



Tłı̨chǫ̀ Community Services Agency Board Meeting Bush Pilot Room, Explorer Hotel – September 12-14, 2019 MINUTES

In Attendance: Ted Blondin – Chairperson
Alex Nitsiza – Vice Chairperson and Whati Representative
Henry Gon – Gameti Representative
Janita Etsemba – Behchokò Representative (Sept 14, 2019)
Noella Kodzin – Wekweeti Representative (Sept 14, 2019)

Executive & Staff: Shannon Barnett-Aikman, Chief Executive Officer
Rose Jiang, Director of Corporate Services
Johan Glaudemans, Director of Corporate Services
Carolyn Smith, Quality Assurance & Risk Manager
Linsey Hope, Director of Education
Sara Nash, Director of Health and Social Services

Regrets: Janita Etsemba, Behchokò Representative (Sept 12-13, 2019)
Noella Kodzin, Wekweeti Representative (Sept 12-13, 2019)

Call to Order - The meeting was called to order at 9:05am.

Opening Prayer – Ted Blondin 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 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 Sept 12-14, 2019.

Approval of Agenda

CEO indicates a potential need to switch the order of the program reports due to scheduling conflicts for some staff members, and requests the addition of 2019-2020 Performance Objectives to the agenda under the CEO report.

Be it resolved that the Tlicho Community Services Agency Board approves the agenda for Sept 12-14, 2019, modified to reflect the addition of the CEO performance objectives and to re-organize the program reports as needed. Moved by Alex Nitsiza, Seconded by Henry Gon. Motion Carried Unanimously.

Approval of Previous Minutes

Be it resolved that the Tlicho Community Services Agency Board approves the minutes for June 11-13, 2019 as amended to show June 11-13, 2019 (not June 12-13, 2019). Moved by Alex Nitsiza, Seconded by Janita Etsema. Motion Carried Unanimously.

Be it resolved that the Tlicho Community Services Agency Board approves the minutes for August 29-30, 2019 as presented. Moved by Alex Nitsiza, Seconded by Henry Gon. Motion Carried Unanimously.

Review of Action Items

Action items since the last TCSA Board meeting, August 29-30, 2019 were reviewed. Any new actions that arise during a board meeting will be tracked in the Action Log. As actions are completed, they will be removed from the log.



Chairperson's Report

Ted Blondin was present to provide a written report dated June 11, 2019. Items discussed include a review of the Chairperson's events attended since the June Board meeting. These include NTHSSA Leadership Council Meetings, a recruitment trip to the University of British Columbia in Vancouver, the

Cdn Association of School System Administrator's National Awards Ceremony where the CEO received an award for her work in school leadership within the Northwest Territories and where she was also the recipient of the Top Superintendent in Canada for 2019 award. The Chairperson joined other TCSA Board members at the annual regional orientation for TCSA education staff as well.

Chief Executive Officer's Report

Shannon Barnett-Aikman was present to provide a written report dated September 13, 2019. Items discussed:

- Overview of the progress to date (quarterly review) of key actions in supporting the TCSA's strategic direction. These will be included as a regular section of the CEO's quarterly report moving forward. The information specifically reflects the goals and priorities outlined in the 2019-20 operational plans for Education, and Health and Social Services. At this half-way point in the fiscal year each of the goals is well underway and most are on time for completion within this fiscal year.
- A summary review of the audited financial statements for 2018-2019 was discussed. Further detail will be discussed during the Director of Corporate Services report.
- Current infrastructural needs of the Agency were reviewed: the TCSA continues to struggle with the availability and adequacy of staff housing. As well, we continue to work with the GNWT Interdepartmental Steering Committee for the Chief Jimmy Bruneau School Capital Improvement Project.
- The TCSA Sr Mgmt is working closely with the Tlicho Construction and Tlicho Investment Corporation Managers to ensure our Health facilities are meeting national infrastructure standards in anticipation of the upcoming accreditation survey and beyond.
- Governance Orientation and ongoing training is an ongoing focus. The Governance training for Education Authorities was provided in March 2019 and yesterday's sessions with the Cdn Patient Safety Institute constitutes the Governance training for Health Authorities. The CEO will continue to work with the Board to identify and implement further training and development sessions.
- Overview of the progress to date in meeting the Required Organizational Priorities (ROPs) and High Priority Governance Standards. Discussion included to explain what Board members can



expect the engage with the accreditation surveyors in September, including that they will meet in-person with the surveyors in Behchokò and they will be interviewed regarding their governance role and functions as a Board of Management.

Education Report

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

- Home Boarding Policy – This policy is currently under review by the Department of Justice legal division. It will be further revised as appropriate pending those recommendations and will be brought back to the TCSA Board for additional readings before approval is sought.

Healthy Foods for Learning policy – 3rd Reading, Discussion, and Approval

This is a new policy for our schools and it aligns to the GNWT Anti-Poverty Strategy action plan, Canada's revised and updated food guides. Discussion to include reference to the Dene Law of Sharing what we have; also explicit reference to the First Nations, Inuit, and Metis Canada Food Guide, and reference to continuing to offer traditional foods.

