

**Manitoba College of Social Workers
Board of Directors Meeting Minutes
February 22, 2018
9:30 a.m.**

Present: Vicki Verge Burgess (President), Mary Heard (Vice-President), Marlyn Bennett (until 1:00 PM), Jan Christianson-Wood, Wil Hedges, Raymond Hildebrand joined at 1:30 PM, Kay Lamb, Alex Sawatsky (by phone); Joshua Van Mulligen, Barb Temmerman (Executive Director/Registrar), Amelie Findlay (Administrative Coordinator)

Regrets: Richard De La Ronde (Past-President), Tanis Newsham (Secretary), Florette Giasson (Treasurer), Darlene MacDonald (Member-at-Large), Adam Chrobak, Virginia Hnytka

Called to order: 9:33 AM

I. Welcome – Vicki Verge Burgess

Acknowledgement : We are on Treaty One territory and the land on which we gather is the traditional territory of Anishinaabeg, Cree, Oji-Cree, Dakota, and Dene peoples, and the homeland of the Métis Nation

Welcome from Vicki, first meeting as President.

II. Additions or changes to the Agenda

- Additions: Code of Ethics/Standards of Practice Review (Other Business); Registration of Social Work Faculty (Other Business).

Be it resolved that the February 22, 2018 Agenda is accepted as amended. (Joshua Van Mulligen/Wil Hedges) CARRIED.

III. Review of Board Governance Responsibilities and Principles

President reviewed the Code of Conduct, Meeting Rules of Order, confidentiality as outline in Section 71 of the Social Work Profession Act, noted that the board is guided by the objects of the Social Work Profession Act. The Conflict of Interest policy was reviewed and discussion took place about distinction when responding to questions from peers/public, ensuring clarity regarding whether one is responding as a board member or in his/her professional role. Questions regarding College policies and procedures should be directed to College office. Board members were reminded to not speak to media without permission from the Executive Director/Registrar.

A discussion took place of board members' professional roles informing the work of the board. Board member must act in the interests of the College and even if one doesn't personally agree with the direction the board is taking, the interests of the College are primary.

IV. Minutes

Be it resolved that the Minutes of the November 23, 2017 MCSW Board Meeting are approved as presented. (Alex Sawatsky, Jan Christianson-Wood) CARRIED.

V. Standing Items

a) Committee Reports

- Registration Committee – Joshua Van Mulligen
Not as many applications are coming to Registration Committee for review as many positions have already been evaluated.

- **Complaints Committee** – Wil Hedges
There were 16 complaints in 2017. To date in 2018 there are 2 complaints. Complaints regarding private practice, CFS complaints – getting information from some agencies has been a challenge.
- **Continuing Competence Committee**
Stacy Karlowsky is co-chairing the CCP committee as Vicki Verge Burgess has taken on President role. The committee is currently developing the auditing process. The committee will develop tools to help members understand their requirements if audited. A suggestion to pilot the audit process at the board level before the members are audited. The self-assessment and learning plan will be rolled out after the 2018 renewal.
- **By-Law Committee**
The Terms of Reference were reviewed for By-Law Committee. A minor change that the Chair be selected among committee members, but is not required to be member of the board. The Chair must be a member of the College.

Be it resolved that the revised By-Law Committee Terms of Reference are approved as presented. (Wil Hedges/Marlyn Bennett) CARRIED.

- b) CASW Report** – Raymond Hildebrand & Jan Christianson-Wood
March is National social work month. CASW is undergoing a revision to the Code of Ethics – committee is set up and Jan is chairing; developing a call for proposals to do research and make recommendations (2 year process). IFSW doing a push on education commission, being recognized internationally as a social worker. Elections are coming up in June in Dublin. Human rights complaint about Israel and holding Palestinian social worker in detention for a peaceful protest by the social worker. The issue of forced organ harvesting was brought to the CASW and then to the IFSW. On agenda for June meeting for IFSW. CASW responding to Bushie situation in Saskatchewan.
- c) Operational Update** - Barb Temmerman
Renewals opened February 1/18. 844 people have renewed to date, 1294 left to renew. Barb will be doing presentation in Brandon on Standards in Technology, linked via Telehealth. Meeting arranged with Dakota Ojibway CFS in March. Exploring issue of advocating for insurance carriers to cover social work services. Access to information at CFS agencies an ongoing issue for complaints.
- d) Social Work Issues** – Board Members
Discussion regarding issue of evaluating competence of older adults. Can't mandate an adult to go to a personal care home. Newfoundland and Alberta have a guide. In Ontario, SW perform capacity assessments. In MB, it is OT, physician and psychiatry that provides the capacity assessments.

Social media continues to impact social work services. Professionals must be mindful of personal online postings. Relevant to 2017 adoption of Technology Standards.

VI. Business Arising

- a) Financials - 2017-2018 – 3rd quarter Financial Report**
The report was reviewed with attention to growth of AGM and Education Day, increased legal and program development expenses.

Be it resolved that the 2017-2018 3rd quarter financial report is approved as presented. (Marlyn Bennett/Kay Lamb). CARRIED.

b) Budget

The establishment of trends in previous years has allowed MCSW to be more accurate in projections for the coming year. Renewals have been consistent at approximately a 90% renewal rate. The expectation is that application numbers will begin to decrease following the expiry of the grandparenting provision. The AGM/Education Event will be moved to a larger venue and has sold out 2 years in a row. Board meetings have been projected higher than last year to accommodate one off-site meeting per year. Options are currently being considered for online learning related to Social Work with Indigenous Peoples. Anticipating an increase in legal fees due to the number of complaints increasing every year. Budget reflects addition of a new staff person dedicated to complaints and investigations.

