



**Commission Board of Directors
January 23, 2019
10:00 AM – 2:10 PM
2nd Floor Boardroom
2140 Hamilton Street, REGINA, SK**

Meeting Number 2018-2019-03

Members Present:

Drew Tiefenbach (Chair)	Jeff Sweet (Vice Chair)
Jesse Tiefenbach	Bryan Leier
Wayne Stadnyk (Conference Call)	Ian Knibbs
Aaron Laughlin (Conference Call)	Brian Marshall
Darcy Smycniuk	Karen Zunti (Conference Call)
Leonard Manitoken	Brett Vandale
Wayne Worrall (Conference Call)	Mike Berkes (Conference Call)
Tammy Bloor Cavers	

Regrets:

Ryan Cunningham	Brent Dubray
Jessica Baldwin	Maria Chow
Dion Malakoff	

Guests:

Stephen Schwindt, MicroAge (part)

Staff:

Jeff Ritter (part)	Loreena Spilsted (part)
Shaun Augustin (part)	Dawn Stanger (part)
Sherry Morcom – Recorder (part)	Anna Robinson (part)
Dean Frey (part)	

AGENDA ITEM/DISCUSSION POINTS	ACTIONS
<p>Call to Order</p>	
<p>1. Adoption of the Agenda</p>	<p>Motion #2018-2019-03-01 There was consensus to approve the agenda as presented.</p>
<p>2. Decision Item – Posting SATCC Board Minutes to Website – Sensitive Information a) Minutes of November 28, 2018 and Business Arising</p> <p>Currently in the Board Charter there is an expectation that board members will keep information confidential unless it is indicated that it should be shared publicly. Board members do not currently have to sign a non-disclosure statement.</p>	<p>Motion #2018-2019-03-02 There was consensus to approve the recommendation that the Board of Directors approve the following Board minutes be made in-camera to ensure that sensitive information is not being publicly shared. The relevant minutes are:</p> <ol style="list-style-type: none"> 1. June 21, 2018 Minutes – Information Item #19 – Electrical Exam Compromise – The summary will state, “This item was discussed in-camera.” 2. June 21, 2018 Minutes – Information Item #20 – Moose Jaw Consultant Update – The summary will state, “This item was discussed in-camera.” 3. June 21, 2018 Minutes – Information Item #21 – Steamfitter/Pipefitter Exam Compromise – The summary will state, “This item was discussed in-camera.” 4. September 19, 2018 Minutes – Information Item #21 – Electrical Exam Compromise – The summary will state, “This item was discussed in-camera.” 5. September 19, 2018 Minutes – Information Item #22 – Steamfitter/Pipefitter Exam Compromise – The summary will state, “This item was discussed in-camera.” <p>It is recommended that the SATCC Board direct management to indicate on future Board agendas which items are considered as sensitive in nature and are to be deemed as in-camera for the purpose of posting the minutes publicly on the SATCC website.</p>

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	There was consensus to accept the Minutes of November 28, 2018 as presented.
<p>3. Chair Report</p> <ul style="list-style-type: none"> • The Chair Report was included in the meeting package. • New Board members Ian Knibbs and Brent Dubray were welcomed. • Leonard Manitoken was re-appointed. • There will be a new board member orientation on April 4, 2019. Existing board members can also join the orientation for a re-fresher. • EI amounts will now be deducted from the board director honorarium. 	<p>Motion #2018-2019-03-03</p> <p>There was consensus to accept the Chair Report as presented.</p>
<p>4. CEO Report</p> <ul style="list-style-type: none"> • The CEO Report was included in the meeting package. • Skills Canada Saskatchewan has undergone some recent changes that have been managed smoothly in large part due to the involvement of SATCC senior staff. Loreena Spilsted is the Chair of Skills Saskatchewan and Shaun Augustin is Chair of the Finance and Audit Committee. • The Canadian Council of Directors of Apprenticeship (CCDA) is moving the Secretariat functions from Employment and Social Development Canada (ESDC) to the Government of Alberta. • The CEO was asked to present to the Advisory Committee of Deputy Ministers of Education as part of the Canadian Ministers' of Education Council on December 5th in Toronto. • Red Flags (Harmonization) are indicative of issues that could arise during the harmonization process. 	<p>Motion #2018-2019-03-04</p> <p>There was consensus to accept the CEO Report as presented.</p>

