

**RPNAS Council Meeting
March 6 and 7, 2020
RPNAS Office**

Day 1 Meeting Minutes

Attendees

Council:

Chery Carlson (President Elect, Chair this meeting)
Yvonne Sawatzky
Michelle Manson
Jill Thomson (absent 1200 – 1545)
Michael Lummerding (Public Representative)
Don Froese
Kyla Shabatura

Staff:

Beverly Balaski (ED/Registrar)
Karen Turner (Deputy Registrar)
Amanda Brewer (Office Assistant)

Regrets: Dan Badowich, Pam Watt, Carlee Bodnar

Day 1 – Cheryl chairing in Dan’s absence - Call to order 8:34

1. Approval of the Agenda

Cheryl reviewed the two-day agenda

Additions:

- #25 Future Council meeting dates and AGM Location/dates
- #26 CNPS
- #27 PCC
- #28 Nominations report
- #29 U of S Senate Appointment
- #30 Use of Holistic vs Wholistic (Jill)

Motion to approve with additions as above:

Moved: Mike Second: Yvonne Carried

2. Approval of Minutes

Motion: to adopt minutes as presented

Moved: Yvonne Seconded: Kyla Carried

3. Conflict of interest assessed:

Conflict of interest declared for item # 10 – Jill Thomson. Discussing Saskatchewan Polytechnic program approval and Jill is Curriculum Developer for this agency.

16. Guest Presenters and Agenda item #16 – Bob Kenny (Accountant), Darcy McIntyre (chair of committee) Day 1

- Bob provided overview of 2019 financial year

- Emphasized Council's responsibility to approve basic education programs.
- Inquired about PCC and Discipline cases in comparison to other nursing regulatory bodies and like organizations.
- Discussed recent emphasis and focus on regulation rather than focus on Association function.
- Talked how composition of council could be supported to include more public representatives
- Public has a huge expectation of how nurses' function – whatever RPNAS does in terms of decisions must support protection of the public.

Guest Presenter – Nicole Hamm, Lawyer Olive, Waller, Zinkhan and Waller Day 1

- Provided regulatory presentation
- Discussed and emphasized mandate of RPNAS
- Discussed communication between Council and ED, Council and Committees, and ED and Council and Committees
- If act is silent may need to go back to the legislature and ask for amendments to Act
- Parliamentarian – very important to have at all AGMs and special meetings
- Committee members or Council members with complaints against them – process should be established in bylaw. May also be in policy and committee code of conduct.

Guest Presentation SRNA – Jamie Struthers public rep, Frankie Verville, Cindy Smith ED, Joanna Alexander public rep, Betty Metzler RN, Justine Protz, RN

- Discussed SRNA decision in November 2019 to officially start separation of association and regulation. This will make room for creation of an association. They can then focus on regulatory excellence. They sometimes felt conflicted that they couldn't do both protection of the public and advocacy. Will discuss at annual meeting – want members to understand 3 pillars (union, regulator, association). It was a difficult decision – and took a year of investigation. Public representative perspective often public could perceive a conflict of interest specifically with discipline matters.
- After SRNA left – Council had discussion if we should start investigating focusing on single mandate (regulatory) and have a split for association work. Will put as future agenda item

8. Auditor Approval – Twigg and Company appointed to complete 2019 financial audit. See #16 finance committee report

11. Process for appointing committee members discussed and established

13. Legislation committee update

- Update on committee activities - Having difficulty getting quorum for committee
- One member's circumstances have changed – needs to come off committee
- Difficulty getting former member of Council as a committee rep

Motion made to change requirements of Committee: Change Bylaw V, Section 2, 1 to read:

The membership of the legislation committee shall be:

(a) President-Elect who shall be the chairperson and;

(b) One former Council member, one active practicing member and one public representative.

Moved by: Yvonne

Seconded: Kyla

Carried

25. Future Council and AGM dates and locations

Discussed need to develop Future council and AGM dates for transparency and publication for public information and ability to attend if desired

- Discussed options for council meetings that meet everyone's needs. Teleconference, face to face options, technology
- Selecting dates in advance important for transparency and ease of access
- Discussed AGM locations to be Regina and Saskatoon alternating – discuss further at June Council Meeting
- Difficult for some to attend meetings on Fridays and Saturdays. Also, difficult to meet with other outside stakeholders on the weekend (e.g. government)
- Need work life balance
- Agree to set standardized meeting dates during business hours in March, June, September, December
- Skype has worked well for some
- Suggested moving to consent agenda where able

2020 meeting dates:

June 5 & 6

Sept 18

Dec 4

2021 meeting dates:

March 11 & 12

May 12

Annual meeting May 13 & 14

September 23 & 24

December 3

26. CNPS webinars

- RPNAS is a member of CNPS. Members can now utilize on-line resources, consultation and webinars. Very pertinent webinars occurring – documentation, cannabis, etc. Everyone eligible to register on-line. Call if need assistance

28. Nominations Committee update – Michelle

- Committee members, Michelle Manson (chair), Patti Deis and Denise Gettle.
- Have received 2 applications – if receive more election to be called

Day 1 adjourned at – 4 p.m.

