**COUNCIL MINUTES**

**SCPT**
Saskatchewan College
of Physical Therapists

SCPT Council Meeting at the University of Saskatchewan, Saskatoon Room 3450 Suite 3400
Health Sciences Building E Wing on September 15, 2018

**Present:** H. Burridge, K. Horvey, B. Green, C. Cuddington, J. Grant, K. Earle, D. Shuya, D. Pitura, Q.Tulloch, J. Hunchak, E. Placatka

**In attendance:** L. Kuffner, T. MacSymetz

**Absent:** T. Descottes; L. McLellan, J. Campbell

1. **Call to Order** - The meeting was called to order by B. Green, President, and meeting Chair, at 12:45pm.

2. **Opening Remarks of Chair**
   -welcome and introductions: special welcome to Erin (new public rep), Quinn (1st year student rep), Jeremy (2nd year student rep)

3. **Agenda & Declaration of COI**
   **3.1. Approval of Agenda and Consent Agenda**
   **Motion: That the agenda and consent agenda be approved with item 3.4.14 being pulled from consent agenda and added to agenda as item 6.5**
   Moved by: J. Grant
   Seconded by:  D. Shuya
   **Changes: addition of item 6.5**
   **CARRIED: MOTION: 18.057**

   **3.2. Declaration of COI –**
   L. Kuffner and T. MacSymetz declared COI for Agenda Item 5.2
   K. Horvey declared COI for Agenda Item 6.1
   L. Kuffner declared COI for Agenda Item 6.4

   **3.3 Minutes of previous Council Meeting**
   **3.3.1.  June 9, 2018 Council meeting**
   **Motion: to approve June 9, 2018 council meeting minutes as amended to include K. Horvey as being present at the meeting.**

Moved by: D. Pitura
Seconded by: K. Earle
Changes: K. Horvey to be added to members present at June 9, 2018 council meeting.
**CARRIED: Motion: 18.058**


4. **4.1 Additional Reports**
   - 4.1.1. **Executive Director and Registrar's Report**
   - 4.1.2. **Committee Activity Summary**
   - 4.1.3. **Strategic Plan Update**
   - 4.1.4. **Website Member Search Function**

**Discussion:**
-Digitizing of SCPT office taking longer and extension of time/budget for part-time staff may be needed
-Brandy and Lynn recently met with Ministry of Health - SCPT directory search functions meet their transparency requirements.
-Council Member library on website: intent is for council members to go there for orientation and manuals; expense forms; council minutes; and find necessary documents. IFD's and council meeting portfolio could also be placed in this library.
-Committee library on website: all current committee members and chairs will have access to their respective committee documents such as agenda meetings, expense forms, minutes
- Discussion regarding who should be able to add to the website. Consensus to only allow one person to add to the website (Office Admin/EDR - Tammy at present)
- PCC- Chair declared COI for recent complaint and subsequent chair for case appointed- only communication that will occur with the PCC chair will be about the process of the investigation
-Inquiry made about update on "dormant account" $6,000 credit card account- Treasurer still working on closing this account.

**Motion: To change banking institution from TD Bank to a bank determined by Finance Committee.**
Moved: by D. Pitura
Seconded by: C. Cuddington
**E. Placatka and J. Hunchak abstained.**
**CARRIED: Motion: 18.059.**

**4.1 ACTION: L. Kuffner to send out E- blast regarding practitioner registration for SaskHealth eHR Viewer.**
**4.1 ACTION: Finance Committee to investigate changing of banking institution from TD Bank**
**4.1 ACTION: L. Kuffner to investigate process for change of banking institution from TD Bank.**


5. **Old Business**
   **5.1. Risk Universe**

### 5.1.1.    Sample Risk Universe

**Discussion about creating our risk universe and identifying internal or external risks to the functioning of SCPT.**

**Next step: President to finalize and send to council to confirm, then submit to M. Hengen to develop risk threshold survey. Discuss threshold setting for risks in November in a facilitated session with M. Hengen**

### 5.2. Request to Share HR/Salary Survey Information

- EDR has received many requests from other organizations for results of salary survey conducted
- Respondents told responses confidential- should responses be shared? And how?
- Concerns with sharing: confidentiality, SCPT paid for this report to be completed, issues with sharing CSAE and Charity Village information
  **Motion: Tabled until November**
  **Action: Treasurer to seek info from P. Kelm re: ability to share CSAE and Charity Village data; President to send HR/Salary Survey report to council for review prior to November meeting**

### 5.3. Staff Job Descriptions
### 5.3.1.    EDR Job Description
### 5.3.2.    Operations Manager and Deputy Registrar

**T. MacSymetz left the room at 2:40pm and returned at 3:08pm due to COI.**

**Discussion:**
-These job descriptions were completed through discussions between the President (and executive committee) and the staff about workload and work flow issues. The office staff reviewed current work tasks and modified the job descriptions to reflect the actual functioning of the SCPT office.
- EDR spoke to the development of the operations manager/deputy registrar position – designed to better reflect the current scope and workload of this position.
- Distinction between the Registrar and Deputy Registrar is that the Deputy Registrar is more involved in complying with process (day to day operational tasks) rather than change/review of process (which is the Registrar's responsibility).
-concerns raised by Council:
  -Does the EDR or Operations Manager manage the day to day operations? Felt that day to day operations is the responsibility of the EDR.
  -Deputy Registrar title may imply or be perceived to imply that a Deputy Registrar could step in for the registrar

-Does the title match the job duties and qualifications?

-Do the education qualifications and title of Deputy Registrar match?

-The EDR job description was not discussed today. Will be discussed at November meeting.

