

RPNAS Council Meeting
March 11 and 12, 2021
8:30 – 4:00 p.m.
Via Microsoft Teams Meeting

PRESENT:

Council Members

Dan Badowich, President

Cheryl Carlson, President-Elect

Jill Thomson, Member-at-Large

Kyla Shabatura, Member-at-Large

Leslie Gamble, Member-at-Large

Penni Caron, Member-at-Large (Absent 11:25 – 12:10)

Yvonne Sawatzky, Member-at-Large (Present from 1:55PM - 2:22PM and 2:45 - 3:26)

Russ Marchuk, Public Representative

Regrets:

Michelle Manson, Member-at-Large

Yvonne Sawatzky, Member-at-Large

Michael Lummerding, Public Representative

Staff

Bev Balaski, Executive Director/Registrar

Karen Turner, Deputy Registrar

Lacey Bennett, Director of Nursing Practice

Amanda Brewer, Registration Coordinator

March 11, 2021 – Education Day

1. Bradley Chisholm (British Columbia College of Nurses and Midwives) – Intentional Governance (continued from Dec 2020)
Bradley provided ongoing education on governance best practices and an assessment strategy for Council to determine their governance needs.
 2. Joy Peacock (College and Association of Registered Nurses of Alberta (CARNA)) – Carver Governance transition and separation of Regulation from Association functions
Joy provided history of CARNA and situation that led to their decision to move away from Carver governance and the separation of regulatory from association functions. Identified association activities impair the ability to effectively regulate.
Council discussed what processes need to occur if they decide to move in this direction.
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March 12, 2021: Council Business

1. Call to order - Meeting called to order at 8:40 a.m.
2. Assessment for Conflict of Interest – No conflicts declared
3. Approval of Agenda
 - Added discussion of dissolution of Branches and Special Interest Groups to #18 ED/Registrar Report

Motion: To approve Agenda as presented.

Mover: Jill **Seconded:** Leslie **Carried**

4. Approval of Minutes – Dec 2020 and Jan 2021 supplemental meeting

Reviewed context of agenda item #14 in December minutes for new member – Russ

Motion: To approve December 4, 2020 Council meeting minutes and January 19, 2021 Supplemental Council meeting minutes as presented.

Mover: Kyla **Seconded:** Cheryl **Carried**

5. Consent Agenda:

- Policy Review and Monitoring – Executive Limitations (EL)
EL-3, EL-8, EL-9, EL-11
- Policy Review and Monitoring – Governance Processes (GP)
GP-2, GP-4, GP-10, GP-12, GP-13 (deferred from December 2020)
 - Discussed if Council and staff should provide input into the GP reports.
 - Labeling action and information items on the agenda may help expediency

Motion: To accept EL and GP reports as presented.

Mover: Kyla **Seconded:** Leslie **Carried**

Discussion: Despite numerous education sessions, Council is still struggling and spending so much time on Carver processes and struggling to understand jargon. Many felt Carver very cumbersome and detracting from time needed for higher governance decisions.

Motion Council agrees to transition away from Carver Governance and Executive Director is to provide project plan including timeline, and human and financial resources to achieve.

Mover: Kyla **Seconded:** Jill **Carried**

6. Appointment of GP monitors for next meeting

- GP-3
- GP-11
- GP-13

- Self-Evaluation of GP process -Kyla

Given the Council's desire to explore other governance models the GP monitoring for future meetings is being tabled at this time.

Motion: To table GP monitoring.

Mover: Russ

Second: Penni

Carried

7. Finance Committee Report – Bob and Bev

- Review of 2020 4th quarter finances – Association management doing very well spending and monitoring compliance with established yearly budget. 4th quarter spending is under budget.
- Review of Year end finances – Files have been sent to auditor to complete year end financial audit. 4th quarter finances combined with year end numbers reviewed. Anticipating a \$100,000 plus surplus. Surplus associated with pandemic restrictions on travel and face to face meetings. Identified future surpluses cannot be expected. Association is developing expertise in projecting yearly financial needs. Very little room for additional spending cuts.
- Discussion regarding allocation of equity from sale of house – the revenue from sale of house is approximately \$365,000. The finance committee and ultimately Council needs to determine allocation of these funds. Advised a discipline hearing reserve fund was established – Council needs to determine how much to allocate to this fund. Also there is a need to enhance long-term reserves and address programming needs such as database upgrade, governance review, legislation and bylaw review, investigation requirements for Professional Conduct Committee, capital spending needs and development of a IT disaster plan.

Motion: Council requests Finance committee to explore options and development recommendations on allocation of equity from sale of office and report back to Council.

Move: Russ

Second: Kyla

Carried

8. Investigation Committee Report

- File update
 - 14 complaints (2 from 2019, 10 from 2020, 2 from 2021)
 - Files have investigators assigned and are moving forward
 - 2 recently completed files
- Increase budget external investigator
 - Report from external investigator very high quality.
 - Council recognized need to ensure investigator has high level of expertise.

