

**RPNAS Council Meeting  
September 18 & 19, 2020  
8:30 – 4:00 p.m.  
Via Teams Virtual Meeting**

**Day 1 (Education Session):**

**PRESENT:**

**Council Members**

Dan Badowich, President  
Cheryl Carlson, President-Elect  
Jill Thomson, Member-at-Large (left at 12)  
Kyla Shabatura, Member-at-Large  
Leslie Gamble, Member-at-Large  
Penni Caron, Member-at-Large (stepped out from 11:30-2)  
Yvonne Sawatzky, Member-at-Large

**Staff**

Bev Balaski, Executive director/Registrar  
Karen Turner, Deputy Registrar  
Lacey Bennett, Director of Nursing Practise  
Amanda Brewer, Registration Coordinator

**ABSENT:**

Michael Lummerding, Public Representative  
Michelle Manson, Member-at-Large

1. Call to order – Overview of 2 days
  - Meeting called to order at 8:33 AM
  
2. Assessment for Conflict of Interest – None noted
  
3. Approval of Agenda
  - Add Council business – Don Froese resignation
  - Add Meetings with Minister Keating of Rural Health and Minister Beaudry-Mellor  
Advanced Education – Dan/Cheryl

**Motion** to approve agenda  
**Moved: Yvonne** **Seconded: Cheryl** **Carried**
  
4. Approval of Minutes – June 6, 2020  
**Motion** to approve minutes  
**Moved: Penni** **Seconded: Jill** **Carried**
  
5. Governance Education – 10 – 12 - Daniel Faulkner “Does Governance Really Matter -  
Regulatory Performance Measurements and Governance Accountability”
  - Presentation given by Daniel Faulkner.

- See slideshow presentation.

6. Lunch (1200 – 1300)

7. Review strategic plan, discuss Faulkner presentation and future initiatives of RPNAS (1300 – 1600)

- Cheryl discussed CRPNM board meeting that her, Bev and Jill sat in on.
  - Manitoba holds virtual meetings that are 2-3 hours 3 times and 1 in person meeting per year.
  - Very future focused.
  - Council members are expected to review package and come prepared to discuss.
  - Streamlined, no time wasted on process.
- **Action Item:** Observe future virtual Meeting of CRPNM with their permission
- **Action Item:** Work with Daniel Faulkner to find a way to make Carver into something more fitted for our needs.

**Motion** ED to work with Daniel Faulkner and other regulatory experts to gather more information on governance models

**Moved: Yvonne**

**Seconded: Kyla**

**Carried**

- Reviewed the strategic plan.
- Seats have increased. Talks to increase by another 70 seats in progress with Saskatchewan Polytechnic and Ministry of Advanced Education. Proposal under development for submission end of September
- **Action Item:** Send out invitation on Dan’s behalf to meet with SUN.

**Motion** to Adjourn 1443 - Moved: Leslie

**Day 2 (Council Meeting):**

**PRESENT:**

**Council Members**

Dan Badowich, President

Cheryl Carlson, President-Elect

Jill Thomson, Kyla Shabatura, Leslie Gamble, Penni Caron, Yvonne Sawatzky - Members-at-Large

