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## **Saskatchewan Association of Licensed Practical Nurses SALPN Council Meeting; June 14 & 15, 2016**

### **June 14, 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 (Day 1), Jolie Mukendi (Day 2)

9:03 a.m. President calls meeting to order  
Introductions of Council & Staff

### **Additions to the minutes**

1. Proposed question from Ministry of Health regarding IV Mandatory Competency Proposed AGM Member Resolutions (Nair)
2. Change of Revenue & Expenses April – May (Nair)
3. Round table discussion (Kari-other)
4. In-camera session – Discipline (Don)
5. Orr Centre
6. IV Mandatory Proposed Competency
7. Change: Revenue & Expenses (May)

### **Approval of Agenda with additions**

**Sentes/Griffith  
Motion Carried**

**Declarations** – none

**Recording of April Minutes** – Approved by e-vote dated June 30<sup>th</sup>, 2016

**Webinar Training** – CLEAR training; Roles & Responsibilities of a Board

### **Orientation/Review**

President and President Elect provided information on the role of the SALPN and of Council members.

Executive Director provides an overview of the SALPN staff and their areas of expertise within the organization and their supportive roles for council.

## **Registrars' Appeal**

- The president reviewed and informed the council of the guidelines of regulatory bylaw related to Section 20 (4) of The Licensed Practical Nurses Act, 2000 with respect of the review of the claimant and the registrars' decision.
- Summary of Registrar's decision reviewed, as well as results of NNAS (National Nursing Assessment Service Advisory Report & Nursing Analysis).
- Executive Director provides additional clarification of the complainants' scoring, entry-level competencies and shares knowledge of comparability of programs including IQAS and related educational bridging gaps.

### **Motion to uphold Registrar's decision with respect to the claimants' appeal**

**Hryniuk/McConnell**

**Motion carried**

## **Reports**

### **1. President's Report**

- Electronic copy for provided prior to council meeting. No further discussion.

### **2. Counseling & Investigation Committee Report**

- Request to regularly provide report to Committee Chair and council member, Mr. Robinson.

### **3. Discipline Committee Report**

With the permission of council move to in-camera with staff members present.

#### **Motion to move to In-Camera with Staff**

**Robinson/ Disiewich**

**Motion Carried**

#### **Motion to move out of In-camera**

**Robinson/Pruden**

**Motion Carried**

### **4. Awards & Recognition Committee Report**

- New theme for Challenge – feedback not received from committee;
- Tina seeking council advice – next steps to move forward;
- Timeline – July – Leadership Challenge;
- Executive Director suggests that it becomes a staff directive.

### **Motion for Awards Committee to work with SALPN Office Staff to develop New Theme**

**Pruden/Gaetz**

**Motion Carried**

- LPN Awards – request for support to move forward to determine awards structure.

### **Motion for Awards Committee to work with SALPN Office Staff to determine Award Criteria**

**Griffith/Gaetz**

**Motion Carried**

**9:00 a.m.** President reconvenes meeting

## **Reports - Continued**

### **5. Adhoc Chapter Review Committee**

- Discussion about the role of Chapter and the importance and challenges of keeping it running. Question on whether Ms. Coburn should remain on the Chapter Committee.

## **5. Adhoc Chapter Review Committee (Continued)**

- Dialogue on whether change such as having only one individual to link between Chapter and the SALPN office is required.

### **Motion to have Ms. Coburn remain on the Chapter Committee**

**Pruden/Sentes  
Motion Carried**

### **Motion to accept reports as presented**

**Hryniuk/Gaetz  
Motion Carried**

## **Executive Director**

### **Finance Report**

- Audit successfully completed with large surplus.

### **First Quarter Summary**

- Comparison of the finance report 2015-2016 first quarter summary as well as focusing on changes about the rise and fall of the expense.

### **Revenue & Expenses**

- The rising cost of the IT expense due to the increase number of staff and equipment. Discussion on whether to increase the AGM membership cost for next year Consistent increase on Discipline committee, approximately, three more cases to arise before end of the year. No proposed changes however if needed:
  - Adjusting expenses from one area to another without changing the actual total expense amount.
  - Leave it as it is till the end of the year for clear explanation
  - Following June 14<sup>th</sup>, 2016 discussion, look into council budget for education such as CLEAR.

### **Motion to leave budget as documented until year end**

**Hryniuk/Gaetz  
Motion Carried**

### **AGM**

- Discussion about to overall AGM Expense. Administrative Bylaws potentially to change to use Roberts Rules of Order.

