

SALPN Council Meeting		
Date: December 3 - 4 and 21, 2020	Meeting Time: 9:30 – 4:00 p.m.	Meeting Location: Virtual Meeting
Chair	Denise Kominetsky	
Attendees	Denise Kominetsky, LPN (Council Chair) Linda Ewen, LPN (Council Vice-Chair) Tina Sentes, LPN Marlo Umahag, LPN Theo Bryson, Public Appointee (exited the meeting for a short period December 4 th , 1500 HRS) Kathy Bradford, Public Appointee Mary Ellen Wellsch, Public Appointee Lynsay Nair LPN, Executive Director	
Regrets		
Staff	Jolie Mukendi	
Meeting Opening		
Call To Order (Denise Kominetsky) 9:33 a.m.		
Treaty Declaration	Denise Kominetsky, LPN (Council Chair)	
Additions/Approval of Agenda	No additions to the Agenda	
Attendance and Regrets		
Council Code of Conduct Review/ Conflict of Interest Disclosure	Tina Sentes, LPN declared conflicts of interest and suggested recusing herself from the discussion about the statutory committee nominations.	
Council Code of Conduct Review/ Conflict of Interest Disclosure	The Council reviewed the meeting minutes of the August 18 and 19, 2020 meeting. Motion to approve the August 18, 2020, Council meeting with minor corrections.	

<p>Minutes of August 18 & 19,2020 Meeting</p> <p>Minutes of August 19, 2020</p>	<p>Action:</p> <ul style="list-style-type: none"> • Maintain designation initials throughout the minutes. • Correction of spelling Mary Ellen Wellsch, Public Appointee's last name • Adjust table column on the Executive Director strategic initiative section to correct the word iplic to public. <ul style="list-style-type: none"> • Add Marlo Umahag, LPN on August 19 attendee list. <p>Motion: Linda Ewen, LPN (Council Vice-Chair) Seconded: Marlo Umahag, LPN</p> <p>Motion Carried</p>
<p>Adoption of -Vote into the Minutes</p>	<p>On October 24th, 2020, the following motions were made and carried via email. They will be adopted into the minutes of this meeting.</p> <p>Motion to adopt the E-vote dated October 24th, 2020 into the minutes of Council.</p> <p>Motion: Tina Sentes, LPN Seconded: Marlo Umahag, LPN</p> <p>Motion Carried</p> <p>Motion to discontinue the appointment of Public Appointee, Mary Ellen Wellsch, from the Discipline Committee effective October 25th, 2020.</p> <p>Moved: Linda Ewen, LPN (Council Vice-Chair) Second: Tina Sentes, LPN</p> <p>Motion Carried.</p> <p>Motion to appoint Public Appointee Kathy Bradford, to the Discipline Committee effective October 25th, 2020.</p> <p>Moved: Linda Ewen, LPN (Council Vice-Chair) Second: Tina Sentes, LPN</p> <p>Motion Carried.</p>
<p>Statute Committee Appointments (Confidential Agenda Item) Lynsay Nair LPN</p>	
<p>The Council was asked to consider appointments and future appointments to the SALPN's statutory committees. The Executive Director provided a briefing note explaining the process used to recruit and select recommended members. A alternate member for the C&I Committee was immediately required. The Executive Director recommended offering education and training to other qualified candidates in preparation for upcoming committee vacancies and the Chair of the Discipline Committee. Upcoming training would ensure preparedness for the role and support statutory committees to effectively fulfil their roles.</p> <p>C&I Committee Alternate Member:</p> <p>Seven LPNs of twelve applicants were asked to participate in an interview. The seven selected demonstrated a public focus in their response, relevant experience, and an understanding of SALPN's role. Six participated while one did not attend.</p>	

Candidates were asked:

- Opinion about what fairness is in the role of the Committees.
- ability to use technology
- relevant experience.
- ability to commit to the role.

The panel looked for professionalism, insight into SALPN's role, relevant experience, and ability to commit and function within the Committee.

