

Council Meeting:
December 12/13, 2019

Meeting Time:
8:30 a.m.

Meeting Location:
SALPN Boardroom

Attendees

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

Chair

Denise Kominetsky

Staff

Cara Brewster

Attendance Via Teleconference

Kirsten Hack

1. Meeting Opening & Agenda Items

Call to Order	The meeting was called to order at 09:05AM.
Treaty Declaration	Denise Kominetsky Discussion: Call to Order, Treaty Declaration, Attendance/Regrets, Council Member Code of Conduct Review
Additions/Approval of the Agenda	<i>Motion to accept the Agenda as Presented.</i> <i>M/S: / Kathy Bradford / Mary Ellen Wellsch Carried</i>

Attendance/Regrets	Tine Sentes (December 12th) Theo Bryson
Approval of the Minutes from the Previous Meeting(s)	Council reviewed the minutes in advance of the meeting. No changes were suggested.
August 27/28, 2019 Council Meeting	<p>Motion to approve the August 27/28, 2019, Council meeting and the EPAC/SIIT approval process as presented.</p> <p><i>M/S: Linda Ewen / Mary Ellen Wellsch</i></p> <p><i>Carried</i></p>
Review of Outstanding Action Items	<p>Discussion: Council reviewed a document with the status of outstanding action items and in-progress action items in advance of the meeting. A summary was provided by the Executive Director.</p> <p>Denise Kominetsky requested that the Governance Development item be reviewed later in meeting.</p> <p>Motion to accept the Outstanding Action Item report as presented.</p> <p><i>M/S: Marlo Umahag / Mary Ellen Wellsch</i></p> <p><i>Carried</i></p>
2020 Regulatory Bylaw Amendments; LPN Administration of BioActive	<p>Agents/Administration of Laser Radiation Via Delegation from a Physician</p> <p>Discussion: Council reviewed a briefing note related to this agenda item provided by the Executive Director in advance of the meeting. Council reviewed the proposed requirements of an LPN to accept the delegation from a physician to administer bioactive agents/laser. Council discussed the risks of the practice and the degree of regulatory enforcement necessary. The Council was in support of prescribing the requirements of LPNs accepting a delegation from a Physician to administer bioactive</p>

	<p>agents/laser in the regulatory bylaws opposed to a practice guideline.</p> <p>Motion to direct the Executive Director to proceed with the development of a regulatory bylaw amendment prescribing the terms and conditions of administration of bioactive agents and application of laser radiation.</p> <p>M/S: Kathy Bradford / Marlo Umahag</p> <p><i>Carried</i></p>
<p>2020 Regulatory Bylaw Amendments; Reporting of Hours worked in Specialized Area of Practice</p>	<p>Discussion:</p> <p>The Council reviewed a briefing note provided by the Executive Director in advance of the meeting. The Council agreed to create a bylaw to require the reporting of practice hours in specialized areas of practice and independent practice. The purpose of the reporting is to collect data related to the number of hours LPNs work in specialized areas of practice/independent practice to inform future discussions related to practice currency and currency requirements.</p> <p>Motion to direct the Executive Director to proceed with the development of regulatory bylaw amendments related to the reporting of practice hours in specialized areas of practice and independent practice.</p> <p>M/S: Linda Ewen / Kirsten Hack</p> <p><i>Carried</i></p>
<p>SALPN Council Response to 2019 AGM Resolution</p>	<p>Discussion:</p> <p>Council reviewed a briefing note provided by the Executive Director in advance of the meeting. The Council supports that practice currency requirements are in place to protect the public.</p>

Council reviewed a proposed revision to policy 2:12:01 to improve the process for granting extensions to LPNs who may not or do not meet the current 1250/5year currency requirement. The proposed policy places focus on the LPN's ability and plan to obtain hours of practice with less focus on the number of reported hours.

Council discussed the approach two other Canadian regulators are utilizing to address practice hour deficiencies with a practicum-like experience.

Motion to approve the revisions to Regulatory Administration Policy 2.12.01, "Application for Hour Requirement Extension" as presented.

M/S: Mary Ellen Wellsch / Kathy Bradford

Carried

Action Item:

The SALPN to separate the reporting of overtime practice hours separated from regular practice hours for next renewal.

SALPN Executive Director to learn more about the various supervised practicum programs for those with reduced practice hours. Report back in April 2020.

NIRO Proposal to Regulator Council's

Discussion:

Council reviewed a briefing note provided by the Executive Director in advance of the meeting. Council discussed the barriers to effective regulation agreed upon by the NIRO group and supported the SALPN to participate in seeking legislative amendments with the NIRO group.

