

SALPN Council Meeting

Date: Apr 25, 2020	Meeting Time: 1:30 – 4:00 p.m.	Meeting Location: Teleconference
Chair	Denise Kominetsky	
Attendees	Denise Kominetsky, Linda Ewen, Theo Bryson, Kathy Bradford, Mary Ellen Wellsch, Tina Sentes, Lynsay Nair, Marlo Umahag	
Attendance/ Regrets	Kirsten Hack	
Staff	Cara Brewster, Jolie Mukendi	

1. Meeting Opening & Call To Order (Denise Kominetsky) 1:42 p.m.

Additions/Approval of Agenda	<ul style="list-style-type: none"> Request for resignation from the SALPN by a member – SALPN Registrar Brewster explained the background of the request to Council members and will provide the Council with supporting information in approximately two weeks. Public Appointee, Bradford may recuse herself from the discussion Chair Kominetsky advised the Council that the Canadian Saskatchewan Job Grant (CSJB) grant the Council applied for on behalf of Executive Director, Nair's education was approved. The grant is to complete the FOAJ Certificate in Tribunal Administrative Justice. She advises that many of the course offerings have been delayed on account of Covid-19. <p>Motion to approve the agenda with additions:</p> <p>M/S: Tina Sentes / Kathy Bradford</p> <p>Carried</p>
Conflict of Interest Disclosure	Chair, Kominetsky declared a conflict of interest related to some "Reports to Discipline" shared in advance of the meeting.
Adoption of E-Votes since the last meeting of Council (Denise Kominetsky)	<p>Several motions were carried via email between the December 2019 Council meeting and the current meeting. This will ensure they are recorded into the minutes of the Council.</p> <p>At the December 2019 meeting of Council, the Council directed the Executive Director to present amendments to the fee bylaws. For practical reasons, the motion was presented and carried via email upon the completion of the amendments.</p>

Motion to approve the SALPN Fee Bylaws as presented in the attached document titled "SALPN Fee Bylaws 2020 DRAFT (003)" effective January 1, 2020.

M/S: Mary Ellen Wellsch / Kirsten Hack

CARRIED Jan 3/2020

The Chair of the C&I Committee requested the Council to consider the purchase of devices to access meeting materials and participate in Committee business between meetings. Based on the increased volume and complexity of complaints and investigations and the efficiencies to be gained for the Committee, the Council approved the request to purchase laptops for Committee members who require one.

Motion to support the Executive Director to purchase technological devices to the members requiring one to perform their duties of the C & I Committee

M/S: Kirsten Hack / Linda Ewen

CARRIED Jan 24/2020

The minutes of the December 2019 meeting were completed and presented to the Council. A motion to approve the minutes was sought to expedite the publication of the minutes.

Motion to approve the December 2019 Council Minutes

M/S: Mary Ellen Wellsch / Marlo Umahag

CARRIED Mar 3/2020

Response to the Covid-19 pandemic resulted in several public health orders placing limits on the ability to gather in large groups for an unknown length of time. In order to contribute to reducing the spread of Covid-19, to comply with the public health orders, and to reduce the financial risks to SALPN associated with the uncertainty of event planning, a decision was made to cancel the annual conference and consider an alternate format and date for the annual general meeting.

Motion to cancel the SALPN annual conference and consider alternate formats of delivery or dating for the annual general meeting

M/S: Mary Ellen Wellsch / Linda Ewen

CARRIED March 17, 2020

Motion to adopt the e-vote dated January 3, January 24, March 3, and March 17/2020 into the minutes of the April 25/2020 Council Meeting.

M/S: Tina Sentes / Linda Ewen

Carried

II. New Business (Lynsay Nair)

	<p>Agenda Item: Policy SALPN Emergency Registration & Licensure</p> <p>The Council reviewed a draft policy in advance of the meeting. The policy is intended to explain the purpose of emergency registration and licensure, eligibility requirements, the application process and provides examples of terms, conditions, and restrictions that could be utilized to mitigate the risks associated with emergency licensure and protect the public.</p> <p>Motion to approve the policy titled, SALPN Emergency Registration & Licensure effective April 25/2020 with the spelling error corrected</p> <p>M/S: Linda Ewen / Marlo Umahag Carried</p> <p>Agenda Item: Policy: 2:1:03 Working Without a License</p> <p>The Council reviewed a draft polict in advance. The revised draft modernizes the language used throughout the policy, references the related bylaws, describes the process to verify allegations of working without a license, and prescribes a schedule of “ticket” offence fees.</p> <p>Motion to approve Policy 2:1:03 Working Without a License effective April 25, 2020. with the spelling error corrected</p> <p>M/S: Kathy Bradford / Tina Sentes Carried</p>
III. 2019 / 4th Quarter Reporting (Lynsay Nair)	
<p>Attachment</p> <ul style="list-style-type: none"> • Executive Director Report: October 1-December 31/2019 	<p>The Executive Director provided a written report to the Council in advance of the meeting. The report included relevant statistics, the broad achievements and noted the challenges faced in the following areas:</p> <ul style="list-style-type: none"> • Governance and Regulatory Context • Registration and Licensure • Professional Practice Standards and Ethics (PPSE) • Complaints, Investigation, and Discipline (CID) • Education Program Approval • Operational • Finance <p>The Report included updates to the Risk Registry</p> <p>Motion to accept the 2019 4th quarter reporting as presented.</p> <p>M/S: Linda Ewen / Theo Bryson Carried</p>
<p>Discussion</p>	<p>A council member asked about the possibility of artificial intelligence or “bots” to respond to inquiries. Another Council member provided insight into the high cost of providing a service such as that.</p> <p>A discussion was had about the reports generated from the new accounting system. The Council will decide if they require the former reporting use din addition to the reports the new system generates recognizing they may report differently.</p>
IV. 2019 Strategic Progress Report & Audited Financial Statements (Lynsay Nair)	
<p>Attachments:</p>	<p>The Council was provided with a written report in advance of the meeting. The purpose of the report was to provide the Council with a summary of the</p>