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Decision Items	
<p>5. Annual Fees Review</p> <ul style="list-style-type: none"> • Brett Vandale reported the Audit and Finance Committee met on January 16, 2019 and approved the recommendation to the Board of Directors. • Shaun Augustin spoke to the following: <ul style="list-style-type: none"> • When the tuition rate was increased to \$105 per week in 2018-19, an oversight occurred and the minimum tuition rate was not increased. This left the minimum tuition rate of \$300 less than the \$315 (\$105/wk x 3 weeks) charged for a three week course (the lowest number of weeks charged for). Increasing the minimum tuition rate \$350 would rectify this. • The rationale for \$350 considered to be a reasonable amount for the apprentices that would be impacted by the increase. • The rationale for not increasing the administrative fees is that they will be reviewed in 2021-22 and at that time there might be a change. • This will be reflected in the draft Budget that will be presented to the Board of Directors at the April meeting. 	<p>Motion #2018-2019-03-05</p> <p>There was consensus to accept the recommendation that the Commission Board approve the change to the tuition/administrative fees in 2019-20:</p> <ul style="list-style-type: none"> • Tuition remain at \$105 per week except the minimum tuition to increase from \$300 to \$350; and • All administrative fees remain unchanged while no fee review be completed until 2021-22.
<p>6. Board Policies Review</p> <ul style="list-style-type: none"> • Brian Marshall reported that the Governance Committee met on January 7, 2019 and approved the recommendation to present the policy changes to the Board of Directors. <ul style="list-style-type: none"> a) F1 Accounting Policy b) A6 Commission Board Accountability c) A7 Trade Board Accountability d) G4 Delegation of Signing Authority 	<p>Motion #2018-2019-03-06</p> <p>There was consensus to accept the recommendation to approve the Commission Board Policies as presented.</p>

AGENDA ITEM/DISCUSSION POINTS	ACTIONS
<ul style="list-style-type: none"> e) G5 Election of Board Chairperson and Vice-Chairperson f) G6 Role of Board Chairperson g) G7 Board Committees Structure and Membership 	
Dean Frey joined the meeting by conference call.	
<p>7. Appointment and Removal Members to SATCC TBs, CEDBs and TEBs</p> <ul style="list-style-type: none"> • On behalf of the Trade Board Appointments Committee, Wayne Worrall reported the committee met on January 14, 2019. The Trade Board Appointments Committee is recommending the appointments and removal of members as presented. 	<p>Motion #2018-2019-03-07</p> <p>There was consensus to approve the appointments and removal of members to SATCC TBs, CEDBs and TEBs as presented.</p>
Committee Reports	
<p>8. Trade Board Appointments Committee</p> <ul style="list-style-type: none"> • On behalf of the Trade Board Appointments Committee, Wayne Worrall reported the committee met on January 14, 2019. The Trade Board Minutes were presented for information. • Dean Frey indicated that minutes are approved at the annual trade board meetings. SATCC will move to the same structure as the Board of Directors and have Trade Board Minutes approved at subsequent meetings rather than waiting until the Annual Trade Board Meeting. 	<p>There was consensus to accept the Trade Board Minutes as presented for information.</p>
Dean Frey left the meeting.	
<p>9. Human Resource Committee</p> <p>No report</p>	

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<p>10. Audit and Finance Committee</p> <ul style="list-style-type: none"> • On behalf of the Audit and Finance Committee, Brett Vandale reported the committee met on January 16, 2019. • Brett Vandale and Shaun Augustin spoke to the Audit and Finance Committee items. <p>a. Pulse Check</p> <ul style="list-style-type: none"> • There has been a new chart on revenue expense ratio. This is SATCC' source revenue. • Pass rates comparing Saskatchewan to the rest of the provinces will be developed. • SATCC does receive information comparing Saskatchewan to the rest of Canada. • There was a question as to whether there could be a comparison across the other provinces for some of the other charts. <p>b. Performance Management Measurement – Balanced Scorecard Reporting</p> <ul style="list-style-type: none"> • The 'Balanced Scorecard at a Glance' is used to summarize the SATCC performance measures on a regular basis for the Senior Management Team (SMT) and SATCC Board of Directors. Through the first half of 2018-19, the SATCC is exceeding or achieving on 16 out of 30 measures (53.3% of the total) and progressing on another five measures (16.7%). Three measures are not being met (10.0% of the total) while six measures (20.0%) currently have a no report status. 	<p>There was consensus to accept the report as information.</p>