Discipline Committee Chairperson:

Two applicants expressed interest in this role. One of the applicants was invited to interview for the Chair and the second was interviewed for the Committee roles.

The candidate was asked about:

- knowledge and experience with the principles of natural justice
- ability to be impartial • comfort with leading the Committee and presiding over hearings
- the opinion of how the Discipline Committee contributes to SALPN's public protection role
- ability to use technology
- willingness to complete education and training

Motion to appoint Jennifer Olson to serve as an alternate member on the Counselling & Investigation Committee effective January 1, 2021.

Motion: Kathy Bradford, Public Appointee

Seconded: Tina Sentes, LPN

Motion Carried

Motion to offer education and training to Robert Yatkowsky, Janice Fillion, and Monique Bellegarde in preparation for statutory committee roles.

Motion: Marlo Umahag, LPN

Seconded: Tina Sentes, LPN

Motion Carried

Action Item: The Council requested additional information related to the application for the future Chair of the Discipline Committee.

Third Quarter Reporting (Confidential Agenda Item) Lynsay Nair

The Executive Director provided the Council with a summary of the third quarter (July 1 – Sep 30), including achievements, challenges, a risk registry, and routine reports within the public protection and administrative functions of the SALPN.

- Governance, Strategy, and Regulatory Context
- Registration and Licensure
- Professional Practice Standards and Ethics (PPSE)
- Complaints, Investigation, and Discipline (CID)
- Education Program Approval
- Administration and Human Resources
- Finance

<p>Motion to accept the Executive Director 2020 Third Quarter Report as presented. Motion: Linda Ewen, LPN (Council Vice-Chair) Seconded: Tina Sentes, LPN Motion Carried</p>	
<p>Risk Registry Review (In-Camera)</p>	<p>Motion to meet In-Camera at 11:30 am Motion: Tina Sentes, LPN Seconded: Mary Ellen Wellsch, Public Appointee Motion Carried</p> <p>Motion to Exit In-Camera at 11:51 am Motion: Kathy Bradford Seconded: Mary Ellen Wellsch</p>
<p>Outstanding Action Item Status</p>	<p>The Council reviewed a written report prepared by the Executive Director providing the status of all outstanding agenda items. There were no items to be removed from the list of outstanding agenda items.</p>
<p>Finance Committee Report - Denise Kominetsky, LPN, Council Chair</p>	
<p>The Council Chair reported on the activities and outcomes of the Finance Committee.</p> <p>The Finance Committee met on November 3rd, 2020 and reviewed the Executive Director third-quarter reporting consisting of:</p> <ul style="list-style-type: none"> • Q3 Financial Report • Variance Report • Year-to-Year Comparison Report • September 30th Balance Sheet, • September 30th Revenue & Expenses • September 30th Investment Statements • Executive Director expense claim (1) and Visa Statements • Proof of CRA Remittances <p>In the financial reporting, no anomalies or red flags were noted. It was noted that the 2020 projected annual revenue will likely be met. It is unlikely expenses will span into the projected deficit budget.</p> <p>Motion to accept the 2020 Third Quarter Report of the finance Committee as presented.</p> <p>Motion: Kathy Bradford, Public Appointee Seconded: Marlo Umahag, LPN</p> <p>Motion Carried</p>	
<p>2021 Operational and Capital Budget (Public) Denise Kominetsky, LPN, SALPN Chair</p>	
<p>The Council Chair introduced the presentation of the 2021 Operational and Capital Budget.</p> <p>The Finance Committee met on November 3rd, 2020 to review the budget as prepared by the Executive Director and her</p>	

staff. The finance committee recommended the Council approve the budget as presented.

The 2021 proposed budget is balanced with \$1 951 000 in projected revenues and expenses. Significant changes to the amounts budgeted or proposed changes to recording/coding were explained by the Executive Director.

The budgeted line amounts are similar to the previous year.

Student Registry Fees

- The committee recommended waiving the student registry fees for the student registry due to changes and challenges to connect with students and Covid-19 limitations In delivering on-site presentations.

