

Tłchq Community Services Agency Quarterly Board Meeting Minutes December 11-13, 2023

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

Executive and Staff: Kevin Armstrong- Chief Executive Officer
Linsey Hope - Director of Education
Rose Jiang - Director of Corporate Services
Sara Nash- Executive Director, Operations & Program Integration
Sheryl Courtoreille- Manager, Quality Assurance & Risk Management

Regrets:

Call to Order - Day 1

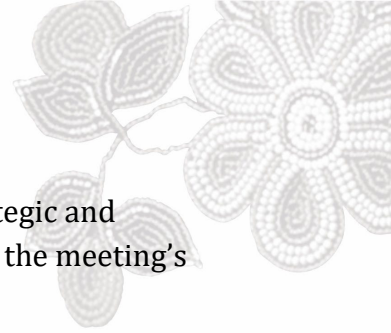
The meeting was called to order at 9:00am. Chairperson welcomed everyone to the meeting. Opening prayer provided by Rosa Mantla.

Occupational Health and Safety

The Chief Executive Officer reviewed the Safety Plan for the board meeting including the emergency evacuation protocols. 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 11-13, 2023.

Approval of Current Agenda

Be it resolved that the Tłı̨chǫ Community Services Agency Board approves the agenda for December 11-13, 2023. Motioned by: Rosa Mantla. Seconded by: Marie Adele Football. Motion Carried Unanimously.





Approval of Previous Minutes

It is resolved that the Tłı̨chǫ Community Services Agency Board approves the minutes for the regular board meeting held on October 10-12, 2023. Motioned by: Irene Mantla. Seconded by: Marie Adele Football. Motion Carried Unanimously.

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 October 10, 2023 Board Meeting were reviewed.

The following new action items were added to the log during this meeting:

23/12-001 Consult with Community Governments to determine if there are Community Safety Plans in place.

23/12-002 Tłı̨chǫ capacity building-identify training and professional development opportunities for current staff.

Chairperson's Report

The Chief Executive Officer provided a written report on behalf of the Chairperson dated December 2023. Items discussed include a review of the Chairperson's events attended since the October 2023 Board meeting including Education Leaders with Minister of Education, TCSA Board meetings, and NTHSSA Leadership Council meetings. Key updates include quality improvement efforts for Health & Social Services such as Accreditation Canada and governance of the Education System.

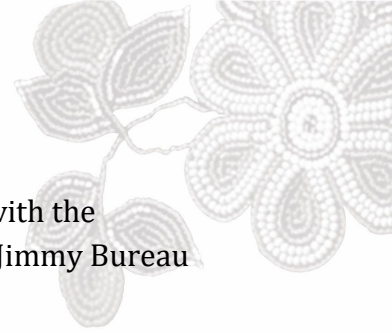
Chief Executive Officer's Report

The Chief Executive Officer was present to deliver a written report dated December 2023. Specific items discussed included the following:

CJBS Rebuild

The Tłı̨chǫ Government and the GNWT made the following commitment:

“The GNWT and Tłı̨chǫ Government commit to work together to explore funding options and lobby the federal government to secure funds, for a new build of the Chief Jimmy Bureau School in Behchokò”.



The Tłıchǫ Government and the Tłıchǫ Community Service Senior Staff met with the Assistant Deputy Minister, Corporate Services, and team to discuss the Chief Jimmy Bureau School Rebuild.

The TG/TCSA and GNWT working group agreed to the Terms of Reference and discussed next steps and moving forward in looking for funds. At this point, the Tłıchǫ Government needs to provide a vision for the new school so that steps can be made to look for funds to build the school.

Tlıcho Government has notified the GNWT of its intention of moving forward with a super school. They have requested financial information so a working group can be established to look at possible funding sources

Tlıcho Government has engaged the community with survey regarding the new school. The survey was reviewed with the board.

The board identified the need to maintain the current school and to ensure the new school meets the needs of the community.

On May 26, 2023, the working group met to discuss next steps. Nearing completion of EMES & CJBS current and future state documents. The goal is to give infrastructure all the information required to move this project to the next phase before the end of this school year.

Timeline:

- TG will continue with Engagement Activities over the summer 2023.
- Program Draft in late September 2023 for Board Review.
- Updated Draft Program Late-November 2023 / with cost estimate
- Site investigation summer 2024
- Consultant (for concept design) requires approved program and secured site.
- Concept Options & Class D estimates March 2025
- Community Government continues work on the sub-division.
- Department of Infrastructure is beginning the geo technical work on the site.

Mental Health & Addictions Update

The TCSA Board had a meeting with CEC on February 2, 2021. A motion was passed to work together on Mental Health and addictions.



In March of 2021 the Tlicho Assembly held a workshop to discuss mental health and addictions. At the end of the workshop, it decided to develop a community based mental health & addictions strategy. Twelve action items were identified as first steps. Tlicho Government Assembly Members proposed a funding commitment of 15 million dollars or 3 million a year for the next 5 years. The Tlicho Assembly later affirmed its decision on April 22nd, 2021 when it passed “Tlicho Loan Reimbursement Law.”

