CDSS Summer Council Meeting Minutes
June 21, 2021
6:00pm VIA Zoom

Vision:
Regulated Healthy Members, Enabling a Healthy Public
Mission:
The CDSS regulates and assists members through registration, licensing, and communicating professional standards to enable the provision of safe, excellent, comprehensive patient centered oral-facial care within a well performing oral-facial and general healthcare system.

Opening remarks **President**
Thanks to everyone, including Dr. Baker, Dr. Brothwell, and Dr. Fuchs, for taking time to be at the meeting. We have come thru a tumultuous time during the pandemic and have navigated it successfully. Kudos to all.

Dr. Brian Baker - CDA
Discussion regarding separating regulatory and membership.

Dr. Doug Brothwell - COD
Updates from Q&A are: there has been an increase in student enrolment, the summer program will continue, with only one replacement to faculty in the Dental Assisting program, and while the summer internship was previously cancelled due to Covid, it will likely be reinstated next year with a few changes. Further discussion as to the failure rate of the OSCE exam, which is unprecedented nationwide this year, likely due to a change in the type of exam. Last discussion was regarding the Therapy program with Indigenous Services Canada (a unique model has been proposed of 3 campuses, Indigenous students only, and care given to Indigenous communities only. Approx $3M budget to get it started with a target of 2024 for student intake).

Dr. Dennis Fuchs - NDEB
Further discussion as to the OSCE exam and the students experiencing difficulties with the paper exam. Also, the NDEB office will be moving offices this fall, with a new improved office setting that will include room for testing facilities.

Chair: *Thanks to Brian, Doug, and Dennis for joining our meeting today, and they will be joining regularly in the future.*

(Guests adjourn)

Procedural **Chair**

1) Quorum Confirmation
2) Consent Items (ci)
    a) Minutes of previous meeting
        i) 2021 April 29 Spring Council Minutes
    b) Committee Reports/Minutes
        i) Executive
            (1) Governance
            (2) Audit/Finance
            (3) Sask Dental Fund
        ii) Statutory
            (1) Discipline (Nothing to report)
            (2) Professional Conduct
        iii) Standing
            (1) Public Engagement (Nothing to report)
            (2) Professional Practice Standards (Nothing to report)
            (3) Quality Assurance
                (a) Advertising Review (Nothing to report)
                (b) Practice Enhancement (Nothing to report)
                (c) Continuing Education & Learning (Nothing to report)
            (4) Awards & Nominations (Nothing to report)
            (5) Economics (Nothing to report)
            (6) SHR – OHSC (Nothing to report)
                (a) Bylaws & Rules Review Committee (BRRC)
                (b) Provincial Practitioner Advisory Council (PPAC)
                (c) Area Practitioner Advisory Council (APAC)

(d) Application Advisory Review Committee (AARC)

(e) Practitioners Liaison Committee (PLC)

(f) Practitioners Staff Appeals Panel (PSAP)

(7) Adhoc

(a) Membership Review Committee

(8) Profession Updates

(a) CDSPI

c) Statutory deductions and taxation declaration

d) USC & LS Update

e) President's Report

f) CEO Report

i) ARM Dentistes (French) / Arrangement for Mutual Recognition (English Translation)

ii) Maintaining Regulatory Excellence - College Performance Measurement Framework (CPMF) Reporting Tool

iii) CPMF FAQs (December 2020)

iv) Technical Specifications CPMF (December 2020)

v) ADMs Memo Formal CPMF Launch (December 2020)

vi) 2017 - Current CDSS Operational Financials

vii) Advocacy for Change: An Important Role to Undertake with Care

g) Registrar's Report

h) Agenda Approval

Motion: The consent items be adopted as presented.

Moved	**Seconded**	
Dr. Kevin Saganski	**Dr. Kelly Kudryk**	**Carried**

PREVIOUS ACTION ITEMS (ai)			
WHAT:	**WHO:**	**WHEN:**	**STATUS**
Define requirements for accreditation of offices re general anesthesia. *Sedation standard is almost complete. Approving final CDSS sedation standard. Then rolled out 6-9 months after council approval.*	Dr. Lalli	June 2021	CF Fall 21
Draft MOU for Denturists *There needs to be an agreement on what is deemed removable and what isn't—but consensus could be difficult. Identified problem but haven't identified a solution.*	Dr. Humber	June 2021	CF Fall 21
Review audit, RFP, audit policy *Council to review*	Jerod *Assign to Dr. Zimmer*	June 2021	CF Fall 21
Human resource management policy review *Council to review*	Jerod *Assign to Dr. Zimmer*	June 2021	CF Fall 21
Finance management policy review	Jerod	June 2021	CF Fall 21
Review annual financial audit	Jerod	June 2021	CF Fall 21
Communication to members re Clinical incident reporting on delivery of care incidents and the responsibility to report. *Draft document -- For next bylaw review*	Jerod	June 2021	CF Mar 2022
Appoint rep for prescribing associations – Opioid Stewardship Program *Gerry to sit on this committee.*	Jerod	June 2021	Closed
Create Standards list/selection on task calendar	Jerod	June 2021	CF Fall 21
Create master list of all meetings and post on website	Jerod	June 2021	CF Fall 21

