

## COUNCIL MINUTES



**SCPT**  
Saskatchewan College  
of Physical Therapists

SCPT Council Meeting held at the SCPT Office, 105A-701 Cynthia Street, Saskatoon SK, on June 3, 2017.

Present: Kent Earle, Jackie Hunchak; Karla Horvey; Dale Pitura; Elizabeth Rackow; Brandy Green; Tasha Descottes, Sarah Sarauer; Cathy Cuddington

In attendance: L. Kuffner (Executive Director)

Absent: none

1. **Call to Order** - The meeting was called to order by, Brandy Green, President, and meeting Chair, at 1:03. T. Descottes will take minutes for this meeting.
2. **Opening Remarks of Chair**
3. **Agenda & Declaration of COI**
  - 3.1. **Approval of Agenda- including consent agenda**

**Motion:** That the agenda be approved as circulated.

**Moved by:** S. Sarauer

**Seconded by:** K. Horvey

**CARRIED: MOTION:**

**Changes:** None
  - 3.2. **Declaration of COI – None declared**
  - 3.3. **Minutes of previous Council meetings**
    - 3.3.1. **Pre AGM Council Meeting Minutes**

**Changes:** K. Horvey in attendance for Pre-AGM meeting-

**Motion:** to approve the Pre AGM meeting minutes as circulated with the addition of K. Horvey in attendance.

**Moved by:** T. Descottes

**Seconded by:** S. Sarauer

**CARRIED: Motion:**

**3.3. ACTION-** T. Descottes to check and see if K. Horvey present in AGM Minutes

**3.3.2. Post AGM Meeting Minutes**

**Changes:** K. Horvey present during Post AGM meeting

**Motion:** to approve the Post AGM meeting minutes as circulated with addition of K. Horvey in attendance.

**Moved by:** C. Cuddington

**Seconded by:** S. Sarauer

**CARRIED: Motion**

**ACTION 3.3** T. Descottes to ask T. MacSymetz to update the Pre/Post AGM to include K. Horvey's name in attendance

**4. Additional Reports**

**4.1. Executive Director and Registrar's Report**

**Discussion:** Complaints log process- there isn't a time line defined for how long the complaint outcome is posted to the website. Should Council make a recommendation?

**4.1 ACTION:** L. Kuffner to ask the PCC and DC to make a recommendation for how long the posting should stay on the website and bring back to September's meeting if possible

**4.2. Alliance Report**

**Discussion:** Possibility of Alliance and Executive Directors Report could be made part of the Consent Agenda and if discussion wanted they could be pulled from the Consent agenda and discussed. Just need to make sure that if it's part of the Consent Agenda to make sure to ask if anything needs to be pulled from the Consent Agenda at beginning of meeting.

**5. Old Business**

**5.1. Pre AGM Meeting Action Plan Review**

**Action:** (if any)

- Reviewed as circulated

**5.2. September Meeting Dates**

**Motion:** to approve September 9<sup>th</sup> as the meeting date for the September Council meeting

**Moved by:** K. Horvey

**Seconded By:** R. Porter

**CARRIED: Motion**

**Discussion:**

**ACTION 5.2-** T. MacSymetz to update meeting date on the website

**5.3. Audit Procedures (CRC and Malpractice)**

**Discussion:** Document should state that it is an annual audit (CRC/Malpractice). Is the SCPT accepting copies of CRC? Does it have to be an original copy? If have a valid CRC and can produce a receipt SCPT will reimburse it. CRC cannot be requested by SCPT has to be requested by member. Can SCPT request that the CRC be sent directly to the SCPT to expedite the process? Details will be written into the office procedure for the policy. Can Lynn communicate the changes to the Health Regions so they can know to expect the increased requests for proof of malpractice?

**5.3 ACTION:** L. Kuffner made some edits to documents and will be forwarded back to CCC

**5.3 ACTION:** L. Kuffner to draft office procedures to support the CRC and Malpractice Audits and bring back to Council for information in September

**5.3 ACTION:** T. Descottes to include information in upcoming Momentum regarding audit procedures that will be in effect to make membership aware

**5.4. Letter from School of PT re: PCE Issues**

**Discussion:** Does the School want a response from the SCPT or just to be considered? The concerns brought forward in the letter have previously been discussed with The Alliance. The Alliance will be moving forward conduct more in-depth data analysis for each exam and share more data with university programs: correlations; information shared on OSCE stations. Is the Alliance committed to bringing this information forward if Council did not have a U of S member? This used to be brought forward via SPTAG, however SPTAG has not been active for the past couple of years. It may be beneficial to revitalise SPTAG to allow for more open dialogue between the U of S, SCPT and SPA. Does the College receive the CEO report from the Alliance- not consistently as according to what is able to be reported due to confidentiality, but College does receive the CAPR newsletter quarterly. Is there a risk to the College from this?

