

COUNCIL
MINUTES



SCPT Council Meeting January 26, 2019 GoToMeeting Teleconference 8:30-12:15pm

Present: B. Green; C. Cuddington; J. Hunchak; D. Shuya; K. Earle; K. Horvey; J. Campbell; J. Grant; T. Descottes; D. Pitura; E. Placatka; L. McLellan; H. Burrige; L. Kuffner

Absent: Q. Tulloch

1. **Call to Order: 8:34am**
2. **Opening Remarks of the Chair-** brief welcomes and reminder that voting via teleconference will ask for “those opposed” vs. “those in favour”

3. **Agenda**

3.1 **Approval of Agenda/Consent Agenda**

MOTION: To approve the Agenda including Consent Agenda, as presented

Mover: D. Pitura

Seconder: J. Grant

CARRIED: Motion: 19.000

3.2 **Declaration of Conflict of Interest-** none declared

3.3. **Minutes of Previous Council Meeting**

3.3.1 November 3, 2018 Meeting

MOTION: To approve the November 3, 2018 meeting minutes as circulated

Mover: K. Horvey

Seconder: J. Hunchak

CARRIED: Motion: 19.001

3.3.2 EVOTE

MOTION: to approve the “An Introduction to Pelvic Floor Rehabilitation: Physical Therapy Evaluation and Management of Urinary Incontinence” Course taught by Christine Epp

Mover: T. Descottes

Seconder: K. Earle

CARRIED: Motion 18.073 (from previous evote)

D. Pitura did not vote

4. **Additional Reports**

4.1 **Executive Director and Registrar’s Report**

4.1.1. **Committee Activity Summary**

4.1.2. **Action Plan**

Discussion:

- Regulatory bylaw amendments were passed and therefore are now in effect. The new Extended Access License category was referred to the Finance committee for fee setting, for which a recommendation will be discussed today.
- Educational article in the next Momentum re: the bylaw changes now in effect,

- Is it known if the Alliance will publish which provinces have an extended access class of license? Lynn to speak to other Registrar's to find out if there will be a posting on the CAPR website with regards to Extended Access Licenses in each province.
- 45 Professional Corporations are registered
- Registration- in1Touch had to create a new process called reinstatement for inactive members wanting to reactivate their membership
- As of the meeting 323 of 828 have renewed at present
- Reminder Eblast about renewal will be sent at the end of January and 2 weeks prior to the end of February.
- New Office Admin Assistant- is going well, she has transitioned well into the new role from the summer project work
- PCC- 4 open cases at present; one in active investigation
 - One case from February 2018 has taken a long time as a lot of back and forth occurring between both sides
- DC- none have been referred- one file currently from the hearing at October 31, 2018 and now finalizing the report which is due on January 31, 2019 (90 days from the hearing)
- Mixed reviews from Council on usefulness of Action Plan and Committee Summary Activity Spreadsheet and whether we need to continue using both. May be an option to include both documents into a different format depending on what kind of online meeting platform we go to – many of them have document repository options

4.1 ACTION: L. Kuffner to find out if other provinces have their Extended Access License legislation in place yet, to protect our membership and possibly include in educational article about same

4.1 ACTION: L. Kuffner to resend the action plan out to Council following teleconference for further updates

5. Old Business

5.1 Secretary- Elect Job Description

5.1.1. Secretary-Elect Terms of Reference

MOTION: To adopt the Terms of Reference of Secretary Elect position as attached

Mover: T. Descottes

Seconder: D. Shuya

CARRIED

Discussion: none

5.1. ACTION- B. Green to forward Secretary Elect Terms of Reference to Policy Development Committee for Review

5.1 ACTION- T. Descottes to add Secretary Elect to Expression of Interest Form to be distributed to Council

5.2 Finance Report and 2019 Budget

5.2.1. 2019 Budget

MOTION: to approve the 2019 budget as presented

Mover: C. Cuddington

Seconder: D. Pitura

CARRIED

Discussion:

