

Provincial Dental Board of Nova Scotia

Meeting 2018-04

Via Teleconference: June 27, 2018 at 7:00 pm.

A meeting of the Provincial Dental Board of Nova Scotia was held on June 27, 2018 via Teleconference at 7:00pm.

In Attendance: Dr. Kevin Walsh (Chair)
Dr. Daniel Albert (Vice-Chair)
Dr. Sunita Sharma
Dr. David Dignan
Dr. Shelly Anderson
Dr. Russell MacSween
Ms. Donna Rushton
Ms. Marina Crawford
Mr. David Melvin
Mr. Greg Fevens
Dr. Martin Gillis (Registrar)
Ms. Jane Donovan (Executive Assistant)

Observers: Mr. Jason Cooke joined the meeting for Agenda Items 1-9.
Mr. Ryan Christen joined the meeting for Agenda Items 1-9.

Regrets: Dr. Terrie Logue
Dr. Chris Baker

Agenda 1. Call to Order

At 7:05 pm, the Chair welcomed the Board members to the teleconference and conducted a roll call. General instructions regarding the proceedings were provided.

Agenda 2. Conflict of Interest Declaration

The Chair asked the Board if they had or were aware of any other Board members who had a conflict of interest with today's agenda. No conflicts of interest were identified.

Agenda 3. Approval of the Agenda

The Chair reviewed the agenda. A discussion on the exploration of cloud computing for the Board's server and database was added as Agenda Item 8.

It was moved and seconded – Dr. Daniel Albert and Dr. David Dignan.

Motion 2018-39

“To Approve the Agenda as Amended”

Motion Carried

Agenda 4.

Board Committee Reports

a) Finance and Audit Committee

i) Proposed Budget 2019

Dr. Albert and the Registrar met prior to the teleconference to discuss and review the proposed 2019 budget. There were no areas of concern to bring to the Board's attention but Dr. Albert provided an explanation of certain items that are listed in a different format than last year's budget.

The 2018 budget featured a single item for the accounting and audit budget however, the Finance and Audit Committee requested more insight into this expense. The auditor provided additional information and the accounting and audit information is now listed on multiple lines in the proposed budget.

There was a question of whether the \$78 000 expense for radiography inspections in 2019 was the final payment installation. Dr. Albert stated that this was the final payment for the radiography inspections and that the Board also expects the sedation inspections to be completed in 2018. This is why the proposed budget features a reduced sedation inspection total for the 2019 year.

It was brought to the Board's attention that the 'temporary authorization' and 'student' cost listed on the proposed budget at \$41.00 was inaccurate. The actual cost is \$66.00 per individual. This discrepancy was noted and it will be addressed accordingly in the budget moving forward.

It was moved and seconded – Dr. Daniel Albert and Dr. Shelly Anderson

Motion 2018-40

“To Accept the Proposed 2019 Budget”

Motion Carried

ii) License Fees 2018-2019

Dr. Albert discussed the licensing fees. There will be no fee increase in 2018-2019.

It was noted that while certain Board expenses have increased, the Provincial Dental Board does not need to devote money to the reserve (restricted) fund, as it has in previous years.

It was moved and seconded – Mr. Greg Fevens and Ms. Donna Rushton

Motion 2018-41

“To Approve the 2018-2019 Licensing Fees with Amendments to the Cost of Temporary Authorizations and Students Licensing Fees”

Motion Carried

iii) Request for Proposals: Audit and Accounting Services (Draft Letter)

Dr. Albert and the Registrar discussed the ‘Request for Proposals’ regarding the audit and accounting services for the Board. The Board is seeking improved continuity with the auditors than what has been provided in the past few years. Requesting proposals is a healthy exercise to assess other available services and their cost to the Board.

The Board is planning on sending the ‘Request for Proposals’ to Grant Thornton and three additional firms. Board members were encouraged to suggest additional auditors that the ‘Request for Proposal’ could be forwarded to.

The Board discussed adding a criterion within the request for consistency in personnel performing audits.

All ‘Request for Proposals’ submissions are due at the end of July. The Finance and Audit Committee will then review the submissions and bring a recommendation for the Board at the September Board meeting.

iv) Draft Amendments – Policy on Restricted and Unrestricted Funds

The Registrar discussed the amendments to the Board’s ‘proposed policy on restricted and unrestricted funds’. This policy was adopted in 2014; however, amendments were required. More detailed explanations and designated dollar figures for the restricted funds were added.

The Registrar recommended that the policy be changed to allow an accumulation of net assets at a rate of no more than 20% of the budget operating expense. This will allow for flexibility in budgeting because some years may not need money allocated to the restricted fund.

It was moved and seconded – Dr. Russell MacSween and Mr. Greg Fevens

Motion 2018-42

“To Accept the Restricted and Unrestricted Funds Policy as Amended”

Motion Carried

v) Investment Portfolio Update

Dr. Albert discussed the Board's portfolio and provided an update on the transfer to CDSPI and Cumberland Private Wealth from ScotiaMcleod. The Finance and Audit Committee is currently completing and submitting the required paperwork in order to finalize the transfer of the portfolio.

