar & CEO	Salima Thawer	Director of Regulatory Affairs, CRDHA
Stephanie Sims	Incite Strategies	Nicole Hannigan	Compliance Advisor, CRDHA
Jesse Meyer	Incite Strategies	Holly Durdle	Recorder, CRDHA
Darren Tonn	Incite Strategies		
Tammy Oberik	Human Resource Consultant		
<b><u>Regrets</u></b>			
<u>Name</u>	<u>Role</u>	<u>Name</u>	<u>Role</u>



## 1. Call to Order

### 1.1 - Introductions: Guests / Observers

The Chair, J. Sperber, called the meeting to order at 8:05 am on November 18, 2022, and welcomed Council members. She advised that no observers would be in attendance. J. Sperber also advised that a few guests will be joining the meeting throughout the day to present to Council.

S. Heron joined the meeting via Zoom.

J. Sperber acknowledged that the Council was gathered on Treaty 6 Territory.

J. Sperber informed Council that H. Durdle projected the expenses for in-person Council meetings based on Council member travel requirements. Edmonton was the most cost-effective location to hold Council meetings. However, unless Council advised differently, in-person Council meetings will alternate between south and north locations.

### 1.2 - Housekeeping

J. Sperber advised that should anyone need to take a phone call or other interruption during the business meeting, to step out of the room to lessen distraction for the participants.

J. Sperber advised that should anyone have a conflict of interest with any agenda item, at the time that agenda item is introduced, the individual will need to declare their conflict and either abstain from voting or recuse themselves from the meeting, as appropriate, until that agenda item has been concluded.

## 2. Adoption of Consent Agenda

J. Sperber listed all items on the Consent Agenda and asked if anyone wished to remove any item(s) from the Consent Agenda for discussion. Any typos or grammatical errors in any of the Council Minutes can be sent directly to H. Durdle. The Chair asked for a motion.

2.1 Draft Sept 30 & Oct 1 Council Meeting Minutes for Approval

2.2 Action Items from past Council meetings for Information

2.3 Committee Minutes for Approval

i. Executive Committee - Oct 6 and Nov 8

ii. Governance Committee - Oct 19 and Nov 9

iii. Audit, Finance & Risk Committee - Nov 9

**MOTION: To approve the Consent Agenda as presented.**



**Moved by: L. Ord, Seconded by: L. Mosier**  
**CARRIED**

### **3. Adoption of the Agenda**

J. Sperber asked if there were any additions or revisions to the agenda and asked for a motion to approve.

**MOTION: To approve the agenda of November 18 & 19, 2022, as presented.**

**Moved by: K. Sauze, Seconded by: T. MacCallum**  
**CARRIED**

### **4. Operational/Renewal Update**

A. Dowell presented the 2022-2023 operational report to Council and spoke to the emerging topics outlined in the report.

#### **Renewal 2022**

A. Dowell provided Council with an overview of the 2022-23 CRDHA renewal period, specifically the impact of the new administrative fee on the timing for renewal application submissions. The percentage of renewal applications received by October 15th increased by 27% and suspensions for failure to renew dropped by 42% compared to the 2021-22 renewal period. Council will be discussing and approving 2023-24 practice permit fees at their February 2023 Council meeting, including if they would like to keep the administrative fee.

A. Dowell shared lessons learned and the confusion regarding using “midnight” as the deadline. The College acknowledged that there may have been some confusion regarding the date on when the administrative fee came into effect, therefore all registrants who submitted renewals on October 15<sup>th</sup> will be issued a refund for the administrative fee and the deadline of 11:59pm will be used moving forward.

#### **Database Update**

A. Dowell provided an update on the database, specifically some of the concerns the College has been receiving from registration regarding a potential conflict of interest with the new provider. Council informed the newer council members that the final decision to utilize Pontem Innovations to set up the database system was relegated to Council and a motion to approve the selection of Pontem Innovations as the developer of the Registrant Management System was unanimously passed by Council on May 31, 2022 and documented by legal counsel. L. Ord, regulated council member and L. Mosier, public council member, verified that they had participated in the full process and confirmed that any conflict of interest was appropriately mitigated and the process was supported by legal counsel.



## 5. Financials

### Website

J. Jossa and A. Dowell provided Council with an update from the last Audit, Finance and Risk Committee regarding the further development of the CRDHA website. The College began work on the new website in 2019 and signed a contract with a new website provider called Box Clever. The College recognized that the website project would be done in 2 phases: phase 1 was to transition and re-organize the public facing site and a vaulted site (registrant only) and phase 2 was to modernize the website, remove any professional association linkages, dissolve the vaulted site and have it more functional for both registrants and the public.

