		SASKATCHEWAN ASSOCIATION OF LICENSED PRACTICAL NURSES	
Council Meeting Tuesday, November 6 - 7, 2018		Meeting Time: 09:00 a.m.	Meeting Location: SALPN Board Room
Attendees	Janice Wagner, Denise Kominetsky, Heather Griffith, Kim Chinski, Kathy Bradford, Tina Sentes, Linda Ewen, Theo Bryson, Lynsay Nair		
Chair	Janice Wagner		
Staff	Jolie Mukendi, Mike Clory		
Attendance Via Teleconference	Mary Allen Wellsch		
I. Call Meeting to Order 8:59 a.m. meeting to order - SALPN Chair, Janice Wagner			
Additions to the Agenda			
1. Non-Practicing Vs Practicing Registration 2. 360 Leadership Courses 3. In Camera Session <ul style="list-style-type: none"> • <i>Operational Plan</i> • <i>Organizational Development Budget</i> 			
Motion to approve the In-Camera Session to the agenda M/S Griffith/Chinski CARRIED			
4. Reports from workshops/conferences attended 5. Upcoming Elections			
1. APPROVAL OF THE ADDITIONS Motion to approve the additions to the Agenda			

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M/S Bradford/Sentes

CARRIED

A. DECLARATIONS

No declarations related to meeting agenda/ decision items identified

B. APPROVAL OF COUNCIL MEETING MINUTES For August 27th -28th, 2018

Corrections:

- Mary Ellen Wellsch name spelled incorrectly
- Mary Ellen Wellsch absence dated incorrectly

Motion to approve August 27 - 28, 2018, Council Meeting Minutes with corrections.

M/S: Sentes/Chinski

CARRIED

II. Priority Business

A. ED/SALPN Education

The SALPN ED/Nair presented an ED professional development / executive education opportunity to the Council for a course titled, “Strategic Management of Regulatory and Enforcement Agencies” offered by Harvard Kennedy School of Business.

Council Supports the Executive Director to submit an application to named course. If accepted, funding is to be dispersed as follows: 2018 and 2019 Professional Development funds and remainder to be funded from the operational budget.

Approval of 2018/2019 Operation Plan

SALPN ED Nair presented the operational plan to the Council members. Objectives/ Strategic Alignment/ and associated key activities were presented as follows:

- ***Public Protection and Regulatory Leadership***
 - *Regulatory Self-Assessment*
 - *Public Advisory Committee*
 - *SALPN academy of Regulatory Excellence*
 - *Combining budget of Organizational Development for SALPN, Staff, Council*
 - *Staff presentations during Council*
 - *Defined Council Orientation Plan*
 - *Pre-Election Webinars/ Prep Sessions*

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- *Explore opportunities to share/acquire services*
 - *Establish NIRO website*
 - *Establish NIRO education*
 - *Establish NIRO resource sharing*
 - *Submission of abstracts to CLEAR and CNAR*
 - *Public Research Project*
 - *Development of New ED network*
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- ***Responsible Stewardships & Risk Management***
 - *Risk / Harm based education*
 - *Implementation of risk management practices*
 - *Conduct complaint debrief sessions*
 - *Fee Increase*
 - *Evaluation of Operational*
-
- ***LPN Scope, Accountability, and Regulatory Obligations***
 - *Introduce series of new documents related to the component practice*
 - *Incorporate context of practice into all documents*
 - *Establish sub-committee of C&I to manage fitness to practice issues*
 - *Conduct surveys related to fitness to practice*
 - *Establish a student registry*
 - *Establish a Jurisprudence Plan*
 - *Incorporation of the WHY/What Risk statements into documents*
 - *Establish a member feedback committee*
 - *Distribution of “Bite sized” information*
 - *Complete update to Advanced Foot Care Competencies -*
 - *Creation of private practice registry*
 - *Establish bylaws to regulate private practice*
 - *Establish a means to conduct reviews of member’s websites*
 - *Establish advertising standards*
-
- ***Excellence Through Optimization***
 - *Carry out approved communication strategy*
 - *Establish online applications/forms*
 - *Development of survey pool*
 - *Transition to cloud (Office 365)*
 - *Establish EFT Payments*
 - *Assess accounting functions*
 - *Digitization of documents – online application & Forms*
 - *Exploration of efficiencies/cost savings*
 - *Increase use of Office 365 tools*
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- Knowledge & Health***
- *Establish Lunch and Learns for the staff*
 - *Update staff position profiles and associated competencies*