Agenda 5.

Proposal Review – Quantum Communications

The Registrar discussed Quantum Communication's proposal with the Board. The Registrar discussed the services offered, the Board's options moving forward, and the available payment methods.

There was a suggestion that the Board initially retain Quantum for the 'Sedation Guidelines' only. This will allow the Board to see the finished product before committing to a longer-term arrangement. Quantum will provide writing, editing, designing and layout services for the Board. Following the completion of the 'Sedation Guidelines', the Board will decide whether to utilize Quantum for additional projects such as *Board Business*.

The Registrar stated that the potential Quantum Communications projects have been accounted for in the proposed budget and can be afforded by the Board. The Board agreed with using Quantum for the 'Sedation Guidelines' before deciding on future projects.

Agenda 6.

Update: Service Agreement RCDC (National Dental Specialty Exam Board)

The Board accepted the RCDC service agreement at the Board's April 5, 2018 teleconference. The Registrar provided an update about the service agreement explaining that there had been concerns regarding the cost and fee structure of the exam at the February 5, 2018 CDRAF Board meeting. The service agreement was discussed at the June, 2018 meeting of the CDRAF Board among the Executive Director of RCDC – Mr. Peter McCutcheon and the Registrars.

A contingency fund approach was discussed as a solution for these concerns. The fund would offset any shortfalls of the exam. The fund would be contributed to by every province at the rate of \$10.00 per registered dentist of the member province. This represents a one-time commitment of \$5500.00 (approximation) from the Provincial Dental Board of Nova Scotia. The overall exam contingency fund would total \$200 000.00 (approximation).

The Registrar stated that it would likely cost hundreds of thousands of dollars to implement a specialty exam for all nine specialties if Nova Scotia has to self-administer. The NSDE funding format will also help limit shortfalls and allow for cost recovery in the future while ensuring that the Board has control in the

examination process. This is due to the fact that 10 of the 13 National Specialty Exam Board members are appointed by the provincial dental regulatory authorities.

Therefore, the Registrar recommended that the Board approve the one-time contribution to the contingency fund.

It was moved and seconded – Mr. David Melvin and Dr. Daniel Albert.

Motion 2018 -43

“To Accept a \$10.00 Fee Per Registered Dentist in Nova Scotia for the Creation of the Contingency Fund held by the RCDC”

Motion Carried

Agenda 7.

Update: Receptionist, Deputy Registrar

The Registrar provided an update on the job opening for a new receptionist at the Provincial Dental Board Office. The Dental Board is currently accepting applications at the office and is expecting to conduct interviews in July. The Board is looking for an individual with strong attention to detail skills and is aiming to have someone hired by the fall.

The Deputy Registrar position was also discussed. A position description document has been drafted by the Registrar. The document will be reviewed by the Board’s legal counsel and will be brought for the Board’s approval and a motion to proceed at the September meeting. The position was factored into the proposed budget for 2019.

This position would allow the Deputy Registrar to assist with the Functional Committees. The creation of the position would permit more complaints cases to be heard with a shorter time between the filing of the complaint and the hearing. The position’s responsibilities may vary from year to year.

Agenda 8.

Server and Cloud Transfer Discussion

Ms. Jane Donovan provided an update on the Board’s server, database and IT technologies. The Board’s database is currently in the process of transferring to a new server that is physically located at the Board’s office as the current server has reached its capacity.

Due to unforeseen circumstances, further changes to the server are necessary. This is a time sensitive matter. The Board’s IT software consultant, Mr. Chris Holland has suggested that the Board explore moving the server to an offsite ‘cloud’ computing system rather than waiting to complete the transfer to the new physical server.

Mr. Holland has researched cloud computing and based on quotes, this move would cost the Board \$5000.00 annually (approximation). Cloud computing

would also ensure that all necessary security, updates, maintenance and back ups are completed by the cloud service provider.

The Board expressed concerns over the location of the cloud server; however, Ms. Donovan stated that all companies contacted are in Canada, with some being located in Nova Scotia.

Ms. Donovan stated that the benefits of this move outweigh the negatives and that this is an increasingly common practice being implemented by many organizations.

There was also some concern over the length of the contract term which will be taken into consideration for additional research moving forward.

Dr. Albert provided a suggestion for a cloud computing firm to research or reach out to.

It was moved and seconded – Dr. Daniel Albert and Dr. Sunita Sharma

Motion 2018 – 44

“To Allow the Exploration of the Migration of the Database to the Cloud from the Physical Server”

Motion Carried

Agenda 9.

Adjournment

It was moved and seconded – Mr. David Melvin and Ms. Donna Rushton

Motion 2018 - 45

“To Adjourn the Meeting”

Motion Carried

Next Board Meeting – September 28, 2018

Approved,



Dr. Kevin Walsh, Chair



Date