The long-term goal is to have a fully integrated program with Tlicho Government. We are nearing the end of the strategic planning process and will now have to determine how to operationalize the strategy.

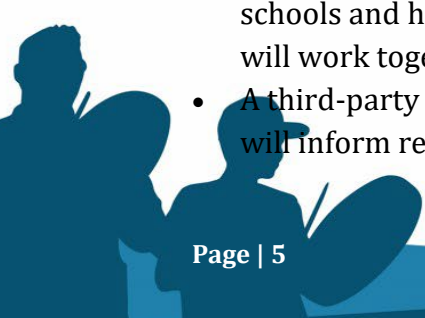
Tlicho Government is now taking steps to establish a new structure that will merge the staff teams of the Healing Path and Department of Community Programs (DCP), and work towards strengthening the connection with Tlicho Community Services Agency (TCSA). This new structure recognizes the many interconnections between the Healing Path, DCP and TCSA. A new director has been assigned to the Tlicho Healing Path.

Latest Version of the Strategy:

- Trail Marker 1: Improve Access to Appropriate Care
- Trail Marker 2: Support Community Priorities and Leadership
- Trail Marker 3: Strengthen Our Organization
- Trail Marker 4: Coordinate Systems and Partnerships
- Trail Marker 5: Communicate and engage with Tlicho Citizens
- Trail Marker 6: Learn from Research

CYCC & Peer Support Program Update

- CYCC will operate under the existing model during the 2022-2023 school years, with changes for improved job descriptions and modified reporting relationships implemented.
- Program Re-design 60% of funds will flow to Education and 40% will flow to Health Authorities. The Edu system will be responsible for school-based counselling HSS is responsible for therapeutic and system navigation.
- TCSA is unique as it is an integrated model, our intention is to still provide services in schools and have CYC's, School Councillors, Peer Support Workers and Elders in school will work together to support Youth wellness in the region.
- A third-party consultant will undertake a detailed program evaluation and the results will inform recommendations for a new model.





- This work was complete, TCSA provided our written feedback to the recommendations.

We just received our contribution agreement from ECE.



TCSA/Tlicho Government Meeting Discussion

The TCSA and Tlicho Government will meet on November 10, 2023. The following items were proposed to the Board for the Agenda:

1. Intergovernmental Services Agreement
2. Tlicho Healing Path
3. CJBS New School Project
4. TCSA Education – Attendance / Student Achievement
5. Staff Housing

CEO Evaluation

The Board conducted the Annual Performance Evaluation of the Chief Executive Officer. The CEO presented the self-evaluation tool for the Board members review and left the room. A thorough review was conducted, identifying current strengths, future growth, and development opportunities and merit increase.

Be it resolved that the Tlicho Community Services Agency Board approves the Chief Executive Officer annual Performance Evaluation and merit increase for 2023-24. Motioned by: Irene Mantla. Seconded by: Rosa Mantla. Motion Carried Unanimously.

Education Report

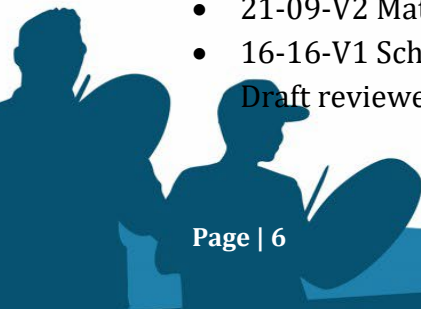
The Director of Education, Linsey Hope, provided a written report dated December 2023.

Items discussed include staffing recruitment and retention planning, staff training and orientation, support specialists, and a review of strategic and operational goals for 2023-24. Additional items such as the BC Curriculum, Indigenized Teacher and Learning, Speech Language and Occupational Therapy, and Career Focused Education were reviewed. An overview of demographics and student achievement data was provided including attendance, reading, writing, and numeracy levels.

The following policies were presented for consideration:

- 21-09-V2 Mature Student
- 16-16-V1 School Surveillance

Draft reviewed with Board. Requires further revision before motion.





21-14-V1 Student Suspension and Expulsion
21-12-V1 School Year Calendar Policy

Be it resolved that the Tłı̨chǫ Community Services Agency Board approves policy 21-09-V2 Mature Student as presented. Motioned by: Marie Adele Football. Seconded by: Irene Mantla. Motion Carried Unanimously.

Be it resolved that the Tłı̨chǫ Community Services Agency Board approves policy 21-14-V1 Student Suspension and Expulsion as presented. Motioned by: Irene Mantla. Seconded by: Rosa Mantla. Motion Carried Unanimously.

Be it resolved that the Tłı̨chǫ Community Services Agency Board approves policy 21-12-V1 School Year Calendar as presented. Motioned by: Marie Adele Football. Seconded by: Rosa Mantla. Motion Carried Unanimously.

End of Day 1 – 4:00pm

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

The second day of the meeting was called to order at 9:00 am.

