

Council Meeting:
 Tuesday, May 7,
 2019

Meeting Time:
 09:00 a.m.

Meeting Location:
 Delta Regina

Attendees

Janice Wagner, Denise Kominetsky, Heather Griffith,
 Kim Chinski, Kathy Bradford, Tina Sentes, Linda Ewen,
 Theo Bryson, Mary Ellen Wellsch, Lynsay Nair

Chair

Janice Wagner

Staff

Mike Clory

**Attendance Via
 Teleconference**

N/A

1. Meeting Opening

<p>1.1 Call to Order</p>	<p>The meeting was called to order at 9:01 AM.</p>
<p>1.2 Additions/Approval of the Agenda</p>	<p><i>Motion to accept the Agenda as Presented.</i> <i>M/S: Tina Sentes / Linda Ewen Carried</i></p>
<p>1.3 Attendance / Regrets</p>	<p>Janice Wagner, Chair Denise Kominetsky, Vice-Chair Kathy Bradford, Council Member Theo Bryson, Council Member Kim Chinski, Council Member</p>

	<p>Linda Ewen, Council Member Heather Griffith, Council Member Mary Ellen Wellsch, Council Member Tina Sentes, Council Member</p>
<p>1.4 Council Member Code of Conduct Review / Conflict of Interest Disclosure</p>	<p>Denise Kominetsky declared a conflict related to a “report to discipline”.</p> <p>Kim Chinski declared a conflict related to the Member Submitted Resolution (4.0)</p> <p>Action: Research policy and report on the need for “reports to discipline” in the council package going forward.</p>
<p>1.5 Approval of the Minutes from the Previous Meeting(s)</p>	
<p>1.5.1 March 5/6 Council Meeting</p>	<p>Amendments:</p> <ul style="list-style-type: none"> - Mary Ellen Wellsch is listed as absent, but was present. - Call To Order – Denise Kominetsky <p>Motion to approve the March 5/6 Council Meeting Minutes as amended.</p> <p><i>M/S: Denise Kominetsky / Tina Sentes</i></p> <p><i>Carried</i></p>
<p>1.5.2 April 3 Council Meeting (2018 Audited Financial Statements)</p>	<p><i>Motion to approve the April 3 Council Meeting Minutes as presented.</i></p> <p><i>M/S: Denise Kominetsky / Tina Sentes</i></p> <p><i>Carried</i></p>
<p>1.5.3 April 18 Council Meeting (EPAC Recommendation – Saskatchewan Polytechnic)</p>	<p>Amendments:</p> <ul style="list-style-type: none"> - Remove Mary Ellen from Attendees – Move to regrets - Accept Agenda – Not Completed

	<p><i>Motion to approve the April 18 Council Meeting Minutes as amended.</i></p> <p><i>M/S: Heather Griffith / Kathy Bradford</i></p> <p><i>Carried</i></p>
<p>1.5.4 Notation of E-Vote into the Minutes</p>	<p>Motion approved by e-mail, April 5, 2019.</p> <p><i>Motion to Engage Greg Wensel, HR Consultant, in the current ED Appraisal process in 2019 for the 2018 year.</i></p> <p><i>M/S: Linda Ewen / Heather Griffith</i></p> <p><i>Carried.</i></p>
<p>1.6 Action Item Summary from the Previous Meeting(s)</p>	<ol style="list-style-type: none">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. Complete2. Policy 1.4.12: Member Attendance at Council Meetings - To revisit the presented revision to policy 1.4.12, to include members of the public in 6 months (August Council meeting) Complete – In Package3. Revise the Finance Committee's Terms of Reference for next meeting of Council Complete – In Package4. SALPN Staff will evaluate current telephone system to enhance caller experience.

	<p>Complete</p> <p>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.”</p> <p>Complete</p> <p>6. August 2019 Council Meeting: decision to be made for the creation of an Ad Hoc Committee to determine KPI increases.</p> <p>Deferred to August 2019</p>
<p>1.7 Chair Report / Vice Chair Report</p>	<p>The Chair provided their report to council.</p> <p>The Vice-Chair provided their report to council.</p>
<p>2. Matters for Decision / Priority Items</p>	
<p>2.1 Professional Practice Standards and Ethics Document: Approval of CCPNR Entry-Level Competencies (ELC’s)</p>	<p><i>Motion to adopt the document titled “Canadian Council for Practical Nurse Regulators: Entry-Level Competencies (2019)” as a SALPN endorsed document.</i></p> <p><i>M/S: Tina Sentes / Heather Griffith</i></p> <p><i>Carried</i></p>
<p>2.2 Professional Practice Standards and Ethics Document: Central Venous Catheters</p>	<p><i>Motion to adopt the practice guidance for central venous catheters/central lines/infusion therapy.</i></p> <p><i>M/S: Tina Sentes / Linda Ewen</i></p> <p><i>Carried</i></p> <p>Action: Executive Director will clarify terminology around additional competencies and practice guidance/guideline.</p>

