



Tłıchq Community Services Agency Board Meeting

Behchokq Sportsplex, Behchokq – December 3, 2019
Bush Pilot Room, Explorer Hotel – December 4-5, 2019

MINUTES

In Attendance: Ted Blondin – Chairperson
Alex Nitsiza – Vice Chairperson and Whati Representative
Henry Gon – Gameti Representative
Janita Etsemba – Behchokq Representative
Noella Kodzin – Wekweeti Representative

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

Call to Order - The meeting was called to order at 10:49am

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 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 disclose 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 3-5, 2019.

Safety Briefing

CEO completed a safety briefing for the Behchokò Sportsplex as this is the first time the TCSA Board meeting has been held in this facility.

Public Presentation & Engagement

Three members of the public arrived by mid-morning and stayed through to the end of lunch hour. They engaged informally with members of the TCSA board during the break and over lunch hour.

Approval of Agenda

Be it resolved that the Tlicho Community Services Agency Board approves the agenda for December 3-5, 2019 as presented. 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 September 12-14, 2019 with the addition of a signature line for the last page. Moved by Janita Etsemba, Seconded by Henry Gon. Motion Carried Unanimously.

Review of Action Items

Action items since the last TCSA Board meeting, September 12-14, 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 December 2, 2019. Items discussed include a review of the Chairperson's events attended since the June Board meeting. These include NTHSSA Leadership Council Meetings and Accreditation Canada survey meetings.

TCSA Board Quality Committee

Be it resolved that the Tlicho Community Services Agency Board approves the Quality Committee Terms of Reference as presented. Moved by Janita Etsemba, Seconded by Noella Kodzin. Motion Carried Unanimously.

Chief Executive Officer's Report

Shannon Barnett-Aikman was present to provide a written report dated December 3, 2019. Items discussed include:

- Agency-wide progress toward achievement of the annual operating plan goals
- Results of the current accreditation survey
- Board training and development logs and future training and development plans
- System-wide strategic planning update
- GNWT government transition
- Cultural safety training
- Interagency and interdepartmental partnership opportunities
- Infrastructural needs
- Recruitment and retention challenges across the Agency
- Emergency services within the region
- Development of a formal Appeals Process and Committee (per sections 38-43 of Ed. Act)

In-Camera Session

Be it resolved that the Tlicho Community Services Agency Board approves a motion to go in-camera at 4:45pm. Moved by: Alex Nitsiza. Seconded by: Henry Gon. Motion Carried Unanimously.

Be it resolved that the Tlicho Community Services Agency Board approves a motion to come out-of-camera at 5:15pm. Moved by: Alex Nitsiza. Seconded by: Henry Gon. Motion Carried Unanimously.

Day 1 - Adjourned at 5:15pm.



Day 2 – Called to Order at 9:10am

Tuberculosis Elimination in the NWT

Chief Public Health Officer for the NWT, Dr. Kami Kandola, was present to provide a presentation on the TB Elimination strategy in the NWT.

Education Report

Linsey Hope was present to provide a written report dated December 4, 2019. Items discussed include:

- Staffing
- Operating plan updates
- Training & development
- Student support specialist services provided to date
- Statistical data and program area updates - connected to implications for board governance
- Policy updates
- Latest results of the Early Development Index (EDI) and implications for TCSA-specific programs and services
- Partnership with the greater GNWT and Tlı̄chǫ Government
- Speech Language services in the region
- Strategic attendance efforts between school(s) and community government(s)
- School reports were attached to the Education report as an appendix.

Administration of Medication in Schools policy – 1st Reading

This is a new policy for our schools and is being developed in recognition of the current gap (across the system) in administrative guidelines supporting school employees in the administration of over the counter and prescription medication to students during school hours.

Be it resolved that the Tłı̄chǫ Community Services Agency Board approves the 1st reading of the Administration of Medication in Schools policy, with the following amendments: include “in schools” in the title; include a requirement for the student’s name and date of birth within the scope of the procedures section; add ... will seek out parent direction “immediately” ... in section 9 of the procedures. Moved by: Henry Gon. Seconded by: Janita Etsemba. Motion Carried Unanimously.

In-Camera Session

Be it resolved that the Tlı̄chǫ Community Services Agency Board approves a motion to go in-camera at 2:42pm. Moved by: Alex Nitsiza. Seconded by: Henry Gon. Motion Carried Unanimously.



Be it resolved that the Tliche Community Services Agency Board approves a motion to come out-of-camera at 3:10pm. Moved by: Alex Nitsiza. Seconded by: Noella Kodzin. Motion Carried Unanimously.