Health and Social Services Report

The Health and Social Services report dated December 2023 was delivered.

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; recruitment and retention initiatives including Family and Friend Travel Program, Labor Market Supplement, Expansion of Skill Mix, and Licensing Fees; a detail review of HSS core programs including, NWT Syphilis Outbreak, Dental Services, Accreditation, and Physician Services.

Quality Assurance Committee – Committee of the Whole

The Manager, Quality Assurance and Risk Management presented a written report dated December 2023 that included an overview of current quality improvement initiatives that are underway, including staff training and education, patient safety, privacy and HIA. The Board members reviewed the associated attachments including the TCSA RL6 Patient Safety Incident report which provided an update on Privacy, Medication, Falls, Security and Safety, and Employee incidents that have occurred in the region and the proposed recommendations.



Finance Policy Manual

The TCSA Governance Policy Manual has been reviewed and updated.

The following five policies required amendments and Board approval:

09-04-V1 TCSA Board Powers and Duties

09-05-V1 TCSA Role of Chairperson

09-06-V1 TCSA Role of Board Members

09-08-V1 Board Member Code of Ethics

09-09-V1 TCSA Board Member Conflict of Interest

Be it resolved that the TĪchŭ Community Services Agency Board approves policy 09-04-V1 TCSA Board Powers and Duties as presented. Motioned by: Alex Nitsiza. Seconded by: Irene Mantla. Motion Carried Unanimously.

Be it resolved that the TĪchŭ Community Services Agency Board approves policy 09-05-V1 TCSA Role of Chairperson as presented. Motioned by: Marie Adele Football. Seconded by: Irene Mantla. Motion Carried Unanimously.

Be it resolved that the TĪchŭ Community Services Agency Board approves policy 09-06-V1 TCSA Role of Board Members as presented. Motioned by: Marie Adele Football. Seconded by: Irene Mantla. Motion Carried Unanimously.

Be it resolved that the TĪchŭ Community Services Agency Board approves policy 09-08-V1 Board Members Code of Ethics as presented. Motioned by: Marie Adele Football. Seconded by: Irene Mantla. Motion Carried Unanimously.

Be it resolved that the TĪchŭ Community Services Agency Board approves policy 09-09-V1 TCSA Board Member Code of Ethics as presented. Motioned by: Marie Adele Football. Seconded by: Rosa Mantla. Motion Carried Unanimously.

Accreditation

The Executive Director provided an update to the Board on two Accreditation Instruments results:

- Worklife Pulse Tool-a questionnaire that measures staff perceptions of their jobs, work environment, and organization.
- 72 employees participated in the survey



- There were 30 questions related to an employee's perception of their job, training and development, colleagues, immediate supervisor, and senior management, health and safety, and overall experience.
 - When asked "How satisfied you are with your job?" 51.4% responded-satisfied and 33.3% responded-very satisfied.
 - When asked "How would you rate your organization as a place to work?" 35% rated-good, 30.6% rated-very good, and 34.7% rated-excellent.
- Patient Safety Culture Tool-a questionnaire to measure patient safety climate across TCSA healthcare settings.
 - 63 employees participated in the survey
 - There were 23 questions related to patient safety culture in the workplace
 - 42.9% rate the TCSA's overall patient safety as very good
 - 39.7% rate the TCSA's overall patient safety as excellent
 - 15.9% rate the TCSA's overall patient safety as acceptable

End of Day 2 - 12:00pm

Call to Order - Day 3 Start at 9:00am

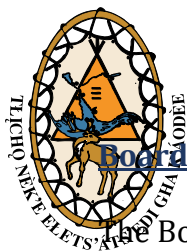
Finance and Corporate Services Report

Director of Finance and Corporate Services, Rose Jiang, was present to provide a written report dated December 2023. Items discussed include a review of TCSA's Finance and Corporate Services quality improvement initiatives including corporate visa management, HSS Employee Compensation and Benefits Tracking Sheet, cellular and landline phone upgrades, upgrades to school intercom system, upgrades to security alarm systems, and employee housing.

The Finance Division has recently completed the 1st Quarter Variance Report for Health & Social Service Division (covering April-September 2023). A copy of the report had been submitted to the Department of the Health & Social Services. A review of current arrears in Long Term Care was discussed with the Board.

The projected Revenues of \$22,604,659 mostly remains at the budgeted level of \$22,611,640.

The projected annual deficit is \$(2,713,686) and is trending to be \$1.85M higher than the approved budget of \$(862,769) for the fiscal year.



Board Meeting Evaluation

The Board completed the TCSA Annual Board, Member, and Chairperson Evaluations.

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

Schedule of Upcoming Meetings

The 2023-24 schedules of TCSA Board meetings were reviewed and the next regular quarterly meeting date is tentatively scheduled for March 19-21, 2024.

Closing Prayer

Be it resolved that the Tłchō Community Services Agency Board closes the December 13, 2023 at 4:00pm.

March 18, 2024

Chairperson

Date

March 18, 2024

Chief Executive Officer

Date