

Council Meeting:
August 28, 2019

Meeting Time:
8:30 a.m.

Meeting Location:
SALPN Boardroom

Attendees

Denise Kominetsky, Kathy Bradford, Tina Sentes, Linda Ewen, Theo Bryson, Mary Ellen Wellsch, Kirsten Hack, Marlo Umahag, Lynsay Nair

Chair

Denise Kominetsky

Staff

Cara Brewster & Jolie Mukendi

Attendance Via Teleconference

N/A

1. Meeting Opening

1.1 Call to Order

The meeting was called to order at 08:42AM.

1.2 Treaty Declaration

Denise Kominetsky

1.3 Additions/Approval of the Agenda

Additions - Public Representative, Kathy Bradford, will review NCSBN Discipline Case Conference she attended in June 2019.

Motion to accept the Agenda as Presented.

M/S: / Tina Sentes / Mary Ellen Wellsch Carried

1.4 Attendance/Regrets	No Regrets
1.5 Council Member Code of Conduct Review / Conflict of Interest Disclosure	<p>Conflicts disclosed.</p> <ol style="list-style-type: none"> 1. Councilor Sentes declares potential conflict of interest regarding Statute Committee Appointments. 2. Public Representative Bradford declares conflict of interest on Statute Committee appointment discussions given her role as a current committee member.
1.6 Approval of the Minutes from the Previous Meeting(s)	Denise Kominetsky
1.6.1 June 17, 2019 Council Meeting	<p>Motion to approve the June 17, 2019 Meeting of Council.</p> <p><i>M/S: Kathy Bradford / Linda Ewen</i></p> <p><i>Carried</i></p>
1.7 Action Item Summary from the Previous Meeting(s)	<ol style="list-style-type: none"> 1. Key Performance Indicator (KPI) Committee (March 2019). The Executive Director is recommending the Council delay action on this item until further education is completed and can be shared/applied with the entire Council/organization. IN PROGRESS 2. ED Performance Appraisal Support (March/May 2019). This item is included on this meeting agenda. IN PROGRESS - IN PACKAGE

3. Governance Development (March 2019)

The ED will seek/procure a consultant to work directly with the Council to support the Council in the education /adoption of a governance model.

IN PROGRESS

4. Research Terms of Reference for AD HOC committee for Performance Management (May 2019)

The Executive Director is recommending that no further committees are developed until further governance development work is commenced/completed.

OUTSTANDING

5. Shared Services (SRNA/RPNAS) November 2018

governance policy 1.2.01 – Council Electronic Devices

At the request of the Executive Directors of the SRNA and RPNAS, the three Executive Directors have scheduled a full day in September 2019 to discuss opportunities to review and revise the Collaborative Decision-Making Framework (CDMF).

IN PROGRESS

6. Regulatory Self-Assessment (August 2018)

A dedicated effort to this initiative will take place this fall/early 2020.

Components extending into 2020 will require an extension to the current timing requirements of the motion.

IN PROGRESS

7. Complaints Timeline Reduction (February 2018).

COMPLETE - IN PACKAGE

8. Statute Committee Recommendations (June 2019).

COMPLETE - IN PACKAGE

9. Statute Committee Terms of Reference Updates (June 2019).

COMPLETE - IN PACKAGE

10. Physician Delegation to LPNs (Cosmetics) (March 2019)
The College of Physicians and Surgeons approved the bylaws for submission to the Minister of Health. Stakeholder consultation was recently completed and the CPSS awaits Minister approval. Upon notification of approval, SALPN will likely have to draft regulatory bylaws to support the delegation of the cosmetic practices from a physician to an LPN.

IN PROGRESS

11. Member Resolution - Practice Hours Requirement (June 2019):
Environmental scan of policies in other provinces regarding hour requirements and extensions. Present proposed policy changes by December 2019.

**No progress on this item.
Follow-up to commence this fall.**

12. Bite-size communication information regarding major council decisions after each meeting.
Create the SALPN Council calendar that would include timelines, call for elections and actions items to keep track of completed matters.