Be it resolved that the 2018-2019 budget is approved as presented. (Mary Heard/Jan Christianson-Wood). CARRIED.

c) Reserve Fund Policy

The Reserve Fund Policy is a guide for the ED/Registrar to manage savings through investments. The reserve fund will offset the annual deficit, cover unpredictable expenses (i.e. excess legal expenses), fund program support/development and ensure succession planning/severance pay.

A discussion took place regarding the amount of operating expenses to put aside. The Finance Committee will review and make recommendations to the Board. The motion will be approved as presented and brought back to the Board for an amendment on how much operational expenses to hold in the reserve fund.

Be it resolved the the Reserve Fund Policy is approved as presented. (Kay Lamb/Wil Hedges). CARRIED.

d) Strategic Planning Follow-up

Document pre-circulated. Once approved, the content will be developed into a public document. Richard De La Ronde and Marlyn Bennett approved the written direction of the strategic plan from an indigenous perspective.

Be it resolved the the Strategic Planning Report is approved as presented. (Joshua Van Mulligen/Marlyn Bennett) CARRIED.

VII. New Business

a) Social Work Week & CASW Award

Social Work Week is third week of March. The Member Appreciation Reception will be held on the 22nd of March at the Qualico Family Centre. Richard De La Ronde will be keynote speaker.

The College received a nomination for the CASW Distinguished Service Award from Chief Lance Roulette for the Sandy Bay Child and Family Services agency. Chief Roulette nominated the agency's child welfare workers for their dedication to making positive change and for the agency requiring mandatory registration.

Be it resolved that Sandy Bay Child and Family Services is the recipient of the 2018 CASW Distinguished Service Award. (Mary Heard/Wil Hedges) CARRIED. M. Bennett abstained.

b) Child Welfare Legislative Review

The child welfare legislative review is in process at this time. The government requested feedback from the College and the response will be sent tomorrow. Using the College's mandate as a guide, recommendations include registration of child welfare workers and confidentiality provisions in the CFS Act to allow the College to evaluate the conduct of members. Response includes highlights of social work ethics and standards to support social workers as the critical to the workforce of child welfare agencies.

c) Substantial Equivalency applications

Currently all applications for registration expire within 6 months of the application date. Recommendation to extend expiration date for substantial equivalency applications to 1 year due to the additional phases required by each applicant.

Be it resolved that Substantial Equivalency applications will expire one year from the date of application. (Joshua Van Mulligen/Wil Hedges) CARRIED.

d) Exam Use Policy

ASWB associate level exam to be used for Substantial Equivalency applicants. Applicant must have demonstrated that they are currently in practice and have relevant education, prior to writing exam. ASWB will administer the exam and an applicant may be approved to write exam a maximum of 3 times. Waiting period of 90 days is required in between re-writes. Applicants are responsible for identifying accommodation needs with ASWB.

Amendments to policy include:

Addition of "Applicants are responsible for advising MCSW of their exam date(s)"; remove the requirement for advance approval for special accommodation from MCSW; remove MCSW from the statement that arrangements for test candidates whose first language is not English may be possible with advance planning; addition of "in accordance with ASWB policies" in last sentence of document.

Be it resolved that the Exam Use Policy is approved as amended. (Kay Lamb/Wil Hedges) CARRIED.

e) Application for Registration Policy – SW Degree revisions

Revisions of policy for applicants with social work degree only and include: proof of identity (remove requirement for Canadian-issued ID); remove reference to applicants with "related SW degree", verification information; addition of word "valid" to government-issued photo ID.

Be it resolved that the Application for Registration Policy is approved as amended. (Jan Christianson-Wood/Mary Heard). CARRIED.

f) Registration Appeal Procedures

Procedures developed to ensure consistency in process and decision-making. Discussion regarding purpose of appeal and the distinction between a "re-application process" (allowing new application information) and deciding whether the registrar erred in her decision based on the legislative and policy requirements. Decision to approach appeals on the basis of the information available to the College at the time the decision was rendered. If the applicant has new information he/she would like the College to consider that could have been provided at the time of initial application, a reapplication may be required. Acknowledgement of experience and expertise of Registration Committee members and staff who have reviewed multiple applications. New application information will not generally be considered.

Amendments to policy include: Page 5 – After the Hearing – point 1 – change Board to Panel;
Page 6 – At the Hearing – first sentence - change may to will

Be it resolved that the Registration Appeal Procedures revisions are approved as amended. (Wil Hedges/Mary Heard) CARRIED.

g) Approved Social Work Program Policy

Review of first draft of criteria for approving programs. Discussion regarding use of term “discretion of the board” and what that would mean. Consideration of appealing decision if program not approved or if MOU is revoked. Revisions will be made considering the Board’s feedback.

VIII. Other Business

a) Standards of Practice/Code of Ethics Review

Revisions made to Standards of Practice and Code of Ethics, including stronger requirements for supervision for members in private practice. CASW beginning full review of Code of Ethics, which will be considered by the College at a later date.

Be it resolved that the Standards of Practice and Code of Ethics are approved as amended. (Wil Hedges/Marlyn Bennett) CARRIED.

b) Registration of Social Work Faculty

Discussion of registration of social work faculty members. Definition of “client” in the context of a professor-student relationship and the related application the MCSW Standards and Code was discussed. Discussion tabled to a later date.

IX. Adjournment at 3:11 PM

Motion to adjourn Wil Hedges

FUTURE DATES

Social Work Week – March 18-24, 2018

Social Work Week Reception – Thursday, March 22, 2018 – 5 p.m. – Qualico Family Centre

NOTE: BOARD MEETING CHANGE OF DATE – Wednesday, June 27, 2018

NOTE: AGM CHANGE OF DATE – October 17, 2018