



## SALPN Council Meeting - May 17 2021 Minutes

Virtual: Zoom Platform

May 17, 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

#### 1. Meeting Opening (Presenters: Denise Kominetsky)

##### 1.1. Call to Order

Denise Kominetsky called the Meeting to order at 9:03

##### 1.2. Treaty Declaration

 [Treaty 4 Acknowledgement.pdf](#)

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

##### 1.4. Attendance/ Regrets

##### 1.5. Council Conduct Policy / Conflict of Interest Disclosure

 [Council Conduct Policy March 2021.pdf](#)

##### 1.6. Adoption into the minutes of decisions made between Council meetings.

The Council approved the following motions electronically, via the onboard application:

April 25, 2021

Motion to approve the minutes of the April 8th, 2021 Council meeting as presented in the Onboard Council portal

Motion: Linda Ewen Second: Mary Ellen Wellsch

April 29, 2021

Motion to accept the slate of candidates for the 2021 Council Election as presented by the Nominations Committee.

Vice-Chair: Marlo Umahag

Council Member (3 year): Uniqa Anmol

Council Member (2 year): Kim Flath

Motion: Linda Ewen Second: Kathy Bradford

May 4, 2021

Motion to approve the Executive Director to distribute the 2020 Annual Report and 2021 Regulatory, Administrative, and Fee Bylaw Amendments no later than May 4th, 2021.

Motion: Kirsten Hack Second: Tina Sentes

**Motion:**

Motion to approve the meeting agenda and adopt into the meeting minutes the motions moved on April 25th, April 29th, and May 4th as presented.

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

2. Public Agenda Items

2.1. Council's Waiver of Student Registry Fees (Presenters: Lynsay Nair)

The Executive Director provided a verbal explanation to the Council about the background of the student registry. The student registry was approved in bylaw at the May 2019 AGM. Once approved, the registry was built by the database provider and is now complete. The registry originally included a \$50.00 fee. With the approval of the 2021 budget, the Council supported the idea of waiving the \$50.00 fee to apply and become a student member. Removing the fee will allow greater opportunities for students to join the registry and begin learning about the SALPN and the responsibilities of being a regulated professional. Students are now able to apply to become student members. An official motion is required to waive the fee effective May 1, 2021.

**Motion:**

Motion to waive the \$50.00 student membership fee effective May 1, 2021 until discontinued by a motion of the Council.

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

3. Confidential Agenda Items

3.1. Saskatchewan Nursing Association Request

The Council was provided with an email about the development of a nursing association in Saskatchewan. The email asked if the SALPN had considered providing funding to the association or if they considered having the association take over the function of purchasing the Member's liability insurance. The Council supports the development of the association but is not willing to commit to providing funding at this time. The Council is not opposed to receiving future requests with specific purposes. The Council discussed the current Member

liability policy. The policy is currently purchased with LPN regulators from other provinces at a cost of approximately \$6.50 per LPN. The Council felt it was not necessary to remove this responsibility at this time given the unlikelihood of the policy being available for that cost outside of the current arrangement. It was also discussed that providing liability insurance falls within the regulatory mandate as it secures the ability of the public to claim for damages if necessary. The SALPN Executive Director, Lynsay Nair will respond to the organization that the SALPN is not in the position to partake in this project. The SALPN will extend the request to the members during the annual renewal period. The Council discussed supporting the idea of asking Members for permission during licensure renewal to share their email addresses with the association.

#### 4. Reporting & Oversight Items

##### 4.1. Executive Director Report (Presenters: Lynsay Nair)

The Council was provided with reports highlighting the Organizational objectives and their status in Quarter 1 2021 in advance of the meeting. In addition to the status of operational objectives, the reports include FYI's with information the Council should be aware of. The Council reviewed the progress of the ED's priority objectives and professional development goals.

#### **Governance**

##### *Objective - Quarter 1 2021 Status*

- Complete the Governance Manual (Q4)
  - *The Governance Committee met once.*
  - *Established content for a controls policy.*
  - *Work was delayed by the Executive Director's role in the AGM and annual report preparations.*
- Establish assessment and reporting mechanisms for SALPN's Regulatory Performance Standards (Q4 +)
  - *Draft reporting mechanism developed.*
- Prepare the Council for and begin preparing for the next strategic planning process. (Q4)
  - *Date selection in progress*

## **Registration and Licensure**

### *Objective - Quarter 1 2021 Status*

- Implement SALPN's student registry (Q2)
  - *The registry is complete within the database and ready for onboarding of students Onboarding of students to begin in May.*
- Establish an online licensure verification process. (Q1)
  - *Delayed, but will be implemented by the end of Q2.*

## **Registration and Licensure (FYI's)**

### *Achievements:*

- *Implementation and activation of the Independent Practice Public Register*
- *Development of new animator videos (IEN and general applications). Both posted to the website.*
- *Development of instruction guides and staff review guidelines Implemented Independent Practice audit*

## **Professional Practice Standards and Ethics**

### *Objective - Q1 2021 Status*

- Host a focus group throughout 2021 for participants of the existing Professional Growth Plan (Q4+)
  - *The focus group was discontinued due to a lack of participation. Recommendations for revisions will be informed internally.*

## **Professional Practice Standards and Ethics (FYI's)**

- **CEP Adit**
  - *LPNs struggle to verify/confirm CEP activities and classify their education*
  - *Helpful resources have been developed but do not appear to be accessed*
  - *The CEP Legislative Interpretation was updated to improve clarity in March 2021*

- *Less members will be audited in 2022*
- Code of Ethics
  - *Work to revise the Code of Ethics is underway and is expected to take 12-18 months.*

### **Complaints, Investigation, and Discipline ( FYI's)**

- A hearing is scheduled for June 7th, 2021
- SCMDP (incoming committee members) are in training. All three have completed the FOAJ Principles of Administrative Justice Course.