IN PROGRESS - IN PACKAGE

	<p>13. Revise the council oath to a signed document similar to examples provided. Will be presented for consideration at the next meeting.</p> <p>COMPLETE - IN PACKAGE</p> <p>14. Confirm meeting dates for SRNA and SALPN and revisit council meeting and AGM dates at the next meeting.</p> <p>COMPLETE - IN PACKAGE</p> <p>Motion to accept the report of the status of Council Meeting Action Items as presented.</p> <p><i>M/S: Kirsten Hack / Marlo Umahag</i></p> <p><i>Carried</i></p>
1.8 Reports	Denise Kominetsky

1.8.1. Chair/Vice-Chair Report	<p>The SALPN Chair Kominetsky provided her report to Council.</p> <p>In July 2019, the SALPN Chair and Executive Director met with Honourable Greg Ottenbreit (Minister of Rural and Remote Health and discussed:</p> <ul style="list-style-type: none">- Registration statistics- Specialized areas of practice- Growing Nursing Profession in Saskatchewan- Complaint Statistics- Trend in Professional Regulation and right touch regulation- Saskatchewan's "Dual Mandates"- Regulatory Misses- Indigenization of Regulatory Policy- Ability to measure the impact of regulation with the benefit of public protection- Results of SALPN's Public Perception Survey- Importance of Regulators and their responsibilities
1.8.2. Finance Committee Report(s)	<p>The Finance Committee met on July 30, 2019 and reviewed:</p> <ul style="list-style-type: none">- Implementation of the recommendations of the constructive services letter of the auditor- Review of the second quarter financial reports - Additional oversight and checks to be implemented periodically - Review of finance policies

<p>1.8.3. Executive Director Report(s)</p>	<p>The Executive Director reported on:</p> <ol style="list-style-type: none"> 1. Number/Nature Regulatory leadership opportunities at quarter two to quarter four. 2. Education Opportunities (educating others) 3. Information Sharing (Distributing SALPN Information/assisting others/responding to regulatory inquiries) 4. Positional opportunities (Serving in a role demonstrating leadership) <p>Changes to improve regulatory leadership at quarter two to quarter four:</p> <ol style="list-style-type: none"> 1. Administration 2. Registration and licensure 3. Professional Practice Standards and Ethics 4. Complaints, Remediation, and Discipline 5. Governance 6. NIRO 7. Water dispensary system in the boardroom 8. Happy Initiative <p>On the next report, only highlights of the opportunities and the takeaways be included. The Executive Director will present Council with reporting information related to protecting the public on the next Council reporting. Council members to send feedback to Executive Director, Chair and Vice-chair.</p> <p>Motion to accept the reports of the Chair, Finance Committee, and Executive Director as presented.</p> <p><i>M/S: Tina Sentes / Kirsten Hack</i></p> <p><i>Carried</i></p>
<p>2. Matters for Decision / Priority Items</p>	
<p>2.1 SIIT IPN Program Approval</p>	<p>No discussion held. Report of the EPAC Committee distributed to Council members.</p>

<p>2.2 Statute Committee Terms of Reference</p>	<p>The SALPN is asked to approve a revised Terms of Reference to the statute (Committees Counselling & Investigation, Discipline Committee) to reflect the LPN Act, SALPN Bylaws, and an updated format.</p>
<p>2.2.1. Discipline Committee Terms of Reference</p>	<p>The proposed Terms of Reference for the Discipline and Counselling & Investigation were reviewed and accepted.</p>
<p>2.2.2. Counselling & Investigation Committee Terms of Reference</p>	<p>Motion to approve the Terms of Reference for the Counselling & Investigation and Discipline Committee as presented.</p> <p><i>M/S: Linda Ewen / Mary Ellen Wellsch</i></p> <p>Carried</p>
<p>2.3 Executive Director Performance Appraisal Process Support: Procurement (In-Camera Session)</p>	<p>Motion to move to an in-camera session without the Executive Director to discuss the proposals to support the Council in the Executive Director Performance Appraisal Process.</p> <p><i>M/S: Tina Sentes/Kathy Bradford</i></p> <p>Carried</p> <p><i>Moved in-camera session started at 11:05 a.m.</i></p>
	<p>Motion to move out of in-camera session</p> <p><i>M/S: Tina Sentes / Mary Ellen Wellsch</i></p> <p>Carried</p> <p><i>Moved out of in-camera session ended at 12:31 p.m.</i></p>
<p>Addition to Agenda Organizational Development/ Committee Training.</p>	<p>Public Representative, Bradford. Shared her learning and experience from the NCSBN Discipline Case Conference she attended in June 2019.</p>