- Slight updates to the budget

- Designed funds- is included in the final total of invested funds (includes the \$420,000)
- Under designated funds- as stated above in short term (in brackets to make clear)
- significant increase in expenses (up 17%)- should be addressed at AGM- 23% over actual- The budget must be prepared to reflect possibility of complaints; while that can create discrepancies in actuals, a conservative approach is desired.
- Many of the things that SCPT is doing now we haven't been able to before such as the Risk Framework and the ability to participate in national research projects
- Need to continue to grow and improve the organization as a whole
- Cost associated with the increased staffing to the Office, Allows for less overtime to be needed
- Personnel/benefits/office furniture
- Is the bigger discussion- when we do have a surplus of \$80,000- what are we going to be doing with the money? (aside from the swing in disciplinary fees)
- How are we maintaining the best "bang" for the buck?
- At present- we are putting the surplus in short and long-term reserves
- Need to be mindful of volunteers and workload on them
- Needed additional staffing in the Office to prevent burnout
- The decision regarding the administrative bylaw for regular increments could be changed if necessary in November 2019 when the draft budget comes out
- Actuals- questions
- How many days was the DC hearing? ½ day in October

5.3 Stipend Increase

5.3.1. Meeting Stipend Document

Motion: To change meeting stipend amount to \$30 for first half hour (from \$25) and \$15 for every thereof

Mover: C. Cuddington

Seconder: J. Grant

CARRIED: Motion: 19.002

Discussion

- Finance suggests this rate based on environmental scan of the meeting stipends from NIRO members prepared by EDR
- Not just for meetings- but also for PCC investigations and any work done for SCPT

5.4 EDR Job Description

5.4.1 EDR Job Description

Discussion:

- In the section that states that who the EDR supervises- should be rephrased to say that EDR supervises all staff and contracts for services so not limited
- Under finance section- thoughts on having the EDR take a role in the budget development and have more of a lead vs. the treasurer
 - Previously the ED had a bigger role for budget but with the transition from ED to new EDR it wasn't the focus
 - EDR should have more of a role in the budget and finances- needs to be balanced with oversight
 - EDR feels it needs to be shared

- If we are to be moving forward to a more Governance model and moving the board away from the day to day operations- the EDR should be developing the budget and then having the treasurer review it for overview
 - Gives the treasurer time to focus on the oversight piece
 - There are proper financial policies in place for this to occur
- Wording of the first section- EDR operationalizes the decisions of the SCPT council and manages the operations of the SCPT (take out the delegation portion of the first section)
 - Delegation is not inappropriate as it is from the Act
- 2nd paragraph last line- either reworked or **deleted**- not sure what it means- maybe a spokesperson of the organization; if we have a new EDR won't have the historical knowledge
- The ability to educate council/committees is there but should be in other section
- Strat Planning Section- provide support not the leadership for the first bullet
 - Agreement that Council takes on the leadership but with guidance from EDR
 - EDR needs to have a role in the planning of the Strategic planning
- Management of HR- 2nd and 3rd bullets- develop and manage process- could be deleted from the start of the bullet- get right to the establish....
- Experience required for the position
 - the 2nd bullet states working understanding but the introduction states integral understanding of the profession- needs continuity in wording
 - upon hiring you'd have a working understanding but once you're in the role you'd have an indepth understanding
- is basic working knowledge enough for the computer programs? (under skills #5)
 - Need to update the required computer systems required
- Think that we need to keep extensive knowledge of the profession included as Council felt that the EDR duties should be a PT or strong knowledge in PT- **5.4 ACTION:** L. Kuffner to make suggested edits to EDR Job Description and send back to Council for an E-Vote

6. New Business

6.1 Online Meeting Options

Discussion:

- **What** do we want our meeting platform to be able to do for us?
- The cost is something that we need to consider
- GoToMeeting is working well- especially for finance committee
- Meeting remotely is favourable
- We currently pay \$49/month for GoToMeetings and Council and Committee meetings-
 - Whatever we use- will be available for committees as well
 - We will also have committee libraries available as well through in1touch
- Cost for WebEx is \$49/month (US)
 - Different prices associated with different packages
- **Perh**aps a platform where we could have online discussions- where e-votes can be done and the information is stored
 - Something where the electronic discussions can be kept, so we don't lose the knowledge with transfer of council members
- May be helpful with the Committee reports
- May allow sitting on Council/Committees to be enticing for other volunteers that may be more remote- even have the option for in person meetings to at least allow some input
- What about our AGM? Is this a consideration?