Operation Plan Acknowledged as presented

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A. Approval of 2019 Budget

Motion to approve the 2019 budget as presented

M/S: Bryson/Ewen

CARRIED

Action Item:

- Management will provide a briefing note (via the finance committee regarding a decrease to the operational reserve required
- Management will provide a briefing note (via the finance committee) regarding a member fee increase for the 2020 licensure year .

B. In Camera Session

- Operational Plan
- Organizational Development Budget

Motion to go in Camera Session

M/S: Griffith/Chinski

CARRIED

In Camera: CPNRE Update

Motion to in Camera session:

M/S: Bradford/Chinski

CARRIED

Motion to exit in Camera session

M/S: Chinski/Bryson

CARRIED

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E. Lesser Priority Business

A. Program Approval Request

Request for SALPN Council to engage in a program approval process for a new PN program to be offered by Saskatchewan Institute of Indian Technologies.

Motion to approve the request from SIIT to engage in the approval of a new Practical Nursing program in Saskatchewan. In order to complete the approval process in the time frame required, the SALPN ED is to discuss a cost sharing approach with SIIT

M/S: Ewen/ Kominetsky

CARRIED

Break

B. Shared Services

ED presents an idea for Council approval to discuss potential opportunities to share/offer services with other nursing regulators in order to enhance public protection efforts.

Action Item: ED to bring back a presentation on shared services

Motion to approve the Executive Director to participate in conversations with other regulators related to sharing of services offered or obtained to create efficiencies in regulatory process or improve public protection efforts.

M/S: Griffith/Chinski

CARRIED

C. Council Engagement - *Council misses having the informal interactions with staff, the meetings have become very condensed that somehow do not realize what staff are doing. Council need more information, ED will come up with a clearer report to present to council.*

D. Saskatchewan Polytechnic Preceptor Manual – Feedback from council on how SALPN can add more value to the students.

E. Non-Practicing Vs Practicing CEP Requirement –Clarification required for the Non-Practicing members CEP requirement during their Non-Practicing time. Non-Practicing can obtain CEP hours while holding a NP certificate and use those CEP hours that same year if they return to practicing.

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F. **360 Leadership Courses** – SALPN ED Nair possibly has some availability in February 2019 for the workshop “360 Leader”

Action Item: ED to set up dates for the workshop

- 1) **Election Discussion** – Chair Wagner
Council discussed different options regarding the election or appointment of a Chair by the Council, the possibility of a past-Chair position.

Action Item: Council would like ED to come back with additional information related to the Council electing or appointing it’s own Chair.

- 2) **Reports - from workshops/conferences attended**
Council members Ewen, Chair Wagner & Vice Chair Kominetsky discussed the learning they received from Clear and how they would put those into practice.

Infonex Professional Development Events and Training Seminars:

Public Representative Bradford discussed the workshop attended which consisted mostly of investigation and a bit about amalgamation. Overall it was all good with quality speakers.

1. Reporting and Measures (1330 hrs. - Adjournment)

Reporting and measures presented by the Executive Director and accepted by Council.

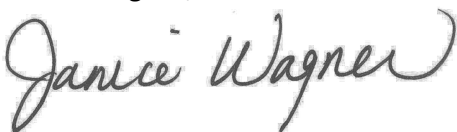
Closing Remarks

ADJOURNMENT Motion to adjourn the Council Meeting at **3:00 P.M.**

M/S: Chinski/Kominetsky

Carried

Signed,



Janice Wagner; SALPN Chair



Lynsay Nair; SALPN Executive Director