**Day 2 – RPNAS Council Meeting
Called to order: 8:32 a.m.**

Day 2 Attendees:

Council:

Cheryl Carlson (President-Elect)
Yvonne Sawatzky
Jill Thomson
Michael Lummerding Public Rep
Don Froese
Kyla Shabatura
Pam Watt

Staff:

Beverly Balaski, ED/Registrar
Karen Turner Deputy Registrar
Amanda Brewer, Assistant

Regrets: Dan Badowich, Michelle Manson, Carlee Bodnar

3. Policy Review **Day 2** Presented by ED
 - 4.1 E-5 and E-6 – Reviewed, no changes
 - 4.2 EL-3 – Monitoring report presented – in compliance
 - 4.3 EL-8 - Monitoring report presented – in compliance
 - 4.4 EL-9 - Monitoring report presented – in compliance
 - 4.5 EL-11- Monitoring report presented – in compliance

Motion to accept: Moved by Don Seconded: Michael Carried

4. Governance Process – Policy Review
 - 5.1 GP-2 – Yvonne
 - 5.2 GP-4 – Pam
 - 5.3 GP-10 – Michelle Deferred
 - 5.4 GP-12 – Cheryl – Ask governance coach what 2.3 subpoint means (Bev to do)

*Need governance review for June (Bev to organize)
Reports accepted as presented

Motion to accept GP reports: Moved: Kyla Seconded: Yvonne. Carried

5. Appointment of GP monitors for next meeting **Day 2**
 - 6.1 GP-3 - Jill
 - 6.2 GP-11- Don
 - 6.3 GP-13 – Kyla

6. Approval of Douglas College RPN re-entry program

Motion: Continue to recognize Douglas College RPN re-entry program at this time.

Moved: Pam

Second: Kyla

Carried

9. 2019 resolutions -

Two resolutions received in 2019.

1. BNP education program - still being promoted. **Actions:** Working with Ministry of Health, Ministry of Advanced Education and SaskPoly.

2. Finances – **Actions:** Processes implemented, consulted with agencies that can assist us with review of past actions

10. SaskPoly program approval – Jill declared possible conflict of interest and recused herself And left the meeting. Karen provided overview. We attended program approval committee meeting – where we were asked to approve a motion to accept substantial changes. We could not at that time as we had not received the proper communications/information outlining request and intended changes. We are working with SaskPoly to follow process and work with them to support changes. Sent letter in Feb to reiterate our mandate of RPNAS program approval mandate. Requested they submit report of substantial changes.

12. Regulatory process reviews underway

- RPNAS Regulatory requirements, policies and processes under review. Significant updating and development required. Priority areas for development include:
 - Volunteer hours
 - Approved Continuing Professional Development (CPD) activities
 - Late registration renewal and working without a license
- These are top priorities for protection of the public

14. CRPNM council meeting observation – Cheryl and Jill

- Overview of learning from observation of CRPNM Council meeting, Manitoba December 7, 2019
- Very organized and coordinated meeting. Meeting flowed well. They use strategic governance not Carver governance. Very engaged group. Very efficient. Very future oriented and proactive.
- There is future opportunity to again visit Manitoba in December
- Will also attend other regulator board meetings – Bev to arrange

15. Niro Regulatory Governance Education Overview

- Cheryl and Dan attended in January
- Presenter was Deanna Williams
- Emphasis on public interest and protection of the public
- 3 key areas of focus: Effective committees, effective chairs, effective staff
 - Each must know why they are doing what they are doing. Have clear purpose.
 - Organizations must have clear vision and purpose.

- Stressed clarity and respect of roles.
- Committees – do work of the council, play a key role – need role clarity, what requires council approval, what doesn't, terms of reference.
- Spoke about best practices – each bring skills and expertise and work together. Some are choosing council members and committee members based on skills and expertise.
- Discussed conflicts of interest.
- Discussed chair role – not to manage staff or operations. Included case studies. Key responsibility of chair is being prepared and informed, aware of risks. Must speak as one voice.
- Managing difficult people. Did identify importance of having parliamentarian external to organization preside at business meetings.
- Always ask are we on the right track.

17. Professional Conduct Committee Report

- 8 new complaints
- 3 submitted by registrar
- 2 members have 2 complaints each against them

18. Discipline committee report

- One case referred to discipline, date being established

19. Strategic Plan Update – Bev

- On track with strategic plan
- Will secure consultant to update in 2021 for next 3 years

20. Executive Director/Registrar Report

- Nothing in addition to report this meeting than what is on agenda

21. Website Update

- Training day scheduled for March 19 with Thentia. Not an exact go live date.

22. Database Update

- Consultant meeting with Erika Pedersen set for March 23. Inquire about SmartGovern capabilities with sharing council documents

23. AGM update – Pam

- Theme – Diversity through a trauma informed lens. Friday agenda developed. Thursday – CNPS, North Battleford & North West College. RPNAS will be hiring a parliamentarian. No awards planned. Recognize outgoing Council and welcome and incoming.
- Organize conference call 2 weeks before to see if there is any outstanding items

24. 100 years psychiatric nursing update – Pam

- Occurring May of 2021. Will send save the date and call for abstracts. If funding cannot be obtained will cancel in December 2020. To be held in Brandon Manitoba. This committee does not feel it is a conflict of interest to use drug companies – but some feel rather poor ethics.

27. PCC – External investigator

- Complexity and expectation of expertise in investigating of cases increasing
- Look at feasibility of contracting external investigator

29. U of S senate Appointment

- Need new member appointment
- Will look for potential people to fill this role

30. Holistic vs. Wholistic – Jill

- RPNRC uses Wholistic, RPNAS was using Holistic. SaskPoly was using a W – so SaskPoly changed curriculum to Holistic
- Check with RPNRC as to what they are going to use (Bev to do)

31. In-Camera

32. Self-evaluation of GP process – Yvonne

- Mike suggested that we do an environmental scan of Council members as they relate to their area of expertise. This contributes to strengths and risk matrix
- See report as submitted
- GP self-evaluation next meeting – Yvonne

33. Next meeting – June 5 & 6, 2020

34. Adjournment day 2 – 14:15