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<ul style="list-style-type: none"> • Exceeding 10 • Achieving 6 • Progressing 5 • Not Meeting 3 • No Report 6 • Total 30 <p>c. YTD Budget to Actual</p> <ul style="list-style-type: none"> • The following is a summary of the Saskatchewan Apprenticeship and Trade Certification Commission’s (SATCC) revenues, expenditures and surplus/(deficit) for the six-month period ending December 31, 2018. • The SATCC’s year-to-date (YTD) surplus is \$3.727M as at December 31, 2018. The actual YTD surplus is higher than the surplus of \$3.125M budgeted for in the first six months of 2018-19. This is an increase in the budgeted surplus of \$601.8K (+19.3%). The increase in the surplus is based on two factors: <ul style="list-style-type: none"> 1. Revenues are lower-than-budgeted (-0.5%) due mainly due to client fees being lower than anticipated; 2. Expenses are lower than budgeted (-6.4%) due to course cancellations, timing of services/invoicing and differences in budgeting for salaries related to the AMS Project. <p>d. Training Schedule</p> <ul style="list-style-type: none"> • The 2018-19 Budget assumed the SATCC will purchase 5,270 technical training seats. The 	

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<p>December 2018 forecast estimates a net reduction of 218 technical training seats to 5,052 training seats. Overall, 120 seats have been officially added, while 102 seats have been officially cancelled within this forecast.</p> <ul style="list-style-type: none"> • The 218 seat reduction is also anticipated to reduce training costs (i.e. Program Contractual Services) by approximately \$383K in 2018-19. This is expected to be partially offset by a reduction in tuition of approximately \$110K. Aboriginal Apprenticeship Initiatives (AAI) program funding is forecasted to be at \$447K and ‘harmonization/innovation’ funding spent on developing new curriculum, online courses, etc. is projected to be slightly under budget at \$341K compared to last month when it was projected to come in on budget at \$361K. At this time, we have not received a definitive development of project completion timelines from SaskPoly. • The current forecast includes courses that are currently on management’s ‘watch list’ of courses that could potentially be cancelled or added. As of December 31, 2018, the SATCC has potential to add 36 seats and cancel 272 seats. The high majority of the “watch” courses are in the April/May intake. • If all of the above “actual” and “potential” courses were cancelled and/or added, the net impact would be a reduction of 218 seats. This represents a potential decrease of \$383K in training expense partially offset by a reduction in tuition of \$110K 	

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<p>translating into a net positive impact of \$273K for the SATCC.</p> <ul style="list-style-type: none"> • Some Harmonization expenses could include curriculum development. We budget approx. 300,000 for this. <p>e. AMS Financial Forecast</p> <ul style="list-style-type: none"> • As of Dec. 2018, the SATCC is forecasting increased expenditures on the AMS project, relative to budget, in 2018-19. Revenues are forecast to be on budget at \$633K while expenses are forecast to be to be approximately \$22.2K over budget at \$147.2K. This will lead to a lower 'surplus' on the AMS project in 2018-19 of approximately \$486.1K. • Further, the spending on 'work-in-progress' or WIP (i.e. expenditures that will be capitalized once AMS 'goes live') is expected to be below budget in 2018-19. WIP was estimated at \$2.258M in 2018-19 but is now forecast to be \$1.917M this year. The variance is due to the delay in SK's provincial implementation into 2019-20 and beyond. • Since 2017-18, the SATCC has spent \$497.7K (both expense and WIP combined) of its approximate \$2.5M budget for the AMS Project. It is likely the AMS Project will cost more than \$2.5M but how much more is unknown at this time. Working with the Commission Board and the Ministry of Immigration and Career Training (ICT), management has begun to develop a contingency strategy to fund expenditures higher than the original budget 	

