



## SALPN Council Meeting Minutes

Virtual: Zoom Platform

Mar 9, 2021 at 9:00 AM CST

### Attendance

#### Members Present:

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

Staff: Jolie Mukendi

Theo Bryson indicated he may be required to step away from time to time due to work responsibilities.

1. Meeting Opening
  - 1.1. Call to Order  
Call to order: 9:00 AM  
Presenter: Linda Ewen
  - 1.2. Treaty Declaration
  - 1.3. Additions/Approval of the Agenda

#### Motion:

**Motion to approve the agenda with an amendment to discuss CEP auditing processes.**

Motion moved by Kathy Bradford and motion seconded by Mary Ellen Wellsch.  
Carried

- 1.4. Council Member Code of Conduct Review / Conflict of Interest Disclosure  
No conflict of Interest disclosed
- 1.5. Approval of the Previous Meeting Minutes/ Decisions/Materials
  - 1.5.1. Minutes of the December 3-4-21, 2020 Meeting

#### Motion:

**Motion to approve the Council Meeting Minutes of December 3rd 4th, and 21st with the suggested corrections and adopt three e-votes into the minutes:**

1. **Motion to approve the Executive Director's Terms of Reference (January 25th)**

- 2. Motion to offer education and training to Randy Dos Santos in preparation for the role of the Chair of the Discipline Committee**
- 3. Motion to discontinue the appointment of Kathy Bradford from the Discipline Committee and appoint Mary Ellen Wellsch to the Discipline Committee.**

Motion moved by Kirsten Hack and motion seconded by Kathy Bradford.  
Carried

## 2. Public Agenda Items

### 2.1. Council Administration: SALPN Strategic Planning Preparation (Presenters: Lynsay Nair)

The Council was provided an explanatory briefing note in the Council package in advance of the meeting. The Executive Director, Lynsay Nair, explained the upcoming expiry of the current strategic plan would require the Council to lead the development of the next strategic plan. The Executive Director recommended several activities that would inform the strategic planning process and sought direction from the Council about how they wish to proceed.

The Executive Director recommended the following activities:

#### 1. SWOT ( Strength, Weakness, Opportunity, and Threat) Assessment

1. An activity to assess SALPN's current strengths, weaknesses, opportunities, and threats.

The Council suggested planning a brainstorming session after Council elections including the Council, outgoing Council Members, staff, some Committee Members, and some LPN Members.

#### 2. Education sessions related to topics impacting regulation and health professionals:

- Ending racism in health care
- Indigenizing the process of regulation
- Right Touch Regulation
- Impact of the pandemic on health care professions
- Legal issues in regulation
- Regulatory Performance

- Regulatory and board governance
- Performance Measurement

The Council supported the Executive Director in arranging for education sessions for the Council.

2. Stakeholder Surveys to collect feedback from Members, stakeholders, and the Public.

The Council supported using surveys as a means to collect feedback. They suggested utilizing less formal methods to reduce the costs while taking note of the societal distractions currently.

The Executive Director suggested the Council reflect on the current plan and determine what worked well, not-so-well, and what could work better going forward. Council Member, Kirsten Hack, suggested the Executive Director send the Council a sample of relevant strategic plans.

**Motion:**

**Motion for the Executive Director to begin the strategic planning process as discussed by the Council.**

Motion moved by Kirsten Hack and motion seconded by Tina Sentes. Carried

2.2. Council Administration: Council Compensation (Presenters: Theo Bryson)

Nominations Committee Member, Theo Bryson, presented to the Council about the research they did after the last meeting of the Council about the Council's compensation structure. A jurisdictional scan was completed with the results indicating that the Council's compensation structure was in alignment with other comparable boards. It was discussed that the current rate is consistent with the salary and benefits of in-scope LPNs working 8-hour shifts.

It was suggested by the Nominations Committee that the Council consider a small increase to the Honorarium rates for the Council Chair and Vice-Chair to reflect the workload associated with the role. A discussion of the Council yielded a motion to increase each annual rate by \$500.

Further discussion, yielded a suggestion that the Council consider developing short testimonial videos about the experience of being a Council Member.

**Motion:**

**Motion to increase the honorarium of the Chair to \$3500 and the Vice-Chair to \$2500.**

Motion moved by Theo Bryson and motion seconded by Marlo Umahag. Motion Carried

2.3. CEP Audit (Addition): Tina Sentes

Council Member, Tina Sentes, informed the Council of the requirements of the CEP audit. She suggested to Council Members they save records of their informal education with screenshots/links in order to have a smooth process if audited.

