



**Commission Board of Directors**

**October 27, 2017**

**10:30 AM –PM**

**2<sup>nd</sup> Floor Boardroom, 2140 Hamilton Street/Conference Call**

**Meeting Number 2017-2018-02**

**Members Present:**

Drew Tiefenbach (Chair)  
Bryan Leier  
Albert Loke  
Leonard Manitoken  
Roxanne Ecker  
Brett Vandale  
Wayne Worrall  
Tammy Bloor Cavers

Mike Berkes  
Brian Marshall  
Maria Chow (Conference Call)  
Doug Mitchell (Conference Call)  
Alastair MacFadden  
Aaron Laughlin  
Karen Zunti

**Regrets:**

Blain Braun  
Jeff Sweet

Jesse Tiefenbach

**Guests:**

David Brown (part)

Dale Daniels (part)

**Staff:**

Jeff Ritter, CEO (part)  
Loreena Spilsted (part)

Shaun Augustin (part)  
Sherry Morcom (part)

AGENDA ITEM/DISCUSSION POINTS	ACTIONS
<b>Call to Order</b>	
<b>1. Adoption of the Agenda</b>	<b>Motion #2017-2018-02-01</b> The Human Resource Committee report was moved to Item #6 on the agenda. There was consensus to approve the agenda with the change.
<b>2. Minutes of September 20, 2017 and Business Arising</b>	<b>Motion #2017-2018-02-02</b> There was consensus to accept the Minutes of September 20, 2017 as presented.
<b>3. Chair Report</b> <ul style="list-style-type: none"> <li>• The Chair Report was included in the meeting package.</li> <li>• Governance Solutions are offering a ProDir Alumni and Continuing Education Event. There will be one in Regina and Saskatoon in early November. Directors are encouraged to attend. SATCC will cover the registration costs for Board Directors.</li> </ul>	<b>Motion #2017-2018-02-03</b> There was consensus to accept the Chair Report as presented.
<b>4. CEO Report</b> <ul style="list-style-type: none"> <li>• The CEO Report was included in the meeting package.</li> <li>• Brian Marshall was thanked for the colored balance scorecard reporting charts.</li> <li>• Loreena, Jeff and Chelsea have been attending external stakeholders in person consultations. The last stakeholder consultations are scheduled for November 3, 2017 and the final report should be completed in draft form mid November.</li> <li>• The All Staff meeting was a success this year. It was structured as a conference. Key note speakers were Sara Watts-Raynard, Larry Rosia, Drew Tiefenbach, Shelly McNab and Lorna Popowich.</li> <li>• Trade Board meetings have been held through October.</li> </ul>	<b>Motion #2017-2018-02-04</b> There was consensus to accept the CEO Report as presented.

<b>AGENDA ITEM/DISCUSSION POINTS</b>	<b>ACTIONS</b>
<p>The feedback from trade boards on tuition has been positive.</p> <ul style="list-style-type: none"> <li>Apprenticeship technical training is now available in Saskatchewan for the Roofer trade. The training, delivered by Prairie Arctic Trades Training Centre, spans three levels and is designed so apprentices don't have to leave the workplace. Apprentices will study and complete assignments at home through distance learning. At work, a journey person or other mentor will sign off on practical competencies and invigilate quizzes, and an instructor will visit the work site. The first training intake is scheduled for January 2018</li> </ul>	
<b>Decision Items</b>	
<b>David Brown joined the meeting at 10:46 and left at 11:01</b>	
<p><b>5. CEO 2016-17 Performance Evaluation</b></p> <ul style="list-style-type: none"> <li>The HR committee decided that as last year's evaluation was so detailed and inclusive that this year would be a less extensive process.</li> <li>16 Board members were interviewed. Two declined as they felt they had not been involved with Jeff enough to be well informed.</li> <li>It was noted by a few Board Directors that Jeff's leadership goes above and beyond.</li> <li>The representative from the Ministry of Economy questioned if the targets are sufficiently represented.</li> <li>The corporate balanced scorecard should be reviewed every year. Beyond the balanced corporate scorecard what are other priority areas that the CEO needs to develop?</li> <li>Employee engagement, governance are not necessarily meant to be captured.</li> </ul>	<p><b>Motion #2017-2018-02-05</b></p> <p>There was consensus to accept the CEO 2016-17 Performance Evaluation as presented.</p>

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<p><b>6. Human Resource Committee</b></p> <ul style="list-style-type: none"> <li>• Drew Tiefenbach reported on behalf of the Human Resources (HR) Committee that prior to the last Board meeting, the HR Committee Chair and Board Vice-Chair met with the Public Service Commission (PSC) and Jeff Ritter to review the proposed Short Term Incentive (STI) plan. The PSC met with SATCC Management to select appropriate measures from our balanced score card to be included in the STI.</li> <li>• A formal HR meeting was held October 10 to review the STI with PSC in attendance. During the meeting, a discussion on compensation was held in-camera with no resolution as further information was required. The HR committee met by conference call for an in-camera meeting October 13, 2017 regarding compensation, all members of the HR committee were in attendance. The HR Chair and Board Vice-Chair met with Jeff Ritter October 17, 2017.</li> </ul>	<p><b>The report was accepted for information.</b></p>
<p>Dale Daniels joined the meeting at 11:05 and left the meeting at 12:15</p>	
<p><b>7. CEO Contract</b></p> <ul style="list-style-type: none"> <li>• The public sector is moving towards Short Term Incentives (STI).</li> <li>• SATCC is well positioned to step into a short term incentive as there is a robust scorecard in place. Incentive is tied directly to performance.</li> <li>• Financial quadrant was weighted at 30%</li> <li>• Talent quadrant was weighted at 20%</li> <li>• Operational Excellence quadrant was weighted at 20%</li> <li>• Client Service quadrant was weighted at 20%</li> <li>• Individual Performance quadrant was weighted at 10%</li> <li>• Sick Leave Usage – the target number has not yet been articulated. SATCC is using 2 years of data.</li> <li>• There is a limited degree of control over time – the</li> </ul>	<p><b>Motion #2017-2018-02-06</b></p> <p>There was consensus to approve the Human Resources Committee recommendation that the Board of Directors amended and approve the 2017-2022 CEO contract and short terms incentive scorecard as revised.</p>