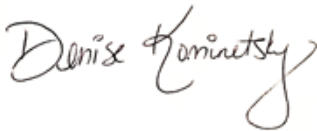
2.4 Committee Appointments	<p>Motion to approve the LPN appointments to the Counselling and Investigation committee and Discipline Committee as presented.</p> <p>M/S: Theo Bryson / Tina Sentes</p> <p>Carried</p>
	<p>Motion to appoint Council Member <i>Mary Ellen Wellsch</i>, to the Discipline Committee.</p> <p><i>M/S: Linda Ewen / Tina Sentes</i></p> <p><i>Carried</i></p>
	<p>Motion to appoint Council Member <i>Theo Bryson</i>, to the Finance Committee.</p> <p><i>M/S: Linda Ewen / Mary Ellen Wellsch</i></p> <p><i>Carried</i></p>
2.5 Professional Practice Standards and Ethics Documents Approval	<p>Motion to approve the Professional Practice Standards and Ethics Documents related to IV Push, Immunization, and Specialized Areas of Practice for final formatting, publishing, and distribution.</p> <p><i>M/S: Kirsten Hack / Marlo Umahag</i></p> <p><i>Carried</i></p>
2.5.1.IV Push	<p>Council approved the Professional Practice Standards and Ethics Documents for final formatting, publishing and distribution.</p> <ul style="list-style-type: none"> • Updated according to current published best practice (Institute of Safe Medication Practices – ISMP)

	<ul style="list-style-type: none"> • Updated education requirements according to published best practice (Institute of Safe Medication Practices – ISMP) • Addition of context of practice statement/consideration
2.5.2. Immunization	<ul style="list-style-type: none"> • Updated according to current published best practice • Additional of the context of practice • Statement/consideration
2.5.3. Specialized Areas of Practice	<ul style="list-style-type: none"> • Three documents incorporated into one • Competencies removed and are to be added to the Competency Profile to improve accessibility and consistency
2.6 Policy Updates	
2.6.1. Governance Policy: Communication of the Council Policy	<p>Committee reviewed amendments to the Policies.</p> <p>The proposed updates to the governance policy, recommendations from the finance committee and Regulatory policies was reviewed and accepted.</p>
2.6.2. Policy Updates: Recommendations from the Finance Committee	<p>Motion to approve all policy update as presented.</p>
2.6.3. Regulatory Administration Policies: 2.6.01, 2.7.01, 2.5.01, 2.9.05, 2.15.01	<p><i>M/S: Tina Sentes / Theo Bryson</i></p> <p><i>Carried</i></p>
2.7. Council Motion Follow Up: Revised Council Oath (June 2019)	<p>The Council directed the Executive Director to return to the next Council meeting with an updated Council Oath of Office based on Oath of Office for those service within the Municipalities Act.</p> <p>The proposed Council Oath of Office was reviewed and accepted. All Council members, with the exception of Public</p>

	<p>Representative Wellsch signed the updated Council Oath of Office.</p> <p>Motion to approve an updated Council oath of office as presented.</p> <p>M/S: Kathy Bradford / Mary Ellen Wellsch</p> <p><i>Carried</i></p>
<p>2.8. Council Motion Follow up</p>	<p>Table discussion for policy revision to public attendance at Council meetings.</p> <p>The Executive Director to return to Council with possible options for amendments to the agenda to reflect public, private, and incamera matters.</p>
<p>3.1 Matters for Discussion</p>	
<p>3.1.1. Post Council Reporting Styles</p>	<p>Communication style discussions. Council supports the format used following the June 17th Council meeting.</p>
<p>4. Matters for Noting</p>	
<p>4.1 Reports to Council of the Discipline Committee</p>	<p>Committee reviewed attached reports to Discipline.</p> <p>The Executive Director will create a digital space for the reports. Council members can review them outside of the meeting package, but have an opportunity to discuss at the next meeting of Council.</p>
<p>5. Meeting Finalization</p>	
<p>5.1 Review Action Items Resulting from Meeting</p>	<ol style="list-style-type: none"> 1. Create Council Calendar 2. Enroll Council Members on Grammarly. 3. Agenda options for public, private, and In-Camera Session

	<ol style="list-style-type: none"> 4. Explore and bring back to council brief reporting options that are concise 5. Provide Council feedback to the C&I Committee related to touchpoints throughout the process timing of the process, and confidentiality explanation 6. Request introduction to the new Minister of Rural and Remote Health
<p>5.2 Next Meeting Dates/Other Dates</p>	<p>Professional Development Day October 23rd, 2019</p> <p>Council Meeting December 12/13</p> <p style="text-align: center;">ED TO SEND DOODLE POLL TO SELECT 2020 MEETING DATES</p> <p>SALPN AGM May 13, 2020</p> <p>SRNA AGM May 5 – 6 – 7, 2010</p> <p>RPNAS AGM – May 14/15, 2020</p>
<p>5.3 Meeting Adjournment</p>	<p><i>Motion to adjourn the meeting at 4:28</i></p> <p><i>M/S: Tina Sentes / Kirsten Hack</i></p> <p><i>Carried</i></p>

Signed,



Denise Kominetsky; SALPN Chair



Lynsay Nair; SALPN Executive Director