Pursue third public rep *None available at this time. Follow up again for next meeting.*	Gord	June 2021	CF Fall 21
Affirmative Action—nomination committee to review gender diversity on the council *Dr. Humber to contact the nomination committee to further this.*	Dr. Thomson	June 2021	Closed
Councillors to review, sign and submit Code of Ethics agreement Completed	Gord	June 2021	Closed
Complete Management and Chair goals and evaluations Completed	Dr. Humber	June 2021	Closed
Hygienists request to open the DDA--follow up *Discussed at meeting with Minister Merriman, he wasn't fully aware of this, but would get back to us. It appears it will happen in future, but when, we do not know.*	Jerod *Assign to Dr. Uswak*	June 2021	CF Fall 21

Decision Items (mi)

1) n/a

<u>Governance Items (Task Calendar)</u>

1) Risk assessment and mitigations review
   a) In progress
2) Year to date financial results compare to budget.
   a) On target
3) Key role success plan
   a) Ensure there is back ups to key roles in the CDSS
4) Public website review

a) In progress

5) Council website review
   a) In progress, and welcome to any suggestions or changes

Discussion items

1) Membership assistance considerations
   a) Abatement from CDA for the last year, discount on fees (JO to look into amount)

   Round table: majority agreed that the abatement should be passed back to the members in the form of a reduction in fees next year.

   ***NEW ACTION ITEM**: Management to advise Membership that due to an abatement from CDA there will be a decrease in next years fees. Jerod - Fall 2021*

2) Sask Reopen Plan and CDSS Reopen Plan

   Discussion regarding the July 11th reopening plan--the CDSS will follow in accord with the Provincial guidelines. Question regarding unvaccinated patients. Gerry to get an opinion from Sean Sinclair as to a consent for patients to sign if they are not vaccinated due to the risks associated.

   ***NEW ACTION ITEM**: Provide update – Dr. Uswak, Fall 2021*

3) Membership Review Committee

   The MRC met and had a great discussion, they will submit a summary by August 23rd, to be presented at the virtual AGM.

   ***NEW ACTION ITEM**: Provide update – Dr. Krainyk, Fall 2021*

NEW & CARRIED ACTION ITEMS			
WHAT:	**WHO:**	**WHEN:**	**STATUS**
Management to advise Membership that due to an abatement from CDA there will be a decrease in next years fees.	Jerod	Fall 2021	**NEW**
Obtain opinion from Sean Sinclair (RobStrom) as to a consent for patients to sign if they are not vaccinated due to the risks associated	Gerry Uswak	Fall 2021	**NEW**
MRC to submit a summary by August 23rd to be presented at AGM—update provided at next council meeting	Dr. Krainyk	Fall 2021	**NEW**
Draft MOU for Denturists	Dr. Humber	Fall 2021	**Carried**
Review audit, RFP, audit policy	Dr. Zimmer	Fall 2021	**Carried**
Human Resource Management policy review	Dr. Zimmer	Fall 2021	**Carried**
Finance management policy review	Jerod	Fall 2021	**Carried**
Review annual financial audit	Jerod	Fall 2021	**Carried**
Create Standards list/selection on task calendar	Jerod	Fall 2021	**Carried**
Create master list of all meetings and post on website	Jerod	Fall 2021	**Carried**
Hygienists request to open the DDA--follow up	Dr. Uswak	Fall 2021	**Carried**
Cayton report strategy recommendation	Exec/Mgmt	Fall 2021	Carried
Develop online video explaining Bylaws and Facility Standards Note: (Gov't to approve 1st)	CE/Jason	Fall 2021	Carried
Contact Ministry to explore replacing Dental Health Technical consultant	Jerod	Fall 2021	Carried
Create single due diligence task calendar	Jerod/Gord	Fall 2021	Carried
Hold webinar of PCC/Discipline process	Dr. Saganski	Fall 2021	Carried
Review IPC	Council/Mgt	Fall 2021	Carried
Pursue Public Rep	Gord	Fall 2021	**Carried**
Move new Council elections online and move up timing (post); create new database	Jerod	Fall 2021	Carried

Create CDSS Governance Manual – (different from Council manual)	Gord/ Dr. Zimmer	Fall 2021	Carried
Finalize documentation on safety of sedation	Dr. Lalli	Fall 2021	**Carried**
PCC Chair remuneration study	Dr. Krainyk	Fall 2021	Carried
Review risk assessment and mitigation's	Jerod/ Dr. Uswak	Fall 2021	Carried
Review Committee reporting structure and TOR's	Dr. Zimmer/ Gord	Fall 2021	Carried
Council manual/site review	Dr. Zimmer/ Gord	Fall 2021	Carried
Communication to members re Clinical incident reporting on delivery of care incidents and the responsibility to report. *Draft document -- For next bylaw review*	Jerod	Spring 2022	**NEW**
Explore feasibility of relocating CDSS office to an owned facility prior to lease expiry in July 2023	Jerod	Spring 2022	Carried

Round Table – President (Dr. Craig Humber)

What did everyone think of the meeting tonight?
Consensus was the meeting was good, flowed smoothly. Thanks to Jerod and Gord for facilitating everything, and thanks to Dr. Humber for his time spent on the Council as President.

Closing comments: President Humber

Adjournment: President Humber

In Camera – President Humber