**5.4 ACTION:** B. Green to submit brief letter in response to letter to the U of S and continue to request this type of information continue to be shared

**5.4 ACTION:** B. Green and L. Kuffner to look into SPTAG current function

**5.5. Momentum Table of Contents**

**Discussion:** Need to expand what's on the website to include the table of contents for each Momentum edition to allow for ease of searchability on the website

**5.5 ACTION:** T. MacSymetz to create table of contents for the Momentum editions on the website

**5.6. PCC Committee Members – for information only**

**Motion:** none

**5.7. Other Committee Members**

**Motion:** to appoint Melissa Cursons to PSOP committee and Nicole Miller to legislation committee.

**Moved by:** T. Descottes

**Seconded by:** S. Sarauer

**CARRIED:** MOTION:

**Motion:** to appoint Dale Pitura to PSOP committee

**Moved By:** S. Sarauer

**Seconded By:** E. Rackow

**CARRIED:** Motion

**5.7 ACTION:** T. Descottes to send contact information to S. Sarauer and E. Rackow for new committee members

**5.7 ACTION:** S. Sarauer to contact Melissa Cursons

**5.7 ACTION:** E. Rackow to contact Nicole Miller

**5.7 ACTION:** T. MacSymetz to update committee listings on website- three members to 2 committees

**5.8. Treasurer's Report**

**5.8.1. SCPT Policy for Purchasing Technology Hardware**

**5.8.2. Working Budget 2017**

**Discussion:** Treasurer's report to be included in Consent Agenda from now on. ETF's were investigated- RBC did not suggest them. It was brought forward that RBC may have had conflict of interest and maybe an outside perspective should be sought out. Who would be the correct person to ask? Do we change the financial policy- currently our investments are to be guaranteed. Do we go to an independent financial advisor- how do we choose them? What do we need to do to keep in accordance with Government? (Information in Not for Profit Act)

**5.8 ACTION:** C. Cuddington to take back to Finance committee to explore options of financial advisors (Council still wants to be conservative with investments) and its financial impact.

Finance committee to review and update financial policy and bring recommendations to Council in September

#### **5.9. MOU Cross Border Physiotherapy**

##### **5.9.1. Draft Fee Bylaw**

**Discussion:** Table the fee bylaw until the legislation is in place to support the fees

**5.9 ACTION:** E. Rackow to take back to Legislation Committee to draft a Regulatory Bylaw amendment pertaining to extended access licensure

**5.9 ACTION:** S. Sarauer to take back to PSOP Committee to draft practice guideline regarding in province telerehabilitation

#### **6. New Business**

##### **6.1. Documentation of Good Character**

**Discussion:** Letter of good standing is the same as letter of good character. Nationally- lots of research has been done on what it means to have good character. Research has been done to show maybe it needs to be broader than just discipline aspects.

**6.1 ACTION:** L. Kuffner to refer the Good Character Document to Registration Committee for review

**6.1 ACTION:** L. Kuffner to suggest to Registration Committee that E. Rackow to be available for that teleconference to determine if any Legislation implications

##### **6.2. CNAR 2017/Council Education Opportunities**

**Discussion:** What does council deem important with regards to education for this council year? B.Green will be attending CNAR as Alliance president and L. Kuffner has already been approved to attend CNAR. How much money is left in education fund- approximately \$6000. As risk management is a key component of the strategic plan a board risk management session may be beneficial as the whole board can receive education at the same time. Risk based regulation is different than risk management /mitigation and may require further education session. Perhaps to have generative thinking session at the September session.

**6.2 ACTION:** B. Green to contact J. Grant to see if has any contacts on risk management speakers

##### **6.3. Billing for Administration Fee**

**Discussion:** Is it appropriate to charge the administration fee to the client under physical therapy assessment? Is it appropriate to build this extra fee into billing structure as some of the money is going to another company?

**6.3 ACTION:** L. Kuffner to respond to Nicole Miller about our response.

## **7. Other Business**

### **7.1. Action Plan Review (place all actions from highlighted actions above – include agenda item with each action to keep track of them)**

- **3.3. ACTION:** T. Descottes to check and see if K. Horvey included in AGM meeting minutes
- **3.3 ACTION:** T. Descottes to ask T. MacSymetz to update the Pre/Post AGM to include K. Horvey's name in attendance
- **4.1 ACTION:** L. Kuffner to ask the PCC and DCC to make a recommendation for how long the posting should stay on the website and bring back to September's meeting
- **5.2 ACTION:** T. MacSymetz to update meeting date on the website
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- **5.8 ACTION:** C. Cuddington to take back to Finance committee to explore other options of financial advisor (Council still wants to be conservative with investments) and its financial impact and financial policy and bring back recommendations to Council in September
- **5.9 ACTION:** L. Rackow to take back to Legislation Committee to draft a Regulatory Bylaw amendment pertaining to licensure
- **5.9 ACTION:** S. Sarauer to take back to PSOP Committee to draft practice guideline regarding in province telerehabilitation
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- **6.1 ACTION:** L. Kuffner to suggest that E. Rackow to be available for that teleconference to determine if any Legislation implications
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- **6.3 ACTION:** L. Kuffner to respond to Nicole Miller about our response.
- **7.2 ACTION:** PPP Update for Fall Momentum once documents are released

## 7.2. Momentum and website

- Article from SPA
- New Council Member Bios and Pictures
- Updated Committee Listings
- Audit FYI to members CRC and Malpractice
- Perhaps info from Liz- Clinical Practice Guideline 21
- Core standards of practice (Sarah) and code of ethics (Liz)- just an FYI to the membership
- Protection of Title Information- touch base with Lynn about requests in the office
- Alliance Update (Strategic Plan)
- Strategic Plan- update and link to the website (Tasha)

**7.2 ACTION-** PPP Update for Fall Momentum once documents are released

## 7.3. In camera – none planned

**8. Adjournment:** adjourned meeting at 3:36

**Next Meeting:** September 9, 2017 in Regina, SK.

Signature B. Green (President) Nov 18/17 (Date)

Signature Tasha Durocher (Secretary) NOV 23/17 (Date)