



## SASKATCHEWAN ASSOCIATION OF LICENSED PRACTICAL NURSES

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| Council Meeting<br>March 5 & 6, 2019   | Meeting Time: 0830  | Meeting Location: SALPN Board Room |
| Attendance   | Janice Wagner, Denise Kominetsky, Heather Griffith, Kim Chinski, Tina Sentes, Linda Ewen, Theo Bryson, Mary Ellen Wellsch, Lysay Nair   |                                    |
| Regrets  |   |                                    |
| Chair  | Janice Wagner   |                                    |
| Staff  | Cara Brewster   |                                    |
| Attendance Via<br>Teleconference   | Kathy Bradford  |                                    |
| <b>I. Call Meeting to Order/Meeting Opening<br/>0835 am: SALPN Vice-Chair, Denise Kominetsky</b> |   |                                    |
| A. Additions/Changes/<br>Approval of the<br>Agenda   | <ol style="list-style-type: none"> <li>1. Addition to Matters for Decision section: Finance Committee Terms of Reference</li> <li>2. Change: Request to have the following moved from Matters of Discussion to Matters for Decision               <ol style="list-style-type: none"> <li>a) Executive Director Expense Claims</li> <li>b) Chair/ED discussion with Greg Wensel</li> </ol> </li> </ol> |                                    |

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|  | <p>3. Addition to Matters for Decision section: Additional Per Diem<br/> Motion to approve the changes/additions to the Agenda<br/> <b>M/S: Kim Chinski/Heather Griffith</b><br/> <b>Carried</b></p>   |
| B. Council Member Conflict of Interest Disclosure    | Tina Sentes re: Knows one individual in the "Reports to Discipline"  |
| C. Approval of the Minutes from the previous Meeting | <p>Motion to Approve November 6-7, 2018 Council Meeting Minutes as is:<br/> <b>M/S: Tina Sentes/Kim Chinski</b><br/> <b>Carried</b></p>  |
| D. Action Item Summary from the Previous Meeting     | <ol style="list-style-type: none"> <li>1. 360 Leader Workshops: scheduled</li> <li>2. Regulatory Practices Self-Assessment: in the assessment and planning stage.</li> <li>3. Organization to explore password protection protocols: product identified and utilization is in initial set-up phase.</li> <li>4. Reduction to a 6-month time frame in which a complaint is received and reviewed by the Counselling &amp; Investigation Committee: 75% of complaints in 2018 were completed in under 6-months.</li> <li>5. Motion to allow \$10 000 to the Discipline and Counselling &amp; Investigation Committees for education: for ongoing discussion.</li> <li>6. Initiate cost-sharing agreement with SIIT for practical nursing program approval: complete.</li> <li>7. Shared services with SRNA &amp; RPNAS to improve public protection/regulatory efforts: Meeting scheduled for April 1, 2019.</li> <li>8. Explore idea of using mass emails to share Discipline Decisions: decision made not to proceed.</li> </ol> |
| E. Chair Report/Vice Chair Report                    | Verbal report/update provided from each the Chair and Vice Chair.  |

## II. 2018 Final Reporting

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| A. Routine Report to Council            | Reviewed presented routine reporting as per board package  |
| B. Key Performance Indicators           | Reviewed presented KPI's as per board package  |
| C. Detailed Strategic Initiative Update | Reviewed presented Strategic Initiatives as per board package  |
| D. Council SWOT Assessment              | Executive Director provided an overview of SWOT assessment is and for what purpose. A SWOT assessment was not completed. |

## III. Matters for Decision

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| A. Executive Director Expense Claims                           | <p>Motion: The Finance Committee will receive Executive Director expense claims as they occur for review through the processes currently in place as they are submitted.</p> <p><b>M/S: Heather Griffith/Kim Chinski</b></p> <p><b>Carried</b></p>  |
| B. Regulatory Bylaw Amendment: Regulation of Private Practice  | <p>Motion: to approve presentation to the SALPN Membership amendments to the regulatory bylaws related to the regulation of private practice.</p> <p><b>M/S: Kim Chinski/Mary Ellen Wellsch</b></p> <p><b>Carried</b></p>   |
| C. In Camera Session: Executive Director Performance Appraisal | <p>Motion: to have an in-camera session related to the Executive Director performance appraisal process.</p> <p><b>M/S: Heather Griffith/Tina Sentes</b></p> <p><b>Carried</b></p> <p><b>Motion: to move out of the in-camera session</b></p> <p><b>M/S: Linda Ewen/Theo Bryson</b></p> <p><b>Carried</b></p> |
| D. Greg Wensel   | <p>Motion: to direct the Executive Director to engage Human Resource Consultant, Greg Wensel for the purposes of assisting the Council to review and facilitate the Executive Director appraisal process for 2020.</p> <p><b>M/S: Kathy Bradford/Heather Griffith</b></p>                                     |

