



Commission Board of Directors
April 4, 2018
10:00 AM – 2:40 PM
2nd Floor Boardroom, 2140 Hamilton Street
REGINA, SK

Meeting Number 2017-2018-05

Members Present:

Drew Tiefenbach (Chair)

Maria Chow, via conference call

Mike Berkes

Jesse Tiefenbach

Leonard Manitoken

Karen Zunti

Jeff Sweet (Vice Chair)

Aaron Laughlin, via conference call

Bryan Leier

Albert Loke

Ryan Cunningham

Wayne Worrall

Regrets:

Brett Vandale

Jeff Ritter, CEO

Alastair MacFadden

Blaine Braun

Brian Marshall

Tammy Bloor Cavers

Board of Director Guests:

Dion Malakoff

Darcy Smycniuk

Vendor Guests Present for Part of the Meeting:

Susan Sparks, Atlantic Workforce Partnership

Greg Foran, ABM Integrated Solutions

Tim Brown, ABM Integrated Solutions

Eric Davidson, ABM Integrated Solutions

Mike Crawford, ABM Integrated Solutions

Staff:

Loreena Spilsted (part)

Dawn Stanger (part)

Sherry Morcom – Recorder (Part)

Shaun Augustin (part)

Dean Frey (part)

AGENDA ITEM/DISCUSSION POINTS	ACTIONS
Call to Order	
1. Adoption of the Agenda	Motion #2017-2018-05-01 There was consensus to approve the agenda as presented.
2. Minutes of January 24, 2018 and Business Arising	Motion #2017-2018-05-02 There was consensus to accept the Minutes of January 24, 2018 as presented.
3. Chair Report <ul style="list-style-type: none"> • The Chair Report was included in the meeting package. 	Motion #2017-2018-05-03 There was consensus to accept the Chair Report as presented.
4. CEO Report <ul style="list-style-type: none"> • The CEO Report was included in the meeting package. Loreena Spilsted, COO, presented the report on behalf of Jeff Ritter, CEO. 	Motion #2017-2018-05-04 There was consensus to accept the CEO Report as presented.
Susan Sparks, Eric Davidson, Greg Foran, Mike Crawford, and Tim Brown joined the meeting.	
5. Apprenticeship Management Information System (AMS) Vendor Presentation <ul style="list-style-type: none"> • SATCC staff attended meetings with the Apprenticeship Management Solution (AMS) vendor and project partners in Winnipeg from February 12-16, 2018. • Work has begun to assemble a project team. The team will consist of at least two full-time subject matter experts from SATCC, members from Information Technology Division, a project manager, and a project director who will report to the CFO, Shaun Augustin. • An addendum to the Memorandum of Agreement signed by the project partners is being finalized, as well as a service agreement between SATCC and the vendor. 	

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<ul style="list-style-type: none"> • The implementation of the AMS IT system will result in some structural changes to the SATCC. The current Manager of Training, Program and Systems Support will be dedicated to the project full-time. That position will be backfilled for the duration of the project, but will be reporting to Dawn Stanger instead of Shaun Augustin. • A temporary project team will be created with a Director who reports to the CFO. This team will be dedicated to the implementation of the AMS system and will be a combination of internal SATCC staff members, external hires and ITD staff members. The Business Analyst will be one of the full-time project team members. • A change management plan will be developed. One of the first elements is to demonstrate that there will be a consultation with industry. • The vendor demonstrated some of the features of the system that have currently been developed so the Board and management could see how the system will look and functions. 	
Susan Sparks, Eric Davidson, Greg Foran, Mike Crawford, and Tim Brown left the meeting.	
Decision Items	
<p>6. Strategic Plan Framework</p> <ul style="list-style-type: none"> • The SATCC Board of Directors met in November 2017 and completed: <ol style="list-style-type: none"> 1. A “check-in” on the Strategic Plan and confirmed the Vision/Mandate/Values, Goals, Objectives and Strategies. 2. Identification of a smaller number of key outcome performance measures (“corporate dashboard”) for management reporting to the Board, not to replace SATCC’s Balanced Scorecard but to have a smaller 	<p>Motion #2017-2018-05-05</p> <p>There was consensus to approve the 2017-2022 Strategic Plan which includes the operational actions management intends to undertake to carry out the plan for 2018-19.</p>

