

TĪchŭ Community Services Agency Board Meeting
Commissioner's Room, Days Inn, Yellowknife, NT
March 12-14, 2019
MINUTES

In Attendance: Ted Blondin – Chairperson
Alex Nitsiza – Vice Chairperson
Henry Gon – Gameti Representative
Noella Kodzin – Wekweètì Representative

Executive & Staff: Shannon Barnett-Aikman, Chief Executive Officer
Linsey Hope, Director of Education
Rose Jiang, Director of Corporate Services
Johan Glaudemans, Director of Corporate Services

Regrets: Janita Etsemba - Behchokŭ Representative
Sara Nash, Director of Health and Social Services

Call to Order - The meeting was called to order at 9:15am.

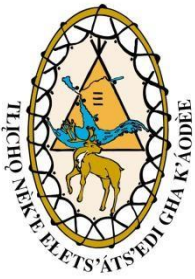
Opening Prayer - Noella Kodzin led the TCSA Board in an opening prayer.

Declaration of Conflict of Interest

To perform good governance, TCSA Board meetings begin with a declaration of any real or perceived conflict of interest by board members. Conflict of interest declarations help ensure public confidence in the Board as they make decisions that affect strategic and financial actions of the TCSA. Conflict of interest declarations are recorded in the meeting's minutes.

The respective Northwest Territories Conflict of Interest Act states:

2. (1) *Where a member, either on his or her behalf or while acting for, by, with or through another, has any direct pecuniary interest*
- (a) in a contact or proposed contract with the municipality or board,*
 - (b) in a contract or proposed contract that is reasonably likely to be affected by a decision of the council or board, or*
 - (c) in a manner in which the council or board is concerned,*
- and is present at a meeting of the council, board, or committee of the council or board at which the contract, proposed contract or other matter is the subject of consideration, the member*



- (d) shall, as soon as practicable after the commencement of the meeting, disclosed his or her interest and the extent and nature of the interest, and
- (e) Shall not take part in the consideration or discussion of, or vote on any such question with respect to, the contract, proposed contract, or other matter, or attempt in any way whether before, during or after the meeting to influence the voting on any such question.

2. (2) Where the interest of a member has not been disclosed as required by subsection (1) by reason of his or her absence from the meeting referred to in subsection (1) or by reason of the interest having been acquired or having come to his or her knowledge after the meeting, the member shall disclosed his or her interest and otherwise comply with subsection (1) at the first meeting of the council, board or committee that he or she subsequently attends.

No conflicts of interest were declared relevant to the agenda for this meeting of March 12-14, 2019.

Approval of Agenda

Be it resolved that the Tliche Community Services Agency Board approves the agenda for March 12-14, 2019, as circulated. **Moved by Henry Gon, Seconded by Alex Nitsiza. Motion Carried Unanimously.**

Approval of Minutes

Be it resolved that the Tliche Community Services Agency Board approves the minutes for January 15-17, 2019, as circulated. **Moved by Alex Nitsiza, Seconded by Henry Gon. Motion Carried Unanimously.**

Review of Action Items

Action items since the last TCSA Board meeting, January 15-17, 2019 were reviewed. Anything that comes up in meetings will be tracked in the new Action Log format, which will be populated at the end of each meeting. The board notes that action item #10 be changed to reflect travel “details” not travel “commitments”.

Chairperson’s Report

Ted Blondin was present to provide a written report dated March 12, 2019. Items discussed include:

- **Declaration of Commitment toward Cultural Safety:** Chairperson recounted his recent personal experience in staying at Stanton Hospital for a unexpected surgery. He confirmed what a positive experience he had. Review of the cultural safety launch which took place on February 26th.
- **NTHSSA Leadership Council Meeting:** 2019-20 Operation plan and operating budget for the NTHSSA was reviewed and approved at the afternoon meeting on February 26, 2019. TCSA staff are presenting similar info for our health authority during this week's meeting.



Federal Legislation and Tlicho Advocacy: Recognizing that the Tlicho Government is the political authority with the role of interfacing with the Federal Government, TCSA wants to support the TG to advocate for funds to support out of territory children and youth to return to the Tlicho region to attend annual gathering, etc. Provide more opportunities for them to be connected to their culture. Also, provide Tlicho stories, legends, CDs, language supports, copies of the TG annual report, etc. How can we access the Child Welfare Act (under revision?) at the federal level? Take forward to DM / Minister for DHSS.

- There is a continued focus on quality improvement across the Agency as we prepare for accreditation and toe commitment to the highest standards of care.
- TCSA Board requests a future presentation from Aurora College re: what programs are offered in our communities? What other programs are available? How are they funded? What is their mandate? Opportunity to spearhead a meeting between TG / Aurora College / TCSA Board.

