

SALPN Council Meeting

Date: August 18, 2020	Meeting Time: 7:00 – 10:00 p.m.	Meeting Location: Delta Hotel
Chair	Denise Kominetsky	
Attendees	Denise Kominetsky, LPN (Council Chair) Linda Ewen, LPN (Council Vice-Chair) Tina Sentes, LPN Marlo Umahag, LPN Theo Bryson, Public Representative Kathy Bradford, Public Representative Mary Ellen Wellsch, Public Representative Lynsay Nair LPN, Executive Director	
Regrets		
Staff	Jolie Mukendi	

1. Meeting Opening

1.1. Call To Order (Denise Kominetsky) 7:06 PM

1.1.1. Treaty Declaration	Denise Kominetsky
1.2. Additions/Approval of Agenda	Mary Ellen Wellsch suggested an additional to discuss quorum issues and statutory appointments. Motion to approve the agenda as amended Motion: Kathy Bradford, Public Representative Seconded: Tina Sentes, LPN Motion Carried

1.3. Attendance and Regrets

1.4. Council Code of Conduct Review/ Conflict of Interest Disclosure	No conflict of interest disclosed
1.5. Approval of the previous meeting minutes/Discussions 1.6. Minutes of July 6, 2020 Meeting	<p>The Council meeting minutes of the July 6, 2020</p> <p>Motion to approve the July 6, 2020, Council meeting with minor corrections.</p> <p>Motion: Mary Ellen Wellsch, Public Representative Seconded: Marlo Umahag, LPN</p> <p>Action:</p> <ol style="list-style-type: none"> 1. Correction of spelling the word “carried” on page 11 of the July 6th, 2020 meeting package 2. Correction to the time for the in-camera session. The Council went in camera at 21h02 and out 22h35 <p>Motion Carried</p>

2. Confidential Agenda Items

2.1. EPAC Committee: SIIT IPN Program Approval

Dr. John Collins, EPAC Committee Chair, joined the Council via teleconference to provide a summary of the report and recommendations related to the approval process of SIIT IPN program. The report was provided to the Council in advance of the meeting. Council commented and asked questions about various elements of the report

The following recommendation was made to the Council:

- EPAC recommends that SALPN Council provide continuing program approval for the second year of the IPN at SIIT.
- EPAC recommends the approval is contingent on the following conditions being met:

- a) SIIT IPN to submit a completed program conceptual framework by September 30th, 2020.
- b) SIIT will submit a year-one report to EPAC to address how it has met the SALPN Education Standards. This report to be submitted by November 09, 2020. This report must include evaluation data, program changes already made, and rationales for the changes. It should also include all up-to-date curriculum documents for both years of the program. Additionally, it should report on the issues and problem solving around COVID-19 impacts on the program. It should also report on the clinical experiences completed to the end of the first year of the program.
- c) SIIT will submit the updated strategic plan for the organization to EPAC as soon as it is completed. SIIT to provide a date by which this will happen.
- d) SIIT IPN Program Coordinator will confirm to EPAC that needed edits or minor changes to program documents for the benefit of clarity, consistency, and quality have been completed. e.g., Preceptorship Package, some references identified in courses. To be completed by October 02, 2020. e) SIIT will provide a plan to EPAC to address how it intends to support students in the current cohort who will be writing the national exam before January 2022 with identifying which competencies they have acquired in the program are testable in the CPNRE and which are not. This plan must be submitted to EPAC by November 20, 2020.

a. EPAC will conduct a two-day site visit to SIIT in April or May of 2021 (TBC) to gather data to facilitate continuing program approval from SALPN for the second and further cohorts of students entering the program from September 2021. EPAC will identify data to be collected and prepared by SIIT in advance of the visit.

John communicated to the Council that he would be discussing the recommendations with representatives of the program before presenting the report them.

The Council confirmed that a second cohort of students would not be beginning the program until one cohort has completed the full program.

Motion to approve the EPAC Committee recommendations related to the approval status of the SIIT IPN Program

Motion: Linda Ewen, LPN, Council Vice-Chair

Seconded: Tina Sentes, LPN

Motion Carried

2.1.1. Statute Committee Appointments

The Council was provided with a briefing note for review in advance of the meeting. The briefing note provided information about the current committee appointments, expiring appointments, and information about the terms.

The Executive Director suggested beginning the process of recruiting Chairs for both statute committees in order to accommodate the additional education and training required.

The Council discussed potential quorum issues for an upcoming appeal to Council given the delayed appointment of public appointees by the Ministry of Health. It was determined the Executive Director should follow up with the Ministry of Health and consider how to manage a quorum issue if one should exist.