J. Jossa asked for a motion to approve the utilization of reserved funds for phase 2 of the website project.

**MOTION: To approve the transfer of up to \$40,000 from the Technology Fund for the CRDHA website design and development project into the unrestricted fund account.**

**Moved by: J. Jossa, Seconded by: E. Poggemiller**

**CARRIED**

### Financial Statements

A. Dowell provided an overview of the 2021-2022 financial statements and advised that the Audit, Finance, and Risk Committee recently met to review the statements in detail.

Council discussed that they would like to see more details in the financial statements, including variance against the budget. Council suggested adding notes on each line of the statement when necessary and adding additional explanations for items that may not be intuitive such as “cost of goods sold”.

**MOTION: To approve the discussion of the Income Statement and Balance Statement.**

**Moved by: E. Poggemiller, Seconded by: J. Jossa**

**CARRIED**

### Auditor RFP

J. Jossa and A. Dowell led a discussion addressing why the Audit, Finance and Risk Committee is recommending to Council to appoint Gallo LLP as the auditor for the 2022-2023 CRDHA financial audit. The Committee assessed four proposals submitted by accounting firms for consideration based on the following criteria: knowledge and experience, historical performance, financial health of the company, fee of service, local representation and reporting and reputation.

Date Approved: Feb. 10, 2023



The College has only used Y&A Accountants as their auditors, so the Committee unanimously agreed that a new auditor with fresh eyes on the College's financial position and processes was best practice.

**MOTION: To approve Gallo LLP to perform the CRDHA 2022-2023 financial audit**

**Moved by: J. Jossa, Seconded by: C. Gibbons Kroeker**

**CARRIED**

## **BREAK**

## **6. Policy Updates**

Amie provided an overview of CP-5 Risk Management policy and Council had a discussion. J. Hansen suggested that the Governance Committee consider discussing a succession plan at the next meeting.

**Action:** Add CP-5 Risk Management policy to future Governance Committee meeting agenda.

**MOTION: To approve CP-5 Risk Management policy as presented.**

**Moved by: K. Sauze, Seconded by: L. Mosier**

**CARRIED**

A. Dowell provided an overview of CP-6 Professional Liability Insurance policy and suggested the addition of dental hygiene profession to be listed on the PLI certificate as registrants may present a policy stating a different profession. Council agreed with the suggested addition.

**MOTION: To approve CP-6 Professional Liability Insurance policy as presented.**

**Moved by: T. MacCallum, Seconded by: K. Sauze**

**CARRIED**

A. Dowell provided an overview of CP-7 CPR policy and advised that the requirement for CPR for registration and renewal will no longer be in the Dental Hygienists Profession Regulation. The requirement for CPR will be within a Standard of Practice as of December 31, 2022. Council reviewed and discussed the suggested changes to the policy. Council agreed with the suggested changes.

**MOTION: To approve CP-7 CPR policy as amended effective December 31, 2022**

**Moved by: L. Mosier, Seconded by: B. Blair**

**CARRIED**



A. Dowell provided an overview of GP-6 Council Compensation policy. In recognition of the growing amount of work for the Chair, the Audit, Finance & Risk Committee suggested increasing the Chair's Honorarium from \$3000 to \$5000. The Audit, Finance & Risk Committee also suggested the increase of the lunch allowance from \$30.00 to \$40.00.

**MOTION: To approve GP-6 Council Compensation policy as amended.**

**Moved by: B. Beth, Seconded by: K. Sauze.**

**CARRIED**

**ABSTAINED: J. Sperber, L. Ord**

A. Dowell provided an overview of GP-5 Council Meeting Processes. The Governance Committee brought forward a new format for this policy and a name change from "Rules of Order and Meeting Processes" to "Council Meeting Processes". Council suggested that GP-5 go back to the Governance Committee for further discussion on e-motions.

A. Dowell provided an overview of GP-5.1 In-Camera Meetings and Council agreed with the policy changes suggested by the Governance Committee.

**MOTION: To approve GP-5.1 In-Camera Meetings policy as presented.**

**Moved by: J. Hansen, Seconded by: C. Gibbons Kroeker**

**CARRIED**

A. Dowell provided an overview of GP-5.2 Observers at a Meeting policy. J. Hansen suggested removing "physical written notes are not permitted during a Council meeting". Council agreed with the removal of this statement.

**MOTION: To approve GP-5.2 Observers at a Meeting policy as amended.**

**Moved by: B. Blair, Seconded by: E. Poggemiller**

**CARRIED**

Council briefly discussed GP-5.3 and agreed with the policy changes suggested by the Governance Committee.