6.1. ACTION: B. Green to further investigate meeting platforms that allow for electronic discussions/video conferencing/tracking on discussions and bring back information to Council

6.1 ACTION: Council members if you have specific recommendations of systems or if you have additional requirements for the platforms please email them to Brandy

6.2 SPA Event on Rural/Remote Recruitment

6.2.1 SPA Event on Rural/Remote Recruitment Document

Discussion:

- SPA asking for \$500 donation
- How does this affect the regulatory body?
 - o If there is limited access to care- risk of lower quality care and risk to the public that they are not able to receive the care that they need
 - o Puts our members at risk of being expected to carry heavier workloads and increased potential of harm from the heavier caseload
 - o If any knowledge can be gained- it's of benefit to our practitioners- assists in safety
- Policy is in place related to sponsorship- link has to be explicit to regulatory activity
 - o Based on our policy we cannot offer sponsorship
- Would it be possible to fund people to attend this event and then perhaps SCPT could fund an educational piece from the session??

6.2 ACTION- B. Green and L. Kuffner to respond to Brenna that SCPT will not provide sponsorship to the event due to our sponsorship policy but would be willing to consider funding to future education component from this event

6.3. Ideas for next SPA/SCPT Joint Session

Discussion:

- How to be a good board/committee member under our current governance model?
 - o Not always sure how to contribute properly or what the roles and responsibilities are
 - o Good for new committee members
 - o Also helpful from the student perspective
- If Omnibus Bill goes through- lots of overlap between both organizations with need of professional portfolio/next steps for Continuing Competency

6.3. ACTION: Council members- please email any additional ideas to the rest of Council for further joint session ideas

6.4 Strategic Planning

Discussion:

- 2020-2023 are the years for the next strategic plan
- Will require at least an additional ½ day to a full day meeting-
- Will this be in person or teleconference?
 - o Thought to be an in person
- Could it be broken into ½ initial teleconference and finish up as in person?
 - o Or vice versa?
- Is this going to be internal process or bringing in external support?
 - o If council feels that we need an external facilitator we could accommodate it but exec felt that we would be able to manage for this session internally after our risk work and with Judy's and Lynn's experience in this area

- Would it work on AGM weekend?
 - o The AGM weekend will be busy- PreAGM on Friday and CPTE event
- Most of our strategic plan will be based on our risk work- lots of prework could be done prior to the meeting, maybe then won't take as much time
 - o If this is the plan- we would need to do it prior to having a Council turnover
- Maybe ½ half day attached to March/April session and then the next ½ meeting attached to June to have new Council input

6.4. ACTION: B. Green to send out a Doodle to find out Council availability for either the March or April meeting for additional ½ day with inclusion of educational sessions at AGM

H. Burrige left meeting at 11:14am

6.5 Fees for Extended Access License

6.5.1 EDR Briefing Notes

MOTION: to approve the extended licensing fee of \$75 for initial registration of physical therapist's in Saskatchewan plus \$125 for every full year, and a prorated yearly fee of \$62.50 for registrants after October 1st

Mover: C. Cuddington

Second: T. Descottes

CARRIED: Motion: 19.003


6.5. ACTION: L. Kuffner ask the Legislation committee to update Fees Bylaws for extended license fees to make sure in accordance with Legislation

6.6. Continuing Competency Portfolio Development

Discussion:

