

**Board of Directors Meeting  
December 1, 2022**



**MINUTES**

**Present:** Isaac Ansah, Rikki Fontaine, Lorelei Harris, Mary Heard, Cecilly Hildebrand, Darin Hovius, Hai Luo, Darlene MacDonald, Jennifer Meixner, Buetta Warkentin, Barb Temmerman (Executive Director/Registrar), Catherine Mitchell (Manager of Regulatory Practice), Amelie Findlay (Administrative Coordinator)

**Regrets:** Salina Fukumoto, Kaysi Katchmar, Sherry Ritchot, Tricia VanDenakker

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**I. Welcome and Board Meeting Opening – 9 a.m.**

*Acknowledgement: The land on which we gather is Treaty 1 territory - the traditional territory of Anishinaabeg, Cree, Oji-Cree, Dakota, and Dene peoples, and the homeland of the Métis Nation. The College acknowledges and respects the diverse histories and cultures of Indigenous Peoples across Manitoba in the spirit of reconciliation.*

**II. Additions or changes to the Agenda**

Addition: Registration appeal procedures

***Be it resolved that the December 1, 2022 Agenda is accepted as amended. CARRIED.***

**III. Board Member Introductions**

Welcome to new staff member Catherine Mitchell, Manager of Regulatory Practice. Welcome to new board members Cecilly Hildebrand, Jennifer Meixner, Lorelei Harris.

**IV. Minutes**

Amendment: correction to Hai Luo's name

***Be it resolved that the Minutes of the September 29, 2022 Meeting are approved as amended. CARRIED.***

***Be it resolved that the Minutes of the October 3, 2022 email vote to confirm the appointment of student representative, Lorelei Harris, are approved as presented. CARRIED.***

***Be it resolved that the Minutes of the October 19, 2022 email vote approving the 2023-2028 Strategic Plan are approved as presented. CARRIED.***

**V. Meeting Evaluation Summary**

Positive comments about committee reports being sent in advance. Discussion regarding length, frequency and timing of meetings. Board members were asked to provide feedback in the evaluation summary today.

Comments on governance vs. operational issues were discussed. Barb will provide a refresher/orientation later in the meeting.

**VI. Confirmation of Officers**

No need for a vote as 1 candidate identified for each position.

***Be it resolved that the following Board members are confirmed as the 2022-2023 Executive Committee members:***

***President – Mary Heard***

***Vice-President – Jennifer Meixner***

***Treasurer – Tricia VanDenakker***

***Secretary – Salina Fukumoto***

***Member-at-Large – Sherry Ritchot***

***CASW Rep – Darlene MacDonald***

***CARRIED.***

**VII. Board Orientation/Refresher – Mary Heard & Barb Temmerman**

President and Executive Director/Registrar provided overview/refresher of the role, mandate and responsibilities of the College and its Board of Directors.

**VIII. Strategic Plan Review**

Reviewed Mission, Vision and Values. The College will work with a graphic design company to develop visuals to honour the Seven Grandfather Teachings. The pillars and priorities were reviewed. Members and stakeholders had the opportunity to provide comments through surveys, focus groups and 1:1 interviews before the strategic plan was developed.

**IX. Standing Items**

**a) Committee Reports**

- Executive Committee Report – Mary Heard  
Report previously circulated.
- Registration Committee – Darin Hovius  
Report previously circulated. Isaac Ansah and Rikki Fontaine volunteered to be a part of the Registration Appeal Panel.
- Continuing Competence Committee  
Report previously circulated. A board representative is needed for the CCP Committee.

***Be it resolved that Buetta Warkentin is appointed as a member of the CCP Committee.***  
***CARRIED.***

- Complaints Committee – Beatrice Campbell  
Report previously circulated. Board members required for Complaint Appeal Panel, where a complainant appeals the decision of the committee.

Cecilly Hildebrand volunteered to be a part of the appeal panel.

- Inquiry Committee – Sherry Ritchot  
Report previously circulated. No matters before the Inquiry Committee.
- Standards & Ethics Committee – Hai Luo  
Report previously circulated.

- Finance Committee – Tricia VanDenakker, Mary Heard, Rikki Fontaine  
Report previously circulated.
- Land Acknowledgement Sub-Committee – Beatrice Campbell, Jen Meixner  
Additional Board members invited to participate.

***Be it resolved that Mary Heard is appointed as a member of the Land Acknowledgement Sub-Committee. CARRIED.***

- Strategic Planning Working Group – Multiple Board members  
Report previously circulated.

Barb will circulate an email to board members to volunteer for committee or appeal panel openings. MCSW will plan an orientation for appeal panel members. All board members are encouraged to attend in order to establish a roster of trained board members who can hear the appeals.

***Be it resolved that the Board will enter in-camera session. CARRIED.***

**b) CASW Report – Darlene MacDonald**

Report previously circulated. It was noted that Barb Temmerman is serving on many committees with the CASW.

**c) Operational Update - Barb Temmerman**

MCSW has completed an organizational review with BMG resulting in the development of departments and the addition of new staff positions. Recruitment in process for Administrative Assistant, which will be followed by restructuring of the other existing positions with MCSW.

ED presented at the virtual hearing of the Health Professions Advisory Council on November 15, 2022 regarding the Application for Regulation under the Regulated Health Professions Act made by the Federation of Associations of Counselling Therapists of Manitoba.