<ul style="list-style-type: none"> ● 2019 Year-End Executive Director Report ● Counselling & Investigation Year-End ● 2019 Financial Statements 	<p>progress and challenges in achieving the aspired outcomes, strategic objectives, and key performance indicators of the SALPN Council.</p> <p>The reported included the progress, achievements, and challenges to each of the Council’s strategic themes and objective statements. Each strategic theme and objective statement included designated Key Performance Indicators.</p> <p>In addition to the written material, Council was provided with results from an internal staff survey, a stakeholder survey, and a survey of those involved in the CID process.</p> <p>Motion to accept the 2019 Year End Reporting as Presented.</p> <p>M/S: Mary Ellen Wellsch / Tina Sentes</p> <p>Carried</p> <p>The Council was provided with the 2019 audited Financial Statements in advance of the meeting and following a review of the Finance Committee. The pages were reviewed page by page with explanations of variations from previous years or answers to questions of Council Members provided by the Executive Director.</p> <p>Motion to accept the 2019 Audited Financial Statements as Presented.</p> <p>M/S: Kathy Bradford / Tina Sentes</p> <p>Carried</p>
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V. 2019 Audit Findings (Lynsay Nair)

<p>Attachments:</p> <ul style="list-style-type: none"> ● Draft Audit Findings Letter ● Response to the Auditors Letter 	<p>The Council was provided with a draft version of a letter from the auditor with findings of the audit after it had been reviewed by the Finance Committee. A final version had not yet been received at the time of the meeting. The letter indicates the audit, in their opinion, was free of significant audit findings, significant deficiencies in internal controls, or identified instances of fraud.</p> <p>The auditor’s letter made comments about or identified ways to improve processes related to the following:</p> <ul style="list-style-type: none"> ● Bank reconciliation processes ● Database reporting ● NIRO – implications for SALPN ● Data entry errors in the administration of payroll ● Implementation of the new accounting system ● Reporting of fines <p>The Executive Director prepared a document with explanations and/or possible responses to each of the comments and/or suggestions.</p> <p>Motion to record the Draft Audit Findings Letter as accepted and reviewed by the Council.</p> <p>M/S: Linda Ewen / Theo Bryson</p> <p>Carried</p> <p>Motion to direct the Executive Director to report to the Council through the Finance Committee the progress of addressing the recommendations in the Draft Audit Findings Letter.</p>
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M/S: Linda Ewen / Mary Ellen Wellsch

Carried

The Executive Director advises that all recommendations of the 2018 Auditor's Constructive Services Letter have been addressed.

The Council advised the Executive Director to report the details at the next meeting of Council.

VI. Executive Director Verbal Updates/ Questions (Lynsay Nair)

Emergency Licensure:

The Executive Director indicated that the request for emergency licensees was increasing in Long Term Care facilities due to requirements limiting staff to work in only one facility. The need for emergency licensees in acute care settings was low.

CPNRE June 2020 Exam Window:

The Executive Director indicated that the availability of testing centres was limited due to closures in response to Covid-19. LPN regulators utilizing the CPNRE were exploring other options, including the use of remote proctoring, to deliver the exam. If no other options are available, applicants may have to write the exam at another time.

AGM Rescheduling:

It was determined the Council would schedule a call to determine a date to hold the AGM.

SARC Training Update:

Denise Kominetsky, SALPN Chair, encourages Council members to complete the online module for governance training.

Next Strategic Plan

The Executive Director will present a plan to the Council at an upcoming meeting about the development of SALPN's next strategic plan.

VII. Adjournment

t. Review of Action Items

- Report the completion of the final recommendation of the 2018 audit.
- Send the Outstanding action item summary to the Council
- The SALPN Registrar is to provide information to the SALPN Council related to a request to resign from the SALPN membership
- Present a plan about the development of the next strategic plan
- Arrange a date to discuss the rescheduling of the AGM

Adjournment

Motion to adjourn. 5:05 pm

M: Mary Ellen Wellsch

Carried

Signed,



Denise Kominetsky; SALPN Chair



Lynsay Nair; SALPN Executive Director