Michael Lummerding - Public Representative

**Staff**

Bev Balaski, Executive director/Registrar

Karen Turner, Deputy Registrar

Lacey Bennett, Director of Nursing Practise

Amanda Brewer, Registration Coordinator

**ABSENT:**

Michelle Manson, Member-at-Large

1. Call to Order

- Meeting called to order at 8:46AM
2. Assessment for Conflict of Interest
    - Conflict identified for Lacey Bennett and item 13.6.3 Lacey disconnected from virtual meeting for this portion of agenda
  3. Policy Review AND monitoring – Executive Limitations (June and September)
    - 3.1 E-1 and E-8 (June)
    - 3.2 E-1, E-4 and E-5 (September)
    - 3.3 EL-1, EL-4, EL-5 (June)
    - 3.4 EL-2, EL-3, EL-6, EL-7 (September)
    - Monitoring Reports accepted as presented.
  4. Governance process – Policy Review AND Self-Monitoring Compliance
    - 4.1 GP-3 (June) – Jill – Accepted as presented.
    - 4.2 GP-11 (June) – Don (deferred)
    - 4.3 GP-13 (June) – Kyla (deferred)
    - 4.4 GP-5 (Sept) – Yvonne – Accepted as presented.
    - 4.5 GP-6 (Sept) – Leslie – Accepted as presented.
    - 4.6 GP-7 (Sept) – Cheryl – Accepted as presented.
      - GP 7 – Points 5 and 6 need review to be made of travel allowances and out-of-country travel allowances in accordance with policy. New 5 – “refer to GP 6 for committee honorariums.” Renumber old 5 and 6.
      - **Action: Bev will be follow-up with travel allowances for federal and provincial governments.**
      - **Action: Look at future governance policies when all are reviewed.**
  5. Appointment of GP monitors for next meeting
    - 5.1 GP-8 - Leslie
    - 5.2 GP-9 - Penni
  6. Finance Committee Report – Bob Kenny/Cheryl Carlson
    - 6.1 Quarterly Analysis – Presented by Bob Kenny
      - To date have spent 44% of budget. On-track to meet budget projections
      - 2021 budget is a projected deficit budget. Portion of surplus of 2019 budget will be utilized for important regulatory programs and services.
    - 6.2 Cheryl provided finance committee report
    - 6.3 Approval of Budget – In camera with ED – Budget approved
    - 6.4 Approval of Capital spending – In camera with ED - approved
    - 6.5 Maintenance of Office Space – In camera with ED – request for more information regarding cost of lease space

**Motion: to accept finance committee recommendation to review expense and risk of current office building**

**Moved: Yvonne**

**Seconded: Kyla**

**Carried**

7. Analysis of 2020 Virtual AGM

- “Quite smooth” -Dan
- “Fantastic actually” -Yvonne
- “Very appreciative of the foresight to have Chris on site. If we go virtual continue to have that practice. Will need to make a decision in December about whether to be virtual next year.”

8. Senate committee appointments U of R and U of S (**Day 1 & 2**)

- Bev has clarified with U of S regarding who can sit on senate. Any person RPNAS appoints as representative. ED has asked for consideration from Council in order to better understand what the committee does.
  - Council seems amenable.
  - Is it appropriate for RPNAS to be on this committee? What do we bring back from it? How does it benefit our mission and goals? Is it in the public interest?
  - Has the senate provided Terms of Reference? ED to obtain terms of reference
- Motion** to appoint RPNAS ED/Registrar to both U of R and U of S senates.

**Moved: Yvonne**

**Seconded: Kyla**

**Carried**

9. Employer pay registration renewal – advisement of operational change

- Discussed risk to public safety with current process of employer pay process.
  - RPNAS must compile and invoice and send to employer
  - Employer reconciles list and advises who they will pay for and who they will not. Frequently requests made for additions to members not on the list.
  - This causes issues for members who think the employer has paid but they have denied.
  - RPNAS must then ensure this is communicated to member – if member hard to reach may contribute to member thinking their license is paid when it is not.
  - Heavy administrative burden is on RPNAS to administer an agreement that is between union and employer
- RPNAS will no longer be facilitating payment process between member and employer.
- Communication to the health regions and to members to go out Nov or Dec effective for Fall 2022 license renewal period.
- Communication with SUN to inform of change.

10. Professional Conduct Committee Update (**DAY 1**)

10.1 Number of Complaints

- 12 open complaints and 1 in discipline.
- 10 from 2020, carry over 2 from 2019.
- 2 more complaints to come before the end of the year from registrar re: working without a license.

- External Investigator will begin investigating the more complicated cases shortly.
- 10.2 Hiring of External Evaluator
- Update on hiring provided

11. Discipline Committee Update (**DAY 1**)

- Hearing scheduled for a member in Nov (23 or 24)
- Member may not appear at the hearing. She has not replied to letters.
- Looking for new legal council for the discipline committee.
- Need of new Chair as Theresa has been in place for 20 years.