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|   | <b>Carried</b>  |
| E. Additional Per Diem  | <p>Motion: The Council to consider issuing an additional full day per diem of \$300.00 and to have the public representatives submit additional time to the Ministry to reflect the time required to prepare for the meeting.</p> <p><b>M/S: Denise Kominetsky/Heather Griffith</b></p> <p><b>Carried</b></p> |
| F. Extensive Preparation Per Diem                             | <p>Motion: to direct the Executive Director to revise the per diem policy to reflect additional or extensive preparation for Council related duties.</p> <p><b>M/S: Tina Sentes/Kim Chinski</b></p> <p><b>Carried</b></p>   |
| G. Board Governance Development                               | <p>Motion: to approve the proposal to assess and establish effective board governance processes as presented.</p> <p><b>M/S: Theo Bryson/Linda Ewen</b></p> <p><b>Carried</b></p>   |
| H. Finance Committee Terms of Reference                       | <p>Motion: to direct the Executive Director to revise the Finance Committee Terms of Reference for the next Council Meeting.</p> <p><b>M/S: Kim Chinski/Tina Sentes</b></p> <p><b>Carried</b></p>   |
| I. Amendments to Regulatory Bylaws: Student Registry          | <p>Motion: to present regulatory bylaw amendments to the SALPN Membership related to the creation of a student registry.</p> <p><b>M/S: Kim Chinski/Tina Sentes</b></p> <p><b>Carried</b></p>   |
| J. Amendments to Regulatory Bylaws: Member Wellness Committee | <p><b>Motion:</b> to approve presentation to the SALPN Membership amendments to the administrative bylaws related to the creation of a Member Wellness Committee.</p> <p><b>M/S: Mary Ellen Wellsch/Linda Ewen</b></p> <p><b>Abstained: Heather Griffith, Kathy Bradford</b></p> <p><b>Carried</b></p>        |
| K. Amendments to Fee Bylaws: Proposed Member Fee Increase     | <p><b>Motion:</b> to have the Executive Director bring forth a resolution to amend the Administrative Bylaws at the 2019 Annual General Meeting to increase practicing licensure fees by \$30.00 and non-practicing certificate fees by \$10.00 for the 2020 registration year.</p>                           |

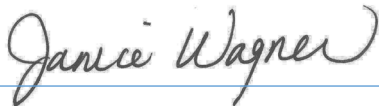
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|   | <p><b>M/S: Tina Sentes/Kim Chinski</b><br/><b>Carried</b></p>   |
| <p>L. Aesthetic Nursing: SALPN/CPSS Discussion: Aesthetic</p>                               | <p>Motion: to approve presentation to the Council of the Saskatchewan College of Physicians and Surgeons of the draft additional competencies as presented for the purposes of discussing the potential of a physician delegation to an LPN in the injection of neuromodulators.</p> <p><b>M/S: Mary Ellen Wellsch/Linda Ewen</b><br/><b>Carried</b></p>  |
| <p>M. Amendments to Fee Bylaws: Student Registry/Independent Practice Registry</p>          | <p>Motion: to present administrative fee bylaw amendments to the SALPN Membership related to the creation of a student registry and private practice registry.</p> <p><b>M/S: Tina Sentes/Heather Griffith</b><br/><b>Carried</b></p>   |
| <p>N. Professional Practice Standards and Ethics Document: LPN Practice in Saskatchewan</p> | <p>Motion: to approve the Professional Practice Standards and Ethics document titled, <i>LPN Practice in Saskatchewan</i> effective March 15, 2019.</p> <p><b>M/S: Kim Chinski/Denise Kominetsky</b><br/><b>Carried</b></p>   |
| <p>O. Professional Practice Standards and Ethics Document: Additional Competencies</p>      | <p>Motion: to approve the Professional Practice Standards and Ethics document titled, <i>Professional Scope of Practice: Additional Competencies</i>.</p> <p><b>M/S: Linda Ewen/Heather Griffith</b><br/><b>Carried</b></p>   |
| <p>P. Policy Updates</p>  | <ol style="list-style-type: none"> <li>1. Council Travel Rates <ul style="list-style-type: none"> <li>- Motion: to approve the presented revision to Governance Policy 1.3.10 for Guidelines for Expense Claims</li> </ul> <p><b>M/S: Linda Ewen/Kim Chinski</b><br/><b>Carried</b></p> </li> <li>2. Canceled Events/Per Diems <ul style="list-style-type: none"> <li>- Motion: to approve the presented revisions to Policy 1.3.09 Per Diem</li> </ul> <p><b>M/S: Kathy Bradford/Tina Sentes</b></p> </li> </ol> |

