



Tłchq Community Services Agency

Board Meeting Minutes

December 1-3, 2021

In Attendance: Ted Blondin – Chairperson
Alex Nitsiza – Vice Chairperson and Whatì Representative
Irene Mantla, Gametì Representative
Rosa Mantla – Behchokò Representative
Marie Adele Football – Wekweetì Representative

Executive and Staff: Kevin Armstrong- Chief Executive Officer
Sara Nash- Executive Director, Operations & Program Integration
Linsey Hope - Director of Education
Rose Jiang - Director of Corporate Services

Regrets:

Call to Order - Day 1

The meeting was called to order at 9:15am. Chairperson Ted Blondin welcomed everyone to the meeting. Opening prayer.

Occupational Health and Safety

The Chief Executive Officer reviewed the Safety Plan for the board meeting including the emergency evacuation protocols. Sara Nash reviewed the COVID-19 safety plan for the board meeting. All questions were answered, and all attendees confirmed their understanding of the plan.

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 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

(d) 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 December 1-3, 2021.

Approval of Current Agenda

Be it resolved that the Tłı̨chǫ Community Services Agency Board approves the agenda for December 1-3, 2021.

Approval of Previous Minutes

Be it resolved that the Tłı̨chǫ Community Services Agency Board approves the minutes for the March 10, 2021 special meeting, June 1-3, 2021 regular meeting, and September 2, 2021 special meeting.



Business Arising from Previous Meetings

Any new actions that arise during a board meeting are tracked in the Action Log. As actions are completed, they are removed from the log.

Action items since the June 1-3, 2021, Board Meeting were reviewed. No new action items added to the log from this meeting.

Chairperson's Report

The Chief Executive Officer provided a written report on behalf of the Chairperson dated December 1, 2021. Items discussed include a review of the Chairperson's events attended since the June 2021 Board meeting. Key updates include quality improvement efforts for Health & Social Services and governance of the Education System.

Chief Executive Officer's Report

The Chief Executive Officer was present to deliver a written report dated December 1, 2021.

Specific items discussed included the Education Act Modernization, JK-12 Curriculum Renewal, Inclusive School formula, CJBS Capital Project, and a discussion regarding the proposed integrated approach for Mental Health & Wellness for the region.

Board Member Orientation

Each Board member received an orientation package, including a orientation check list. The members were introduced to TCSA's mission, vision, and values. A review of the governance and organization structure was provided, including a summary of programs and services offered in each division of the TCSA.

A thorough overview of the Board Members roles and responsibilities was reviewed. This included a review the position description, attendance, meetings, and committees. A review of the legal and ethical responsibilities of the board was discussed, including code of conflict and conflict of interest.

Quality Assurance Committee - Committee of the Whole

Sara Nash presented a written report dated December 1, 2021. The Board members reviewed the associated attachments including the TCSA RL6 Incident Reports, TCSA Privacy Management, and TCSA Quality Score Card.

End of Day 1 - 2:50pm



Call to Order - Day 2 Start at 9:00am

The second day of the meeting was called to order at 9:10 am.

Health and Social Services Report

The Director of Health and Social Services, Sara Nash, was present to provide a written report dated December 1, 2021.

Items discussed include recruitment challenges in all program areas and potential solutions, especially with healthcare provider positions such as community health nurses, nurse practitioners, EMRs as well as CSSWs; ongoing COVID-19 pandemic outbreak management and response; review of multiple best practices and procedures to manage the outbreak and prevent further transmission of COVID-19 including offsite testing, vaccine program, and regional coordinating conferences. Additional topics include Home and Continuing Care Review, Mental Health & Wellness, Stepped Care Program, and Child & Family Services-Preventative Programming.

Education Report

The Director of Education, Linsey Hope, was present to provide a written report dated December 1, 2021.

Items discussed include staffing recruitment and retention challenges, staff training and orientation, student progress and outcomes including EDI, MDI, and attendance. A review of contract services such as SLP and Education Psychology services were reviewed with the Board.

An in-depth review and discussion of the Education Accountability Framework 2020-21 was provided to the Board with Audited Financial Statements. Regional goals include literacy, lifelong learning, wellness and student support, and culturally responsive programs and services. A review of the progress in obtaining most of the goals identified in the framework was discussed.

Be it resolved that the Thichō Community Services Agency Board approves the 2020-21 Education Accountability Framework. Moved by: Rosa Mantla. Seconded by: Alex Nitsiza. Motion Carried Unanimously.

End of Day 2 - 5:00pm



Call to Order – Day 3 at 9:15am

The third day of the meeting was called to order at 9:15am.

Finance and Corporate Services Report

Director of Finance and Corporate Services, Rose Jiang, was present to provide a written report dated December 1, 2021. Items discussed include: a detailed review of the Audited Financial Statements of the TCSA Education Division for the 2020-21 School Year; a review of the 2nd Quarter Variance Report for the TCSA Health & Social Services Division; a review of TCSA's Finance and Corporate Services quality improvement initiatives including: corporate visa management, variance reporting process, IT Infrastructure, and cellular phone upgrades.

Schedule of Upcoming Meetings

The 2022-23 schedules of TCSA Board meetings were reviewed and the next regular quarterly meeting date is tentatively scheduled for the end of February 2022.

Confirmed meeting dates for the remainder of the 2022-23 fiscal year should be decided at the next meeting, reflecting the schedules of the Board members.

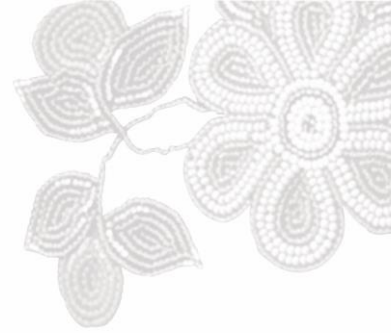
Board Meeting Evaluation Forms

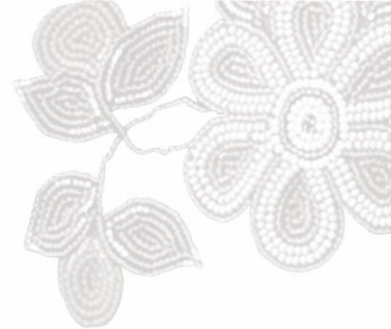
Board members were asked to complete the meeting evaluation forms and return to Livia either in hard copy before the end of the meeting, or to send afterward (via email, or fax).

Closing Prayer

Meeting Adjourned at 1:00pm.

Be it resolved that the Tłı̨chų Community Services Agency Board closes the December 1-3, 2021 meeting on December 3, 2021 at 1:00pm.





Chairperson Signature

March 11, 2022

Date

Chief Executive Officer Signature

March 11, 2022

Date

