



SALPN Council Meeting Minutes

Virtual: Zoom Platform

Apr 8, 2021 at 10:00 AM CST

Attendance

Members Present:

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

Members Absent:

Kirsten Hack

Staff: Jolie Mukendi

Guests Present:

MWC Chartered Professional Accountant LLP: Kyle Dudley, MWC Chartered Professional Accountant LLP: Ian Wallace

1. Meeting Opening (Presenters: Linda Ewen)
 - 1.1. Call to Order
Meeting called to order at 10:06 a.m. by Linda Ewen
 - 1.2. Treaty Declaration
 - 1.3. Additions to the Agenda
Additions: No additions to the agenda
 - 1.4. Attendance/ Regrets
 - 1.5. Council Member Code of Conduct Review / Conflict of Interest Disclosure
No conflict of interest disclosed or declared
 - 1.6. Approval of the Previous Meeting Minutes/Decisions/Materials
 - 1.6.1. Adoption of a Council E-Vote.
The Council approved the minutes of the March 9/10th, 2021 Council meeting via the Council portal, Onboard. Today's motion will create a formal record of the approval in the minutes of the Council.

The motion reads as follows:

Motion to approve the Council Meeting Minutes from March 9/10th, 2021 as presented in the Council portal, Onboard.

Moved: Linda Ewen

Second: Marlo Umahag

Motion:

Motion to approve the agenda as presented and adopt the Council E-Vote (March 9/10th Council Minutes) into the Council Meeting Minutes.

Motion moved by Kathy Bradford and motion seconded by Tina Sentes.
Carried

2. Confidential Agenda Items

2.1. Review of Executive Director's 2020 Year End Report

The Executive Director provided a briefing note and a report in advance of the meeting, outlining the achievements and challenges in accomplishing the strategic objectives. Each strategic objective was discussed by the Council.

The Council was provided with reports prior to the meeting outlining the following areas:

- **2020 Quarter Four Complaint Statistics**
- **2020 Quarter Four Registration Statistics**
- **SALPN Website and Social Media Analytics**
- **2020 Staff Survey**

Information will be summarized and publically presented in the annual report.

Public Protection and Regulatory Leadership

A. The SALPN will improve public protection with a distinct focus on the regulatory practices

- Introduction of Administrative Justice and Trauma-Informed education into statutory committee education
- Adoption of Regulatory Performance Standards
- The Council completed education to conduct appeals, prepared for an appeal, and successfully administered an appeal

- Completion of the Complaints, Investigation, and Discipline Procedural Manual
- Ongoing oversight of Practical Nursing education programs is in place.
- Completion of a public mandate-focused annual report.

Challenges:

- Challenging, complex, and lengthy complaints and disciplinary proceedings
- Covid-19 related restrictions have impacted the ability to conduct processes and meetings in person and on-site
- Covid-19 has created several barriers in the delivery of the PN programs

B. The SALPN will continuously improve board governance and risk management

- Council adoption of Governance Principles, an Accountability Framework, and new Terms of Reference for the Council, Council Members, Officers, and the ED
- A risk registry was implemented as a means of reporting and tracking public operational, financial, and legal risks to the Council.
- Succession planning processes were initiated and presented to the Council.
- Council's commitment to development is intact – with several education opportunities completed by Council Members, Council Officers, and the ED.

Challenges:

- Board succession and recruitment challenges

Responsible Stewardship and Risk Management

The SALPN will manage finances responsibly while investing in the protection of the public and organizational development.

- Successful completion of the transition to digital banking including the existing and upgrades to the current programs, cloud-based accounting, and a new accounting services provider.

- Budgetary funding for organizational development at all levels (staff, Council, Committees) is supported in policy securing SALPN's approach to development for the foreseeable future.

Challenges:

- Unpredictable and primarily uncontrollable costs related to the Complaints, Investigation, and Discipline process.

LPN Scope, Accountability, and Regulatory Obligations

The SALPN will proactively address unsafe LPN practice with clear, timely, and responsive regulatory resources

- Adoption of a Licensure Exam Blueprint (2022-2026) including SALPN's definition of "Practice Context."
- Published "Disciplinary Proceedings" explanatory document.
- Published practice guidelines related to "Independent Practice" and "foot care."
- Bylaws related Emergency Registration and Licensure, Reporting of Practice Hours in Specialized Areas of Practice, and Physician Delegations
- The Standards of Practice for Licensed Practical Nurses were updated with other Canadian PN regulators, approved by the CCPNR, and adopted by the SALPN Council.
- A webinar titled, "Defensive Documentation" was developed and offered free to LPNs
- An explanatory video was developed to assist LPNs in understanding how to meet the requirements of CEP.

Challenges:

Maintaining member engagement

Excellence Through Optimization

The SALPN will develop shared common principles, processes, and tools uniting our staff and Council to a common goal.

- Successful transition to a virtual environment for the SALPN office, staff, Council, and Committees. This includes holding virtual meetings, including the Annual General Meeting.
- Completion/implementation of digitized regulatory processes: 5 applications, Independent Practice Registry, Licensure exam delivered via online proctoring.
- Updated role descriptions, classifications, and salary grading.

