

### CMA Council Meeting Minutes

**Date: September 1, 2022 Timeframe: 0945-1600**

**Through Regulatory Excellence, we inspire trust and confidence in Midwifery Care for all Childbearing families in Alberta  
(Vision, September 2017)**

**This Council meeting will be held by Zoom invite and in-person (especially for anyone living close to Calgary)**

**Attendees: Marianne King, RM (President), Chelsey Cabaj (Public Member), David Crocker (Public Member), Juliana Cunha (Deputy Registrar), Shireen Mathew (Finance Director), Sharon Prusky (Registrar and Exec Director), note taker, Dustin Schinbein (Public Member), Kayla Blinkhorn RM (Vice President and Competence Committee), Cathy Cornfield (Public Member), Melanie Bekevich-Joos (Public Member).**

**Regrets: Tiffany Harrison RM (Past President), Joy Maxwell RM (competence Committee).**

Agenda Item	Discussion	Actions
<b>1. Welcome and Introductions</b>	Marianne, welcomed Dustin Schinbein as our newest Public Member Introductions of All Council members and staff were made	<b>Start: 0949</b>
<b>1.1</b> Land Acknowledgement	Land Acknowledgement: <a href="http://www.whose.land">www.whose.land</a> – Joy was not available; at a birth	
<b>1.2</b> Council Rules of Order (on screen)		
<b>2. Record of Council Meetings:</b>		
<b>2.1</b> Minutes of June 16/22	Seeking approval of the Council minutes (sent out on August 18/22)	<b>Moved: David Second: Cathy</b>
<b>2.3</b> Additions to today's agenda?	1) FYI: MRU 3 <sup>rd</sup> Year placements at CMA for Jan-April 2023 Sharon shared information about MRU BMid Program needing to fulfill up to 60 hours in an	

