

**Council Meeting:
February 27 & 28, 2018**

Attendees: Janice Wagner, Tina Sentes, Kathy Bradford, Heather Griffith, Don Robinson, Robert Hryniuk, Denise Kominetsky, Linda Ewen, Lynsay Nair

Regrets: Andrea McConnell, Kim Chinski

Staff Present: Jolie Mukendi

Call Meeting to Order

9:01 a.m. meeting to order

**Approval of the Agenda/
Additions to the Agenda**

Additions to the Agenda:

- **In Camera:** Staff Survey

Motion to approve the agenda as presented.

Bradford/Griffith

CARRIED

Motion to discuss the staff survey in Camera

Wagner/Sentes

CARRIED

Declarations

Sentes/Robinson Declarations declared

Approval of December 5- 6, 2017 Minutes of Council

Motion to approve the December 5-6, 2017 Council meeting minutes with suggested revision of Councillor Robinson recusal from Disc. agenda item

Sentes / Griffith

CARRIED

EVOTE - ORR Centre Lease Termination

Confirmation of EVOTE Adoptions

Motion to accept the E-Vote of February 2nd/ 2018 related to the lease termination agreement and lease pay out.

Briefing note; Per Diem Rates for SALPN Council Appointed Public Representatives.

Counsellor Robinson excused himself from the Per Diem Rate discussion.

SALPN Council and the ED discuss policies 1.3.08 as it relates to the Council Committee structures.

Motion to approve the amendment of policy 1.3.08 "Honorarium for Non-LPN committee members" to indicate public representatives appointed by the SALPN Council to serve on statute committees will be offered a per-diem equivalent to the current rate offered to elected members of Council in addition to travel expenses. Per-Diem rates will not be offered for preparation time."

Ewen/Griffith

CARRIED

SALPN COUNCIL MINUTES – February 27 & 28, 2018

<p>Briefing Note: 2016 Auditor Constructive Feedback Letter</p>	<p>The ED briefs council on the recommendations of the auditor in the 2016 Constructive Feedback Letter and explains the auditor’s delay in the delivery of the letter.</p>	
<p>Briefing Note: SALPN Governance Structure/Presentation</p>	<p>The ED/ President/President-Elect and Public Representative Robinson presented ministry officials (Mary Martin-Smith and Duane Momborquette) with a presentation related to current trends and best practices in regulatory governance.</p> <ul style="list-style-type: none"> • The group discussed government support for changes of similar nature to SALPN structure. Advised administrative bylaw changes are easily implemented, and further advised of the complexity of legislation changes. • The group discussed and drafted changes to share with the SALPN Council 	<p>Motion to direct the Executive Director to draft amendments to the SALPN Administrative Bylaws to reflect the proposed amendments in the briefing note: “SALPN Governance Structure” to be returned to the SALPN Council for approval as a proposed bylaw amendment.</p> <p>(1) The term president and president elect amended to reflect the chair and vice chair: Motion to adopt (1) as presented. Sentes/Robinson CARRIED</p> <p>(2) The term member at large amended to reflect LPN council members/councillors: Amended to reflect council members as councillors. Motion to adopt (2) as presented Griffith/Robinson CARRIED</p> <p>(3) The number of LPN council members amended from 7 LPNs to 5 LPNs including the chair and vice chair. Public rep (3) are identified in the act therefore cannot be amended. The council would become a council of 8 councillors. Motion to adopt (3) as presented. Bradford/Robinson CARRIED</p> <p>(4) <i>The term of office amended from 3 years to 2 years.</i> Motion to adopt (4) as presented. Robinson /No seconder – MOTION FALLEN</p>

SALPN COUNCIL MINUTES – February 27 & 28, 2018

<p>(CONTINUED)</p> <p>Briefing Note: SALPN Governance Structure/Presentation</p>	<p>(CONTINUED)</p> <p>The ED/ President/President-Elect and Public Representative Robinson presented ministry officials (Mary Martin-Smith and Duane Momborquette) with a presentation related to current trends and best practices in regulatory governance.</p> <ul style="list-style-type: none"> • The group discussed government support for changes of similar nature to SALPN structure. Advised administrative bylaw changes are easily implemented, and further advised of the complexity of legislation changes. • The group discussed and drafted changes to share with the SALPN Council 	<p>(5) Procedure for election amended to reflect the following: <i>Elect one LPN Councillor each three year with elections commencing in 2019.</i> Motion to adopt (5) as presented. Sentes/Ewen CARRIED</p>
<p>Briefing Note: SALPN Governance Structure/Presentation</p>		<p>Motion to split the proving in 3 geographical zones. Ewen/No seconder MOTION FALLEN</p> <p>C) To remove all existing electoral zones as they are tied to RHA's that no longer exist Bradford/Kominetsky CARRIED</p> <p>D) Eligibility for election. Must hold SALPN licensure, employed in Saskatchewan, not SALPN employee, must not create a conflict of interest as determined by the council i.e. Service on board, representing the interest of LPNs, recent employment at SALPN, must not have been employed as the SALPN Executive Director Ewen/Bradford CARRIED</p>