Be it resolved that the Tłı̨chǫ Community Services Agency Board approves the 3rd reading of the Healthy Foods for Learning policy and thereby adopts the policy as presented. Moved by: Alex Nitsiza. Seconded by: Henry Gon. Motion Carried Unanimously.

Finance and Corporate Services Report

The President and Director of Operations of EPR Yellowknife Accounting Professional Corporation were present to present an overview of the non-consolidated report on revenues and expenses and accumulated surplus for the education program for the year ended June 30, 2019. They confirmed that the internal control processes have improved significantly and the TCSA is well-positioned for a positive audit next year.

Highlights of the audit report:

- All practices were consistent with Cdn Public Sector Standards.
- No management letter this year as there was nothing determined to have impeded the audit.

Be it resolved that the TCSA Board approves the Education Division's Non-Consolidated Report on Revenues and Expenses and Accumulated Surplus for the year ended June 30, 2019 as presented. Moved by: Alex Nitsiza. Seconded by: Henry Gon. Motion Carried Unanimously.

The Directors of Corporate Services and the Manager of Finance were present to provide a written report dated September 13, 2019. Items discussed include:



- 1st Quarter Variance Report
- Breakdown Details of Board Expenditures for 2018-2019
 - For the December meeting the TCSA Board members will complete an intentional budget plan for the 2020-2021 fiscal year
- Breakdown Details of “Other” Contract Services for the Education Fiscal Year Ending 2019
- Staff Housing Updates were reviewed for all four communities. There is significant turnover in housing needs each summer (coinciding with the changeover to a new school year).

Presentation of the 2018-2019 Annual Report for Health and Social Services

- Final report that was submitted to the Minister’s office was shared with the Board. Copies will be made available to the public via our website and hard copies distributed to our stakeholders.

Health and Social Services Report

Sara Nash was present to present a written report dated September 14, 2019. Items discussed include:

- An overview of our human resource picture including current staffing shortages and implications for reduced services.
- TCSA employee recognized territorially for implementing oral health programs in our TCSA facilities and Tlicho communities.
- Detailed presentation of cultural support plans that are included in all Child and Family Services programs for clients going out of territory.
- Presentation of the results for the 2018 Client Satisfaction Survey for the Community Counseling Program.

Board Member Reflections and Comments

Board members brought forward discussion items under the following topics:

Whati:

- Complaints and concerns process needs to be communicated in both languages. A pamphlet currently exists in English and the Tlicho version is currently in translation services.
- Discussion of appeals process for when staff and/or clients are unhappy with a decision or services provided.
- Rehabilitation services in the outlying communities.
- Navigating difficulty conversations with community members when they bring something forward – could this be an area of support for Board members through additional training.

Behchoko:

- Relationships at the Jimmy Erasmus Senior’s Home are strained...wish to see progress in this area.
- National Addictions Awareness Week



Positive changes in the school bussing program this year. Very positive feedback from community member and staff.

Chairperson:

- Electronic devices during Board meetings – reminder to all board members and staff to refrain from using electronic devices during the meeting unless it is for the purpose of presentation and/or minute-taking.
- Occupational Health and Safety question regarding JESH entrance.

Gameti

- Community concerns regarding daycare operations. Not a TCSA program, rather it is a TG program. Concerns will be relayed to Tlicho Government by Gameti Chief and Council.
- Elder abuse

Wekweeti:

- No comments identified.

Board Member Self-Evaluations

All board members completed the first annual round of evaluations. Results will be collated by the Quality Assurance and Risk Manager and communicated back to the Board during the next meeting.

Scheduling

- TCSA Board members will attend an in-person meeting with the Accreditation Canada Surveyors on Sunday September 29th as part of the accreditation process.
- The next regular Board meeting is scheduled to occur on December 3-4-5, 2019, as follows:
 - Monday December 2nd – Travel day to Yellowknife for Whati, Gameti, Wekweeti members
 - Tuesday December 3rd – Board Meeting in Behchoko (Multiplex – *tentative*)
 - Wednesday December 4th – Board meeting in Yellowknife (Explorer Hotel)
 - Thursday December 5th – Board meeting in Yellowknife (Explorer Hotel)
 - Friday December 6th – Travel day back home for Whati, Gameti, Wekweeti members
- Due to scheduling changes for the September Board meeting which resulted in a missed rotation into Gmeti, the March 2020 meeting will include a day in each of Whati and Gameti, followed by two days in Yellowknife.



Closing Prayer

Noella Kodzin led the TCSA Board in a closing prayer.

Motion to Adjourn

The meeting of the TCSA Board was adjourned September 14, 2019 at 3:50pm.

Be it resolved that the TCSA Board adjourns the meeting on September 14, 2019 at 3:50pm. Moved by Alex Nitsiza. Seconded by Henry God. Motion Carried Unanimously.

Chairperson Signature

December 3, 2019

Date

Chief Executive Officer Signature

December 3, 2019

Date