<p><b>2.4</b> Approval of today's agenda</p> <p><b>2.5</b> Consent Agenda: Student Clinical Placement and Registration Policy. Registration Committee is recommending Council acceptance of this revised policy (please see Council Briefing Notes in the agenda package)</p> <p><b>3. Governance: Generative Items for Discussion and <u>Decision</u> by Council</b></p> <p><b>3.1</b> 1000-1030: AHS PMAO guest Danica Sharp regarding CMA position on midwifery workload (please see Council Briefing Notes BEFORE the meeting)</p> <p><b>3.1.1</b> Council decision related to what avenue to take regarding a CMA statement on workload</p>	<p>interprofessional placement for 3<sup>rd</sup> years. The OB's in Alberta are willing to supply only about 24 hours this year. MRU believes that there is merit in the students learning more about regulation. CMA staff have some projects that would align with the curriculum objectives</p> <p>Discussion: Sharon gave an overview of the situation, using the Briefing note as a guide. Danica and Meghan Swedish presented their case for a position statement and answered questions that Council members had. They explained how RMs are currently paid within the billing system, which is still based on full time 40 Courses of Care <u>equivalents</u>. They also explained the financing of the liability insurance (AHS pays all but \$1000 of the entire amount per RM per year). Council members discussed key points for a future document. Resources identified were the CMA policy on workload, the Australian Midwifery standards, and the Alberta Medical Resident Association statements (with careful consideration of any union or association functions). It</p>	<p><b>Approval: David and Melanie</b></p> <p><b>Consent agenda 2.5 accepted by all of Council attendees. Staff will post on the CMA website</b></p> <p><b>Staff will research and work on a document to be reviewed by Council following,</b></p>
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<p>- Issue of RMs working in the Olds and Cold Lake Hospitals to alleviate a nursing shortage</p> <p><b>3.2</b> Financial Planning presentations: (please see Council Agenda package for a rubric for presentation criteria)  1<sup>st</sup>: Servus Credit Union Wealth Management: Josh Noble@ 1100  2<sup>nd</sup>: Vanta Group: Dan Brassard at 1300 (please see Rubric for presentation criteria)</p> <p><b>3.2.1</b> Discussion and decisions about next steps related to the presentations, via the Rubric.</p> <p><b>3.3</b> AB Health IPAC Standards and the Medical Device Reprocessing Standards (previously accepted by Council)</p>	<p>was also noted that workload could negatively impact the Midwifery Model of Care.</p> <p>Council noted that the RMs in the province cannot solve the nursing shortage, and that the agreement CMA made with AHS was for an extremely short time period (months).</p> <p>Background: Since last Council meeting in June, CMA staff have been seeking suitable companies to send the Financial Planning RFP out to, sending out the RFP and interviewing companies. In total, there were 12 companies identified and approached, five were interviewed, two have responded positively to present to Council today. The rest either did not reply, did not fit our needs (Investments only), or did not follow through to the presentation stage.  Two groups are here today to present their plans for assisting CMA in successful regulatory financial planning.</p> <p>Discussion: focussed on the rubric items and the style of presentations and the ideas generated by each group.  Vote held with Dustin and Kayla abstaining. NOTE: two midwives were not in attendance for this vote.</p> <p>Sharon explained the AB Health deadline for compliance with the IPAC Standards, stating that that CMA was unaware of the September 2022 deadline until late spring 2022, the CMA IPAC Standards are</p>	<p><b>then post on the CMA Website</b></p> <p><b>Revisit status at next meeting</b></p> <p><b>Preference to accept the Vanta group proposal:  First: Chelsey  Second: David  Staff will follow up with both groups and organize a contract.</b></p> <p><b>Move: by David to move the compliance date back to March of</b></p>
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<p><b>3.3.1</b> Council approval needed to extend deadline for <u>compliance</u> from September 2022 to sometime in the beginning of 2023</p> <ul style="list-style-type: none"> <li>- AAM/CMA plan for collaborative education and training on new standards with midwifery practices and registrants</li> <li>- recommendations from Diane Rach regarding which standards to accept and which ones need further research and rewording, and which ones to reject for non-applicability to Midwifery Practice, based on her report on review of the AB Health Standards.</li> </ul>	<p>wrapped up in the Standards of Practice process still before AB Health, midwifery practices were working on but not completed incorporation, and that specific training and practice decisions still needed to be made. She suggested that moving the adoption of the Standards date and compliance could be pushed back into 2023, with clear messaging sent to AB Health. Staff have compiled survey results from Practice Leads re: Medical Device Reprocessing.</p>	<p><b>2023 to accommodate all of the necessary activities.</b>  <b>Second: Melanie Sharon will send a letter to AH Health IPAC re same.</b></p>
<p><b>3.4</b> Vacant Registered Midwife position on Council needs to be filled</p>	<p>Discussion: areas around election versus appointment; possible background expertise in business and finance, geographical representation, BIPOC representation, clinical expertise; avenues for advertising were covered.</p>	<p><b>Staff will advertise on the website and in the newsletter for Edmonton candidates, also work on a policy based on the new draft Bylaws, and research CLPNA for resources on their council registrant process.</b></p>
<p><b>3.5</b> Election/Appointment of Treasurer</p>	<p>Placeholder, pending a decision regarding financial planning</p>	
<p><b>4. Governance: Strategic Direction/<u>Discussion and/or Approval</u></b>  <b>4.1</b> Standing Item: Equity, Diversity, Inclusion- CMA Learnings.</p>	<p>Note that AAM made their Oppression course mandatory for membership renewal.</p>	