Chief Executive Officer's Report

Shannon Barnett-Aikman was present to provide a written report dated March 12, 2019. Items discussed include:

- Community Tour scheduled for March 25-26, 2019 including Monfwi, Minister Abernethy (HSS), and Minister Moses (Housing). Key areas of focus likely to include program space, housing, capital planning across all TCSA program areas.
- Capital Planning: CJBS and EMES schools are on the ECE capital plan, but the Behchoko Health Center and the Nishi Khon Building are beyond capacity under the current utilization footprint.
- The projected financial trajectory over the next fiscal year, including a review of cost drivers and plans to reduce costs in those areas.
- An employment overview encompassing recruitment and retention challenges across the Agency. Area of particular note: the current lack of adequate and available housing is the single most significant impediment to recruitment at present.
- An update on the UNW-GNWT Collective Agreement negotiations that went to bidding recommendations, which are expected to be released publicly over the next 1-2 weeks.
- An overview of the infrastructure needs of the Agency and the measures being taken by TCSA senior management to find appropriate solutions, including regular meetings with intergovernmental and interdepartmental partners.
- An update on the preparations for Accreditation. The survey will take place the last week of September 2019. Agency managers will be deferring any new projects until after the survey in order to keep focus on the accreditation prep and quality improvement processes that entails. The Executive Director from Accreditation Canada will be visiting in Spring 2019 and will want to meet with TCSA Chairperson at that time.
- Quality Improvement is a key focal area for all program areas of the Agency. This will be built into our regular board meeting agenda moving forward – either through program area reports and/or via the Quality Assurance and Risk Manager's report (which will be filled in mid-April 219). For the



March meeting, there was a review of the Child and Family Services quality assurance indicators being collected territorially.

- Review of the most recent territorial data (which includes TCSA) and discussion about how these statistics are informing program improvements within the CFS system.
- Review of the most recent Early Childhood Development Instrument (EDI) report and discussion of how this information informs our strategic planning as well as annual operational plans.
- Review of the TCSA Health and Social Services Operational Plan for 2019-2020. Clarification of the purpose of strategic plans vs operational plans. Reminder that these are tabled / public documents. Board members confirmed that they are content with the operating plan – it is well-aligned with Tlicho Government and GNWT, and with the history of our Agency.
- Presentation of the TCSA Strategic Plan DRAFT. Engage Board members in discussion around vision and priorities for the Agency insofar as they extend from the strategic plan into the future. Feedback obtained regarding requested / proposed revisions accordingly.

Health and Social Services Report

Sara Nash submitted a written report dated March, 2019 but was unavailable to attend the TCSA Board meeting as she was participating in mandatory training through the Department of Health and Social Services. The HSS report was delivered by the CEO on her behalf. Items discussed include:

- Further expanded discussion around the accreditation preparations spanning the HSS program areas.
- Chronic disease program update noting that the Department of HSS epidemiologist provided statistical data from the electronic medical record reflecting the current number of diabetes patients in our region and divided by community. That data will assist us with planning and implementation of programs better suited to support our diabetic population.
- A review of the statistical data available to date under community health programs, primary health care, and after hours and emergency care was provided.
- An update was provided on the program organization, development, and implementation of long term care and home care in our region, including recruitment challenges in this area, as well as training opportunities that have been delivered to various staff groups.
- A review of the social programs under the Agency was provided including an explanation of Structured Decision Making (SDM) which is an evidence-based approach to making decisions in child protection.
- Child and Youth Care Counsellors are new positions in the NWT HSS system this year. This work has been largely informed by the Agency's history of staffing Art Therapists in our TCSA schools to support the Health and Wellness of children and youth.

Tour of the New Stanton Territorial Hospital

The TCSA Board attended a tour of the new Stanton Hospital on Tuesday March 12, 2019.



Governance Training

Assistant Deputy Minister of Education, Culture and Employment (John MacDonald) and Director of Education Operations (Andrea Giesbrecht) provided Governance Training to the TCSA Board which included a copy of the most recent *DEA and DEC Member Handbook* and discussion of the following topics:

- Legislative Authority
- Roles and Responsibilities
- Governance and Administration – what is the difference
- Transparency and Confidentiality
- Meetings
- Conflict Resolution
- Strategic and Financial Planning
- Policy

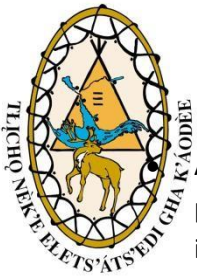
Following the governance training component of the meeting the TCSA Board engaged the ADM and Director of Education Operations in conversation around the following:

- The education funding formula
- Use of devices in schools
- Locally developed senior high courses
- Chief Jimmy Bruneau School renovation / rebuild
- Mandate of the next government

Education Report

Linsey Hope was present to provide a written report dated March 13, 2019. Items discussed include:

- An overview of the student support specialists engaged / contracted by the TCSA to provide health and wellness supports to children and youth (including education psychologists, speech language pathologists, counselling services, trauma informed training specialists).
- Tlicho Language, Culture and Way of Life program updates, including an overview of the new oral language proficiency assessment and the use of the recently developed Tlicho History resources in our classrooms.
- An update on the Northern Distance Learning program including expansion plans for the 2019-2020 school year. Discussion around the territorial engagement process in development of the calendar for that program.
- The Tlicho Rites of Passage camp will be offered on the land this spring. The girls camp is planned to take place in Wekweeti while the boys camp is planned to take place in Gameti. TCSA is working with both community governments to offer the best possible camp experience for students. Child and Youth Care counsellors and local elders will participate in those camps as well.



An overview of programming dedicated to supporting oral language development in the region was provided, including an update on the current status of the *Talk to Teach* oral language public information and awareness campaign.

- In January an international expert in trauma informed practices spoke with our health, social services, and education leaders about how to be cognizant of trauma informed decision-making within our programs. She also worked with education staff on how to be responsive in supporting students affected by trauma. TCSA contracted this expert to also provide public information sessions on topics of developing self-awareness, compassion and health relationships.
- Five-year historical and current attendance data was shared and discussed. This was conducted in connection to a review of the Senior High Program Policy which includes a section around attendance guidelines for mature students.
- An update was provided on the reading and numeracy supports being undertaken across all Agency schools.

Review of the amended Senior Secondary Program policy

Be it resolved that the Tliche Community Services Agency Board approves the revised Senior Secondary Program policy, as circulated. **Moved by Alex Nitsiza, Seconded by Henry Gon. Motion Carried Unanimously.**

2019-2020 School Year Calendars

Be it resolved that the Tliche Community Services Agency Board approves the 2019-2020 School Year Calendars, as circulated. **Moved by Henry Gon, Seconded by Alex Nitsiza. Motion Carried Unanimously.**

Finance and Corporate Services Report

Rose Jiang and Johan Glaudemans were present to provide a written report to the Board dated March 14, 2019. Topics of discussion included:

- An overview of the main cost drivers for our Health and Social Services programs as well as the planned mitigating actions to be taken during the 2019-2020 fiscal year.
- An asset Management plan was discussed with the board.
- An overview of the fiscal year end process, including a joint senior management approach to supporting the year end process for Health and Social Services this year.
- Key activities proposed as priorities for the first quarter were outlined.
- Variance reporting techniques were introduced and explained as well as the TCSA's plan to reinstate monthly detailed expense reporting with all program area managers.
- Description of the planned improvements to the finance procedures were presented and discussed.

Board Honoraria and Travel Expense Payment policy

This policy was developed after review of the related Tliche Government and GNWT policies. The TCSA policy reflects the best practices of each of those TG / GNWT documents.



Be it resolved that the Tliche Community Services Agency Board approves the 1st and 2nd reading of the TCSA Board Honoraria and Travel Expense Payment policy, as circulated. **Moved by Alex Nitsiza, Seconded by Henry Gon. Motion Carried Unanimously.**

Board Member Concerns

All board members shared verbal feedback / raised areas of concern as follows:

Whati

- Housing concerns
- Distribution mechanisms for TCSA meeting minutes

Gameti

- Medical escorts for elders and high need patients
- How patients in outlying communities access prescriptions
- Confusion between employee groups regarding roles and responsibilities and why operational requirements are different for some.

Wekweeti

- Staffing retention

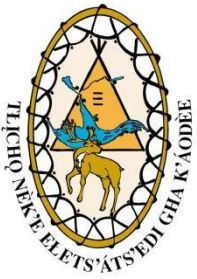
Chairperson

- Use of Tylenol 3 post-op in the NWT
- Opportunities to support homelessness program in Behchoko

Meeting Reflections

Guiding questions: What was positive about this meeting? What would you like to see improved for future meetings?

- Having an action log is positive. Appreciate that we have that as a standing and recurrent item on the agenda now.
- Tour of the hospital was a long time coming but it was the right time to do it now since it is so close to completion. Better than it would have been had we done the tour earlier when it was more of a construction site.
- Governance training is a positive step forward. Looking forward to that continued process as part of our standard agenda.




Scheduling

Gameti Board member goes back to work at the mine on March 20th, 2019 for two weeks and remains on 2-week rotations through the rest of Spring. CEO will review his schedule to identify June meeting dates to avoid conflict if possible.

Closing Prayer – Ted Blondin led the TCSA Board in a closing prayer.

Motion to Adjourn - The meeting of the TCSA Board was adjourned March 14, 2019 at 4:30pm.

MINUTES Approved via motion of the board on June 11, 2019:



Chairperson Signature

June 11, 2019

Date



Chief Executive Officer Signature

June 11, 2019

Date