2.4. Council Administration: 2021 Operational Plan & ED Performance Objectives (Presenters: Lynsay Nair)

The Council was provided an explanatory briefing in the Council package in advance of the meeting. The Executive Director, Lynsay Nair, provided a presentation to the Council about the 2021 Operational Plan and the Executive Director's performance objectives. She explained the process of developing the plan and that it was built from the goals of each staff member and department within the SALPN. The plan's objectives were presented in the following sections as indicated below. Each objective included the desired outcome or goal and the action of how it would be achieved.

- Governance
- Registration and Licensure
- Professional Practice standard and Ethics
- Complaint Investigation and Discipline
- Finance and Administration
- Human Resources
- Communications
- Education Program Approval
- Executive Director Priority Objectives

The Executive Director explained the process for selecting her priority objectives and developmental goals indicating that she selected the objectives from within the operational plan that would create the greatest benefit to SALPN or reduce the greatest amount of risk to SALPN.

**Motion:**

**Motion to approve the 2021 Operational Plan and Executive Director Performance Objectives.**

Motion moved by Tina Sentes and motion seconded by Mary Ellen Wellsch.  
Carried

3. Reporting & Oversight Items

3.1. Executive Director Report (Presenters: Lynsay Nair)

The Council was provided with a full report prepared by the Executive Director, Lynsay Nair, in the Council package in advance of the meeting.

The Executive Director provided the Council with a summary of the achievements, challenges, and routine reports within the public protection and administrative function of the SALPN. The report included information about the following areas:

- Governance, Strategy, and Regulatory Context
- Registration and Licensure
- Professional Practice Standards and Ethics
- Complaint Investigation and Discipline
- Education Program Approval
- Administration, Communications, Finance and Human Resources

**Motion:**

**Motion to accept the Executive Director report for October 1st to December 31, 2020**

Motion moved by Tina Sentes and motion seconded by Kirsten Hack. Motion Carried

3.1.1. 2020 Quarter 4 Report

3.1.2. Finance Committee Report

The Council was provided with a briefing note prepared by the Finance Committee in the Council package in advance of the meeting. The Vice-Chair, Linda Ewen presented to the Council on behalf of the Finance Committee.

She reported that the committee met on February 10th, 2021 and final reporting will be provided after the financial audit is complete, which is currently under way.

- Revenues were on budget and expenses were under budget.
- An operational deficit of approximately \$50 000 exists without the recognition of investment revenue.
- All reserves are in place as requires.
- Assets are overall up because less cash was used in 2020.

The Committee completed several oversight activities:

- Review of the Executive Director expenses and credit card
- Internal credit card limits
- Verification of insurance policies, CRA remittances, investment policy compliance
- A Committee audit of three different accounting "codes"

**Motion:**

**Motion to accept the Finance Committee's 2020 Q4 Report as Presented**

Motion moved by Kathy Bradford and motion seconded by Mary Ellen Wellsch. Carried

3.1.3. Risk Registry (In-Camera)

The Council discussed the Risk Registry, as prepared by the Executive Director, in-camera.

**Motion:**

**Motion to move in camera to discuss Q4 Risk Registry at 2:00 PM**

Motion moved by Kirsten Hack and motion seconded by Mary Ellen Wellsch. Carried

**Motion:**

Motion to move out of Camera at 2:22 PM

Motion moved by Marlo Umahag and motion seconded by Tina Sentes. Carried

#### 3.1.4. Outstanding Agenda Items

The Council was provided with a report prepared by the Executive Director, Lynsay Nair, in the Council package in advance of the meeting

The Executive Director provided an update about each of the outstanding agenda items. Numbers 9, 10, 13, 14, and 15 were marked as complete.

#### 3.2. Chair/Vice-Chair Report (Presenters: Denise Kominetsky, Linda Ewen)

The Council Chair, Denise Kominetsky and Vice-Chair, Linda Ewen provided verbal updates to the Council about their recent activities and responsibilities.

The Council Chair reported on the success of the work of the Governance Working Group. She stressed the importance and value of accessing governance related education. She spoke specifically about, "Exiting the Pandemic and the Way Forward", "Governing is Scary, Moving Beyond the Pandemic", and "Anxiety, Mental Health, and the Boardroom."

