



**CCPA Board Meeting
March 15, 2018
19:00 - 20:00 p.m. (ET)**

Present: John Driscoll (Chair), Joyce Milligan, Andrea Currie, Madeleine Lelievre, Jacqui Synard, Marion Clorey, Carrie Foster, Serge Hall, Meredith Henry, Vicki-Anne Rodrigue, Jen Rowett, Barbara MacCallum (Secretary)

Regrets: Natasha Caverley, Kimberly Young, Leah Lewis, Bill Thomas, Kathy Offet-Gartner, Michel Turcotte

Welcome

- John welcomed everyone to the Board meeting.

Agenda

1. Approval of Agenda
2. Acceptance of the February 18, 2018 minutes
3. Conflict of Interest
4. Regional Development Fund Application – Supervision Symposium
5. Legislative Support Fund Application - Alberta
6. Conference 2021
7. CCPA Nominations and Elections Document/ Board Membership Nomination Form
8. Information Items
 - CACEP Rejuvenation Project
 - Research Project Update
 - Conference
 - Student Symposium 2018
 - Indigenous CEC Review Panel
 - Third Party Billing Project
9. Committee Updates
10. Next Meeting
11. Adjournment

1. Approval of the Agenda

Motion: To approve the agenda as presented.

**Moved by Joyce Milligan. Seconded by Jacqui Synard.
CARRIED.**

2. Acceptance of Minutes

The following amendments were presented:

- Time on the call – The meeting time was extended beyond 8:00 p.m. ET.
- There was concern raised about whether the infographic should contain any numbers at all due difficulties in maintaining an accurate number over time, wide regional variations



(e.g., rural area versus metro Toronto), and the risk of positioning counsellors as the low cost, low quality mental health provider (e.g., clients, third party payers).

- It was suggested that perhaps a percentage figure relative to other mental health services could be used instead.

Motion: To accept the minutes of the February 18, 2018 meeting as amended as accurately reflecting the discussions and decisions of the Board.

**Moved by Madeleine Lelievre. Seconded by Carrie Foster.
CARRIED.**

3. Conflict of Interest

- No conflicts were identified.

4. Regional Development Fund Application – Supervision Symposium

- This application was developed by Blythe Shepard and Beth Robinson (Co-Chairs, ACS – Advancement of Counsellor Supervision: an ad hoc committee).
- This event would demonstrate CCPA's leadership on a national level regarding this very important topic.
- It was noted that the quality of the application and the ideas within it were excellent.
- The following additions to those attending were suggested:
 - Indigenous Director in addition to a representative from the Indigenous Circle Chapter.
 - OPQ
 - A representative from each of the 7 Orders in Quebec.
 - A representative from PEI (PEICA) who has been involved in the regulatory efforts.
 - Ensure representation from Family and Marriage Therapy.
- There was discussion of moving some of the budget from this project to the 2021 Conference, however it was noted that the funding comes from two separate sources.
- One Board member remarked that the cost seems high but that they did not have direct experience in organizing this type of event so they would defer to the judgement of those creating the budget for the event.
- It was noted that if the budget were to change (upwards) then the amendment to this RDF would come back to the Board.

Motion: To approve the Regional Development Fund for the Supervision Symposium.

**Moved by Vicki-Anne Rodrigue. Seconded by Andrea Currie.
CARRIED.**

5. Legislative Support Fund Application – Alberta

- FACT-Alberta submitted a request for funds from the Legislative Support Fund.
- The funding formula is similar to that being used in BC.
- Alberta is at a critical stage in its regulatory efforts in that the government is supportive but will not put the legislation on the Fall 2018 or Spring 2019 legislative agenda.



- This is an issue because there is an election in the spring and if the current government is not re-elected FACT-Alberta will have to start the political process from scratch.
- It was noted that Nicole Imgrund (Chair, FACT-Alberta) has completed two television interviews.
- Links to the interviews can be found on the FACT-Alberta twitter feed.
- The interviews are excellent and Board members are encouraged to review them.

Motion: To approve the Legislative Support Fund Application from FACT-Alberta.