Reinstatement Fees

- The Committee recommended a revision to the reinstatement fee /process. Currently, those who fail to renew their licensure after January 1 cease to be licensed. Upon reinstatement, they are charged a \$200 late fee and a \$200 reinstatement fee. The Finance Committee recommended one fee of \$400 to simplify accounting processes and record keeping and explained it would require a fee bylaw revision

The committee recommended ways of recording some of the expense accounts and creation of governance policies to help determine how the Council and Committee education is accounted for. The expenditures discussed included the following:

- Salaries and Wages
- Staff Benefits
- Governance
- Organizational Development
- Affiliation Expenses
- IT support & Services
- Building Lease & Landlord expenses
- 2021 Capital budget

Motion to approve the 2021 Operating and Capital Budget as presented:

Motion: Mary Ellen Wellsch, Public Appointee
Seconded: Marlo Umahag, LPN

Action: To reflect inflation, the Council have recommended to annually revisit the reserved budget and increase based on the cost of living. If there is any interest made form investment account, it should be transferred into a reserved account.

December 4, 2020 Council Meeting

Treaty Declaration: Denise Kominetsky, LPN, Council Chair
Conflict of interest: None Declared.
Addition to the agenda: No Additions

Call to order: Denise Kominetsky, LPN, Council Chair at 9:32 a.m.

Motion to approve the Agenda.
Motion: Linda Ewen, LPN, Council vice-chair
Seconded: Kathy Bradford, Public Appointee

Motion Carried

2021 Bylaws (Public Agenda Item) Lynsay Nair

2021 Regulatory Bylaws Amendments

The Executive Director presented proposed amendments to the 2021 Regulatory Bylaws for the Council's review. The following recommendations were made:

1. Remove all references to honorary life members.
 - Naming honorary life members is not appropriate within a regulatory mandate
2. Require applicants to pass the licensure exam within three years.
 - This principle has been agreed upon as an exam principle by jurisdictions proceeding with the new CPNRE in 2022.
3. Allow for a fourth attempt at the licensure exam.
 - Allowing one additional exam attempt has been agreed upon by jurisdictions proceeding with the new CPNRE in 2022. The new exam format safely accommodates the change without compromising the integrity of the measurement or exam process.
4. Allow GLPNs to vote at the AGM.
 - Upon review, it determined not allowing GLPNs to vote adds confusion to AGM registration processes and exists for no obvious reason.
5. Remove the requirement (to become a student member) for students to submit a satisfactory criminal record check and meet the English language requirements set by Council
 - The student registry aims to create a platform to collect the information before licensure, so appropriate assessments and processes can occur.
6. Section 8.1(1) references a licensed practical nurse – whereas the rest of the section references members. Use "member" consistently in this section.
7. Section 9(3) references that a GLPN cannot practice or work if they do not renew their licensure. Use practise instead of both terms.
8. Section 10(1) a references registered working hours. Use "reported working hours."
 - The term reported aligns with our current language and process of reporting hours on renewal.
9. Section 10(1) (d.1) references the date the IV therapy requirement was in place. We suggest removing this as the date is passed.
 - The current bylaw was written before the deadline, so a reference to the effective date was required. This is now standardized into requirements.
10. Section 19 provides a "general" statement that all members must work within their educational preparation, scope of practice, and comply with the standards of practice. Amend this to remove the reference to the standards and replace them with reference to the Entry-Level Competencies.
11. Section 21 provides for a statement about conflict of interest. Amend and replace it with a statement referencing the Standards of Practice.
12. Section 22 (d): remove the section referencing that those in independent practice practise according to the standards of practice and code of ethics.
 - This applies to all LPNs regardless of where they practise.
13. Remove all references to publishing discipline decisions in the SALPN newsletter.
 - Discipline decisions are published on the SALPN website.
14. Section 25(1) prescribes the process for applying to the Council to review the Registrar's decision. We suggest clarifying this section by using a simple explanation or list.
 - The current form is difficult to read and could benefit from an easier to read format.
15. Remove all references to the use of facsimile.

