

COUNCIL MINUTES



SCPT

Saskatchewan College
of Physical Therapists

SCPT Council Meeting at SCPT Office in Saskatoon, SK on November 3, 2018

Present: K. Horvey; K. Earle; L. McLellan; J. Grant; D. Shuya; B. Green; T. Descottes; C. Cuddington; E. Placatka; H. Burrridge; J. Campbell; J. Hunchak (at 8:50)

In attendance: L. Kuffner, T. MacSymetz

Absent: D. Pitura; Q. Tulloch

- 1. Call to Order** - The meeting was called to order by B. Green, President, and meeting Chair, at 8:32am.
- 2. Opening Remarks of Chair**
 - brief introductions to 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 as presented

Moved by: H. Burrridge

Seconded by: J. Grant

Changes: Addition of CCC minutes to Consent Agenda

CARRIED: MOTION: 18.065

3.1 ACTION: L. Kuffner to send CCC minutes from September 5, 2018 to J. Campbell

3.2. Declaration of COI –

L. Kuffner declared COI for Item 6.4 and 7.3

T. MacSymetz declared COI for Item 6.4 and 7.3

3.3 Minutes of previous Council Meeting

3.3.1. September 15, 2018 Council meeting

Motion: to approve September 15, 2018 council meeting minutes as circulated

Moved by: K. Horvey

Seconded by: K. Earle

Changes: None

CARRIED: MOTION: 18.066

4. Additional Reports

4.1. Executive Director and Registrar's Report

- 4.1.1. Committee Activity Report**
- 4.1.2. Action Plan**
- 4.1.3. Strategic Plan Update**

Discussion:

- Omnibus submitted to Ministry of Health in time for the next sitting
 - o Hoping to have answer soon to move forward with Continuing Competency
- Quote received for cyber insurance- very reasonable rates
 - o Cyber insurance covers: cost of contacting all members; legal fees; support for an incident
 - o Will be part of the budget in January
- Privacy- real push for privacy legislation, learning curve to learn what the requirements are and what we will be required to do
 - o Need to have someone who is responsible for the data as the privacy officer
- GDPR- agreement with Canadian government regarding personal information of EU citizens, specific requirements required for release of information
 - o One problematic issue- EU members can request that their information be deleted which has discipline implications
 - o Asking legal advice about how to proceed
 - o Will get more information at Registrar's meeting in December
- TD Bank Update: not the right time of the year to be changing banks with year end and Professional Corporation Renewal starting
 - o Funds from account that was dormant have been put into our general account now that it is closed
 - o SCPT has to get new different credit cards- may be problematic to ensure there is no lag time with the cards
- Professional Corporation Renewals- has begun (only 5 done so far)
- Administrative Assistant- new job description has been written
 - o To alleviate the work with changing the fiscal year and 2 AGMS
- Discipline History- there is a regulatory trend and recommendation to collect disciplinary history information from all jurisdictions that a member has worked in at time of registration and if possible from all professions the member has worked in, this will require us to change our registration form to add request for this information
 - o What will be reported on the website? It will be consistent language and placement even if it occurs in different jurisdiction; discipline history from other jurisdictions/professions will be placed under the member's searchable profile
 - o Will we capture other professional discipline history? I.e. Discipline history as a massage therapist but now a physical therapist – this may be challenging, but we could request the information on registration

- PCC chair- feels that 5 members would be helpful to help deal with the caseload
 - o Terms of Reference will need to be changed to indicate the required number of members has increased; a List of Past PCC members who wish to be a part of the "Reserve PCC" group needs to be collated and kept as part of the SCPT Governance documents
 - o EDR to contact past members to see if willing to be part of list
- PCC- still 3 open cases
- DC Hearing held this past week- changed from face to face meeting to teleconference
- Issues regarding Agreement of Facts statements and Joint Submission of Penalty statements
 - o Some issues with timing of reception of Agreed Upon Statement of Facts – current practice is that PCC lawyer submits only a day or 2 prior to hearing. EDR would like this timeline to be longer to allow for appropriate review by DC. May not be feasible to have the agreed upon facts received ahead of time- not common practice in the legal community, so may need to change our process document to state that hearing will be held 2 weeks after reception of Agreed Statement of Facts
 - o DC was concerned regarding the fact that Penalties are being proposed with agreed upon statements of facts, they were unsure as to their role when this occurs. Both the PCC and DC lawyers were consulted and with their responses, the DC has had a discussion and come to better understanding of how they should be managing Agreed Upon Statement of Facts and Joint Submission of Penalties.
 - How will this process continue with succession of the committee- may required modification of the policy and procedure documents for knowledge translation for committee members
- EDR to develop document to combine the action plan/committee activity reports

5. Old Business

5.1. Draft Budget

- 5.1.1. SCPT Financials and Budget**
- 5.1.2. Meeting Expense Guidelines**
- 5.1.3. Admin Fee Schedule**

Motion: To increase meeting stipend amount from \$30 for first hour and \$15 every hour there after.