A sharepoint site has been developed for Council Officers to save materials to improve succession between officers.

The Council Vice-Chair reported on her experience with taking the CNAR Fundamentals of Regulation virtual workshop and the Boardroom Master Class offered by Governance Solutions.

#### **Motion:**

**Motion to accept the Chair and Vice-Chair report as presented**

Motion moved by Mary Ellen Wellsch and motion seconded by Kirsten Hack.  
Carried

#### 3.3. CID Committee Reports

#### **Motion:**

**Motion to adopt into the minutes seven (7) reports from to the discipline were submitted to the Council electronically on Feb 5th, 2021**

Motion moved by Mary Ellen Wellsch and motion seconded by Tina Sentes.  
Carried

#### 4. Meeting Finalization

##### 4.1. Review Action Items Resulting From Meeting ()

- Executive Director - strategy planning - Proceed with the direction that Council has provided
- Explore the option of Council Member testimonial videos.
- Increase to the honorarium in the draft governance policies.

4.2. Meeting Adjournment (Presenters: Denise Kominetsky)

**Motion:**

**Motion to adjourn the meeting at 3:00pm**

Motion moved by Marlo Umahag. Carried





## SALPN Council Meeting Minutes

Virtual: Zoom Platform

Mar 10, 2021 at 9:00 AM CST

### Attendance

#### Members Present:

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

Staff: Jolie Mukendi (attended meeting opening)

Tina Sentes will be arriving to the meeting late due to a family commitment.

#### 1. Meeting Opening (Presenters: Linda Ewen)

##### 1.1. Call to Order

Meeting called to order at 09:01 a.m. by Linda Ewen

##### 1.2. Treaty Declaration

##### 1.3. Additions/Approval of the Agenda

#### Motion:

#### Motion to approve the agenda as presented

Motion moved by Kirsten Hack and motion seconded by Kathy Bradford. Carried

##### 1.4. Council Member Code of Conduct Review / Conflict of Interest Disclosure

No code of conflict of interest declared

#### 2. Public Agenda Items

##### 2.1. Council Administration: Governance Policies

An explanatory briefing note and 13 draft governance-related policies were prepared by the Governance Working Group (Kominetsky, Ewen, Sentes - supported by Nair) and provided to the Council in advance of the meeting. The briefing note summarized each policy and if indicated if they were new or replacing an existing policy. The review of the policies was led by the Council Vice-Chair on behalf of the Governance Working Group. The Council was offered the opportunity to make comments and ask questions with each policy. It was explained that all policies are subject to formatting and editing processes.

##### 2.1.1. Governance Committee Terms of Reference

The Vice-Chair reviewed the new policy with the Council. The Executive Director provided further insight about the roles of governance committees and why they are helpful to boards in achieving their work while avoiding the creation two-tiered decision-making.

#### 2.1.2. Nominations Committee Terms of Reference

The Vice-Chair reviewed the new policy with the Council. Following the review, current member of the ad hoc Nominations Committee, Theo Bryson, provided feedback that the draft policy captures the work and responsibility of the current committee well. He indicated it was especially important to include the management of vacancies.

#### 2.1.3. Finance Committee Terms of Reference

The Vice-Chair reviewed the replacement policy with the Council. Following the review, recent member of the Finance Committee, Kathy Bradford, provided feedback that the draft policy captured the work of the Finance Committee as she recalled it.

#### 2.1.4. Council Conduct Policy

The Vice-Chair reviewed the replacement policy with the Council. The Council Chair, Denise Kominetsky, provided additional background related to in camera sessions and the requirement of minute taking in in camera sessions. Public appointee, Kathy Bradford, suggested this section related to mutual respect include the requirement that council members respect each other. Council member, Kirsten Hack, noted an error within a bullet list in the section titled roles and responsibilities.

#### 2.1.5. Council Orientation and Professional Development Policy

The Vice-Chair, Linda Ewen, reviewed the replacement policy with the Council. The Executive Director, Lynsay Nair, provided information about how the policy clarifies the differences between Council provided education and Council Member professional development. No changes or edits were suggested.

#### 2.1.6. Council Remuneration and Attendance Policy

The Vice-Chair, Linda Ewen, reviewed the replacement policy with the Council. It was suggested that the honorariums for the chair and the vice chair would each have to be increased by \$500 to reflect the rate changes approved by the Council earlier in the meeting. Public appointee, Kathy

Bradford, suggested the wording is clarified related to attendance expectations and attendance requirements.