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<p>number of outcome measures reported to the Board.</p> <p>3. Identification of risk tolerances and appetites for those key outcome performance measures was discussed to provide direction to management for the preparation of the 2018-19 business plan.</p>	
Dean Frey joined the meeting.	
<p>7. Appointment and removal of members to the Saskatchewan Apprenticeship and Trade Certification (SATCC) Trade Boards (TBs), Curriculum and Examination Development Boards (CEDBs), or Trade Examining Boards (TEBs)</p> <ul style="list-style-type: none"> • On behalf of the Chair of the Trade Board Appointments Committee, Ryan Cunningham reported that the committee met on March 19, 2018. 	<p>Motion #2017-2018-05-06</p> <ul style="list-style-type: none"> • There was consensus to approve the appointment of one TB member to the Mobile Crane Operator TB. • There was consensus to approve the appointment of three CEDB members: <ul style="list-style-type: none"> ○ One to the Cook; ○ One to the Esthetician; and ○ One to the Insulator (Heat & Frost) CEDBs. • There was consensus to approve the removal of one CEDB member from the Metal Fabricator (Fitter) CEDB. • There was consensus to approve the appointment of one TEB member to the Esthetician TEB.
Dean Frey left the meeting.	
Committee Reports	
<p>8. Human Resource Committee</p> <ul style="list-style-type: none"> • On behalf of the Human Resources Committee, Drew Teifenbach reported that the committee met on March 15, 2018. <p>a) SATCC HR Plan</p> <ul style="list-style-type: none"> • The committee reviewed the SATCC Human Resource Plan, a plan necessary to equip staff with the training and tools required to provide 	

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<p>outstanding service. Included within the plan are recommendations for reviewing all positions at regular intervals. Critical positions within the organizations were identified and the high level plans to populate these positions from within until replacements are secured are noted.</p> <ul style="list-style-type: none"> • This is an operational plan presented for the Board's information and to ensure the board is comfortable with management's succession and business continuity planning. • The plan highlights work that still needs to be done regarding job descriptions, however this will be ongoing as some job descriptions are constantly evolving to match demand and technological advances. <p>1. CEO Scorecard</p> <ul style="list-style-type: none"> • The committee reviewed the CEO performance scorecard as it relates to the Short Term Incentive (STI) program; final numbers will not be in until the end of this fiscal year however trends are tracking positively in most measures. The committee will be setting up a meeting in the near future to review incentive measures for next year's STI plan. 	
<p>9. Audit and Finance Committee</p> <ul style="list-style-type: none"> • On behalf of the Audit and Finance Committee, Bryan Leier reported that the committee met on April 4, 2018. • Amortization policy was discussed/edited and will go to the Governance Committee for review. • Moose Jaw Office – Andy Ryba, the Field Consultant in the Moose Jaw office, resigned on Tuesday, March 6, 2018. Andy admitted he has accepted cash payments without providing receipts, submitting the cash to the SATCC, or 	<p>The report was accepted for information.</p>

AGENDA ITEM/DISCUSSION POINTS	ACTIONS
<p>taking further action on behalf of the client.</p> <ul style="list-style-type: none"> • The COO has spoken personally with all of the affected clients. We have backdated the applications and payments to ensure that clients do not lose any time as a result of the delayed service. Unfortunately there are a couple who were delayed in getting to exam or training as those events have already occurred so they will be put in the next available. • There may be other individuals who may have paid fees and didn't receive services if it is found that the field consultant destroyed the applications. In those events we will not learn of the impact until a client questions why the service has not been provided. We have spoken with all of our staff and alerted them to this possibility and are ensuring that those calls get routed to either our Director of Field Services or our COO. In every instance we will be making sure the client isn't adversely impacted by this disappointing conduct. • SATCC will also be alerting the Provincial Auditor and will be reporting this in the Government of Saskatchewan's quarterly loss reporting process. • Payout of his remaining pay will now be processed now that the investigation is coming to a close. • Shaun Augustin spoke to the Audit and Finance Committee items. <ul style="list-style-type: none"> a. February 2018 Key Operational Indicators and Statistics. b. February 2018 Performance Management Measurement – Balanced Scorecard Reporting. 	

AGENDA ITEM/DISCUSSION POINTS	ACTIONS
c. February 2018 YTD Budget to Actual. d. March 2018 Training Schedule. e. March 2018 Financial Forecast.	
10. Governance Committee <ul style="list-style-type: none"> • No report 	
Dean Frey joined the meeting.	
11. Trade Board Appointments Committee <ul style="list-style-type: none"> • On behalf of the Chair of the Trade Board Appointments Committee, Ryan Cunningham reported that the committee met on March 19, 2018. The Trade Board Minutes were presented for information. 	The Trade Board Minutes were presented for information.
Dean Frey left the meeting.	
12. Appeals Committee <ul style="list-style-type: none"> • No report 	
13. Standards Committee <ul style="list-style-type: none"> • No report 	