**MOTION: To approve GP-5.3 Invited Guests at Council Meeting policy as presented.**

**Moved by: L. Mosier, Seconded by: B. Blair**

**CARRIED**

Council briefly discussed GP-4 and agreed with the policy changes suggested by the Governance Committee.



**MOTION: To approve GP-4 Conflict of Interest policy as amended.**

**Moved by: J. Hansen, Seconded by: K. Sauze**

**CARRIED**

## **7. Strategic Planning**

A. Dowell reviewed changes made to the strategic plan addressing that many of the changes were a result of the conversations held at the Sept 30 – Oct 1, 2022 council meeting. An additional 6 months has been added to the current strategic plan to align it with the fiscal year and to provide additional time to work on projects that were put on hold due to Covid and Bill 46. The strategic plan displays projects that have been complete, in-process and some projects that have been moved to an “on-hold” section to be considered for the next strategic plan.

**MOTION: To accept the CRDHA Strategic Plan and Operational Plan as presented for information.**

**Moved by: E. Poggemiller, Seconded by: L. Ord**

**CARRIED**

## **8. DHAA Update**

A. Dowell and J. Sperber provided Council with an update on the DHAA Feasibility Study.

A letter was sent to the DHAA requesting an update and informing them that the timeline for funding will cease in Spring 2023 with the full implementation of Bill 46.

A. Dowell and J. Sperber met with Diana Mocha, one of the Executive Directors from DHAA, and Brenda Sawatzky-Girling, President, Niche Consulting & Management, Inc. on November 3 and addressed some of the needs required in a feasibility study from Council’s perspective. J. Sperber had a follow up meeting with Candice Boyce and Diana Mocha to express concerns from the November 3 meeting.

**Action:** Holly to send the Divestment Report to Council

**MOTION: To approve the transfer of \$10,000 from the Strategic Fund Restricted Funds to the Unrestricted funds for the DHAA Project into the unrestricted fund, account for the DHAA feasibility study.**

**Moved by: E. Poggemiller, Seconded by: T. MacCallum**

**CARRIED**

**LUNCH**



## 9. Incite Strategies

J. Sperber welcomed S. Sims, J. Meyer and D. Tonn from Incite Strategies to the meeting at 1:07pm

Incite Strategies provided Council with an overview of the new identity system concept – branding.

Next steps and proposed timelines were discussed.

S. Heron joined the meeting in-person at 1:06pm

## BREAK

## 10. Continuing Competence

J. Sperber welcomed Nicole Hannigan from the CRDHA to the meeting at 2:05pm.

S. Thawer introduced the Continuing Competence Program Manual. N. Hannigan provided Council with an overview of the changes and updates made to the manual to align with the requirements of Bill 46 and actions required by the government.

The question was posed to Council asking if they want to keep written articles and published in oral health college, association publications in the Continuing Competence program or remove it. The suggestion was to decrease the credits to 2 credits from 10 credits and keep it tied to college/association publications.

Council discussed the current credit allocation for the Jurisprudence Exam which is a 2 credit one time only exam and recommended to change the Jurisprudence Exam to 2 credits per reporting period as this will encourage the ongoing awareness of regulation, legislation, college mandate etc. Council agreed with the recommendation.

Council agreed the removal of practice related activities and special consideration for credits from the Education section of the Continuing Competence manual.

Council agreed to add the maximum of 3credits per permit year for CPR.

Continuing Competence next steps were discussed and will be reviewed and discussed further at the February 2023 Council meeting.

## 11. Standards of Practice





N. Hannigan provided Council with an overview of the feedback received from the Standards of Practice consultation held with registrants, other health professionals and members of the public.

N. Hannigan provided Council with an overview of eleven (11) Standards of Practice: Conflicts of Interest, Drugs – General, Drugs - Prescribing, Continuity of Care, Clinical Therapy, Professional Accountability, Ionizing Radiation, Advertising and Representation of Service, Code of Ethics, Protecting patients from Sexual Abuse and Misconduct, Safety and Risk Management, and Client-centered Care. Council reviewed and discussed each Standard of Practice. Council provided their feedback and agreed to move the Standards forward as presented to the Government of Alberta for consultation and feedback.

## **12. In-Camera**

An in-camera session was held. Tammy Oberik, Human Resources Coordinator joined the In-Camera via Zoom.

