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Saskatchewan Association of Licensed Practical Nurses Council Meeting – September 28 & 29, 2016

September 28, 2016

Council Present: Kari Pruden, Janice Wagner, Andrea McConnell, Tina Sentes, Kim Gaetz, Heather Griffith, Kathy Bradford, Don Robinson, Robert Hryniuk, Karen Disiewich, Lynsay Nair

SALPN Board Room; Regina
Present – Staff – Tina Kleisinger

9:04 a.m. President calls meeting to order

Review/Debrief Strategic Planning

Council Members recap the previous day of strategic planning success and future direction.

Additions to the Agenda

1. Operational Report of Executive Director be moved to related reporting.
2. Present Elect requests round-table discussion at close of meeting.
3. Awards Program Committee Report.
4. SALPN Leadership Challenge Report.

Approval of Agenda with additions

Sentes/Disiewich
Motion Carried

Declarations – none

Approval of June 2016 Minutes of Council

Motion to approve the amended June 2016 minutes as presented.

Hryniuk/Griffith
Motion Carried

Approval of E-motions –

- **SALPN Community Leadership Challenge – \$1500.00 cash award**

President Elect brings forth motion to accept the cash award as identified in the community challenge proposal.

Wagner/Pruden
Motion E-Carried July 11, 2016

- **Council Participation in SIHL – To offer a SIHL seat to Council member Tina Sentes**

Motion brought forward by President to have council represented at SIHL, funded primarily as part of the member's professional development allowance.

Pruden/Robinson
Motion E-Carried August 12, 2016

- **Administrative Bylaw Change (Late Fees) –**

Executive Director outlines her recommendations for amending the renewal fees for annual practicing licenses.

Motion to accept fee amendments as presented by Executive Director

McConnell/Robinson

Motion E-Carried August 27, 2016

- **Amendment of Exam Fee Motion**

Executive Director presents proposal for amendment to the fee bylaw(s).

Motion to accept fee amendments as presented by Executive Director

Robinson/Pruden

Motion E-Carried September 2, 2016

- **Rescindment of Exam Fee Motion**

Executive Director September 8, 2016 - Exam Fee Rescindment Request

Executive Director requests the previous motion to amend the exam be rescinded.

Motion to rescind the preceding approved Exam Fee Motion

Robinson/Pruden

Motion E-Carried September 9, 2016

Webinar Training – CLEAR Training; Administrative Rulemaking of a Board

REPORTS:

1. President's Report

Worked closely with Executive Director over summer months
CLEAR Conference; conference materials available for all council members
Stakeholders Session; Competency Profile:
Attendees - Ministry of Health, SALPN, RPNAS & SRNA

2. Counselling & Investigation Committee Report

25 complaints under investigation

- 6-7 to be reviewed at upcoming October meeting
- 1 outstanding discipline ticket (CEP)

2. Counselling & Investigation Committee Report (Continued)

11 additionally ADR's in process

- 3-4 to be brought forward in 2017
- 3 complaints - Discipline Committee under monitorable orders

Internal Plan Implemented for absence coverage

- Discussion to streamline process
- Challenges with process

Action Item: Regulatory Services Coordinator/Executive Director
Assessment- Span of Process

3. Discipline Committee Report

Change of Legal Representation

4. Awards and Recognition Committee Report

Chair; Sentes/President-Elect; Wagner to select recipient(s)

5. SALPN Leadership Challenge Committee Report

Sentes/Gaetz in preliminary stages of planning with committee members

6. Adhoc Chapter Committee Report

Discussions: Chapter Committee Structure

Change to Common Interest Groups; Create engagement in profession

Extension of SALPN (In-person/virtually)

Define own purpose aligning with committee criteria

Continued self-regulation focus

Motion to propose an education grant be accessed through Chapters/Common Interest Groups. Application(s) for educational funding amount to be determined based on the criteria. (to be developed)

**Wagner/Sentes
Motion carried**

Action Item: Policy Development – Executive Director

(Practice Consultants - Provide Role Clarity, Relationship to regulatory mandate)

New Business (December Agenda Discussion) - LPN Day Placement

Executive Director

• **Operational Report**

Executive Director briefs council on the most recent operational updates of SALPN.

- CEP passed at 2016 AGM – development of education component
– to meet standards of practice (Webinars/live sessions)

Action Item: Posted on Demand; Executive Director

- Membership Audit Process
- NNAS – SALPN Executive Director to sit as NNAS board member.
 - Inconsistency in reporting
 - Delayed process
- Competency Profile
- Context of LPN Practice
- Stakeholder Education Update
 - SaskPoly – Course updates
46 intake of IV course
- Jurisprudence Work – Put into operational plan
- SIHL – 4 applicants; 1 council member, 2 from membership
- Preceptorship Update
- Communication Strategy – public survey completed. Results shared
- SALPN social media platform has been launched
- Newsletter – financial savings newsletter done internally
- Program Approval Process
- New questions to renewal
- Council Governance
- Staff responsibilities/ Staff Professional Development
- CSAE Compensation Survey
- ORR Centre – **Action Item: Executive Director to contact Deloitte Restructuring Inc.**
- Financial Trends Assessment/3 Year Budget
- Fees
- Computer Based Testing

Executive Director (Continued)

- SRNA Directive

Action Item: - Executive Director - SRNA Directive

Motion to send letter to SRNA President & Executive Director requesting the directive be lifted.