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<p>14. Inclusion & Program Innovation Committee</p> <ul style="list-style-type: none"> No report 	
<p>15. Committee Minutes</p> <ul style="list-style-type: none"> Dawn Stanger reported that the most recently approved committee minutes are available in the Aprio library for Board members' information. 	
Information Items	
<p>16. 2018-19 Draft Business Plan and Budget</p> <ul style="list-style-type: none"> The 2018-19 Business Plan has been drafted based on the revised 2017-22 Strategic Plan. The 2018-19 Business Plan has the: <ul style="list-style-type: none"> Revised language on the vision, mandate and values; A description of the 2017-22 Strategic Plan and the activities that took place to develop it; The risk analysis completed by the Board in preparation of the new strategic plan; Revised language on the new goals/strategies of the strategic plan; and The preliminary 2018-19 Budget. 	<p>The report was accepted for information.</p>
<p>17. 2018 Buildforce SK Labour Forecast</p> <ul style="list-style-type: none"> BuildForce forecasts modest employment growth in Saskatchewan's construction industry from 2018 to 2027. The bulk of this growth is anticipated to occur after 2023. Approximately 15 per cent to 20 per cent of the construction industry workforce (between 9,000 to 10,000 workers) are expected to retire through the same period who will be replaced by new entrants to the industry. About half of the retirements are anticipated to occur from 	<p>The report was accepted for information.</p>

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<p>2018 to 2022 with the other half coming in 2023 to 2027. A portion of the new entrants to the construction may require apprenticeship/certification from the SATCC.</p> <ul style="list-style-type: none"> The implication of this forecast is that demand for apprenticeship from the provincial construction industry should be relatively stable (or maybe modest reductions) from 2018 to 2022 with growth anticipated from 2023 to 2027. 	
<p>18. Alberta Apprenticeship Initiatives</p> <ul style="list-style-type: none"> The Government of Alberta recently implemented a policy that requires companies bidding on major public projects to hire apprentices. The policy applies to contracts on infrastructure or transportation projects valued over \$15 million, or those that require at least two years to complete. In addition, sub-contracts of \$500,000 or greater will be expected to comply with the new requirement and employ at least one apprentice for the project. The policy applies to apprentices in 11 construction-related trades. 	<p>The report was accepted for information.</p>
<p>19. 2016-17 Skills Centre Research</p> <ul style="list-style-type: none"> A report detailing information about outcomes for the Regina (RTSC) and Saskatoon (STSC) Skills and Trades Centres was presented for the Board's information. While registering as an apprentice can be considered an added benefit for the clients of these programs, it is not the primary goal of the either centre's programming. Each centre offers a different mix of training and other city-specific issues such as demography or local industrial base. This means a direct comparison between the two centres cannot be made since it is difficult to interpret effectively. Approximately one-fifth of clients who have completed trades-based programming at the STSC (17.5%) or RTSC 	<p>The report was accepted for information.</p>

AGENDA ITEM/DISCUSSION POINTS	ACTIONS
(19.1%) are registered as apprentices with the SATCC within five years of completing their program.	
<p>20. Board Expenses – Submission Instructions and Procedures</p> <ul style="list-style-type: none"> • The SATCC Board Policy A1 Board of Directors Honoraria and Expense Guidelines provides the policy and framework for what is eligible to be paid to SATCC Board members. It does not provide the detailed procedures and instructions for completing the Honorarium and Expense form. • This policy was revised and approved at the January 24, 2018, SATCC Board meeting. The language in the policy has been updated to improve the clarity on how much is to be paid for honorarium and travel. • A procedures document was provided and reviewed to SATCC Board members to support the filling out and submission of Board honorarium and expenses in a timely and accurate fashion. 	<p>The report was accepted for information.</p>
Recurrent Information Items	
<p>21. Commission Operational Update</p> <ul style="list-style-type: none"> • This information is included and Directors are encouraged to share it with their respective stakeholders. 	<p>The report was accepted for information.</p>
<p>22. Other Business</p> <ul style="list-style-type: none"> • Maria Chow – discussed the Apprenticeship Credit Policy and indicated that the Ministry of Education is currently revising the <i>Apprenticeship Credit Policy</i> and are hosting provincial consultations. Board Directors were asked to provide feedback if they wanted to as there is a reference to the SATCC's form 6A. 	
<p>Loreena Spilsted, Shaun Augustin, Dawn Stanger, and Sherry Morcom left the meeting.</p>	

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23. In-Camera	
Loreena Spilsted, Shaun Augustin, Dawn Stanger, and Sherry Morcom rejoined the meeting.	
24. Next Meeting <ul style="list-style-type: none"> The next Commission Board of Directors meeting will be June 21, 2018. 	
25. Adjournment	The meeting adjourned at 2:40 p.m.

Commission/Committee Chairperson

Commission/Committee Vice Chairperson