<b>AGENDA ITEM/DISCUSSION POINTS</b>	<b>ACTIONS</b>
<p>pattern can change. If employees are disengaged, they will start not coming to work or there could be higher turnover ratios. A manager with a lower performance results in employees leaving an organization.</p> <ul style="list-style-type: none"> <li>• Red Seal Pass Rate – The CEO has little influence on this target. The economy directs the health of employers. Our demographic has changed from 10 years ago. The weighting should be reduced. This quadrant will have everything at 25%</li> <li>• Explainable variances can be used to address scores that do not meet targets.</li> <li>• As the scorecard evolves over time the STI will evolve as well. The model should be assessed on a yearly basis.</li> </ul>	
<p>The Meeting broke for lunch at 12:15 and resumed at 12:45  Jeff Ritter, Loreena Spilsted, Shaun Augustin, Dale Daniels and Sherry Morcom left the meeting for an in-camera discussion at 12:45 and returned at 1:16.</p>	
<ul style="list-style-type: none"> <li>• The TBD targets will be set and will be considered at a Human Resource Committee meeting and will not come back to the Board of Directors for this instance only.</li> <li>• Trigger – should be #3 on A1</li> <li>• The measure and weights will be reviewed annually and will be added to the document.</li> </ul>	
<p><b>Committee Reports</b></p>	
<p><b>8. Audit and Finance Committee</b></p> <ul style="list-style-type: none"> <li>• Shaun Augustin spoke to the Audit and Finance Committee items. <ul style="list-style-type: none"> <li>a. September 2017 Key Operational Indicators and Statistics.</li> </ul> </li> </ul>	<p><b>The report was accepted for information.</b></p>

AGENDA ITEM/DISCUSSION POINTS	ACTIONS
<ul style="list-style-type: none"> <li>b. September 2017 Performance Management Measurement – Balance Scorecard Reporting</li> <li>c. September 2017 YTD Actual to Budget</li> <li>d. 2017-18 Training Schedule</li> <li>e. October 2017 Financial Forecast</li> </ul>	
<p><b>9. Governance Committee</b></p> <ul style="list-style-type: none"> <li>• No report</li> </ul>	
<p><b>10. Standards Committee</b></p> <ul style="list-style-type: none"> <li>• No Report</li> </ul>	
<p><b>11. Trade Board Appointments Committee</b></p> <ul style="list-style-type: none"> <li>• No Report</li> </ul>	
<p><b>12. Committee Minutes</b></p> <ul style="list-style-type: none"> <li>• No Report</li> </ul>	
<b>Information Items</b>	
<p><b>13. Secondary Practical and Applied Arts (PAA) Reference Committee</b></p> <ul style="list-style-type: none"> <li>• The Saskatchewan Apprenticeship and Trade Certification Commission (SATCC) has been invited to be a member Secondary Practical and Applied Arts (PAA) Reference</li> </ul>	<p><b>The report was accepted for information.</b></p>

AGENDA ITEM/DISCUSSION POINTS	ACTIONS
<p>Committee; Dean Frey, Acting Director of Program Development is the SATCC representative on this committee. The Secondary Practical and Applied Arts (PAA) Reference Committee met on Thursday and Friday, September 21 and 22, 2017 in Saskatoon.</p>	
<p><b>Recurrent Information Items</b></p>	
<p><b>24. Commission Operational Update</b></p> <ul style="list-style-type: none"> <li>• This information is included and Directors are encouraged to share it with their respective stakeholders.</li> </ul>	<p><b>The report was accepted for information.</b></p>
<p><b>25. Other Business</b></p> <ul style="list-style-type: none"> <li>• The SATCC Board Committees will need to be repopulated. <ul style="list-style-type: none"> <li>○ Brian Leier will now participate on the Governance Committee as well as the Audit and Finance Committee.</li> </ul> </li> </ul>	
<p>Jeff Ritter, Loreena Spilsted, Shaun Augustin and Sherry Morcom left the meeting for an in-camera discussion at 1:48 and returned at 1:52.</p>	
<p><b>26. In-Camera</b></p> <ul style="list-style-type: none"> <li>• The Board held an in-camera session where management was excused.</li> <li>• The journey person/apprenticeship ratio change is initiated by either industry or a trade board. This is followed by a consultation possibly and moved through government processes.</li> <li>• There is a link for a math program/tutoring on the SATCC website.</li> </ul>	
<p><b>27. Next Meeting</b></p> <ul style="list-style-type: none"> <li>• There will be a 2 day meeting on November 28 and November 29. November 28 will focus on Risk</li> </ul>	

AGENDA ITEM/DISCUSSION POINTS	ACTIONS
Assessment and Strategic Planning and November 29 <sup>th</sup> will be a regular board meeting. The meetings will be held at Campus Regina Public, 1069 14 <sup>th</sup> Avenue E., Regina.	
<b>28. Adjournment</b>	The meeting adjourned at 2:00 pm.

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Commission/Committee Chairperson

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Commission/Committee Vice Chairperson