Motion to appoint John Go to complete his first term on the Counselling & Investigation committee as a sitting member effective Jan 1, 2021 -December 31, 2022

Motion: Linda Ewen, LPN, Council Vice-Chair

Seconded: Tina Sentes, LPN

Motion Carried

Motion to reappoint Dorothea Warren for a second term on Counselling and Investigation committee effective Jan 1 – 2021 to December 31, 2023

Motion: Tina Sentes, LPN

Seconded: Mary Ellen Wellsch, Public Representative

Motion Carried

Motion to extend the term of Don Robinson as chair of the Discipline Committee until December 2021 not withstanding the terms of reference of the Discipline Committee for the purpose of preparing another committee member to assume the role.

Motion: Linda Ewen, LPN, Council Vice-Chair

Seconded: Kathy Bradford, Public Representative

Motion Carried

Action: The Executive Director will communicate with the current Chair and report back to the Council as required.

Action Item: The Executive Director will follow up on the status of the public representative appointment in approximately one-month time.

3. Public Agenda Items

3.1. Council Vacancy

The Council nominations process did not yield any candidates for the eligible LPN position on the SALPN Council. The Council is required to manage the vacancy.

The Act authorizes the Council to fill the vacancy via appointment until the expiry of the term or until a member is elected (whichever is first).

Existing LPN Council Member, Tina Sentes, has expressed willingness to extend her term. Tina Sentes recused herself from the conversation at this point.

The Council accepted Tina Sentes offer to extend her term and appointed her accordingly

Motion to appoint Tina Sentes to serve the SALPN Council effective August 19, 2020 until the conclusion of the 2021 Annual General Meeting.

Motion: Linda Ewen, LPN, Council Vice-Chair

Seconded: Marlo Umahag, LPN

Motion Carried

3.2. Council Nomination Process

The 2020 Council nominations process did not yield candidates for the 2020 Council Election. One LPN position was available for nomination. Although two candidates expressed interest, they did not carry through with the preparation process.

The Executive Director suggested making the upcoming NIRO governance training or the SARC Governance learning modules available to 5-10 LPNs that may be interested in a future Council role. The Council was supportive of this idea.

The Executive Director recommended the Council strike a committee to oversee and manage the nominations process based on the competency-based needs of the Council.

Motion to strike an ADHOC “Nominations Committee” Effective immediately until conclusion of the 2021 AGM. Filled by Council member Tina Sentes, Council member & a Marlo Umahag & public representative member Theo Bryson with a mandate to determine the competency-based needs and the council and to direct the 2021 nomination process

Motion: Mary Ellen Wellsch, Public Representative

Seconded: Linda Ewen, LPN, Council Vice-Chair

Motion Carried

	<p>Action:</p> <p>The Executive Director to make the governance training available, this will be included in the next SALPN “bite size” communication</p>
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4. Reporting Items