	<ul style="list-style-type: none"> • Facsimile is rarely utilized and is not a recommended form of communication. <p>Motion to approve the Executive Director to proceed with the bylaw development and consultation process of the 2021 Regulatory Bylaw amendments as presented.</p> <p>Motion: Tina Sentes, LPN Seconded: Marlo Umahag, LPN</p> <p>Motion Carried</p>
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2021 Administrative Bylaw Amendments (Public Agenda Item) Lynsay Nair

	<p>The Executive Director presented proposed amendments to the 2021 Administrative Bylaws for the Council's review. The following recommendations were made:</p> <p>The Executive Director explained that the majority of the changes are minor or editorial and intend to clarify existing provisions. The more substantive changes include:</p> <ol style="list-style-type: none"> 1. The establishment of a term limit of ten years. 2. The establishment of a cooling-off period of three years. 3. The addition of a reference to the Council Code of Conduct 4. Removal of a reference to the need to be in good standing to be eligible for Council nomination. 5. Removal of a member being ineligible for nomination due to a complaint or disciplinary proceedings. 6. Allowing for virtual or electronic meetings <p>Motion to approve the Executive Director to proceed with the bylaw development and consultation process of the 2021 Administrative Bylaw amendments as presented.</p> <p>Motion: Tina Sentes, LPN Seconded: Mary Ellen Wellsch, Public Appointee</p> <p>Motion Carried</p>
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<p>Regulatory Performance Standards (Public Agenda Item)</p> <p>Lynsay Nair</p>	<p>The Executive Director presented Draft Regulatory Performance Standards for the Council to consider for adoption.</p> <p>The Executive Director explained the Regulatory Performance Standards were developed with SALPN's legislation, regulatory responsibilities, and the SALPN context in mind. An initial draft was shared within the regulatory community within and outside of Saskatchewan. Helpful feedback was received and applied from the College of Physicians and Surgeons, Saskatchewan Registered Nurses Association, Saskatchewan College of Pharmacy Professionals, Ministry of Health, College of Licensed Practical Nurses of Manitoba, and the College of Licensed Practical Nurses of Prince Edward Island.</p> <p>The purpose of the adoption by the SALPN is to support the following:</p> <ol style="list-style-type: none"> 1. Improve SALPN's regulatory performance. 2. Increase SALPN's accountability and transparency. 3. Preserve SALPN's regulatory focus into the future. 4. Serve as a guide for strategy development, operational planning, and reporting mechanisms. <p>The Regulatory Performance Standards will serve as an excellent guide at all levels of the organization. Areas identified as weaker can help the Council to identify strategic goals and assess performance. The standards can help management to determine operational goals.</p>
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	<p>Motion to adopt the document, SALPN Regulatory Performance Standards, effective January 1, 2021.</p> <p>Motion: Theo Bryson, Public Appointee Seconded: Linda Ewen, LPN, Council Vice-Chair Motion Carried</p>
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Complaints, Investigation and Discipline Manual (Public Agenda Item) Lynsay Nair

The Executive Director presented a draft procedural manual of SALPN's statutory committees for the Council's endorsement.

The existing procedure manual of the Complaints, Investigation, and Discipline process was developed in 2014 and was updated in 2017. In 2020, SALPN staff undertook a major revision project spanning over a few months.

With the Council's endorsement, the manual will be provided to the C&I and Discipline Committee for comments and adoption.

Highlights:

- The manual is much more consistent with the LPN Act.
- The principles of natural justice and procedural fairness are considered and applied throughout.
- The definitions were updated.
- The language is meant to be as simple as possible with as little extra wording as possible
- The risk assessment of complaints is incorporated into the manual.
- To align with the Act, an additional step has been outlined that allows the C&I Committee to direct the investigation. This occurs after the complaint, and the member's response is received.
- The previous manual did not address the appeal process.
- A new process flow chart was developed.

Motion to endorse the Counselling & Investigation and Discipline Committee Procedures as updated and revised, subject to Committee adoption.