### **Motion to use Roberts Rules of Order as our Parliamentarian and reflect the change in the Administrative Bylaws**

**McConnell/Griffith  
Motion Carried**

- Suggestions on increasing the AGM cost per person as well as the number of staff attending. Review of the total AGM costs, suggestion to send an email to membership with breakdown of total cost of the event before increasing AGM fee.

### **Motion to accept Financial Reports as Presented**

**Sentes/Gaetz  
Motion Carried**

## **Action Items – Old Business: Updates**

### **1. Code of Ethics suggestions**

- Ms. Nair will explore and update council.

## **Action Items – Old Business: Updates (Continued)**

### **2. Disclosure of Evidence**

Brief summary of disclosure of Evidence, Mr. Gritzfeld spoke with Ms. Rasmussen as requested by council inquiring:

- Does SALPN have a clause regarding the disclosure of evidence prior to a hearing;
- The rule for discipline in regards to the clause.

It is a proactive process however not required (If decision is made to have the clause - under regulatory bylaws. SALPN office staff will work on the development of the bylaw.

### **Motion to move that we adopt a bylaw to include mutual disclosure of evidence to a disciplinary hearing**

**Robinson/Hryniuk  
Motion Carried**

### **3. Regulators Updates**

CLPNBC is confirmed as amalgamating with the CRNBC.

### **4. AGM/Conference Update – (previously covered)**

### **5. Competency Profile Update**

IV Mandatory Proposed Competency.

### **6. Continuing Education Program Update**

Waiting for the approval from the health Minister. Council will be updated once we hear from the minister of Health in June 2016. Staff will continue working on educating SALPN members.

### **7. Education Directive Update**

SALPN is required to make a decision or take a position on collaborative work going forward with other nursing regulators in Saskatchewan specifically regarding development of collaborative decision making framework.

SALPN to ask SRNA Executive Director to send a letter to share with SALPN Board on the process.

### **8. PN Approval Process Update**

No additional update

## **New Business/Decision Making**

### **1. Yearly Review; Expense Claim Amount**

Discussion on meeting expenses for council and staff. Comparison of the difference in rates; with Saskatchewan rates (lower) and national rates (higher).

Emphasis on claiming only amount used (instead of allowable amount) as well as submitting receipts. Ref: (12) Administration Bylaws.

### **Motion that expense rates to remain at current level**

**Pruden/Disiewich  
Motion Carried**

### **2. Organization/Board Audit**

Information shared about an organization in United Kingdom, Professional Standard's Authority, who oversees the regulators. They conducted a review of CRNBC regulatory practices.

**3. Strategic Planning/Future Meeting Dates**

- Strategic Planning - Fall 2016
- Explore Erin Campbell Howell
  - Future Meeting date
- September 27, 28-29, 2016 – Strategic Planning & Council Meeting
- October 20, 2016 – Professional Development Day
- December 6-7, 2016 – Council Meeting
- March 7-8, 2017 – Council Meeting
- 2017 AGM - To be determined
- June 6-7, 2017 Council Meeting
- September 26- 27, 2017 Council Meeting
- Elections
  - SALPN President-Elect and Zones 2 & 4

**4. Professional Standards Authority Documents**

Ms. Nair read highlights and discussed document.

**5. AGM; Member Resolution/Collaborative Decision Making Framework**

Group sessions held in Regina and Saskatoon in May hosted by the three regulators in order to hear opinions and concerns regarding collaborating and future steps. The sessions were successful and valuable perspective collected. It is clear that the respective memberships seek collaboration between the three bodies.

Wait till September before making any decision on collaborative making decision framework (CDMF).

**Motion to table member’s resolution regarding CDMF**

**Hyrniuk/Wagner  
Motion Carried**

**6. New Policy: Regulatory; Re-Instatement**

Policy presented by Ms. Brewster (2.15.01) SALPN Policy Manual

**Motion to approve the policy 2.15.01**

**Pruden/McConnell  
Motion Carried**

**Other**

Roundtable discussion

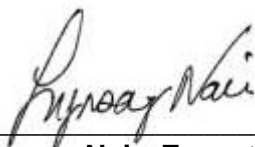
**Motion to adjourn at 3:42 p.m.**

**Pruden/Robinson  
Motion Carried**

**Signed,**



**Kari Pruden; SALPN President**



**Lynsay Nair; Executive Director**