(Penni left meeting 11:25)

9. Discipline Committee Report

- 1 discipline in November. 30-day appeal timeline has passed.
- Report to be posted on the website.
- Cost of 2-hour virtual non-contested hearing approximately \$16,000
- Currently no investigations flagged to go to discipline.

10. Meeting with the Ministers of Advanced Education and Minister of Mental Health and Addictions – Dan

- Met Feb 9, 2020 with Minister Makowsky (Adv Ed) and Minister Hindley (Rural, seniors and mental health and addictions)
- Very positive meeting
- Asked questions regarding mental health, addictions, and geriatric service needs
- Recognize need for RPN speciality
- Interested in seeing final market analysis as commissioned by SaskPoly/RPNAS with Insightrix Research

11. Council approval to change to administrative bylaw re council appointed public representative ability to vote Briefing note 1

Motion: Council immediately approve a revision to the bylaw that allows the Council appointed public representative(s) to be a full participatory, member of the council by granting voting privileges.

Mover: Jill

Seconded: Leslie

Carried

12. Separation of Regulatory and Association functions Briefing note 2

Reviewed the briefing note outlining current evidence and trends towards separation. Also read email submission from Sue Myers and Kathy White regarding positive experience in working on the development of a nursing association that is inclusive of all 3 categories of nursing.

Motion: RPNAS Council approves the commencement of the process to separate its association and regulatory roles. RPNAS Staff will propose to Council, at the December 2021 Council meeting, a plan for the transition, which includes but is not limited to legislative, financial, legal communication and change management strategies to support the transition.

Mover: Russ

Seconded: Kyla

Carried

Penni returned 1234 hrs.

13. 2022 Fee schedule increase Briefing note 3

- Is it possible that amount be rounded down to under \$1000. Proposed fee increase calculated based on anticipated retirements, graduates and programming needs. The \$1100 fee (which includes CNPS fees) is what is need for operating costs in 2022
- How long until the next increase? Uncertain – this will depend upon membership numbers – as this is the RPNAS’ only source of income
- Is there a risk to lose the employer payment of fees? Not up to RPNAS, that is a negotiated item in collective agreement between SUN and SHA

Motion: To approve the proposed fee schedule for presentation to the membership at the Annual Meeting.

Mover: Penni

Seconded: Leslie

Carried

14. Compensation of public representatives on Council Briefing note 4

- Compensation for Public Rep on Council has been tabled for the fall meeting – current public representative does not desire honoraria – is honored to contribute to the RPNAS

15. Compensation of member representatives on committees Briefing note 4

16. **Motion:** \$60 honoraria will be provided to committee members as of June 1, 2021.

Moved: Jill

Seconded: Kyla

Carried

17. Nominations Committee Update – Leslie and Russ

- Staff developed random list of potential members obtained from RPNAS membership database for committee use
- Calls made - Little to no interest
- Council vacancies for 2021-2022 include president-elect and 2 Member-at-Large vacancies

18. Executive Director/Registrar Report

- Report along with Risk Matrix sent to Council - reviewed by Bev
- Karen spoke to the Interprovincial Endorsement Agreement currently being utilized for SK Members wanting to work in the NWT and Nunavut Territory. Recommendation to Council is to sunset this agreement as soon as possible. Advised this is a very risky practice, Government of SK is not a signatory to the agreement with the NWT and Nunavut governments, not sure it falls within our authority to regulate in another jurisdiction. This also jeopardizes RPNAS finances and ability to protect people of Saskatchewan.

Motion RPNAS to obtain legal opinion on RPNAS members practicing in northern territories. Request this legal opinion of Ministry of Justice and Ministry of Health. If Ministries decline obtain legal opinion from expert in the field.

Mover: Russ

Seconded: Jill

Carried

- It has come to RPNAS operations attention that Branches are still actively running. The bylaw was passed in 2020 to remove Branches and Special Interest Groups from RPNAS functions. This is in keeping with a focus on regulatory versus association functions. A mass communication was sent to membership with the bylaws prior to the annual meeting and following approval. Members were made aware that they are responsible for reading the bylaws and understanding how the changes impact their practice. As members don't seem to be aware RPNAS is obtaining a legal brief on what to communicate to the Branches as part of their dissolution plan (e.g. return of records to RPNAS, financial accountability, membership lists, etc). Once obtained mass communication will be sent. Where RPNAS has information of active branches will call and then send legal requirements for dissolution along with timeline.

19. Database –Budget overrun may occur due to unexpected process changes

20. RPNAS Rebranding

- Letterhead and envelopes are no longer correct after the address change.
- Is it worth updating branding while updating the letterhead and envelopes?
- Will get a quote on communication branding to bring back to Council for May.

21. Annual Meeting

- Date: May 13, 2021
- Format: Virtual – GoToMeeting
- Communications to members and stakeholders being developed

22. In-Camera

23. Self-Evaluation of Council functioning and processes

24. Next Meeting – September 23 and 24, 2021

25. Adjournment

Motion to adjourn

Mover: Russ

Adjourned at 3:55 p.m.