Questions were asked about the potential cost of the legislative amendment project if it proceeds. The Executive Director explained that NIRO is currently gathering interest and support. The costs are unknown at this time, but it is expected much of the costs will come in the form of a time commitment from staff of regulatory bodies. If a direct contribution is required, Lynsay Nair will bring it to the Council for approval.

Motion to approve SALPN's support of and participation in collectively seeking legislative reform

	<p>with the regulators of NIRO to remedy issues identified in the template legislation as barriers to public protection and effective regulation. The Executive Director shall report progress to the Council on an ongoing basis.</p> <p>M/S: Mary Ellen Wellsch / Linda Ewen</p> <p><i>Carried</i></p>
<p>Administrative Bylaw Proposal: General Housekeeping</p>	<p>Discussion: Council discussed making this change to bylaws in order to correct an omission from previous amendments.</p> <p>Motion: Motion to amend SALPN Administrative Bylaw 25 (2) (C) by replacing the word president's with "chair's"</p> <p>M/S: Linda Ewen / Kirsten Hack</p> <p><i>Carried</i></p>
<p>Discipline Committee Appointment: Adjustment</p>	<p>Discussion: Council supported an adjustment to the previous appointments of the Discipline Committee to accommodate existing circumstances of appointees and their ability to commit to the committee.</p> <p>Motion: Motion to adjust the appointments to the Discipline Committee to reflect C. Okonkwo serving as an alternate member and M. Halyk serving as a sitting member.</p> <p>M/S: Kathy Bradford / Marlo Umahag</p> <p><i>Carried</i></p>

Practice Documents: Independent Practice Guideline**Discussion:**

Council reviewed a briefing note and draft guideline provided by the Executive Director in advance of the meeting. The guideline was at the stage of legal review. The guideline is to help LPNs understand and meet the requirements of the regulatory bylaws in place. Council discussed the risks of independent practice related to the lack of employer oversight of LPNs engaged in the practice.

The Council provided feedback that it may not always be clear what an independent practice is. Clarification was provided by the Executive Director about the difference between working for a private employer (non-health authority) or a multi-jurisdiction private employer in comparison to independently practicing (self-employed). A suggestion was made to add examples of independent practice (foot care, in-home nursing), with a decision to not be too specific to avoid limiting what LPNs interpret to be independent practice.

Motion to approve the draft document titled, “Independent Practice” with the condition a legal review is conducted and resulting changes are reported to the Council prior to publishing and distribution.

M/S: Linda Ewen / Marlo Umahag

Carried

Action Item: SALPN Executive Director to investigate short-term licensure solutions between jurisdictions (as a result of the discussion about independent practice versus multi-jurisdiction private employers).

<p>Practice Documents: Foot Care</p>	<p>Discussion:</p> <p>Council reviewed a briefing note and draft guideline provided by the Executive Director in advance of the meeting. The guideline is at the stage of consultation and legal review. The guideline is an initial step to improving/increasing regulation of LPN provided footcare and is to be followed by additional work related to the education and foot care competencies.</p> <p>Council discussed the specific risks of LPN provided footcare and acknowledged the increased risks to those providing footcare on an independent basis due to the lack of employer oversight.</p> <p>Motion to approve the interim practice guidance document related to LPN provided foot care under the condition the results of the stakeholder consultation and resulting revisions are reported to the Council prior to distribution and publishing.</p> <p>M/S: Kirsten Hack / Kathy Bradford</p> <p><i>Carried</i></p>
<p>Regulatory Trends Report</p>	<p>Discussion:</p> <p>Council reviewed a report provided by the Executive Director in advance of the meeting. The report highlighted current trends in professional regulation.</p> <p>The report included:</p> <ol style="list-style-type: none"> 1. This dismissal of the Council for the Real Estate Council of Alberta (RECA) by the Government of Alberta due to ongoing governance issues. 2. A consultation occurring in British Columbia related to a recommendation to overhaul the regulatory system in BC inclusive of reducing the number of regulators by combining regulators, appointing competency-based boards and developing an oversight body for the regulators.