2.3 Policy Approval: Interim Terms of Reference: Finance Committee	<p>Approval of this policy may require an adjustment to meeting dates in the future.</p> <p><i>Motion to approve “Draft A: Updated Terms of Reference for the Finance committee” until such time that governance development work is completed.</i></p> <p><i>M/S: Linda Ewen / Kim Chinski</i></p> <p><i>Carried</i></p>
2.4 In Camera Session: Updated to SALPN Council related to Program Approval Processes	<p>Motion to go in-camera at 12:50 PM: M/S: Kim Chinski / Linda Ewen</p> <p>Motion to move out of in-camera at 1:16 PM. M/S: Linda Ewen / Kim Chinski</p>
3. Matters for Discussion	
3.1 Cayton / BC Dental Surgeons Review	<p>The report was summarized in the discussion briefing and presented by the Executive Director.</p>
3.2 Policy Revision: Council in-camera Policy	<p><i>Motion to direct the Executive Director to develop a policy regarding in-camera sessions.</i></p> <p><i>M/S: Theo Bryson / Mary Ellen Wellsch</i></p> <p><i>Carried</i></p>
3.3 Replacement of Council Technology	<p><i>Motion to direct the Executive Director to revise Governance Policy 1.2.01.</i></p> <p><i>M/S: Tina Sentes / Marry Ellen Wellsch</i></p> <p><i>Carried</i></p>

	<p><i>Motion to direct the Executive Director to replace any council devices as needed until Governance Policy 1.2.01 has been updated.</i></p> <p><i>M/S: Linda Ewen / Mary Ellen Wellsch</i></p> <p><i>Carried.</i></p>
<p>3.4 Review of Procurement Process</p>	<p>Copies of policies related to the procurement process for products/services was presented by the Executive Director.</p>
<p>3.5 Revisit the Strategic Initiatives Update Report</p>	<p>Kathy Bradford requested clarifications on the Strategic Initiatives report from the March 2019 meeting.</p> <p>Clarification was provided by the Executive Director that the report contains progress on the current approved initiatives.</p>
<p>4. Review of Council Sponsored Bylaws / Annual General Meeting Package</p>	
<p>Council reviewed the Annual General Meeting package containing the council sponsored bylaw amendments.</p>	
<p>5. Matters for Noting</p>	
<p>5.1 Routine Reporting</p>	<p>Council reviewed the following reports:</p> <ul style="list-style-type: none"> • Q1 Complaints Report • Q1 Registration Report • Q1 Financial Report • Q1 Variance Report • Q1 Regulatory Governance Education Report • Q1 Balance Sheet • Q1 Investment Statements
<p>5.2 Reports to Council of the Discipline Committee</p>	<p>Council reviewed discipline committee reports.</p>

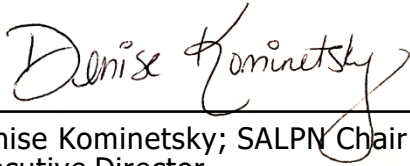
<p>5.3 Presentation to Council: Strategic Management of Regulatory Enforcement Agencies</p>	<p>The Executive Director presented on the education obtained through Strategic Management of Regulatory Enforcement Agencies course.</p>
<p>5.4 Presentation to Council: Greg Wensel</p>	<p>Greg Wensel presented to council regarding services that he can provide from 11:00 AM to 12:00 PM.</p>
<p>6. Meeting Finalization</p>	
<p>6.1 Review of Action Items Resulting from Meeting</p>	<ol style="list-style-type: none"> 1. Research Terms of Reference for ad-hoc committee regarding performance management. 2. Executive Director Revise policy 1.4.12 – Include Public Representatives, clarify 6 months interpretation to semi-annually. 3. Executive Director to research policy and report on the need for discipline reports in the council package going forward. 4. Executive Director to develop a policy regarding in-camera sessions. 5. Executive Director to revise governance policy 1.2.01 – Council Electronic Devices 6. Executive Director will clarify terminology around additional competencies and practice guidance/guideline. 7. August 2019 Council Meeting: Decision to be made for the creation of an Ad Hoc Committee to determine KPI increases
<p>6.2 Next Meeting</p>	<p>August 27, 28, 2019 – May be combined with governance training. Will be confirmed in the weeks following this meeting.</p> <p>November 26-27, 2019 meeting moved to December 12-13, 2019.</p>

6.3 Meeting Adjournment

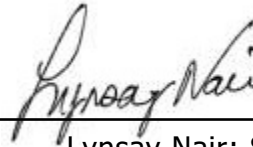
Motion to adjourn the meeting at 5:45 PM.

M: Heather Griffith

Signed,



Denise Kominetsky; SALPN Chair
Executive Director



Lynsay Nair; SALPN