Recommendations to take back to Lynn and the executive:

- Consider changing title from Deputy Registrar – as there are concerns as to what this implies regarding qualifications

- In the Operations Manager job description, the Operations Manager should be hired by the EDR (not Council)

**5.2 ACTION: Refer job Operations Manager & Deputy Registrar job description back to Executive and L. Kuffner for further discussion and bring back to Council in November.**

6. **New Business**
   6.1. **Change of Fiscal Year End**
       6.1.1. **Workflow Calendars Current and Proposed Future**

-The aim is to spread the workload out throughout the year as it is currently heavy October to April

- After checking with auditor in order to change the fiscal year: Information Services Corporation (ISC) will have to approve this change; CRA permission will be required.

- If this change were to happen we would have to have two audits and 2 AGMs in the same year (because there cannot be more than 14 months between fiscal year ends)

- Executive has spoken with SPA and they will not change their AGM for 2019 as their fiscal year will not change.

**Motion: To change the SCPT fiscal year end to May 31.**

Moved By: D. Shuya

Seconded By: K. Earle

**CARRIED: Motion: 18.060**

**6.1 ACTION: L. Kuffner to manage change of fiscal year end to May 31.**

   6.2. **Alberta Continuing Competency Interest Group Workshop**
       6.2.1. **Workshop Information Pamphlet**

   **K. Horvey left room at 3:23 pm and returned at 3:27pm.**

**Motion: Approve budget expense to send K. Horvey (as chair of CCC) to attend the Alberta Federation of Regulated Health Professions Continuing Competence Interest Group Workshop on February 7, 2019.**

Moved By: D. Pitura

Seconded By: J. Grant

**CARRIED: Motion: 18.061**

### 6.3. Reserve List of PCC Members

-Should we have a reserve list of PCC members to prepare for situations where several PCC members are in COI of a complaint? Or should we just have more people on PCC?

**Motion: Amend the terms of reference of the PCC to require a minimum of 5 members**
Moved By: J. Grant
Seconded By: J. Hunchak
**C. Cuddington opposed**
**CARRIED: Motion: 18.062**

**Motion: To have EDR develop a reserve list of PCC members consisting of past PCC members**
Moved By: K. Earle
Seconded By: C. Cuddington
**CARRIED: Motion: 18.063**

**6.3 ACTION: Amend the terms of reference of the PCC to require a minimum of 5 members**
**6.3 ACTION: L. Kuffner to contact PCC chair to inform them of change to Terms of Reference of committee**
**6.3 ACTION: L. Kuffner to contact Communications/Nominations chair re: recruitment of members for PCC**
**6.3 ACTION: to include in the 2019 budget an increase to PCC budget for new members**
**6.3 ACTION: L. Kuffner to develop a reserve list of PCC members consisting of past PCC members**
**6.3 ACTION: L. Kuffner to bring reserve PCC list back to council**

### 6.4. EDR Education Budget
**L. Kuffner left room at 3:43pm and returned at 3:48pm.**

-Discussion that maybe EDR should include non-conference type education in addition to conferences.

**Motion: To increase EDR education budget by $600 for 2018.**
Moved By: D. Pitura
Seconded By: K. Earle
**CARRIED: Motion: 18.064**

**6.4 ACTION: Finance committee to consider increasing EDR education budget amount in general**

**6.5 PCE Written Exam Placement Issues**
**Motion: Tabled until November**

-Alliance will provide numbers on how many people had to travel and where they had to travel.
-Will discuss at November meeting when there is more information.

**6.5 ACTION: Alliance Rep/EDR to contact CAPR for further information regarding the PCE placement issues.**


7.  **Other Business**
      **7.1. SCPT Council Action Plan**
**4.1 ACTION: L. Kuffner to send out E- blast regarding practitioner registration for SaskHealth eViewer.**
**4.1 ACTION: Finance Committee to change banking institution from TD Bank;**
**4.1 ACTION: L. Kuffner to investigate process for change of banking institution from TD Bank.**
**5.2 ACTION: Refer job Operations Manager & Deputy Registrar job description back to Executive and L. Kuffner for further discussion and bring back to Council in November.**
**6.1 ACTION: L. Kuffner to manage change of fiscal year end to May 31.**
**6.3 ACTION Amend the terms of reference of the PCC to require a minimum of 5 members**
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   **7.2. Momentum and Website**

-**Add eViewer to next Momentum**
-**Alert people to recorded SPA/SCPT joint session on insurance posted to website in next Momentum**
-**Call for PCC member nominations in next Momentum**


   **Website:**

   **7.3. In Camera Session – none required**

8. **Adjournment: B. Green** adjourned the meeting at 3:57pm

**Next Meeting:  November 3, 2018 in Saskatoon, SK**

Signature _____(President)_____·(Date)

Signature _____ (Secretary)_____(Date)

Action Items

**4.1 ACTION: L. Kuffner to send out eblast regarding practitioner registration for SaskHealth eViewer**
**4.1 ACTION: Finance Committee to change banking institution from TD Bank;**
**4.1 ACTION: L. Kuffner to investigate process for change of banking institution from TD Bank.**
**6.1 ACTION: L. Kuffner to manage change of fiscal year end to May 31.**
**6.3 ACTION: Amend the terms of reference of the PCC to require a minimum of 5 members**
**6.3 ACTION: Nominations Chair to seek members for PCC ASAP**
**6.3 ACTION: Lynn to develop a reserve list of PCC members consisting of past PCC members**
**6.3 ACTION: L. Kuffner bring PCC reserve list to Council once it is developed**