<p>2020 Operational Objectives</p>	<p>Discussion:</p> <p>The Council reviewed a prepared summary of operational objectives for 2020 provided in advance of the meeting by the Executive Director. The Executive Director explained the priority of certain items based on the level of risk they pose to the organization if left unaddressed. The Executive Director recommended the Council meet in-camera to discuss the objectives and determine performance objectives of the Executive Director for 2020. The Council met in-camera to further discuss the operational objectives and returned out-of-camera to accept the 2020 operational objectives.</p> <p>Motion for the Council to move in-camera.</p> <p>M/S: Tina Sentes / Marlo Umahag</p> <p>Motion for the Council to move out-of-camera.</p> <p>M/S: Tina Sentes / Kirsten Hack</p> <p><i>Carried</i></p>
<p>Finance Committee Reporting/Approvals: Constructive Services Letter</p>	<p>Discussion:</p> <p>Council reviewed a report provided by the Finance Committee in advance of the meeting. The report included the status of the recommendations from the auditor at the conclusion of the 2018 financial audit. Recommendation number two indicated that a portion of SALPN provided phones should be taxed as a taxable benefit. The Executive Director explained to the Council that staff will be taxed for 20% of the value of SALPN provided cellular phone services to ensure any use outside of employment reasons is captured accordingly.</p> <p>Motion to accept recommendation #2 of the Auditor's Constructive Services Letter as addressed.</p> <p>M/S: Linda Ewen / Marlo Umahag</p> <p><i>Carried</i></p>

<p>Finance Committee Reporting Approvals: Governance Policy Revisions</p>	<p>Discussion: Council reviewed a report and draft policy revisions provided by the Finance Committee in advance of the meeting.</p> <p>Policy revisions to the policies related to Council and Committee Per Diems and the Honorariums of the Chair and Vice Chair are suggesting an increase to reflect losses to pensionable earnings and the time and commitment required to complete the work required while committed to the Council. Council acknowledged the current honorarium for the Chair and the Vice-Chair does not reflect the work involved.</p> <p>Motion to Accept recommendations for revision to policies 1:3:02, 1:3:06, 1:3:07, 1:3:08, 1:3:09</p> <p>M/S: Tina Sentes / Kathy Bradford</p> <p><i>Carried</i></p>
<p>Finance Committee Reporting Approvals: Governance Policy Revisions</p>	<p>Discussion: Council reviewed policy 1:3:12 in advance of the meeting. An additional change to remove section 2.2 was agreed upon.</p> <p>Motion to Accept recommendations for revision to policies 1:3:12</p> <p>M/S: Tina Sentes / Mary Ellen Wellsch</p> <p><i>Carried</i></p>
<p>Finance Committee Reporting Approvals: 2020 Operational and Capital Budget</p>	<p>Discussion: Council reviewed the 2020 operational budget, capital budget and an explanatory document provided by the Finance Committee in advance of the meeting. Highlights of the budget include the following:</p> <ul style="list-style-type: none"> • Revenues \$ 1 739 500 • Expenses \$1 916 500 • Proposed Deficit \$177 000 • Capital Expenditure budget of \$27 000

	<p>Notable Changes:</p> <ul style="list-style-type: none"> • Proposed increase to service fees (Application fees and Extension Fees) to increase revenue by approximately \$15000 • Increase of projected expenses of C&I/Discipline to \$250 000 from \$150 000 in 2019 to reflect current trends and the uncontrollable nature of this expense • Removal of typically scheduled PDD day and reduction of the Annual Conference to one half day held the same day as the Annual General Meeting to reduce the financial risks associated with events planning. • Council's Director's and Officer Insurance is reflected as a governance expense opposed to an administrative expense • New budget line to reflect the cost of compliance audits opposed to categorizing as miscellaneous expenses. <p>Motion to Accept the recommendation of the 2020 Operational and Capital Expense Budget</p> <p>M/S: Tina Sentes / Marlo Umahag</p> <p><i>Carried</i></p>
<p>Finance Committee Reporting Approvals: Administrative/Fee Bylaw Amendments</p>	<p>Discussion:</p> <p>Council reviewed a recommendation of the Finance Committee in advance of the meeting. Licensure and service fees of other jurisdictions were reviewed. To reflect the increasing operational costs and labour and database/technology related costs to provide service the following increases and their impact to SALPN revenues were discussed.</p> <ul style="list-style-type: none"> a) Increase Licensure/Renewal to \$450.00 (currently \$400/Potential revenue impact of \$180000 in 2021. b) Increase Saskatchewan Applicant Fee to \$150.00 (currently \$100/ potential revenue impact of \$7500.00 in 2020) c) Increase Out-Of-Province Applicant Fee to \$200.00 (currently \$150/potential revenue impact of \$7500 in 2020) d) Increase International Applicant fee to \$300.00 (currently \$250/potential revenue impact of \$500 in 2020)

e) Increase Registrar's Extension Fee to \$100 (currently \$25.00 /potential revenue impact of \$1500.00 in 2020)

Motion to amend the SALPN Fee bylaws to implement the following:

- a) Increase Licensure/Renewal to \$450.00 for the 2021 licensure year.
- b) Increase Saskatchewan Applicant Fee to \$150.00 effective January 1, 2020
- c) Increase Out-Of-Province Applicant Fee to \$200.00 effective January 1, 2020
- d) Increase International Applicant fee to \$300.00 effective January 1, 2020
- e) Increase Registrar's Extension Fee to \$100.00 effective January 1, 2020.