12. Set meeting dates for 2022

- March 4
- May 11-13 (Wed-Fri)
- September 15+16
- December 2

**Action Item:** Send calendar invites to Council.

13. Executive Director/Registrar Report:

- 13.1 Bylaws – submitted to Ministry of Health for approval
- 13.2 Legislative Amendments (**DAY 1**)
- Update on Niro Legislative Amendments Presented by Bev.
- 13.3 Registration Renewal (**DAY 1**)
- Registration open Oct 1, 2020
  - Email sent to membership
- 13.4 Database Update (**DAY 1**)
- Continued work on development of database upgrade - Presented by Bev.
  - Rollout of new database is scheduled for Feb 2021.
- 13.5 Website Upgrade (**DAY 1**)
- Website has been updated. Need to go through and review as there is some content that needs to be updated and some minor errors corrected.
- 13.6 Stakeholder Meetings (**DAY 1**)
- 13.6.1 Minister of Rural and Remote Health -Warren Kaeding
- Dan provided briefing of the meeting with Minister Kaeding. Meeting went very well. Minister very supportive of Mental Health. Will try to facilitate meeting with Advanced Education
- 13.6.2 Minister of Advanced Education – Tina Beaudry-Mellor
- Dan and Cheryl provided briefing of the meeting with Minister Beaudry-Mellor. Minister requested formal proposal be submitted – under development for submission at end of September
- 13.6.3 Saskatchewan Polytechnic – Bev Presented
- Lacey excused from discussion due to conflict 1403 hrs to 1406 hrs.

- SaskPoly program approval due Sept 2021. However, making substantive changes and want to take effect in Sept 2021. Proposing extra 10 weeks for new program. This is a risk as we would have students entering a program that has not been approved. Will discuss options with SaskPoly regarding postponement of new curriculum until 2022 or doing a simultaneous approval of current and proposed new program.

## 13.7 Future/Strategic Based Focus (DAY 2)

13.7.1 Trends in Regulation – There are many trends impacting regulators around the world. It is important that RPNAS be aware and determine any action required.

### 13.7.1.1 Separation of Regulation and Association roles

- SRNA holding virtual meetings for anyone who wishes to attend
- Bev recommends that Council directs her to preform an environmental scan to assess the trend as well as benefits and risks of separating and report findings at the Dec 2021 meeting.

### 13.7.1.2 Amalgamation of regulatory bodies

- Bev recommends we preform an environmental scan on this issue.

**Motion** that Bev follow through with her proposals to do environmental scans for Separation of Regulatory and Association Roles and Amalgamation of nursing regulatory bodies

**Moved: Yvonne                      Seconded: Kyla                      Carried**

13.7.1.3 Complaints management processes – advised of hiring of external investigator for complex files

### 13.7.1.4 Council/Board composition (DAY 1)

- Don has resigned from Council – requested letter to be signed but this was not returned. Email of resignation on file
- The Act allows that Council may choose to keep the position vacant until next AGM or appoint a person to serve for the remainder of his term.
- Only two meetings left in the cycle before election.
- Possible to replace position with second public rep who is not able to vote.
- Decision to keep position vacant and determine if elected member or public representative to fill

**Motion** to keep Council vacancy open until May 2021 election.

**Moved: Jill                      Seconded: Yvonne                      Carried**

13.7.1.5 RPNAS member requirements – quickly reviewed requirements of members for licensure (hours, approved practice, CPD credits). Need to ensure bylaws support protection of the public

13.7.1.6 RPNAS member supports - Director of Practice will be working on supportive documents for members. Includes development of

scope of practice document, review of current code of ethics, development of CPD program

13.7.2 Staffing – need for Director of Practice position to be full time. Budget allows for this cost. Position to convert to full time January 4, 2021

13.7.3 Organizational Risk Analysis – will be standing item going forward

- Presented by Bev
- Development of color-coded table will occur to identify risks to Council (see ED/Registrar report)
- High risk on many items
- Development of mitigation and resolution strategies underway as resources allow. Council to be aware that these issues evolved over many years and will take time to resolve. Risks are being prioritized for resolution and council will be made aware at each council meeting.

14. In-Camera

- Budget
- ED Salary

15. Self-Evaluation of GP Process

- Evaluated by Yvonne

16. Next Meeting – December

- Dec 4 8:30 AM
- Virtual

17. Adjournment

Motion to adjourn

Moved: Yvonne

- Meeting adjourned at 12:19

**List of action items:**

Observe Council Meeting of CRPNM with their permission.

Work with Daniel to find a way to make Carver into something more fitted for our needs.

Send out invitation on Dan's behalf to meet with SUN.

Make sure out of province and out of country travel expenses are in line with current costs.