**MOTION: To move in-camera at 4:24p.m.**

**Moved by: B. Blair, Seconded by: T. MacCallum**

**CARRIED**

**MOTION: To approve Tammy Oberik to support the CEO review**

**Moved: T. MacCallum, Seconded by: C. Gibbons Kroeker**

**CARRIED**

**MOTION: To approve Council members to complete the CEO annual survey if they have served for 6 months or longer on Council**

**Moved: S. Heron, Seconded by: E. Poggemiller**

**CARRIED**

**MOTION: To move out-of-camera at 5:07p.m.**

**Moved by: S. Heron, Seconded by: K. Sauze**

**CARRIED**

## **RECESS**

J. Sperber advised that the business meeting would recess at 5:10pm and resume at 9:00am Saturday, November 19, 2022



**CRDHA Council Meeting**  
**Meeting Minutes**  
**November 19, 2022**  
**In-Person – Holiday Inn Edmonton South (950 Parsons Road SW)**

**13. Call to Order**

J. Sperber called the meeting to order at 9:02am on November 19, 2022 and welcomed the Council members.

J. Sperber informed Council members that they can expense lunch today as the meeting will conclude at noon.

**14. Regulation & Bylaws**

A. Dowell provided Council with an update on the draft Dental Hygienists Profession Regulation. Council was made aware that once the final version of the Regulation is received back from the government, Council will need to review and approve the Regulation within a two-week timeframe. An ad hoc Council meeting will be held to review and approve the Regulation and sign the required official regulation certificate. The official regulation certificate must be signed as evidence that Council has reviewed and approved the official regulation.

A. Dowell led a discussion regarding the draft bylaw revisions as recommended by legal counsel. Council reviewed the draft bylaw revisions and identified inconsistencies and areas requiring clarification, which were correctly to the document simultaneously during the discussion.

The new bylaws and regulation will be approved by the end of December 31, 2022.

**MOTION: To approve the changes to the CRDHA Bylaws as amended effective December 31, 2022.**

**Moved by: B. Blair, Seconded by: T. MacCallum**

**CARRIED**

**BREAK**

**15. Dental Therapy**

Deferred to next meeting



## 16. Accreditation

Deferred to next meeting

## 17. Competence Committee

A. Dowell provided an overview of the Competence Committee's background and the responsibility of Council to appoint members to the committee. The decision was made to increase the number of committee members to no fewer than 4 members to be appointed by Council.

Gerry Cool will be retiring from the profession of Dental Hygiene and therefore will no longer be a member of the Competence Committee.

Brittany Fandrick has concluded her first 3- year term on the Committee and has expressed interest in serving a second, 3-year term. She would also like to serve another term as Committee Chair.

Chrissy Ford has concluded her first 3-year term on the Committee, however, Council declined the appointment to another term on the Committee to address a potential or perceived conflict of interest with her business consulting role.

**Action:** To send out an expression of interest to recruit two members to the Competence Committee.

**MOTION: To remove Gerry Cool from the Competence Committee effective immediately.**

**Moved by: C. Gibbons Kroeker, Seconded by: L. Ord**

**CARRIED**

**MOTION: To approve Brittany Fandrick for a second, 3-year term on the Competence Committee effective immediately.**

**Moved by: L Mosier, Seconded by: K. Sauze**

**CARRIED**

## 18. Registration Committee

A. Dowell provided an overview of the Registration Committee's background and the responsibility of Council to appoint members to the committee. The decision was made to increase the number of committee members to no fewer than 4 members to be appointed by Council.

Ava Chow has concluded her first 3- year term as on the Committee and advised that she has applied for a sabbatical from work and will not continue as a member on the Committee.



Mimi Godin has concluded her first 3- year term as on the Committee and expressed interest in serving a second, 3-year term. Mimi would also like to stay on as Committee Chair and complete the term until December 2024.

Carolyn Riemann has concluded her first 3- year term as on the Committee and expressed interest in serving a second, 3-year term.

**Action:** To send out an expression of interest to recruit a member for the Registration Committee.

**MOTION: To approve Carolynn Riemann for a second, 3-year term on the Registration Committee effective immediately.**

**Moved by: S. Heron, Seconded by: L. Ord**

**CARRIED**

**MOTION: To approve Mimi Godin as Chair for a second, 3-year term on the Registration Committee effective immediately.**

**Moved by: B. Blair, Seconded by: C. Gibbons Kroeker**

**CARRIED**

**MOTION: To remove Ava Chow from the Registration Committee effective immediately.**

**Moved by: T. MacCallum, Seconded by: B. Blair**

**CARRIED**

## 19. Executive Committee

Deferred to next meeting

## 20. Dates of Next Meeting

J. Sperber advised Council of the upcoming meeting:

- February 10 & 11, 2023
- June 23 & 24, 2023
- September 29 & 30, 2023
- November 24 & 25, 2023

J. Sperber advised that the contact list for all Council members will be sent out via email and is available on SharePoint, under Resource Documents.



**Action:** Holly to email Council member contact list to all Council members.

J. Sperber thanked everyone for attending and the work put into make this meeting a success.

**Adjourn**

The meeting adjourned at 12:12pm.