Challenges:

- Aligning documented procedures with rapidly evolving processes

Knowledge and Health

The SALPN will enrich and support the professional and personal development of our team.

- Adoption of SALPN's Compensation Philosophy, updated Role Classifications/Salary Grades, and succession planning
- A Covid-19 Safe office was established

Challenges:

- Supporting staff to both live and work through the Covid-19 pandemic
- Accessing vacation time during the unpredictable Covid-19 pandemic
- Completing performance appraisals in a timely manner

Motion:

Motion to accept the Executive Director's 2020 Strategic Progress Report as presented.

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

2.1.1. Strategic Initiatives

The Executive Director provided a briefing note and document with the status of each strategic initiative in advance of the meeting. The Council discussed the summary of the strategic initiative's status. The Executive Director recommended the Council consider marking five of the initiatives as complete. It was discussed that complete meant the initiative was in

place or had become "business as usual" for the organization and no longer required specific reporting related to the progress of implementation.

The following initiatives were recommended to be considered as complete:

1. Assess all functions of the SALPN for regulatory appropriateness: delegate, remove or maintain functions:

A focus on the regulatory mandate is routine and business as usual for the SALPN Council and staff. Functions less regulatory in nature and within SALPN's control have been managed and are no longer part of SALPN's everyday business. This includes the discontinuation of awards, honorary members, chapters, declaration of LPN day, advocacy-driven events, managing job postings, etc. Legislation changes have been submitted to remove barriers to effective regulation.

2. Implement an organizational strategy to increase regulatory knowledge and effectiveness

A commitment to organizational development is established as business as usual within the organization. Support for development is threaded within all organization areas (Council, Staff, and Committees) and supported in budget and policy.

3. Establish partnerships with other health regulators

SALPN's collaboration and support of other regulators, most notable in Saskatchewan, is established as business as usual. SALPN is routinely called upon to support other regulators and offers support by sharing resources and opportunities. Saskatchewan's two nursing regulators' relationship is consistently positive, as evidenced by the nature, tone, and frequency of communication and collaboration

4. Establish relationships within the network of professional regulation

SALPN's participation in the regulatory network across Canada is established as business as usual. SALPN is routinely called upon to participate in projects and committees within the regulatory community.

5. Establish advanced foot care specialized area of practice

Footcare Practice Guidance document was approved by Council in December 2020 – Distributed in February 2021. A specialized area of practice was not directly established,

but regulation foot care, along with the regulation of independent practice, has established enhanced regulation of LPN provided footcare in Saskatchewan.

The remaining initiatives are in progress.

There are two initiatives with less progress than originally planned:

1. Create awareness and process related to fitness to practice

Efforts have been made to successfully achieve this initiative but were stifled by legislative barriers. Bylaws to implement a committee to support a process for Members experiencing issues related to fitness to practice were presented at the 2019 AGM but were defeated. Legislative amendments were put forward in October 2020 to create support in the LPN Act.

Council Member, Linda Ewen, asked about the possibility of presenting the bylaws about the committee once again. The Executive Director suggested we observe for progress in the legislative amendments project before proceeding.

2. Assess and refine all administration processes:

Significant progress has been made in the refining of administrative processes. It has been difficult to create written procedures to support all of the processes which can create a succession risk for the SALPN. The Executive Director identified this as an internal priority.

Motion:

Motion to accept the Executive Director's 2020 Strategic Initiatives Report as presented and the recommendations related to the status of the initiatives as contained in the report.

Motion moved by Marlo Umahag and motion seconded by Kathy Bradford. Carried

3. Public Agenda Items

- 3.1. Review of 2020 Audited Financial Statements

The Executive Director discussed the draft 2020 financial statements drafts prepared by MWC. Each section was reviewed. It was noted there was very little variation between the unofficial fourth-quarter reporting and the audited results. Ian Wallace and Tyler Dudley of MWC Chartered Professional Accountant LLP joined the Council meeting to answer questions about the audit process and financial statements. Questions about SALPN's investment portfolio and the cash

flow statement were asked and clarification was provided. The auditor indicated SALPN's transition to a new accounting service provider and accounting system was successful from a record-keeping perspective. The Executive Director and SALPN staff member exited the meeting to support an independent discussion between the Council and the auditor. The Executive Director was called back to the meeting after the independent discussion was complete.

Motion:

Motion to approve the 2020 audited financial statements as presented by the Executive Director and the appointed auditor, MWC.

Motion moved by Tina Sentes and motion seconded by Theo Bryson. Carried

4. Meeting Finalization

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

There were no action items resulting from the Council meeting.

4.2. Meeting Adjournment (Presenters: Linda Ewen)

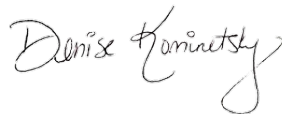
Motion:

Motion to adjourn the meeting at 1:56PM

Motion moved by Marlo Umahag. Meeting Adjourned

MINUTES APPROVED BY THE COUNCIL ON APRIL 25, 2021.

SIGNED:



Denise Kominetsky, SALPN Council Chair



Lynsay Nair, SALPN Executive Director