**Moved by Joyce Milligan. Seconded by Jacqui Synard.
CARRIED.**

6. Conference 2021

- At the February Board meeting a discussion was held with regard to the financial implications of holding the 2021 Conference in Charlottetown.
- The cost of the meeting rooms will be \$7,500 and could grow to \$15,000 if the room block is not met.
- In addition the guest rooms will be \$219.00 plus tax.
- The room rates could be lowered to \$209.00 plus tax.
- The additional \$10.00 was to cover off the cost of the conference meeting rooms.
- There is concern that the room block will not be met as conference attendees may choose to stay at other hotels in the area.
- A bid was sought from Halifax.
- After reviewing the two bids, it was noted that the Food and Beverage required by Halifax was \$55,000 where it was only \$50,000 in Charlottetown.
- This made the difference \$2,500.
- The room rates were noted at \$199.00 plus tax in Halifax.
- After a review of the two bids the Board decided that the conference would remain in Charlottetown despite the potential financial risks.
- It was suggested that the conference registration fee be raised by \$10-\$15 to cover the cost of the meeting rooms.

7. CCPA Nominations and Elections Document/ Board Membership Nomination Form

- The procedures were amended to reflect the actual wording in the current by-laws.
- John Driscoll thanked the Committee members for their excellent work.

Motion: To approve the amendments to the CCPA Nominations and Elections Document and Board Membership Nomination Form as presented.

**Moved by Marion Clorey. Seconded by Joyce Milligan.
CARRIED.**



8. Information Items

CACEP Rejuvenation Process Update

Stakeholder Consultation Process on Revised Standards:

- Feedback received from stakeholders who represented the following “cohorts”:
Site visitors, Counsellor Educator Chapter members, Chapter Presidents, Program Leads for accredited programs and Program Leads for interested programs in December.
- A third party researcher (Dr. Linda Mainville) has now analyzed and synthesized the stakeholder consultation feedback and prepared a report on same.
- The CACEP Advisory Committee is in receipt of the report for their review.
- Teleconference calls will be held in mid to late March 2018 to discuss the report findings and proposed next steps.
- Based on Dr. Mainville’s report findings, said information will inform the development of the 2018 CCPA conference CACEP workshop which will be another venue for obtaining final feedback on the revised standards from interested delegates.
- The CACEP presentation team (Bill, Sharon, Pam and Natasha) will be engaging in a teleconference call on March 29, 2018 for an initial discussion on the presentation format for the CACEP session.
- Following the May 2018 CCPA conference, the standards will be finalized and then sent to the Board for review.

CACEP Anglophone Vacancy:

- Dr. Anne Marshall withdrew her name for this position.
- References are being sought for a second short-listed candidate.
- Bill and Sharon will communicate their recommendation to John, copied to Kim and Barbara.

CACEP Francophone Vacancy:

- Thank you to CCPA Board members for their timely distribution of the CACEP Francophone vacancy call for applications – much appreciated.
- Applications have been received and references are being sought for the short-listed candidate. Bill and Sharon will then communicate their recommendation to John, copied to Kim and Barbara.

CACEP File Management:

- Bill and Sharon have received a message from Karina Albert about setting up a CACEP WorkSpaces site and have discussed possible options.
- Bill and Sharon were to contact Karina the week of March 5th with their questions about the WorkSpaces site and file library/archives.

Proposed Council orientation session during the 2018 CCPA Conference:

- Bill and Sharon would like to hold a Council orientation session for the new members of the Council at the 2018 CCPA conference in Winnipeg, MB.



- They will begin by contacting John with an estimated budget for the meeting.

Research Paper Update – March 2018

- The Research Paper Sub-Committee prepared a set of guidelines to aid CCPA National Office in reviewing the recommendations section of the Research Task Group Paper.
- CCPA National Office will have the month of March 2018 to respond to said questions which will then inform the Sub-Committee's discussion on same in April 2018.
- At the November 2017 CCPA Board of Directors' meeting, interest was expressed in a "panel presentation" concept at a future CCPA conference regarding key themes and concepts expressed in the Research Task Group Paper.
- On behalf of the Sub-Committee, Natasha spoke with Jen Rowett to seek her guidance on panel presentation and roundtable formats which engage global/international dimensions to topics such as social justice, ethics and diversity.
- Jen's guidance will inform the Sub-Committee's discussion on same during their March 7, 2018 teleconference call.
- As previously mentioned, the goal is to have a status update (on the November 2017 board motion) presented for review and decision at the May 2018 CCPA Board of Directors' meeting.

Conference 2018 Winnipeg

- No new information at this time.

Student Symposium

- Michel Turcotte was not on the teleconference so an update on this item will be delayed until the April 2018 Board meeting.

Indigenous CEC Review Panel Update – March 2018

- The Indigenous CEC Sub-Committee met on February 13, 2018 to debrief on the mock case study training session and to prepare for another mock case study training session to assist the inaugural Indigenous CEC Review Panel members (N=5).
- The next mock case study training session will occur on March 26, 2018 via teleconference call.
- Upon completion of the second training session with Indigenous CEC Review Panel members, the Sub-Committee will determine next steps (and related logistics) for officially launching the CCPA Indigenous CEC Initiative.