#### 2.1.7. Council Travel and Expenses Policy

The Vice-Chair, Linda Ewen, reviewed the replacement policy with the Council. The Executive Director, Lynsay Nair, explained the addition of a process to manage disputes related to Council expenses. Public Appointee, Mary Ellen Wellsch noted an error and that the policy should indicate it does not apply to Government appointed Public Appointees. Public appointees are compensated by the government.

#### 2.1.8. Council Evaluation Policy

The Vice-Chair, Linda Ewen, reviewed the replacement policy with the Council. The Council Chair, Denise Kominetsky, explained some of the current Council evaluation process is used. No changes or edits were suggested.

#### 2.1.9. Strategic Planning Policy

The Vice-Chair, Linda Ewen, reviewed the replacement policy with the Council. The Executive Director explained that although a policy existed, this draft provides order and clarity to the strategic planning process. No changes or edits were suggested.

#### 2.1.10. Whistleblower Policy

The Vice-Chair, Linda Ewen, reviewed the new policy with the Council. The Council Chair, Denise Kominetsky, explained to the Council how important it is this policy exists at both the Council level and for the entire organization. The Executive Director, Lynsay Nair, explained that a whistleblowing process has always been present in the internal human resources manual but this will expand the policy to the Council and stakeholders of the SALPN. Public Appointee, Mary Ellen Wellsch, suggested the policy be clarified to indicate the Council Chair managed issues related only to the Council or the Executive Director in the roles and responsibilities section.

#### 2.1.11. Council Meeting Policy

The Vice-Chair, Linda Ewen, reviewed the replacement policy with the Council. Public Appointee, Mary Ellen Wellsch, suggested the Council consider a requirement of a lower number of Council Members to call for an unscheduled meeting given the size of the Council. The Executive

Director, Lynsay Nair, indicated the current number of Four is in SALPN's Administrative Bylaws and the Council could present this change in upcoming amendments.

2.1.12. Technological Devices and Applications Policy

The Vice-Chair, Linda Ewen, reviewed the replacement policy with the Council. Public Appointee, Mary Ellen Wellsch, suggested the policy could be clarified with defining a term in the context of the policy.

2.1.13. Executive Director Travel and Expenses Policy

The Vice-Chair, Linda Ewen, reviewed the replacement policy with the Council. The Executive Director, Lynsay Nair, explained the oversight achieved with the setting of expectations related to Executive Director expenses but accommodating the differences between the Executive Director role and that of a Council Member.

**Motion:**

**Motion to approve the Governance Policies listed in "schedule A" in principle. Upon completion of editing and a report of substantive changes to the Council, the policies may be officially published.**

"Schedule A"

1. Governance Committee Terms of Reference
2. Nominations Committee Terms of Reference
3. Finance Committee Terms of Reference
4. Council Conduct Policy
5. Council Orientation and Professional Development Policy
6. Council Remuneration and Attendance Policy
7. Council Travel and Expenses Policy
8. Council Evaluation Policy
9. Strategic Planning Policy
10. Whistleblower Policy
11. Council Meeting Policy
12. Technological Devices and Applications Policy
13. Executive Director Travel and Expenses Policy

Motion moved by Theo Bryson and motion seconded by Mary Ellen Wellsch. Carried

**Motion:**

**Motion to rescind existing Governance Policies 1.1.01, 1.3.06, 1.3.07, 1.3.09, 1.4.01, 1.4.02, 1.4.03, 1.4.04, 1.4.06, 1.4.07, 1.4.08, 1.4.09, 1.4.10, 1.4.12, 1.4.13, 1.6.01, 1.6.02, 1.7.01, 1.7.02, and the Finance Committee Terms of Reference.**

Motion moved by Tina Sentes and motion seconded by Kirsten Hack. Carried

3. Meeting Finalization

3.1. Review Action Items Resulting From Meeting (Presenters: Linda Ewen)

3.2. Meeting Adjournment (Presenters: Linda Ewen)

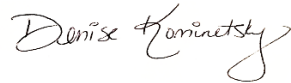
**Motion:**

**Motion to adjourn the meeting at 2:06 PM**

Motion moved by Marlo Umahag. Carried

MINUTES APPROVED BY THE COUNCIL ON MARCH 23, 2021.

SIGNED:



---

Denise Kominetsky, SALPN Council Chair



---

Lynsay Nair, SALPN Executive Director