The College continues its ongoing efforts to advocate for social service agencies, and specifically government as an employer, to require registration of eligible employees with social work degrees who are engaged in the practice of social work. President and ED scheduled to meet with Deputy Minister Michelle Dubik and Heidi Wurmman on January 17, 2023.

Strategic Plan completed. Reviewing quotes from design companies.

National Registrar's meeting in October. Topics included increase in complaints, electronic social work practice, registration practices, publication of cautions, regulation of social work assistants, clinical social work regulation, EDI/reconciliation.

ED attended ASWB Delegate Assembly in November. Highlight need for Board approval to represent College on external committees/Boards. ED has been approached to apply to sit on a Committee for ASWB.

ED joined 2 national committees - CASW Fee Formula Committee and Internationally Educated Social Worker Project, to include Indigenous Learning Series.

**d) Reconciliation and Anti-Racism**

Standing item for discussion. Incorporate into Strategic Plan review.

## **X. Business Arising**

### **a) 2022-2023 – 2nd quarter Financial Report**

97% of projected income achieved. Program support and development is held for Indigenous learning series or training and support for any one of the programs. As departments are developed, there will be clearer targets for this line.

*Be it resolved that the 2022-2023 2nd quarter financial report is approved as presented. CARRIED.*

### **b) Code of Conduct Review**

Board previously requested a review of Board attendance policies. A briefing note previously circulated was reviewed.

Suggestion that 3 missed consecutive meetings or 50% of meetings in a specified time period could trigger a review and if the Board finds the absence is detrimental to the work of the Board/committee, they can suggest a dismissal or recommend a different committee that may fit better for the volunteer. The staff member that supports a committee would review attendance.

Current Committee Selection Policy speaks to what happens if a complaint is filed against a current committee member. The Complaints Committee reviewed this policy and thought it may be more appropriate for them to decide on a case-by-case basis whether the individual needs to step down from the committee temporarily. If a complaint is filed against a Complaints Committee member, it would fall under the Conflict of Interest policy. May fall to another jurisdiction to review the complaint.

Terms of Reference to be reviewed by each committee. Policy revisions to be carried over to next meeting for further discussion.

## **XI. New Business**

Barb Temmerman chaired the remainder of the meeting.

### **a) Exam Use Policy – Discussion**

Current policy permits applicant 3 attempts to pass exam. There is no provision for an applicant who has failed 3 times to rewrite. Previously reviewed policies of other jurisdictions. In some cases, applicants have to submit a study plan in order to be considered for a re-write. Statistics show the chances of passing the exam go down every time an applicant writes it. There is a 90-day waiting period before an applicant can re-write the exam. ASWB offers extensive exam resources including study guides, practice exams. Booth University College offers an exam preparation workshop that they may open up to someone post-grad.

ASWB reviews the exam on a regular basis. They did an exam analysis that showed discrepancies in pass rates for equity groups. ASWB is dedicating resources to examine this in a comprehensive way and review comparative data analysis on this issue. <https://www.aswb.org/wp-content/uploads/2022/07/2022-ASWB-Exam-Pass-Rate-Analysis.pdf> They are exploring this issue further, including engaging with individuals from equity groups to determine their experience in writing this exam.

Accommodation provisions are considered when a candidate books the exam through ASWB. ASWB accommodation policy will be circulated prior to the next meeting.

Barb will review other regulatory bodies policies on exam re-writes. Board may wish to invite ASWB to present at a future meeting.

**b) Private Practice Standards – Hai Luo, Jacqueline Shortridge**

The Standards and Ethics Committee have been working on Private Practice Standards for over a year. The draft revised standard was previously circulated.

Interpretation section: change wording from mental disorders to mental health challenges.

It's become apparent that this is an area of public protection. There is an increase in social workers entering private practice with a broad range of experience and education. A new BSW grad could open a clinical private practice under the current standards.

If approved the next step would be to develop an implementation plan. There will be a member consultation period

Considerations: If an MSW grad does not have a clinical focus would there be an option for such an individual to be part of clinical private practice. Could experience be considered for such individuals.

7.14 Add minimum standard of information given to client, i.e. fee structure, consent. If revisions occur, must be provided to clients.

Suggestion of changing “clinical focus” to “clinical course content.”

Addition of MSW with clinical content and Master level degree in a social work-related field.

The Standards and Ethics Committee will develop a guideline to correspond with the changes to the Standard.

**c) ASWB Update**

Previously discussed.

**d) Appointment of Practice Auditors**

***Be it resolved that the following MCSW representatives are appointed as practice auditors for the Manitoba College of Social Workers:***

***Director of Regulatory Practice, Vicki Verge Burgess***

***Manager of Regulatory Practice, Catherine Mitchell***

***Investigators – Miriam Browne, Cheryl Martinez, Neta Friesen, Gail Cameron***

**CARRIED**

**e) Registration Appeal Procedures**

Procedures document circulated with proposed changes. Needs to be clear that applicant cannot present new information in the context of a registration appeal. Section 5 change to wording so that MCSW staff is drafting the decision document rather than the Chair.

***Be it resolved the Registration Appeal Procedures are approved as presented. CARRIED.***

**XII. Adjournment – 1:45 PM**