Third Party Billing Project

- At the February Board meeting concerns were raised about the range of fees on the infographic.
- In addition a request was made by Bill Thomas to include some additional language related to diversity.
- The infographic has been updated based on Board feedback from last teleconference:
 - Statement added on culturally appropriate mental health services.



- Fee range changed to \$70-\$150 using results from member survey which had over 600 respondents.
- Fee range statement switched around so intro phrase speaks to cost-effectiveness and secondary phrase.
- It was noted that we should ensure that a footnote is added regarding the fee range as being affected by region and clientele.
- Private sector outreach will begin next week by Julie Holden.
- Planning underway with Impact for public sector.
- It was agreed that the Infographic could go ahead however there was still concern expressed regarding the presentation of numbers and the risks of presenting a range by one Board member.
- Teleconference was held with Joyce Milligan and MB Chapter Executive re: MB pilot.
- Joyce will reach out to all MB members re: joining project committee.
- Julie is starting work on developing outreach lists (employers, insurers).
- Hoping to secure a couple of meetings while in Winnipeg during the conference.
- Kim Hollihan attended an MHCC round table on access to psychotherapy.
- A connection was made with Joan Weir, Director, Health & Disability Policy, Canadian Life and Health Insurance Association.
- This has led to a meeting with Kim Hollihan, Barb MacCallum and Joan Weir on March 29, 2018 to discuss regulation and 3rd party billing.

9. Committee Updates

- Carrie Foster noted the meeting held with a political advisor to the Minister of Health in Quebec.
- The meeting was to ensure that psychotherapists were included in the \$35 M public funding of mental health services by the Quebec government.
- It was too late to add CCC's but another opportunity will arise in May 2018.

TRC Ad Hoc Committee

- Andrea Currie reported that the Committee will be meeting in late March and intends to have recommendations for the Board at the May 2018 Board meeting.
- A request was made to provide Barb MacCallum with the amount of time needed on the agenda.

Governance Committee

- Jen Rowett noted that the Committee has been very busy.
- The Committee has just completed a review of the work done by the Technology and Innovative Solutions Chapter on Guidelines for use of technology in counselling.
- The review has been forwarded to the QA Committee.
- It is hoped that the work can be completed in April 2018 so that members of the Technology and Innovative Solutions Chapter can be invited to present at the May 2018 Board meeting.



Risk Management

- Jen Rowett indicated that the Risk Management Committee will meet in March 2018 to review the Risk Management report and update it if necessary.

QA Committee

- Marion Clorey noted that they had received the documents related to the Standards and Guidelines created by the Technology and Innovative Solutions Chapter and will start the review process on March 19, 2018.

10. Next Meeting

- The next teleconference meeting will be held on April 19, 2018.

11. Adjournment

Motion: To adjourn the meeting.

**Moved by Carrie Foster. Seconded by Madeleine Lelievre.
CARRIED.**

President

Date



Summary of Motions

Motion: To approve the agenda as presented.

**Moved by Joyce Milligan. Seconded by Jacqui Synard.
CARRIED.**

Motion: To accept the minutes of the February 18, 2018 meeting as amended as accurately reflecting the discussions and decisions of the Board.

**Moved by Madeleine Lelievre. Seconded by Carrie Foster.
CARRIED.**

Motion: To approve the Regional Development Fund for the Supervision Symposium.

**Moved by Vicki-Anne Rodrigue. Seconded by Andrea Currie.
CARRIED.**

Motion: To approve the Legislative Support Fund Application from FACT-Alberta.

**Moved by Joyce Milligan. Seconded by Jacqui Synard.
CARRIED.**

Motion: To approve the amendments to the CCPA Nominations and Elections Document and Board Membership Nomination Form as presented.

**Moved by Marion Clorey. Seconded by Joyce Milligan.
CARRIED.**

Motion: To adjourn the meeting.

**Moved by Carrie Foster. Seconded by Madeleine Lelievre.
CARRIED.**



Summary of Action Items

Task Number	Minute Reference	Task	Date	Responsibility
1	4	Forward suggestions for the Supervision Symposium to Blythe and Beth	ASAP	Barb MacCallum
2	8	Ensure infographic includes statement about the fee range.	ASAP	Kim Hollihan
3	9	Provide Barb MacCallum with time required at the May 2018 Board meeting.	April 2018	TRC Ad Hoc Committee