Quality Assurance and Risk Management Report

The Quality Assurance & Risk Manager was present to provide a written report, dated December 4, 2019. Items discussed include:

- Accreditation next steps
- Ethics training for board members and staff
- Results of the annual board member self-evaluation
- Review of the chartered flight waiver
- Incident reporting via the new RL6 platform
- How to prioritize the training needs of the Board moving forward

Charter Flight Waiver

The TCSA Board requests the following updates to the proposed Charter Flight Waiver:

- Simplify the language for greater accessibility by community members
- Translate the waiver so it is available in Tlicho
- Ensure supports are in place to provide verbal overview of the waiver *before* community members sign (this could be accomplished through the development of an over-arching policy that will outline “procedures” or the process for the waiver document.

Day 2 - Adjourned at 5:17pm



Day 3 – Call to Order at 9:13am.

Health and Social Services Report

Sara Nash was present to present a written report dated December 5, 2019. Items discussed include:

- Primary Healthcare Reform
- Paid Caregiver Pilot Project
- Partnerships with the Tlicho Government
 - Seminar on Health policy in Indigenous Nations
- Recruitment and Retention
- Housing and Infrastructure
- Operational Plan Updates
- Quality Improvement Updates

Finance & Corporate Services Report

Rose Jiang was present to present a written report dated December 5, 2019. Items discussed include:

- Second Quarter Fiscal Variance Report
- Improvements in Internal Finance Procedures and Processes
- TCSA Board Expense Analysis for 2019-2020
- Staff Housing Update
- Capital Assets Disposal – Internal procedures vs GNWT-wide policies and procedures

Board Member Reflections and Comments

Board members brought forward discussion items under the following topics:

Whati:

- Mezi Community School had a Parent Advisory Committee (PAC) meeting on November 26, 2019. There were 11 people in attendance including the school principals. Discussions at that meeting centered on improvement in communication; parents are happy with sports in the school; communication needed re: daily / school calendar wishes for school photos; Thursday PLCs – early dismissals; lunch hour safety for students; bus programs; home visits.
- Building positive relationships between the school administration and the TCSA Board representative,

Gameti:

- Teacher shortages are a significant concern.



- The community government has concerns regarding staffing at the Gameti Health Center.
- Office spaces for social service workers and/or mental health workers is needed.
 - Office space is made within the school for those professionals who visit from TCSA but community members don't want to go into the school (or other public buildings) to access services due to lack of privacy.
- The community government is looking to build a Sportsplex combined with office space in Gameti. Fundraising has begun to support that project.

Wekweeti:

- School year calendar changes requested to accommodate for pre-holiday dismissals.
- Students are going out on the land more regularly.
- Partnership between the school and the community government continues to be positive - all the winter gear for kids on the land is provided via the community government.
- Recommend that we announce community meetings on CKLB and CBC prior to community meetings to boost awareness and attendance.

Behchoko:

- Concerned regarding teachers having to pay for their own supplies and rumoured lack of sporting equipment in the Behchoko school(s).
- Question regarding the soft-start space in the Elizabeth Mackenzie Elementary School ... is the washer and dryer housing within the same space? If so, could alternatives be prioritized?

Chairperson:

- Health curriculum - how has it been updated to reflect new food guides, addictions awareness, etc.
- Annual Gathering: specific feedback updates ... request to incorporate these into community presentations and eventual roll-up into 2020 Annual Gathering presentation.

Board Member Meeting Evaluations

All board members completed the standard Board meeting evaluation form. Results will be collated by the Quality Assurance and Risk Manager and communicated back to the Board during the next meeting.

Scheduling

Discussion regarding the March 2020 Board Meeting and current fiscal forecast. Due to fiscal restraints TCSA Board will decide whether to keep travel into both Whati and Gameti for that quarter (or to defer one of those community visits to a future date).



- Special meeting via teleconference will be needed mid-late February to review and approve the 2020-2021 Operational Budget prior to submission to Minister Thom’s office, per legislative requirements.
- The next regular Board meeting is scheduled to occur on March 10-12, 2019.

Closing Prayer

Noella Kodzin led the TCSA Board in a closing prayer.

Motion to Adjourn

The meeting of the TCSA Board was adjourned December 5, 2019 at 4:17pm.

Be it resolved that the TCSA Board adjourns the meeting on December 5, 2019 at 4:17pm. Moved by Henry Gon. Seconded by Noella Kodzin. Motion Carried Unanimously.

Chairperson Signature

March 10, 2020

Date

Chief Executive Officer Signature

March 10, 2020

Date