<p><b>4.2 Public Health Inspectors:</b>  <b>4.2.1</b> Report and findings and implications for CMA.</p> <p><b>4.2.2</b> CMA needs public and registrant messaging to navigate this situation, due to a public announcement requesting the Midwifery Practice clients to respond to this look back process.</p> <p><b>4.3</b> Midwives meeting barriers to ordering ultrasound according to their scope of practice: Issue with interpretation of wording in Section 16 of the Midwifery Profession Regulation.</p> <p><b>4.4</b> AHS Call Out for RMs to work as nursing staff at the Cold Lake Hospital (Please see Council Briefing Notes in the Agenda package)</p>	<p>Sharon gave an overview and next steps for Public Health/MOH for AHS with a client “look back” where demographic data is being requested from a midwifery practice dating back to 2013. This stems from a complaint lodged with AHS Public Health re: an RM not wearing a mask during clinical care in COVID. Public Health did their investigation and did not obtain results with enough consistent data to satisfy their public safety threshold.</p> <p>CMA will be fielding questions and concerns and this situation may create negativity towards midwives and the profession. CMA staff have consulted with CMO and BCCNM and received help to craft a statement, including the fact that CMA is deeply concerned and has its own investigation underway regarding this situation. Discussion: re: an opportunity to do some parallel messaging with AHS.</p> <p>Discussion: Sharon reviewed the most recent meetings with AB Health and learned that there may be a link to CPSA, the group who accredits ultrasound clinics and facilities. AHS PMAO also has a lead within AHS Diagnostic services.</p> <p>Please refer to Item # 3.1.1 above, as this was discussed earlier in the agenda.</p>	<p><b>CMA registrar will be involved in the FAQs and explanations to clients and midwives.</b></p> <p><b>CMA staff to craft a message and parallel the AHS messages targeted to a) the public and b) the registrants</b></p> <p><b>Staff will follow up with both AHS and CPSA, and report Newsletter requesting ID of situations where they meet barriers.</b></p>
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<b>4.5 CMA Strategic Plan</b>	Melanie gave an overview of the process at AGM and shared the trends and key points that resulted. Sharon reported that she was doing further analysis. Discussion: clients' perceptions and opinions will be necessary in the process as well as a survey to recently retired midwives for their perspective.	<b>Next step: include a set of questions in the Renewal package for RMs, sessions for client feedback and a recently retired RM survey. Sharon and Mel will work on</b>
<b>4.6 Registration Decision Appeal Review:</b>  <b>4.6.1</b> Update and committee suggestions after initial event          <b>4.7</b> Executive Director/Registrar Report (FYI only, no decisions and only limited discussions in Council meeting)  <b>4.8</b> CMA Council and Committee Governance Training	<p>The appeal review happened and the committee made their ruling, including an abbreviated set of conditions for the registrant to complete within three months.</p> <p>Discussion: Committee outlined some recommendations for CMA staff to complete by December: eg. language that CMA uses in their communications, a policy revision and reference to the Bylaws. Also, the new Bylaws will need a legal review once fully drafted.</p> <p>Please read; there is valuable information contained in the report. Thank You for your engagement!</p> <p>Table (placeholder)</p>	<p><b>Staff will address the points outlined here, clarify the recommendations and provide a report</b></p> <p><b>Staff will send out latest draft of the Standards of Practice to Council</b></p>
<b>5. Governance: CMA Standing Committees and Mandates</b>		
<b>5.1 Registration Committee:</b>	Staff: Juliana presented the Registration Report (attached) and fielded questions	<b>Newsletter: posting for Reg Committee</b>

<p><b>5.1.1 Report:</b> Education Programs, RM inactive and working without a practice permit, need for two more committee members</p>		<p><b>membership. New Registrant cohort interviews will take place at the end of Sept.</b>  <b>Working without a Practice Permit has been referred to the Complaints Director.</b></p>
<p><b>5.2 Finance Committee:</b>  <b>5.2.1 Report</b></p> <p><b>5.3 Competence Committee:</b>  <b>5.3.1 Report:</b> see U/S item above, next meeting is September 19/22, and Joy Maxwell will join this committee</p> <p><b>5.4 Complaints</b>  <b>5.4.1 HPA Report</b></p> <p><b>5.4.2 HDA Report:</b></p> <p><b>5.4.3 Complaints Director Report:</b>  Guidance to the Profession – Reporting Obligations</p>	<p>Shireen shared the second quarter report with Council and the accounts are on track for this time of financial year. (attached)</p> <p>The new CMRC competencies are submitted for Renewal as the CMA-mandated activity for this year.</p> <p>19 cases in total since April of 2019. Six have been resolved, 1 has been referred to the Competence Committee for practice visits, and the rest (10) are either at inquiry or investigation stage.  HDA Sharon: three hearings canceled, need to be rebooked. Sharon also has two cases for HPA due to a COI for the Complaints Director.</p> <p>Sharon and Theresa Barrett (Complaints Director) are drafting a document outlining where registrants are obligated to report.</p>	<p><b>Newsletter: info on expected time frame to complete</b></p> <p><b>Draft will go to Competence Committee and</b></p>