<p>(CONTINUED) Briefing Note: SALPN Governance Structure/Presentation</p>		<p>(6) Eligibility to vote amended to reflect the only eligibility requirement to be licensed in the practicing or Non-Practicing categories Sentes/Ewen CARRIED</p> <p>(7) Officers and employee: Amended the description of the president, president elect and Executive Director to read as follows (Now chair) Kominetsky/Robinson CARRIED</p> <p>Remove reference to the Executive Director serving as an ex-official on the nomination committee Sentes/Griffith CARRIED</p> <p>(8) Amend the minimum council meetings of council meeting per year from five to four. Griffith/Hryniuk Kominetsky Abstains</p>
<p>Governance Policy Revision 1.3.09; Per Diem Policy</p>		<p>Motion to accept the revision to the governance policy as presented</p> <p>Bradford/Robinson CARRIED</p>
<p>Briefing Note: “SALPN Council Response to Member Proposed CEP Bylaw Resolution”</p>	<p>ED presents the proposed revisions to the CEP program and the process leading up to the material as it is presented.</p>	<p>Motion to direct the Executive Director to create proposed amendments to the SALPN Regulatory Bylaws as presented in the briefing note titled, “SALPN Council Response to Member Proposed CEP Bylaw Resolution” Sentes/Hryniuk CARRIED</p>

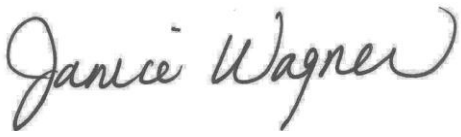
SALPN COUNCIL MINUTES – February 27 & 28, 2018

<p>Briefing Note: Assessment of Complaints Process Timelines</p>	<p>SALPN Council & the ED discuss length of the Counselling & Investigation Process.</p>	<p>Motion for the Executive Director to take measures to reduce the period between receiving a complaint until the investigation and is reviewed by the C&I committee to six months to be successfully completed by June 30th/2019 Kominetsky/Ewen CARRIED</p>
<p>Briefing Note: Disbandment of the Awards and Recognition Committee</p>	<p>The table engages in conversation regarding the need for the committee with the discontinuation of the Awards program.</p>	<p>Motion to disband the Awards & Recognition committee effective immediately. Griffith/Hryniuk CARRIED</p>
<p>Briefing Note: Liability Insurance Requirements of Committee Members</p>	<p>ED shares proposal from an insurance company regarding an insurance program available to the LPN members.</p> <p>All Council members in agreement this will not be pursued.</p>	
<p>Briefing Notes: Professional Regulatory Practices Assessment</p>	<p>ED/ Council engaged in discussion about regulatory effectiveness and the process of self-assessment. A sample of a Professional Regulatory Practices Assessment was provided.</p>	<p>Motion to direct the Executive Director to present a plan to conduct a regulatory practices self-assessment. Kominetsky/Griffith CARRIED</p>
<p>Verbal Update: AGM Speaker & Electronic Voting Update:</p>	<p>SALPN Council & the ED discuss details regarding the Educational Conference and AGM, including electronic voting, engagement speakers and promotional items.</p> <p>The 2018 Educational Conference Speakers: Karen Stokke (cannabis) Kevin Breel (mental health) Michelle Keene (concussions) Dr. Lilian Thorpe (MAID)</p>	
<p>Council Member Attendance Expectations</p>	<p>In Camera Session</p>	
<p>Staff Survey Results</p>	<p>In Camera Session</p>	
<p>Executive Director Performance Appraisal</p>	<p>In Camera Session</p>	<p>Move out of camera</p>
<p>Registrar’s Decision Review: YU</p>	<p>Separate Decision Document</p>	<p>Hryniuk/Ewen CARRIED Grant an extension for Uniqa Yousaf to complete the requirement of 1250 hours in 5 years for licensure by Dec 31, 2018</p>

SALPN COUNCIL MINUTES – February 27 & 28, 2018

<p>President's Report</p>	<p>SALPN President Janice Wagner thanks everyone for their commitment to the mandate and the organization and outlines her commitments:</p> <p>The ED commends the president and Council table for their leadership.</p>	<p>Motion to accept the following reports as presented: President, President-Elect, The Discipline chair and Operational Reports. Sentes/Kominetsky</p> <p>CARRIED</p>
<p>President-Elect's Report</p>	<p>President Elect, Kominetsky thanks the Council table for their support in her role and discusses her educational commitment and desired intention. President Elect Kominetsky also engages the table in discussion regarding CLEAR.</p>	
<p>Discipline Committee Report</p>	<p>Committee Chair Robinson discusses upcoming hearing and the related challenges to determining a date. The ED will investigate potential delays and resolution to expedite the process.</p>	
<p>2017 Reporting Measurements Operational Report</p>	<p>The ED briefs council on the 4th quarter report, the 2017 KPI Measurements, and operational items. Includes report submitted by staff on behalf of the C&I committee.</p>	
<p>Learning for Leaders; Videos Series (ED Roles & Relationship)</p>	<p>SALPN Council views an educational video related to the ED Role/ Relationship between ED and Council.</p>	
<p>Adjournment</p>	<p>Roundtable discussion</p>	<p>Motion to adjourn meeting at 3:25 p.m. Hryniuk/Robinson CARRIED</p>

Signed,

A handwritten signature in cursive script that reads "Janice Wagner".

Janice Wagner; SALPN President

A handwritten signature in cursive script that reads "Lynsay Nair".

Lynsay Nair; SALPN Executive Director