Motion: Tina Sentes, LPN
Seconded: Kathy Bradford, Public Appointee

Motion Carried

Food Care Practice Guideline (Public) Lynsay Nair

The Executive Director presented on a draft foot care practice guideline for the Council's approval.

The draft document provides guidance related to the following risks and issues:

- The difference between basic and advanced foot care
- The escalating levels of risks associated with providing foot care
- The additional risks related to LPNs providing foot care through an independent practice
- The differences in available education
- Updates the competencies of basic and advanced foot care

Motion to approve the draft practice document related to LPN provided footcare pending formatting.

Motion: Tina Sentes, LPN
Seconded: Linda Ewen, LPN, Council Vice-Chair

Motion Carried

HR Projects (In-Camera)

Motion to meet in-camera @1418 HRS to discuss several HR projects.

Motion: Tina Sentes, LPN

Seconded: Kathy Bradford, Public Appointee

Motion Carried

Motion to endorse the revised job descriptions as presented.

Motion: Tina Sentes, LPN

Seconded: Marlo Umahag, LPN

Motion Carried

Motion to approve the SALPN Compensation Philosophy as presented

Motion: Linda Ewen, LPN, Council Vice-Chair

Seconded: Theo Bryson, Public Appointee

Motion Carried

Motion to approve the updated SALPN job classification and pay ranges as presented.

Motion: Marlo Umahag, LPN

Seconded: Mary Ellen Wellsch, Public Appointee

Motion Carried

Motion to accept the report of the succession planning project as presented.

Motion: Kathy Bradford, Public Appointee

Seconded: Tina Sentes, LPN

Motion to exit in camera at 1620 session:

Motion: Linda Ewen, LPN, Council Vice-Chair

Seconded: Marlo Umahag, LPN

Motion Carried

Motion to Adjourn at 1624

Motion: Marlo Umahag, LPN

December 21, 2020 Council Meeting Pod 5

Treaty Declaration: Denise Kominetsky, LPN, Council Chair

Conflict of interest: None Declared.

Addition to the agenda: In-camera request at the end of the meeting

Attendance:

Partial Attendance: Tina Sentes, LPN joined the meeting @2124 HRS

Motion to approve the Agenda at 7:30 p.m.

Motion: Kathy Bradford, Public Appointee

Seconded: Theo Bryson, Public Appointee

Motion Carried

2021 Fee Bylaws (Public Agenda Item) Denise Kominetsky (LPN, Council Chair)

The Council Chair presented amended fee bylaws effective January 1, 2021 for Council approval.

The amendments are not substantive in nature and include:

1. **Application Fees 2(1)(b)** – add “or are licensed”
 - The current wording indicates a \$200.00 fee for those who have completed a practical nursing program in another jurisdiction. It should also include “or are licensed” to accommodate all out of province applicants.
2. **Initial registration and licensing for practicing members:** strike out 3 (a) and (b) as it pertains to the 2020 year, and there will no longer be a need to distinguish between 2020 and other years
3. **Initial registration and licensing for practicing members:** strike out 5 (b) and increase (c) to \$400. Striking out 5(b) eliminates a two-step process of charging a \$200 late fee and \$200 reinstatement fee to those who fail to renew after January 1 and replaces it with one fee of \$400 for reinstatement. There is no change in the cost to the member.
4. **Pre-Membership Criminal Record Check Assessment (NEW):** \$100.00 A fee to initiate the assessment of Criminal Record Checks and associated documents before applying for membership to SALPN. The purpose is to assess if the CRC will create a barrier for licensure eligibility. The fee would apply only to those who request to have an existing criminal record assessed.
 -

Motion to adopt the amended fee bylaws as presented effective January 1st, 2021.

Motion: Kathy Bradford, Public Appointee

Seconded: Marlo Umahag, LPN

Motion Carried

Governance Committee Working Group (Public Agenda Item) Linda Ewen (LPN, Council Vice-Chair)

The Council Vice-Chair presented documents prepared by the Governance Working Group for the Council's adoption.

