

ACDH Council Meeting

Meeting Minutes

November 22, 2024 @ 8:30am

In-Person – DoubleTree by Hilton West Edmonton

Meeting Minutes			
Attendees - Council Members			
Name	Role	Name	Role
Lindsay Ord	Chair, Regulated Member	Judy Hansen	Councillor, Public Member
Kathy Sauze	Councillor, Regulated Member	Mimi Godin	Councillor, Regulated Member
Samantha Heron	Councillor, Regulated Member	John Jossa	Councillor, Public Member
Carol Gibbons Kroeker	Vice-Chair Councillor, Public Member		
Attendees – Guests and Observers			
Name	Role	Name	Role
Amie Dowell	Registrar & CEO	Salima Thawer	Deputy Registrar, ACDH
Holly Durdle	Recorder	Rachelle Pratt	Associate Clinical Professor, Associate Chair & Director of Dental Hygiene Program - UofA
Randall Croutze	CEO & Registrar - CDSA	Candace Boyce	Co-Executive Director - DHAA
Neil Strembiski	President CDSA Council	Susanne Wong	Board Member - DHAA
Steve Vander Val	Vice President - Santis	Vesna Sertic	Director of Advocacy & Government Relations Santis
Jennifer Tewes	CEO & Registrar - CADA		
Regrets			
Name	Role	Name	Role

1. Call to Order

1.1 - Introductions: Guests / Observers

The Chair, L. Ord, called the meeting to order at 8:34 am on November 22, 2024, and welcomed Council members. She advised that Judy Hansen, Mimi Godin, Samantha Heron, and Carol Gibbons Kroeker are attending the meeting virtually. She advised Council that multiple presenters will be joining throughout the day to present to Council.

L. Ord acknowledged that the Council was gathered on Treaty 6 & 7 Territories and shared a short video with Council on Truth & Reconciliation.

1.2 - Housekeeping

L. Ord advised that should anyone need to take a phone call or other interruption during the business meeting, to step out of the room to lessen distraction for the participants.

L. Ord advised that should anyone have a conflict of interest with any agenda item, at the time that agenda item is introduced, the individual will need to declare their conflict and either abstain from voting or recuse themselves from the meeting, as appropriate, until that agenda item has been concluded.

2. Adoption of Agenda

L. Ord asked if there were any additions or revisions to the agenda of November 22, 2024, and asked for a motion to approve.

MOTION: To approve the agenda as presented.

Moved by: J. Hansen, Seconded by: M. Godin.

CARRIED unanimously.

3. Adoption of the Consent Agenda

L. Ord listed all items on the Consent Agenda and asked if anyone wished to remove any item(s) from the Consent Agenda for discussion. Any typos or grammatical errors in any of the Council Minutes can be sent directly to H. Durdle.

2.1 Draft September 27 & 28 Council Meeting Minutes for Approval

2.2 Action Items from past Council meetings for Information

2.3 Committee Reports for Approval

i. Executive Committee Report to Council

ii. Governance Committee Report to Council

iii. Audit, Finance & Risk Committee Report to Council

iv. Competence Committee Report to Council

v. Registration Committee Report to Council

2.4 Key Accomplishments Report

2.5 Briefing Note – Policy Approval

i. GP-4 Council Conflict of Interest

ii. GP-5 Council Meeting Processes

iii. GP-5.1 In-Camera Meetings

iv. GP-5.2 Observers at Council Meetings

v. GP-5.3 Invited Guests at Council Meetings

L. Ord asked for a motion.

MOTION: To approve the consent agenda of November 22, 2024, as presented.

Moved by: C. Gibbons Kroeker, Seconded by: S. Heron.

CARRIED unanimously.

4. Financial Statements

J. Jossa and A. Dowell presented the Q2 financial statements, including a comprehensive review of the 6-month forecasting, new revenue spreadsheet and the Budget vs. Actuals with Council. Discussion followed.

S. Thawer joined the meeting in-person at 8:54am.

MOTION: To accept the quarter two financial statements as presented.

Moved by: J. Jossa, Seconded by: K. Sauze.

CARRIED unanimously.

5. Appointment of Auditor

J. Jossa and A. Dowell discussed the auditor appointment for the upcoming 2024-2025 financial audit with Council. The Audit, Finance and Risk Committee recommended the ACDH continue with Mahon & Associates for the 2024-2025 financial year. They are happy with the work provided by Mahon & Associates and are comfortable with the quote for services ranging between \$15,000 - \$17,000. Discussion followed.

MOTION: To appoint Mahon + Associates to prepare the 2024-2025 financial audit and report for the ACDH for services ranging between \$15,000 - \$17,000.

Moved by: J. Jossa, Seconded by: K. Sauze.

CARRIED unanimously.

6. Operational Update

A. Dowell presented an operational update, covering several pertinent topics for Council:

- A. Dowell highlighted the outcome of the meeting with the Minister of Health on October 3, 2024.
- A. Dowell provided Council with an update regarding the Toronto College of Dental Hygienists and Auxiliaries. Discussion followed.