Moved by: C. Cuddington

Seconded by: H. Burrige

TABLED

Discussion:

- Should this be brought forward to the membership?
- What do other organizations do? Only reference that is public is Ontario and that number is much more (meeting stipend approx. \$300/day). Might be helpful to have info from NIRO – which would be more representative of our market

5.1 ACTION: L. Kuffner to ask NIRO to ask about meeting stipend rates in the province

Motion: To increase executive stipend from \$400 to \$500 as they are being asked to attend 10 more meetings with EDR per year

Moved by: K. Horvey

Seconded by: J. Grant

Executive (B. Green, T. Descottes, C. Cuddington, D. Shuya)- abstained from voting

CARRIED: MOTION: 18.067

Discussion: None

Motion: To increase all the honoraria for all chairs and council members by \$25

Moved by: C. Cuddington

Seconded by: K. Earle

CARRIED: MOTION: 18.068

Discussion:

- Overall a surplus budget but changes to salaries may change this after we discuss the Market Review Report and annual performance reviews
- Plan to add a Project Fund- could be drawn on for CCC depending on if the Omnibus bill passes
- Policy Committee will be meeting- will likely need a consultant (external) to write the policies being developed by committee/committee chairs to ensure consistency
- Do we want to keep Go To Meetings – are we using it enough for the cost associated with it? Are there more cost-efficient options?
- Final budget to be approved in January 2019

5.1 ACTION: B. Green to look into using different web-based meeting platforms that could be used vs. GoToMeeting

5.1 ACTION: C. Cuddington to make changes to budget as discussed during Council meeting

5.2. PCE Written Exam Placement Issues

Discussion-

- Errors in seat allocation due to Prometric not taking into account the current school cycle, this resulted in shortage of seats in Saskatchewan and a few other jurisdictions
- The Alliance met with ProMetric to ensure that this does not occur again in the future; reviewed seating requirements at different times of the year in different jurisdictions.
- ProMetric and Alliance met with C. Arnold (director of Rehab Science at U of S) to make computer labs at U of S available

6. New Business

6.1. Transparency Discussion

6.1.1. Transparency Discussion Spreadsheet

6.1.2. Ontario Physiotherapy Act- Scope of Practice

Discussion:

- Annual renewal tab only works during renewal time
- Scope of practice
 - o there are a few jurisdictions that do define scope but may be restrictive
 - o Scope is defined a bit by our core standards of practice
 - o Do we want to define scope?
 - Lots of risk associated with it
 - Defining is risky as we want to allow for growth and the continuing changes to scope/practice
 - Lots of other documents to support practice- Essential Competency documents
 - Government is unlikely to let us define our scope- too much overlapping knowledge/practice amongst other disciplines
 - o Consensus is that council does not want scope defined
- Most of the information for transparency to our stakeholders is on the website but it's piecemeal- needs to be centralized to increase ease of access
- Is there somewhere on the website that says about people passing the PCE exam/when it was required?
 - o Is this relevant?
- Continuing Competency- not meeting the transparency requirements-
 - o Will be addressed as we address continuing competency issues
 - o May be part of database
 - o Is there anything that we can be doing in the meantime while we wait for the Omnibus bill decision?
- Transparency on whether members are certified appropriately- rostered lists are not currently maintained as council had previously decided to stop rostering – it has never been mandatory in Saskatchewan – which made the lists incomplete and inaccurate
 - o May come back to this issue
 - o PSOP and Legislation Committees have been tasked with reviewing documents pertaining to specialized procedures
- **Overall, consensus is that SCPT is doing well to meet Transparency requirements of stakeholders**
- **3 core priorities to improve Transparency: Continuing Competency; Creation of Employer tab on the website and making the information more visible/easier to find on the website**

6.1 ACTION: T. MacSymetz with T. Descottes: create an employer tab on the website- with registration requirements/supervised practice/restraints on licensure/discipline process and outline of the timelines

6.1 ACTION: T. MacSymetz with T. Descottes: Creation of statement in public area for specialized procedures- need to ask your therapist to produce documentation for procedure

6.1 ACTION: T. MacSymetz with T. Descottes: Add statement in the complaints information tab that discipline finding will be updated annually and findings more than a year will be removed

6.1 ACTION: T. MacSymetz with T. Descottes: to add statement (from the formal complaint form) to the discipline area that there isn't financial gain from making a complaint under the public "what happens when I make a complaint"