<p>- Exit Interviews/survey suggestions</p>	<p>This idea is specific to any connection between leaving the profession and complaints rates.</p>	<p><b>Reg Committee for review</b> <b>Staff will do an internal audit</b></p>
<p><b>6. Operations:</b></p> <p><b>6.1</b> Renewal overview for 2023</p> <p><b>6.2</b> Ola Tech contract</p> <p><b>6.3</b> Switch to Microsoft emails</p> <p><b>6.4</b> Alternate Practice Program Framework – initial introduction for Council. AHS also wants to be able to fund midwives to work in different ways, eg. shifts at RHGH in an assessment role.</p>	<p>Juliana reported that the suggestions for change from registrants last year have been ticketed to Ola Tech, along with the new work that registrants will be required to do for Renewal. Ola Tech will now incorporate the changes before the deadline of November 1/22 The contract is finished on Dec 31/22. Ola Tech has already informed CMA that the contract fees will go up.</p> <p>Shireen shared that CMA will be seeking a “non-profit” discount with Microsoft, but needs proof of corporation status. Council suggested that CMA staff follow up with CRA (Canada Revenue Agency) regarding what they have CMA listed as.</p> <p>The APP (Alternate Practice Program) would be looking at appropriate applications for practice in segments of midwifery care, not full scope. This program is projected to come into effect later in 2023. Successful applicants would have a two to three-year window of work before their continuing competence requirements would not be met, at which time they would have to decide to return to full scope practice or have conditions of practice on their permits. There are pros and cons to any APP, so CMA plans to consult</p>	<p><b>Staff will be reviewing the current contract and setting out key points of negotiation for a new contract.</b></p> <p><b>Shireen will follow up</b></p>



<p><b>6.5</b> Ongoing staff work with Vinck Accounting:  <b>6.5.1</b> Regular Council reporting finance and budget processes, and  <b>6.5.2</b> Best practice non-profit internal policy development around: i) operating income and expenses and ii) reserve funds management decisions and iii) preparation of internal information to be audit-ready</p> <p><b>6.6</b> CMA Newsletter:  <b>6.6.1</b> Fall Newsletter topics:</p>	<p>with the public, midwives themselves, and other regulatory bodies; work closely with MRU, AHS and AAM externally, and Reg Committee, Finance Committee and Competence Committee internally. This program would be a focus for consultations for our Strategic Plan.</p> <p>Staff Report: Meeting set with Dwayne Vinck and associates happened in July. Depending on the outcome of the RFP, decisions for financial planning, staff would be doing policies with Vinck Accounting or with our new contracted financial planner.</p> <p>Renewal Heads up, time needed to complete Competencies, IPAC thank you to Practice Leads for info</p>	<p><b>Staff follow up</b></p> <p><b>See previous items as well</b></p>
<p><b>6.7</b> In Camera Discussion:</p>	<p>Purpose:</p> <ul style="list-style-type: none"> <li>a) Provide a way for Council to discuss items and govern themselves without staff attendance</li> <li>b) Discussion of confidential content where certain staff or council members would be excused.</li> <li>c) Legal (eg. office lease, legal action against or involving any Council or staff member),</li> <li>d) Personnel (eg. staff salaries, performance reviews, conflicts of interest, conflicts between Council Members)</li> <li>e) Other:</li> </ul> <p>Process:</p>	<p><b>All Council members to review and bring revisions for next Council meeting</b></p>

	<p>a) “In Camera” sessions can be called by any council member by a motion, at any time during or immediately after a Council meeting,</p> <p>b) Discussion details would not be noted in the minutes,</p> <p>c) Person responsible for Council minutes would be involved as determined by Council,</p> <p>d) Pertinent information and decisions would be conveyed by the President to the Council minutes person following the meeting (sometimes in confidence),</p> <p>e) No names would be included in the minutes,</p> <p>f) Minutes will only include the motion to go in camera, the topic, the timeframe related to the “in camera” and the general results and actions coming from the motion.</p> <p>Timing:</p> <p>a) A reminder at the beginning of every Council meeting as an agenda item</p> <p>b) Call “In Camera” session at any time during a Council Meeting and</p> <p>c) A check in at the end of each Council meeting for an “In Camera” session or not.</p>	
<b>7. Date of Next Meeting:</b>	October 13/22 0945-1600	
<b>8. Adjournment:</b>	<b>Time: 1653</b>	