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<p>f. September 2018 Financial Forecast</p> <ul style="list-style-type: none"> • The SATCC is forecasting a surplus, after amortization, of \$679.8K in 2018-19 in comparison to the budgeted surplus of \$436.1K. This is a \$243.7K (55.9%) increase in the budgeted surplus. • The forecasted increase in the surplus is due to the following: <ul style="list-style-type: none"> ○ Revenue: <ul style="list-style-type: none"> ▪ A reduction of \$110.4K (-2.4%) in Client Fees as a result of lower tuition revenue. The reduction in Client Fees partially offsets the decrease in training expense reductions; and ○ Expense: <ul style="list-style-type: none"> ▪ Expenditures on Program Contractual Services are forecasted to decline by approximately \$356.4K (2.0%) as a result of a forecasted decrease in the number of training seats purchased in 2018-19 by approximately 218 seats, offset slightly by \$47K in additional spending for AAI. • The only restricted funds for SYA are the scholarships. The funds from ESDC will run over two fiscal years for SATCC. We are currently expecting to spend 100% of it. • The Annual Report speaks to the restricted fund in Note 10. 	
<p>11. Governance Committee</p> <ul style="list-style-type: none"> • On behalf of the Governance Committee, Brian Marshall reported the committee met on January 7, 2019. 	<p>There was consensus to accept the report for information.</p>

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<p>12. Appeals Committee</p> <ul style="list-style-type: none"> There will be an appeal coming forward in the future. 	<p>There was consensus to accept the report for information.</p>
<p>13. Standards Committee No Report</p>	
<p>14. Committee Minutes</p> <ul style="list-style-type: none"> Dawn Stanger reported the minutes are available in the Aprio library. 	<p>There was consensus to accept the Committee Minutes as presented for information.</p>
<p>The Commission Board of Directors broke for lunch from 11:45 till 12:30.</p>	
<p>Information Items</p>	
<p>15. Electrical Exam Compromise This item was discussed in-camera</p>	<p>Motion #2018-2019-03-08</p> <p>There was consensus from the Board to have the SATCC Board Chair meet with the SaskPoly Board Chair for further discussions.</p>
<p>Brett Vandale left the meeting at 1:10 p.m.</p>	
<p>16. ESDC – Funding Update</p> <ul style="list-style-type: none"> Employment and Social Development Canada (ESDC) is providing the Saskatchewan Apprenticeship and Trade Certification Commission (SATCC) – in particular, the Youth Apprenticeship Program – with one-time funding of \$896,917 through the Union Training and Innovation Program (UTIP) Pre-Apprenticeship Program funding. 	<p>There was consensus to accept the report for information.</p>

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<ul style="list-style-type: none"> • The funding will be used to increase the number of students who participate in and graduate from the SYA program, and to increase SYA participation and SYA completion rates among female and Indigenous students. • Other project outcomes include: increasing the number of schools enrolled and actively participating in the program; and increasing the number of SYA graduates who apply for apprenticeship. • There was the suggestion that we should capture the number of disabled students, but they would need to self-identify. 	
Recurrent Information Items	
<p>17. 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. 	There was consensus to accept the report for information.
<p>18. Other Business</p> <ul style="list-style-type: none"> • There was no other business. 	
Jeff Ritter, Loreena Spilsted, Shaun Augustin, Dawn Stanger, Anna Robinson and Sherry Morcom left the meeting.	
<p>19. In-Camera</p>	
Jeff Ritter, Loreena Spilsted, Shaun Augustin, Dawn Stanger, Anna Robinson and Sherry Morcom rejoined the meeting.	
<p>20. Next Meeting</p> <ul style="list-style-type: none"> • The next Commission Board of Directors meeting will be April 3, 2019. 	
<p>21. Adjournment</p>	The meeting adjourned at 2:10 p.m.

AGENDA ITEM/DISCUSSION POINTS	ACTIONS

Drew DePaul

Commission/Committee Chairperson

[Handwritten Signature]

Commission/Committee Vice Chairperson