4.1. Executive Director Report

<p>4.1.1. Strategic Plan / Initiatives Update</p>	<p>The Council was provided with a status report of the strategic initiatives in advance of the meeting.</p> <p>The Executive Director informed the council of the status of the strategic initiatives of the current strategic plan. The council provided their feedback related to the progress of the initiatives and reporting.</p> <p>The Executive Director provided a summary of the initiative status of which the accepted three (3) initiatives as complete.</p> <p>The Executive Director recommended the following initiatives are marked as complete: The Executive Director recommended:</p> <ul style="list-style-type: none"> • Implementation of capital projects plan: A catastrophic, operational and two small project reserves are in place. Investment policies are up to date. • Define LPN context of practice: The concept of LPN Context of Practice is fully integrated into approach of the Professional Practice standards and Ethics Consultant (PPSE) and is the foundation of all guidance. SALPN’s definition of context of practice is published in the 2022 Exam Blueprint. • Digitization of the SALPN office: Full transition to cloud-based environment has occurred, almost all transactions are now electronic-based. Transition to cloud-based accounting system has occurred. A digital environment is in place with future revisions classified as business as usual. <p>The Executive Director provided an update on other strategic initiatives:</p> <p>Establish jurisprudence learning – It is unlikely that this initiative will be completed within the period of this strategic plan. It was explained that a jurisprudence exam is a complex method to measure knowledge of jurisdictionally relevant information. There is no question that jurisdictionally relevant information is important, but there may be an increased public benefit in providing more jurisdictionally relevant information in the form of education to LPNs as opposed to measurement.</p> <p>Develop and implement a 4-year communication strategy: The Executive Director explained that circumstances change so quickly that 4-year planning is no longer realistic. The development or application of communication principles would be more effective</p>
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	<p>Motion to accept the strategic initiatives update and recommendations as presented by the Executive Director.</p> <p>Motion: Kathy Bradford, Public Representative</p> <p>Seconded: Linda Ewen, LPN, Council Vice-Chair</p> <p>Motion Carried</p>
<p>4.1.2. Outstanding Agenda Items</p>	<p>The Executive Director report to the Council on the status of the outstanding action items. Some of the items are in progress, ongoing and others outstanding. The following items were addressed.</p> <ul style="list-style-type: none"> • Explore options for an Agenda containing a public, private and in-camera session (August 2019) • Plan a virtual AGM for August 19th, 2020 (May 2020) • Draft a response to the 2019 AGM resolution to share with LPNs <p>Motion to accept the outstanding agenda items report of the Executive Director dated August 8th, 2020 and Remove addressed items 7, 15 and 18.</p> <p>Motion: Theo Bryson, Public Representative</p> <p>Seconded: Tina Sentes, LPN,</p> <p>Motion Carried</p>
<p>4.1.3. Risk Registry (In-camera)</p>	<p>Motion to move in camera for risk registry reporting at 10:06pm.</p> <p>Motion: Mary Ellen Wellsch, Public Representative</p> <p>Seconded: Tina Sentes, LPN</p> <p>Carried</p> <p>Motion to move out of camera for risk registry reporting at 10:23pm.</p> <p>Motion: Linda Ewen, LPN, Council Vice-Chair</p> <p>Second: Marlo Umahag, LPN</p> <p>Carried</p>
<p>4.1.4. Executive Director Report</p>	<p>The Executive Director Provided the Council with a summary of the 2nd quarter (April 1 – June 30), including achievements, challenges, and routine reports of the public protection and administrative functions of the SALPN.</p>
<p>4.2. Chair/Vice-Chair Report</p>	<p>The SALPN Chair informed the Council of the activities and outcomes of the Finance Committee to support the Council in fulfilling the responsibilities of its mandate.</p>

4.3. Finance Committee Report

The SALPN Chair informed the Council of the activities and outcomes of the Finance Committee.

The Finance Committee met virtually on August 4th, 2020 to review the second quarter finance and related reports of the Executive Director. The agenda and material included:

- Progress in addressing the recommendations of the auditor from the 2019 Constructive Services Letter.
- Reporting of the Financial, variance report, the Canada Revenue Agency Remittance Reports, Balance sheets for each month of the quarter, revenue, and expense sheets for each month of the quarter, investment statements, and the expenses and visa statements of the Executive Director.

Motion to accept that recommendations #1 (Bank Reconciliations), #5 (New Accounting System), #6 (Reporting of fines levied) of the 2019 constructive services letter have been adequately addressed.

Motion: Kathy Bradford, Public Representative

Seconded: Marlo Umahag, LPN

Motion Carried

Action: The Executive Director should look into at what point debts to the SALPN should no longer be reported.

Notes:

Bank Reconciliations - The accountant has confirmed the completion of the reconciliation every month using the reconciliation function within the accounting software. The accountant has shown the Executive Director how the function is accessed/used.

New Accounting System – A new report titled “Year to Year” has been developed. The report will be generated from the system as opposed to being developed by management in 2021. The balance sheet and profit loss sheet are generated directly from the QuickBooks system. Each report includes a time/date stamp to validate. Access to the system is minimal as possible without losing all access

Reporting of fines levied - A report of outstanding fines has been incorporated into the Executive Director report.

Motion to accept the report of the Finance Committee to the Council.

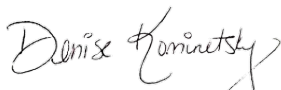
Motion: Mary Ellen Wellsch, Public Representative

Seconded: Tina Sentes, LPN

Motion Carried

5. Large Reference Items	
	SIIT 2019 Initial Program Review – Interim Report
6. Meeting Finalization	
6.1. Review Action Items Resulting from Meeting	<ul style="list-style-type: none"> Status of public appointment by the Ministry of Health The Executive Director will communicate with the current Chair and report back to the Council as required The Executive Director to make the governance training available, this will be included in the next SALPN “bite size” communication
	<ul style="list-style-type: none"> The Executive Director should look into at what point debts to the SALPN should no longer be reported
6.2. Next Meeting	<p>The Executive Director may consider doing one session online for reporting before the actual meeting date.</p> <p>December 3 & 4, 2020</p>
6.3. Meeting Adjournment	
<p>Adjournment</p> <p>Motion to adjourn at 10:28 pm</p> <p>Motion: Marlo Umahag, LPN</p> <p>Motion Carried</p>	

Signed,



Denise Kominetsky; SALPN Chair



Lynsay Nair; SALPN Executive Director