6.1 ACTION: T. MacSymetz to Move CPA and College Relationship Information to the About SCPT Tab under "who are we"

6.1 ACTION: T. MacSymetz to add Privacy statement to the website once drafted by EDR

6.1 ACTION: L. Kuffner to draft Privacy statement for the website

6.1 ACTION: T. MacSymetz to add Strategic Plan to the website

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6.2. Amendments to *The Health Information Protection Regulations (HIPA)*

6.2.1. The Health Information Protection Regulations

Discussion

- Asking for legal opinion of how amendments to HIPA affect SCPT and its privacy and keeping membership information
- Is there a more efficient way to move this forward as it affects all health professions vs all health professions doing on their own?
- Seems like a NIRO issue
 - o NIRO only meets 2x/year- could this be addressed via email?

6.2 ACTION- EDR to ask NIRO how they are proceeding with this issue

6.2 ACTION- how we are going to educate membership on these changes?

6.3. Secretary-Elect Position

Motion: to create the position of Secretary-Elect

Moved by: T. Descottes

Seconded by: D. Shuya

CARRIED: MOTION:18.069

6.3 ACTION: T. Descottes to add position of Secretary Elect to the expression of interest form to be circulated to Council prior to Elections in January

6.3 ACTION: T. Descottes to develop TOR for Secretary Elect position with Executive to bring back to Council in January

6.3 ACTION: C. Cuddington to add budget item for secretary Elect position

6.4. HR Salary Survey

6.4.1. SCPT Salary and Benefits Review Report

L. Kuffner and T. MacSymetz left at 11:10am

Discussion:

- Want to discuss and approve setting salary ranges for positions that we have
- Salary packages- include benefits and parking, etc- not just salary
- Question regarding the validity about benefits reporting from the market review
- Discussion with Patti from Cornerstone Learning and Development:

- How confident were you on employment benefits: these were self-reported by the respondents, the only area that comes to mind that individuals were unsure of their responses was the type of retirement benefits plan as indicated in the numbers (defined contribution/defined benefit); close ended questions
 - le: in order to access dental or health benefits you must be part of a group plan
- Survey to the internal market- set up the same way as the CSOE and Charity Village surveys set up
- How was the salary range established? 25%; on Page 15 in Step 2, information from organizations that have a salary scale, took the range from minimum and maximum and found the range spanned from 25% of whatever the midpoint salary scale; the range was quite broad
- Number of non-profits don't have a salary range
- Tried to pick similar positions to what we have (OM and EDR) from the public sector
- The salary range was developed from 3 organizations (where range information was available)- similar organizations to SCPT; none of these 3 were self-regulated health colleges
- SCPT is free to adopt the range as we see fit.
- The compensation methods- did you look at other compensation structures COLA and annual bonus vs a salary grid with discreet steps
 - Why do you think that is more appropriate: COLA vs. step-system
 - Not steps- gives more flexibility about determinants of expectations
- Want to think about the compensation policy and NOT the people in those positions currently
- Initially scale was \$86,000-\$12000 for FTE of EDR (when position established 2015)
- \$113,700 is the average from all of the data- assuming that we want to pay average
- Scale is set to be 25% above and below the average scale
- Benefits- at present OM does not receive Retirement Benefits
 - Do we want to offer Retirement Benefits?
- Compensation: undecided of steps or the COLA/bonus stage
 - Is it possible for a hybrid approach?
 - Seems to be a merit based approach is what would be appreciated

Motion: to accept the EDR FTE salary range (\$99,500-\$127,900) as presented in Salary and benefits Review done September 6, 2018 by Cornerstone Learning and Development

Moved by: H. Burrridge

Seconded by: D. Shuya

CARRIED: Motion: 18.070

Motion: to accept the OM FTE salary range (\$54,850-\$70,600) as presented in Salary and Benefits Review done September 6, 2018 by Cornerstone Learning and Development

Moved by: H. Burrridge

Seconded by: K. Earle

Discussion- none

CARRIED: MOTION: 18.071

Motion: that SCPT add retirement benefits to OM position at a rate equal of EDR position

Moved by: D. Shuya

Seconded by: C. Cuddington

CARRIED: MOTION: 18.072

6.4 ACTION: Finance committee to look into how the retirement money is given to EDR and OM and report back to Council

6.4 ACTION: Finance committee to make recommendation of compensation scale to bring back to Council

6.5. Risk Universe- Michele Hengen

6.5.1. Risk Universe Summary from September

Discussion:

Development of Risk Profile TOP RISKS: priorities/thresholds

- Goal: to sift through the results/discussions and identify top 3-10 risks; identify risk owners and risk drivers
- Goal: initiate risk reporting- top risks (qualitative assessment and using quantitative metrics); start simple and evolve
- 41 Risks developed; 4 categories
 - o Reputational
 - o Strategic- long term viability (governance/planning for the future)
 - o Operational- the biggest one (people/policy/procedures)
 - o Financial
- Top Risks- those risks that could result in enough losses to cause significant and sustainable damage to the organization
 - o Meets at least 2 of the criteria
 - o Used to set priorities- resource allocation; may require board approval for risk treatment plans; planning/decision making (strategic plan)
 - o Risk treatment plan- how do you manage that risk ie: monitor or a strategy to prevent the risk or exposure; anything that you do to manage that risk
 - o How often do you re-evaluate top risks? Re-do survey every 2 years; more often could be 1-hour agenda item (2 year cycle)- more often if something significantly changes

Results presented in terms of likelihood and severity combined initially, then MOST LIKELY RISKS (Severity not considered; consider cumulative risk) and finally HIGHEST SEVERITY RISKS
- Identified top risks: divided into two tiers
 - o Tier 1: develop a plan

- Competence
 - Board governance
 - Environment
 - Media/Communication
 - Engagement
- Tier 2- monitor and or complete plan
 - Legislative
 - Transparency
 - Financial
 - Discipline
 - Complaints
- Why measure risk?
 - Past- monitor trends; learn from the past
 - Present- ensure risk exposures are aligned with Risk Appetite
 - Future- project future risk levels
- Brainstorm Risk Measures
 - Competency- hours of practice; jurisprudence questions; criminal record checks (binary)- missing direct measure of competency
 - Developing a pillar including measure of competence (developing a competency structure)
 - Engagement- surveys (member engagement survey); AGM attendance;
 - Discipline- timelines for complaint process
 - Financial- reviewing financial statements; regular budget reporting;
- Objectives of Risk Reporting
 - Clear/transparent; facilitate risk discussions; future focused; identify areas of excessive risk exposures; adherence to risk appetite; provide input into plans and decisions
- Risk Dashboard
 - Top Risks- reporting on risk limits
 - Risk Appetite- adherence to qualitative statements and quantitative boundaries
 - Emerging Risks- research highlights
- Current Status (color: green; yellow; red)
 - Green= ok
 - Yellow= monitor, edging on risk threshold
 - Red= really concerned acting outside of risk appetite
 - Anything in red should come to the board agenda
 - All Top Risks should at least be yellow- some Red
- Changes since last Report- anything that's changed in the environment/exposure/management controls
- Future Outlook- future trends/plans to strengthen risk management/upcoming threats

6.5 ACTION: B. Green to circulate Michele's Report once received to Council

6.5 ACTION: Executive to plan strategic planning session to formulate risk treatment plan

6.6. Professional Liability Insurance Requirements

Discussion:

- Should it be a requirement that all members hold individual liability insurance?
- Opens it up to a large liability and risk to both the member and the public if members only hold employer based insurance
- Our role is to protect the public – need to ensure that liability insurance requirements meet this mandate
- How much does insurance cost?
 - o Cost approx. \$300
- If SCPT is considering fairness/equality- all members should have the same requirements for liability insurance
- If we decide that individual liability insurance is mandatory, then it will need to be appropriately communicated to the membership
- This will take time – the bylaw amendment will need to be developed, presented to membership for approval at AGM and then submitted to government

Motion: That SCPT amends bylaw regarding professional liability insurance, to state that all members need to provide proof of individual professional liability insurance independent of their employer

Moved by: D. Shuya

Seconded by: K. Horvey

CARRIED: MOTION: 18.073

6.6 ACTION: Refer to Legislation Committee to amend Administrative Bylaw and to consider including other aspects of coverage (B.Green to add)

6.6. ACTION: T. MacSymetz to send email to membership with summaries of all speakers and link of video from September SPA/SCPT joint meeting

6.6. ACTION- T. MacSymetz to post the link to the SCPT website to the video

6.6 ACTION: Legislation committee to look into additional requirement for Professional Corporation to hold liability insurance

7. Other Business

7.1. SCPT Council Action Plan

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7.2. Momentum and Website

- Renewal Information
- Information for 2 AGMs next year- change in year end
- Information for Insurance- link to video
- HIPA info- if there is anything
- SPA- if they have a submission

7.3. In Camera Session

7.3.1. OM Performance Review

7.3.2. EDR Performance Review Packaged

8. Adjournment: B. Green adjourned the meeting at 4:37pm

Next Meeting: January 26, 2019 via teleconference

Signature B. Green (President) March 16/19 (Date)

Signature Jasha Desrocher (Secretary) Mar 16/2019 (Date)