- environmental scan has been done across the country
- Ontario has a great program- but very tasking for Office Staff
- New Brunswick has a more comparable size and portfolio
- At CCC- hoping that 2020 renewal year members would be able to upload some additional information up to the website such as CV, verification of educational courses, certification of specialized courses/classes for tasks that used to be rostered
 - o Would allow for the uploading of documentation to one place
 - o If it was imbedding into the actual renewal process it may be easier for the membership
 - o Could EDR go ahead to work with in1Touch to go ahead to start developing portfolio?
 - o The Code of Ethics and Core Standards are required reading at renewal
 - Most of EDR questions come are regarding to the Code of Ethics
- Is it realistic for the committee to be trying to implement portfolio components?
- Education to be provided to the membership regarding same- and to be done through out the year
 - o Would have access to a CV template
- All of this would be optional- not required yet but hoping to ease the membership into the new requirements when they come

6.6 ACTION: K. Horvey to take back to CCC that Council is agreement with recommendations made so far and to continue on with program

6.6. ACTION: L. Kuffner to add educational piece about Portfolio recommendations on to 

6.7 SHA- delegation of tasks to CCA's of Velcro Compression garments

Discussion:

- Velcro based garments require daily adjustments to be made vs. the traditional garments
- Is there a need for ongoing assessment or is it similar to other tasks such as prescribing a gait aid?
- SHA- looking to develop a broader policy to delegate tasks to unlicensed professionals
- Discussions are occurring currently with regards to what SCPT requires with regards to delegation of tasks to support workers
- Upon review of our bylaws and clinical practice guidelines- not in violation at present if nothing needed for ongoing assessment/adjustments
- Once more information available- PSOP should perform environmental scan and bring back recommendations for proper policy development about same.

6.7 ACTION: B. Green to ask PSOP to perform environmental scan and bring back information to Council at March meeting and provide information to SHA

7. Other Business

7.1 Action Plan Review

4.1 ACTION: L. Kuffner to find out if other provinces have this class of license to protect our membership and possibly include in educational article about same

4.1 ACTION: L. Kuffner to resend the action plan out to Council following teleconference for further updates

5.1. ACTION- B. Green to forward Secretary Elect Terms of Reference to Policy Development Committee for Review

5.1 ACTION- T. Descottes to add Secretary Elect to Expression of Interest Form to be distributed to Council

5.4 ACTION: L. Kuffner to make suggested edits to EDR Job Description and send back to Council for an E-Vote

6.1. ACTION: B. Green to further investigate meeting platforms that allow for electronic discussions/video conferencing/tracking on discussions and bring back information to Council

6.1 ACTION: Council members if you have specific recommendations of systems or if you have additional requirements for the platforms please email them to Brandy

6.2 ACTION- B. Green and L. Kuffner to respond to Brenna that SCPT will not provide sponsorship to the event due to our sponsorship policy but would be willing to consider funding to future education component from this event

6.3. ACTION: Council members- please email any additional ideas to the rest of Council for further joint session ideas

6.4. ACTION: B. Green to send out a Doodle to find out Council availability for either the March or April meeting for additional ½ day with inclusion of educational sessions at AGM

6.5. ACTION: L. Kuffner ask the Legislation committee to review recommendations for extended license fees to make sure in accordance with Legislation

6.6 ACTION: K. Horvey to take back to CCC that Council is agreement with recommendations made so far and to continue on with program

6.6. ACTION: L. Kuffner to add educational piece about Portfolio recommendations on to AGM

6.7 ACTION: B. Green to ask PSOP to perform environmental scan and bring back information to Council at March meeting and provide information to SHA on Velcro garments

7.2 Momentum and Website

- Nomination Form and Nomination Information
- Pre AGM Information
- Audited financials and Annual Report to be sent as E Blast- after March meeting
- AGM Planning- dates and location on the website; post links to nomination forms under AGM tab
- Extended Licencing Fees- about the classification of the license and the fees associated with same; info from Lynn about other jurisdictions
- other bylaw amendments are now in effect
- any motions from the floor need to be submitted prior and the procedure for same

Website- formatting/continuity will be done post renewal period

7.3 In Camera Session- none

8. Adjournment: 11:48am

9. Next Meeting: March 16, 2019 in Regina

Signature_____ (President)_____ (Date)

Signature_____ (Secretary)_____ (Date)