

**College of Vocational Rehabilitation Professionals
BOD MEETING TRAINING NOTES**

Meeting:	Board of Directors Training	Meeting Date:	January 25, 2014
Meeting Facilitator:	Roselle Piccininni	Time schedule:	8:00 a.m.
Attendees:	Kelvin Brown Sean Fitzgerald Tricia Gueulette Jody Hawley Gail Kovacs Neil Pierce Sandra Preeper Jac Quinlan (arrived at 8:50 a.m.) Dennis Shaw Janice Ray Warren Comeau (arrived at 10:30 a.m.) Thea Aldrich	Absent: Darlene Bailey Sharon Smith	Note Taker: Thea Aldrich
Presenters:	Elyse Sunshine Corinne Rivers		

Item	Summary	Action Item Date of Completion
How to conduct a meeting	Once minutes have been accepted, they cannot be changed. If an error is found later, must make a motion to correct the minutes and then correct	Janice to put a copy on the website (onlymen.com), "How to conduct a meeting"
	College is not protected from law suits as a result of disciplinary process to a member (unlike Regulated Health Care for example)	
Complaints Process	If forwarded to Discipline or Fitness to Practice Committee, Complaints Committee has no more authority. If Complaints Committee makes a decision (i.e. person has to take a course), the complainant or member may disagree and a different Committee is struck to review; (Complaints Committee must be three people); Complaints Committee is most time-consuming on an ongoing basis Standards to follow not in place yet (i.e. record keeping, fees/billing, etc.)	
Discipline Committee	Most expensive committee; actual hearing; can implement "undertaking" for member to complete (i.e. take a course) Misconduct vs. Negligence - Regulated College, legal has no authorization to use info gained by Discipline Committee; can review, but not use. Self-Regulated (CVRP) is not protected from that. Legal can use info Discipline Committee obtains Typically, Caution (Warning) = private and confidential; Reprimand = public; CVRP = all private, but a decision can be made to publish the results/decisions	Janice to take down from website the procedures from the public view Janice to send out new insurance policy to BOD Need to develop Rules of Practice for hearings Need to have ready a list of lawyers to do prosecutions (RFP)
Fitness to Practice	Not meant to be punitive (like Discipline Committee); generally mental or physical illness/injury, drug/alcohol addictions, etc.	Need to establish committees to "clean up" Committee Processes and Procedures, Forms, Policies to support procedure, etc.
Discussion – VRA and CVRP relationship		Need to get a copy of VRA's "Objects" to determine whether they are going outside of. Document history of VRA and birth of CVRP

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