The Committee initially met in early March and were joined virtually by governance regulatory governance expert and consultant, Deanna Williams. Two days were spent evaluating SALPN's current governance structure, including foundational documents, bylaws, terms of reference, and policies. Exercises were completed to determine and set SALPN's governance "tone." The Committee met again in September and started several draft documents. The documents were presented to the Council one by one.

Motion to adopt the SALPN Council Governance Principles, Accountability Framework, Council Terms of Reference, Council Member Terms of Reference, Council Officer Terms of Reference, pending editing and formatting.

Motion: Mary Ellen Wellsch, Public Appointee

Seconded: Theo Bryson, Public Appointee

Motion Carried

Nominations committee Report (Public Agenda Item) Theo Bryson, Public Appointee, Marlo Umahag, LPN and Tina Sentes, LPN.

The adhoc Nominations Committee provided a report to the Board (delivered by Marlo Umahag, LPN) of their activities and discussions about the challenges in recruiting members to participate in Council elections.

Low interest has led to the SALPN Council appointing LPN members to sit on council in the recent years.

The committee found three main areas that discourage interest in council: time commitment, compensation, and understanding the importance of self regulation.

Items presented to the Council for consideration.

- Time Commitment
LPNs have expressed time constraints as rationale for low interest to serve on the Council. Compensation for LPNs that serve on the Council is set by Council periodically.
- Member Education
SALPN has shifted from an association to a regulatory focus, this has created confusion among some members as to the purpose of the regulatory mandate.

The Committee recommended:

- Ensuring information and preparation sessions are offered prior to the elections process
- Offer opportunity for potential candidates to observe the work of SALPN
- Make efforts to help candidates understand the role of SALPN
- Highlight the educational opportunities offered with Council roles
- Completing an environmental scan of Council's current compensation model

Updated Standards of Practice (Public Agenda Item) – Executive Director

The Executive Director presented an updated draft of the Standards of Practice for Licensed Practical Nurses in Canada.

Standards of Practice (SoP) for LPNs are developed and maintained by the CCPNR. Recognizing the need to update its 2013 Standards of Practice for Licensed Practical Nurses (LPNs)¹, the Canadian Council for Practical Nurse Regulators (CCPNR) tasked its Inquiry and Discipline and Practice Consultants adhoc groups to update the 2013 standards. Standards of Practice are authoritative statements that define the legal and professional expectations of the LPN's practice. In conjunction with the Code of Ethics, they describe the elements of quality LPN practice and facilitate mobility through inter-jurisdictional mutual understanding and agreement of expectations and requirements for practice. This document also serves as a guide for curriculum development and public and employer awareness of the practice expectations of the LPN.

The CCPNR Board of Directors approved the Standards of Practice on December 14th, 2020. The Council or Board of each jurisdiction will have the option to adopt them.

Motion to adopt the revised Standards of Practice as developed by the CCPNR pending bylaw amendments.

Motion: Linda Ewen, LPN Council Vice-Chair

Seconded: Marlo Umahag, LPN

Motion Carried

EPAC Transition Update (Confidential) Executive Director

The Council discussed the transition of the program approval work from the EPAC committee to management in the office with external support.

Motion to accept the update from the Executive Director related to the transition of the EPAC Committee.

Motion: Kathy Bradford, Public Appointee

Seconded: Mary Ellen Wellsch, Public Appointee

Carried

Statutory Committee Appointments Update (Incamera Agenda Item) Executive Director

Motion to meet in-camera @2115

Motion: Marlo Umahag, LPN

Seconded: Kathy Bradford, Public Appointee

Motion to exit in-camera @ 2203 HRS

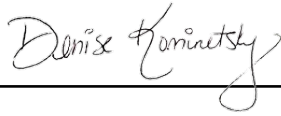
Motion: Tina Sentes, LPN
Second: Kathy Bradford, Public Appointee

Adjournment

Motion to adjourn at 2203

Motion: Marlo Umahag, LPN

Adjourned



Denise Kominetsky; SALPN Chair



Lynsay Nair; SALPN Executive Director