7. Year End Message

L. Ord invited Council to provide input on key topics to feature in the year-end message to registrants. Council emphasized that the completion of the 2024-2027 strategic plan represents a significant milestone for the organization. Additionally, other key achievements and milestones were identified for inclusion in the message.

8. Presentation – College of Dental Surgeons of Alberta

L. Ord welcomed R. Croutze, CEO & Registrar and N. Strembiski, Board President to the meeting at 9:45am. R. Croutze attended in person and N. Strembiski attended virtually via Zoom.

R. Croutze provided Council with an overview of the College's mission and mandate and highlighting key strategic and operational initiatives at their College.

R. Croutze and N. Strembiski left the meeting at 10:36am.

9. Presentation – Santis Health

L. Ord welcomed S. Vander Wal, Vice President, Western Canada and V. Sertic, Director of Advocacy and Government Relations from Santis Health to the meeting at 10:44am. S. Vander Wal attended in-person and V. Sertic joined virtually via Zoom.

Santis Health (government relations) discussed Strategic Priority B (registration practices) including the work that has been done to date to advance the strategic priority and work planned for 2025. Next steps were discussed, and Council reached a consensus to proceed with advancing the project. A roundtable discussion followed.

S. Vander Wal and V. Sertic left the meeting at 12:19pm.

A. Dowell left the meeting at 12:30pm.

10. New Public Member Councillor Update

In A. Dowell's absence, H. Durdle provided Council with an update regarding the new Public Member Councillor, Dr. Abdul Satar. Dr. Satar is scheduled to complete orientation in December and will participate virtually in the February Council meeting.

11. Presentation – College of Alberta Dental Assistants

L. Ord welcomed J. Tewes, CEO and Registrar, to the meeting via Zoom at 1:04pm. J. Tewes provided an overview of the College of Alberta Dental Assistants' primary areas of focus to the Council.

J. Tewes left the meeting at 1:30pm

12. Presentation – University of Alberta

L. Ord welcomed R. Pratt, Associate Clinical Professor, Associate Chair & Director of the Dental Hygiene Program at the University of Alberta to the meeting at 1:31pm. R. Pratt attended the meeting in person.

R. Pratt provided Council with a program update, focusing on the BScDH Curriculum for Fall 2024/Winter 2025.

R. Pratt left the meeting at 2:00pm.

13. Registration Committee Appointment

S. Thawer informed Council that Tyla has confirmed her interest in a second 3-year term on the Registration Committee. Discussion followed.

MOTION: To appoint Tyla Gill for a second 3-year term on the Registration Committee effective immediately.
Moved by: L. Ord, Seconded by: C. Gibbons Kroeker.
CARRIED unanimously.

14. Inspector Appointment

On behalf of the College, S. Thawer requested that the Council appoint J. Leahey as an inspector on a contractual basis, in accordance with the authority granted under the Health Professions Act.

MOTION: To appoint Joan Leahey as an Inspector for the College on a contractual term, effective November 22, 2024.
Moved by: S. Heron, Seconded by: C. Gibbons Kroeker.
CARRIED unanimously.

15. Notification Policy

S. Thawer provided an overview and the purpose of CP-5 Notification Policy, a newly introduced policy. This policy requires registrants to inform the College of any changes in their contact information. The timely reporting of such changes is crucial for maintaining accurate records and upholding professional standards.

MOTION: To approve CP-5 Notification Policy as presented.

Moved by: J. Hansen, Seconded by: C. Mimi Godin.

CARRIED unanimously.

16. Update regarding Council Member Recruitment

S. Heron, Governance Committee Chair provided the Council with an update on the progress of the recruitment process. Several strong candidates have been identified, with additional interviews to follow.

17. In-Camera

L. Ord to call for a motion to go in-camera to discuss GP-13 Registrar and CEO Performance Support and Compensation.

MOTION: To move into camera at 3:04pm.

Moved by: K. Sauze, Seconded by: C Gibbons Kroeker.

CARRIED unanimously.

Actions from in-camera.

Action: L. Ord and C. Gibbons Kroeker to meet with Amie, Registrar & CEO to review and discuss her 2024 goals.

Action: Continue to work on GP-13 Registrar and CEO Performance Support and Compensation policy.

MOTION: To move out of camera at 3:56pm.

Moved by: J. Hansen, Seconded by: C. Gibbons Kroeker.

CARRIED unanimously.

MOTION: To set the salary range for the Registrar & CEO job as discussed in camera.

Moved by: J. Hansen, Seconded by: S. Heron.

CARRIED unanimously.

18. Presentation – Dental Hygienists Association of Alberta

L. Ord welcomed C. Boyce, Co-Executive Director and S. Wong, Board member at the Dental Hygiene Association of Alberta at 4:00pm. Both C. Boyce & S. Wong attended the meeting virtually.

C. Boyce presented an overview of the association's objectives and goals to Council, followed by a discussion.

C. Boyce and S. Wong left the meeting at 4:29pm.

19. Future Meetings

Council reviewed and discussed the 2025 meeting dates for Council and Council Committees.

Action: H. Durdle to revise dates for the Governance Committee Meetings for June, September and November 2025.

20. Adjourn

L. Ord adjourned the meeting at 4:49pm.