**Pruden/Robinson
Motion carried**

- Public Survey – results shared
Executive Director will utilize survey in the development of the operational plan
- **FINANCE REPORT:**
Second Quarter Summary –
Executive Director apprises Council of 2nd quarter placement
- YTD Financials – Revenue & Expenses:
Close to anticipated estimates
- Briefing Note; Increase of Various Fees Recommendation
 - Verifications of Membership
 - Records Transfer
 - NSF Fee
 - Out of Province
 - Application fees – Bachelor of Nursing
 - Duplicate Receipt

Fee recommendation by SALPN Executive Director, September 6, 2016, as follows:

Council approve the fee bylaws to read as follows:

Application fees (As of January 1st, 2017)

- (a) \$100, in the case of applicants who have completed a practical nursing education program in Saskatchewan
- (b) \$150, in the case of applicants who have completed a practical nursing education program in another Canadian Province
- (c) \$200, in the case of applicants who have completed a registered nursing program in Canada
- (d) \$250, in the case of applicants who have completed a nursing program in countries other than Canada

Other Fees:

- (b) verification of registration fee is \$50;
Remove: duplicate receipt or duplicate license fee is \$20.00
- (c) record transfer fee is \$50;
- (d) NSF charge is 50.00

Motion to accept the proposed application fees as written effective January 1, 2017.

**Hryniuk/Gaetz
Motion carried**

Briefing Note: Increase to Membership Fees

Motion to move the recommendation of 25.00 for 2017 without GST implication.

Hryniuk/Robinson

Motion to defer previous motion of Membership Fees (\$25.00 increase for 2018) until December 2016.

**Pruden/Wagner
Motion Carried**

Action Item: Executive Director to research SALPN's GST exemption

- Briefing Note; Structure Improvement; Council Per Diems
 - Bylaws
 - Environmental Scans
 - Per diem purpose

Motion to increase current annual honorariums of President/President Elect \$2,000.00 President, \$1,500.00 President Elect effective October 1, 2016.

**Robinson/Hryniuk
Motion Carried (Pruden/Wagner abstained)**

Motion to adopt Per Diem/Honorarium Scale effective October 1, 2016.

**Robinson/Hryniuk
Motion Carried (Pruden/Wagner abstained)**

9:03 a.m. President reconvenes meeting

Action Items – Old Business/Business Updates

Executive Reports – Continued

Community Leadership Challenge – 2 submissions. Committee to review applicants using established criteria to elect recipient. Announcement of chosen recipient will be declared at PDD, if applicable.

Collaborative Work Update; Member Resolution – Executive Director presents an extensive collaborative timeline created sharing vital information about process. Council provides guidance & future course of direction.

Motion to defer decision on member resolution related to participation in the development of a collaborative decision making framework to next meeting.

**Pruden/Bradford
Motion Carried**

CEP Program Update –

Executive Director shares presentation created by SALPN staff. Council recommends revisions and a template viewing, prior to determined dates of release.

Action Item: Executive Director to appoint SALPN staff for CEP Presentation Revision

- **Committee Roles** – President Elect engages council in current committee roles, their defined roles including responsibility, effectiveness, future direction and methods to derive future membership engagement.
 - Creation of database to capture interest of members for possible upcoming opportunity

Motion to uphold the Executive Committee and the Awards & Finance Committee.

**Hryniuk/Griffith
Motion defeated**

- **Finance Committee** – Council extends invitation for public appointed representative to partake in forthcoming Finance Committee meetings.
- **Awards & Recognition** – Member Committee, commitment & cost recovery of attendance to events to be revisited at the December 2016 council meeting.

Action Items – New Business/Decision Making

- **Competency Profile** (Approval and Roll Out) – Executive Director provides council with the current document, the process of its creation and the history of the profile. In consultation with stakeholders, including the Ministry of Health, the draft development of the Competency Profile was shaped. The draft document will continue to be revised for improved clarity with requested revisions charged the SALPN staff to complete.
- **Communication Strategy 2017 -**
Executive Director shares vision of the 2017 Communication Strategy and the desire to execute the strategy internally, with the existing staffing compliment. ED to build strategy as part of the Operational in the coming months and bring forward some communication pieces for council to consider.
- **Approval of Submitted New Policies and Policy Updates**
 - Application for Hour Required Extension
 - PPP Pre-Authorized Payment Plan
 - Information Displayed on the SALPN Electronic Public Registry 2.15.02
 - Accountability Legislative Interpretation
 - CPRNE Legislative Interpretation
 - Practice as a Graduate Legislative Interpretation
 - Preceptorship Legislative Interpretation

Motion to accept the approval of submitted new policies and policy updates as presented.

**Disiewich/Gaetz
Motion Carried**

- **NCSBN Learning Opportunities –**
Executive Director summaries the NCSBN (National Council of State Boards of Nursing). Leaders in regulator excellence and communicates SALPN's associated membership as well as, outlines the merit of available resources for board learning opportunities.
- **Awards & Recognition Structure –** Executive Director proposes Awards & Recognition structure drafted by SALPN staff, initially mandated by council at the June 2016 Council Meeting.

Motion to accept the Awards & Recognition Structure as presented with the exclusion of the runner-ups.

**Wagner/Gaetz
Motion Carried**

- **Roundtable Discussion**

Motion to Adjourn Council Meeting at 2:49 p.m.

**Robinson/Pruden
Motion Carried**

Signed,


Kari Pruden; SALPN President


Lynsay Nair, SALPN Executive Director