

Midwifery Regulatory Council of Nova Scotia (MRCNS) Meeting Minutes Halifax – Online, February 23rd - 1pm - 3pm

Call to order: 1:02 pm

Welcome/Regrets A. Houston, T. Crawford

Approval of the Agenda: Approved

Approval of the Minutes: Approved

Committee Updates

1. HR Committee – The Chair of the HR committee T. Crawford submitted a report on the committee's work to date as well as a copy of the draft job description. The report is recorded as follows:

1. Position Description for the Registrar/Executive Director

- The position description was developed from the current job description from the government and a draft job description submitted by Jenny Wright. The HR Committee developed the position description in such a manner that it provides clarity for each of the two roles: Registrar and that of Executive Director. Jenny has reviewed it and commented that it was a solid piece of work and ready to go to the employment lawyer.
- The committee requests that Council carefully review the position description and that any questions are discussed at this meeting and any changes are made to ensure clarity both for Council and Jenny Wright, Registrar/Executive Director.

2. Employment Contract for the Registrar/Executive Director

- Based on the recommendation of Marjorie Hickey the HR Committee has engaged the services of Mallory Adams, Employment Lawyer, McInnes Cooper. She will assist the HR Committee (on behalf of Council) to assist us with the following:
- To review, make recommendations and finalize the position description of the Registrar/Executive Director
- To assist in the development of an employment contract between the MRCNS Council and the Registrar/Executive Director including the letter of offer, etc.
- To advise the HR Committee/Council on the change from our current practice to an employer/employee relationship to ensure we:
- to proceed with the correct intention and amount of oversight.
- become knowledgeable about the legal requirements that Council needs to be aware of as we move to an employer/employee relationship.

- become aware about the type of employment policies that should be in place.
- address any other issues the employment lawyer may identify.

The first meeting with Mallory Adams is scheduled for March 10, 2023. As the HR Committee members are representing Council, it is important that Council identify the questions they would like the committee to address with Mallory Adams.

End of report

Action: Motion to approve the job description for the ED/R
The motion was carried with the proviso that individual council members could contact the T. Crawford if they had any feedback.

2. Policy Review – there are no new policies to review currently. L. White asked for clarification on the process of approving the amendments to the four clinical policies:

- The policies were presented to Council for review and discussion. The policies were approved to circulate to key stakeholders for feedback: the members, the public, the RCP.
- There was minimal feedback by members and the public and very positive feedback from the Reproductive Care program (RCP). This feedback was presented to K. Jackson and T. Pickart for their review. All policies were presented to Council and approved.

Old Business

1. Update from DHW regarding funding agreements and timeline.

The funding agreement is in the final stages of completion. Marjorie Hickey continues to represent the Council throughout the negotiation.

To date the Government of Nova Scotia has agreed to:

- 5-year renewal instead of 1.
- An annual increase for the R/ED salary based on the public servant pay scale.
- A final financial agreement of 225K. It is the legal counsel's opinion that this is a fair arrangement for the Council.

Discussion: The Council is generally pleased with the process although the process is taking much longer than expected. For the Council, the final negotiations focused on clarification of the R/ED salary which is incorrectly stated as 72K and not 78K. The

Council is clear that this must be remedied as part of the final negotiation. The Council presented clear instructions to enhance the wording in legal correspondence to convey that this is not negotiable.

2. Update on transition plan:

- The R/ED updated the Council on the operational details of the transition.
- Insurance for both the board of directors and the new office space will be provided by HIROC.
- Blue Cross is arranged to provide health benefits to employees.
- The R/ED continues to meet with the accountant.
- A job description for the administrative assistant is in development.
- R/ED to open a bank account when the funding agreement is finalized.

New Business

1. Resolution to open bank account and approved signers

The R/ED presented the Council with a resolution to open a bank account at Scotiabank. The resolutions laid out the parameters of the banking and the R/ED as Officer to conduct banking on behalf of the Council.

The signatories currently are R/ED - J. Wright and Public Representative - Karin Wallace.

Action: approved.

2. Nova Scotia College of Nurses Lease

Since July 2022 the Council has been in contact with the NSCN regarding leasing an office space. The R/ED presented the Council with the final copy of the lease for their approval. The Council had received a copy of the lease 1 week prior to the Council meeting.

The lease was sent to lawyer Kyle Peck at McInnis Cooper for his review on November 23, 2022. His recommendations were then sent to Caroline Wolfe Steward, Director of Strategy and Operation at the NSCN for her feedback. MS. Steward Wolf advised the R/ED by email that there is a 2% annual raise placed on the basic rent.

Motion: to approve and sign the lease with the NSCN for office space for the Council.
Approved.

As per MRCNS bylaws, a motion to reappoint the Chair was put forward: The Chair T. Pickart RM was reappointed unanimously.

(b) Reappointment of mandatory committee members

Action: Tabled. The ED/R to follow up by email with current committee members.

Standing Items

Update from Executive Director J. Wright

- FRPA review begins March 7th.
- Annual renewal is currently open.
- Current Investigation is ongoing.

Site Update(s)

There continues to be a shortage in staffing due to midwives on leave at all sites. The IWK midwives reached out to the Nova Scotia Health Authority to discuss how they could assist with the unattached newborn care program.

Other:

Next Meeting: TBA