M/S: Kathy Bradford / Mary Ellen Wellsch

Carried

**Administrative Bylaw Proposal:
Election of a Vice-Chair by the Council**

Discussion:

Council reviewed a briefing note provided by the Executive Director in advance of the meeting. Election of Council or board officers from the membership by the members of the profession is not in alignment with current best practice in regulatory governance was discussed. The risks associated with the current model of electing a vice-chair from the membership were discussed and included the possibility of electing someone averse to the public protection mandate of the organization or not equipped with the competencies to competently perform in the role. Council agreed electing a Vice Chair (who becomes the Chair) from the Council by the Council should assist with the transition of becoming the Vice-Chair or Chair and would add value to the Council.

Council discussed the risk of not having a sitting member of Council willing to serve in the role

Motion to direct the Executive Director to draft administrative bylaw amendments to prescribe the election of a vice-chair by the Council and present the amendments at the next meeting of Council.

M/S: Mary Ellen Wellsch

	<p>Carried</p>
<p>Administrative Bylaw Proposal: Council Term Limits</p>	<p>Discussion:</p> <p>Council reviewed a briefing note provided by the Executive Director in advance of the meeting. It was noted that Council members currently cannot run for the same position two terms in a row but could technically return to other positions without a limit. Council discussed the benefits of experienced Council members and the value they bring to process and organizational history. Council members find this especially helpful following the reduction in Council size in 2018. Council discussed the drawbacks of extended time lengths spent on Council.</p> <p>The Council did not accept the recommendation of the Executive Director and tabled the discussion until a later time to support other governance changes, such as the election of the Vice-Chair by the Council, they are currently considering.</p> <p>Motion: No Motion Required – Decision is Tabled</p>
<p>Administrative Bylaw Proposal: Competency Based Council Member Requirements</p>	<p>Discussion:</p> <p>Council reviewed a briefing note provided by the Executive Director in advance of the meeting. Council discussed the movement towards competency-based boards in professional regulation and the governance risks associated with an elected Council from the members of the profession. The Council discussed the importance of Council members having competencies (board governance, financial literacy, management) to perform the required work of the Council. The Council discussed the risks of electing Council members averse to SALPN's public protecting mandate.</p>

	<p>Motion to direct the Executive Director to draft administrative bylaw amendments to support the Council’s ability to prescribe competency-based requirements of the Council in the nominations process and present the amendments at the next meeting of Council.</p> <p>M/S: Kathy Bradford / Marlo Umahag</p> <p><i>Carried</i></p>
<p>Executive Director Report, Chair/Vice-Chair Report</p>	<p>Discussion:</p> <p>Council reviewed third quarter reports prepared by the Executive Director, the Chair, and the Vice-Chair in advance of the meeting. Third quarter highlights include:</p> <ul style="list-style-type: none"> • Orientation process was improved • Notarized Council Oath • Council Governance education was successful • Successful hire into the PPSE position • SIIT PN program approval • Bite-sized newsletter • Implementation of a “Bad Debt” report • Brief introduction to the use of a risk registry (in-progress) <ul style="list-style-type: none"> Regulatory Risks Strategic Risks Operational Risks Human Resource Risks Legal Risks Reputational Risks <p>Motion to accept the Chair, Vice Chair and Executive Director’s third quarter report as presented.</p> <p>M/S: Tian Sentes / Kathy Bradford</p> <p><i>Carried</i></p> <p>Action Item: SALPN Executive Director shall continue to provide the Council packages with reference documents</p>

2. Adjournment

Meeting Adjournment

Discussion:

Motion to adjourn the meeting

M: Tina Sentes

Carried

3. Summary of Actions Items

Action #1:

The SALPN will separate the Overtime practice hours from regular practice hours for each employment record (2021 renewal)

Action #2:

SALPN Executive Director shall learn more about the various supervised practicum programs for those with reduced practice hours. Report back in April 2020.

Action # 3:

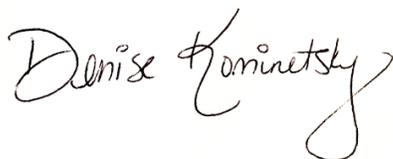
SALPN Executive Director shall investigate short-term licensure solutions between jurisdictions

Action #4:

SALPN Executive Director shall continue to provide the Council packages with reference documents

Council meeting minutes are officially approved by all Council members via email on March 17th, 2020.

Signed,




Denise Kominetsky; SALPN Chair

Lynsay Nair; SALPN Executive Director