### **Finance and Administration**

#### *Objective - Q1 2021 Status*

- Explore the feasibility of offering E-Transfer for payments made to SALPN (Q3)
  - *The E-Transfer option is now in place. Policy and process need to be developed before adoption.*

Implement Elavon credit card processing system. (Q3)

- *The system is ready for use. Internal policy and process Are being finalized for a June 1st adoption date.*
- Expand and improve SALPN's privacy protection practices and policies (Q3)

### **Finance and Administration (FYI's)**

- *Lower PPP NSF's than previous years*
- *Established backup plan by the accountant in the event that it is required.*

### **Human Resources**

#### *Objective - Q1 2021 Status*

- Implement an updated performance appraisal system with a focus on ongoing feedback and support. (Q4 +)
  - *Q1 initial meetings complete.*
  - *Q2 planning and Q1 review meetings completed with 6/7 staff*

- Completed the establishment of the updated staff employment contract model. (Q1)

### **Human Resources (FYI's)**

- Weekly wellness goals have been in place throughout 2021
- The updated Human Resources manual is published and in use

### **Communications**

#### *Objective - Q1 2021 Status*

- Develop a Council section on the website (Q3)
  - *Improvements made to this section*
  - *New Council documents uploaded*
- Completed the establishment of a consultation Section on the SALPN Website

### **Communications (FYI's)**

- Some members with SaskTel emails are still not receiving SALPN emails. Instructions to correct the error are periodically shared and the error is not SALPN's fault.

### **Motion:**

Motion to accept the Executive Directors Q1 2021 Report as presented.

Motion moved by Kirsten Hack and motion seconded by Marlo Umahag. Carried

#### **4.1.1. Finance Committee Reports (Presenters: Denise Kominetsky)**

Denise Kominetsky provided a report on behalf of the Finance Committee. The Finance committee could not meet but they received and reviewed the Q1 finance reports before the Council meeting. The Committee fulfilled oversight responsibilities with the review of the Executive Director's Visa statements and CRA remittance records. The Finance Committee received clarification on questions they had about the reports. The year-to-year reports from the Quickbooks system were included in Council material. Executive Director analyzed the financial reports and provided highlights and Cautions.

- All revenue and expenses lines demonstrate reasonable results with no unexplained variations
- Monitor the internal legal expenses, organizational development, and amortization
- Organization development will have funds credited to it as SALPN will be reimbursed for staff receiving the CSJG grant.

**Motion:**

Motion to accept the 2021 Q1 report of the Finance Committee.

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

Motion Carried

4.1.2. Risk Registry (In-Camera)

**Motion:**

Motion to move in camera to discuss Q1 Risk Registry at 11:23 AM

Motion moved by Kathy Bradford and motion seconded by Theo Bryson.

Motion Carried

**Motion:**

Motion to move out of Camera at 1245

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

4.1.3. Outstanding Agenda Items

4.2. Governance Committee Report (Presenters: Denise Kominetsky)

Denise Kominetsky provided a verbal report to the Council about the value in participating in the work of the Governance Committee. Although the Committee wasn't able to meet as often as planned once AGM preparation began, she encouraged the Council to maintain this committee into the future.

4.3. Nominations Committee Report (Presenters: Theo Bryson)

Theo Bryson provided a verbal report to the Council about the work of the Nominations Committee leading up to the Council elections process. Committee members communicated and shared information with potential candidates while the ED supported the Committee from a logistical perspective. The Committee is pleased with the interest. All candidates attended the online preparation session

in advance of confirming their support. It was noted that participating in an election was a deterrent for some candidates.

4.4. CID Committee Reports

Nine "Reports to Discipline" were submitted to the Council electronically on April 23. A motion is required to record the submission into the Council meeting minutes.

**Motion:**

Motion to adopt into the minutes that nine "Reports to Discipline" were submitted electronically to the Council on April 23, 2021.

Motion moved by Linda Ewen and motion seconded by Tina Sentes. Carried

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

5. Meeting Finalization

5.1. Review Action Items Resulting From Meeting (Presenters: Denise Kominetsky)

1. The Executive Director is to respond to the email about the nursing association.

5.2. Meeting Adjournment (Presenters: Denise Kominetsky)

**Motion:**

Motion to adjourn the Council meeting at 1306

Motion moved by Tina Sentes. Meeting Adjourned

MINUTES APPROVED BY THE COUNCIL ON MAY JUNE 26, 2021

SIGNED:



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Linda Ewen, SALPN Council Chair



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Lynsay Nair, SALPN Executive Director