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|   | <p><b>Carried</b></p> <p>3. Member Attendance at Council Meetings</p> <ul style="list-style-type: none"> <li>- Decision to revisit the wording of the current policy in 6 months</li> </ul> <p>4. Legislative Interpretation: CEP</p> <ul style="list-style-type: none"> <li>- Motion: to approve the presented revision to SALPN Legislative Interpretation titled, Continuing Education Portfolio Program</li> </ul> <p><b>M/S: Kim Chinski/Heather Griffith</b></p> <p><b>Carried</b></p> <p>5. Assets Policy</p> <ul style="list-style-type: none"> <li>- Motion: to reduce contingency for unforeseen expenses established over time to a maximum equivalent to five months of operating costs (Policy 1.3.02 Section 2.2 m.)</li> </ul> <p><b>M/S: Theo Bryson/Kim Chinski</b></p> <p><b>Carried</b></p> |
| <b>IV. Matters for Discussion</b>                           |  |
| A. Regulation of LPN provided footcare (DAY 1 – 1500 hours) | Dr. Atta Stationwala attended and presented on issues surrounding footcare delivery in Saskatchewan.   |
| B.  |  |
| C. SALPN Public Perception Research Project                 | Executive Director provides an overview of the public research results.  |
| D. SALPN Stakeholder Survey                                 | Executive Director provides an overview of the SALPN Stakeholder survey.   |
| E. Executive Director Performance Appraisal                 | Discussed In-Camera  |
| F. Chair/ED Discussion with Greg Wensel                     | Discussed earlier in the meeting. Motion noted.  |
| G. Matters for Noting                                       | <ol style="list-style-type: none"> <li>1. Discipline Committee Reports</li> <li>2. CPNRE Legislative Interpretation update</li> <li>3. SALPN Member Survey results</li> <li>4. SALPN Staff Survey results</li> </ol>   |

**V. Meeting Conclusion**

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| A. Review Action Items | <ol style="list-style-type: none"><li>1. Executive Director will discuss with Merrilee Rasmussen (legal Counsel) if Council Chair can observe the discussion related to Program Approval since there has been a conflict of interest declared due to her employment at Southeast Regional College in Weyburn.</li><li>2. Policy 1.4.12: Member Attendance at Council Meetings<ul style="list-style-type: none"><li>- To revisit the presented revision to policy 1.4.12, to include members of the public in 6 months.</li></ul></li><li>3. Revise the Finance Committee's Terms of Reference for next meeting of Council</li><li>4. SALPN Staff will evaluate current telephone system to enhance caller experience</li><li>5. Key Performance Indicator (KPI): Increase the baseline to 75% for, "the public can count on LPNs to provide me with safe, professional nursing care."</li><li>6. August 2019 Council Meeting: decision to be made for the creation of an Ad Hoc Committee to determine KPI increases.</li></ol> |
| B. Next Meeting        | Tuesday, May 7, 2019 @ 1000   |
| C. Meeting Adjournment | Motion to adjourn the Council Meeting at 1500 made by Linda Ewen  |

Signed



Janice Wagner; SALPN Chair



Lynsay Nair; SALPN Executive Director