



**MINUTES  
MONTHLY BOARD MEETING  
February 27<sup>th</sup>, 2007  
Main Boardroom, Jan Stirling  
Building**

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**PRESENT:** Liz Wyman, Chair  
Ruth Robertson, CEO  
Karen Hamre  
Jan Stirling  
Andy Wong  
Florence Catholique  
Leone Erasmus (teleconference)  
Rachel Abel , EA (Recorder)

**REGRETS:** Kevin Mcleod

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**1. CALL TO ORDER AND WELCOME**

The meeting was called to order at 5:45 p.m. by Liz Wyman, who welcomed every one present and introduced Florence Catholique the new Board Trustee from Lutsel K'e

**2. OPENING PRAYER/REFLECTION**

The reflection was carried out by Karen Hamre.

**3. CONSIDERATION OF AGENDA**

**3.1 Additions/Changes to the Agenda:** Move item 7.7 to 6.4 under Business Arising.

**3.2 Approval of Agenda**

**MOTION:** That the Yellowknife Health and Social Services Board accepts the Agenda as amended.

**MOVED BY:** Karen Hamre

**SECONDED BY:** Jan Stirling

**ALL IN AGREEMENT – CARRIED**

### **3.3 Disclosure of Conflict of Interest**

There were none.

## **4. NOTICE OF TRUSTEE LIABILITY**

Ruth Robertson CEO reported that all obligations are current and there are no outstanding items. There is one lawsuit still outstanding. There is activity on this lawsuit. The Chair updates Florence on the outstanding case. The Former CEO has been deposed for this matter.

## **5. MINUTES**

### **5.1 Approval of Minutes:**

**MOTION:** That the Minutes of the Board Meeting held on December 12<sup>th</sup>, 2006 be accepted as presented.

**MOVED BY:** Karen Hamre

**SECONDED BY:** Jan Stirling

**ALL IN AGREEMENT – CARRIED**

## **6. BUSINESS ARISING**

### **6.1 OHSC Incident Reports**

Ruth updates the Board on the process to have quarterly incident trend reports submitted to the Board after the month end variance reporting. The OHSC is meeting in March to finalize the flow charts for admin procedures that employees will follow. Paul is the Vice chair with Marie Buchanan. Some of the activities to date are WHMIS training, work place inspections for safety hazards. The priority now is to develop the reporting mechanism. This item will come back to the Board for review and approval.

### **6.2 Board Training Policy: ad hoc committee members:**

The Board Chair updated everyone that this policy has been reviewed by the Board and is now being put into the standard format. This item is tabled for the next Board meeting. **ACTION:** Ruth, Phyllis and Kevin are going to meet to finalize terminology.

### **6.3 Northway's report update:**

The Chair wrote to the Minister on December 11<sup>th</sup> 2006 requesting that the Department release a copy of the report to YHSSA. There has not been a response to date on that request. Once released, it will become a Board document for future community strategic planning. Karen enquires on the status of the review for Lutsel K'e. The Board Chair has written a letter to the Minister, and based on the agreements has requested that the same program service delivery review process be initiated in Lutsel K'e. Florence asks how the agreements are currently negotiated between the Department, Band and YHSSA. The Board Chair informs her that the agreement was negotiated between the community and the Department, with

YHSSA being the interim service provider. The agreement states that a review of service delivery will be provided to Lutsel K'e and Fort Resolution every two years. Last fiscal year Fort Resolution had their first review carried out by Northways. Lutsel K'e has not had a review at this time.

**Action:** Board Chair to send follow up correspondence to Minister Roland requesting a copy of the Northways report for Fort Resolution. **Action:** Rachel to provide copies of the Termination agreement and Interim Services Agreement to Florence. (Lutsel K'e )

#### 6.4 Website (item moved from 7.7)

There is discussion on the YHSSA website and who is responsible to maintain and update information on there. There have been several comments from members of the public on current Board membership and also program contact information. The Board Chair stresses the importance of having the website up to date and that as an Authority and Board we are available and the message is clear and consistent to the public. Ruth updates the Board that due to staff shortages in IT it has been difficult to keep the information current. Once the program is fully staffed it will be a priority to ensure that whoever is responsible receives timely information from programs in order to maintain as current a site as possible.

### 7. NEW BUSINESS

7.1 **3<sup>rd</sup> Quarter Variance Report:** Paul speaks to the financial statements presented. A deficit of 300,000.00 is projected primarily due to the current funding model for physician services, which does not build in sufficient funding to cover locum support needed to provide coverage when physicians are on training, sick or on leave. There are approximately 45 days per physician that need to be covered. Mackay and Partners have just completed a review of the model, and have highlighted the gaps. The Department has a cap on our budgets and although we have been directed to recognize the true costs Authorities can only bill the Department back up to the maximum of the cap. If the LPN retro funding is approved it will reduce the deficit by \$150-170,000.00. With the physician shortfalls it means that we are not in the position to have the freedom to assist some of our NGO's with additional requests for funding. Lutsel K'e is running a surplus but both regions have had increases in agency nurse use which drives up the costs in the health centers. There is discussion on the physician model and the cash flow from the Department and how this affects the financial statements. Karen suggests hiring one position to provide leave coverage for all physicians instead of spending high amounts of money on locum coverage. The Mackay and Partners model review will provide different options for reducing costs. There is further discussion on

the Boards surplus/deficit reserve fund. Andy asks for details on the supplementary funding addressed in the statements. Paul will have this information for the March 13<sup>th</sup> meeting, by then the 07/08 budget will be known. Florence asks for information on community budgets and what the process is for preparation of the budgets, and how the agreement applies so that the community has some input into how they are developed. Ruth explains the current process of having the Community Coordinator work with SMT going through the variance process with quarterly reports. If the community has identified a need that comes through discussions in the community, these are brought forward to SMT and ways of securing funding such as writing proposals or reallocating funding are implemented. The Board Chair speaks to the Strategic Planning process which involves the Board. The needs are developed through the Strategic Plan and into the budget plan. The community Board rep can also bring requests to the table from the community. The Strategic Planning process looks at what is currently being delivered, what we want to deliver and the needs. Florence enquires as to why there are no funds linked to the community rep at the community level. There is no local committee that the member can relate to. There is discussion on the role of Board members to serve the community at large, and that the appointment by the Minister to this Board is the forum to discuss those issues. Florence is concerned about the number of representatives from the communities of Lutsel K'e, Dettah, N'Dilo and Fort Resolution being on the Board compared to 5 members representing the community of YK. Florence explains that the Chief and Council are seeing the Health program away from how they wanted to be consulted and make decisions. When the programs went under YHSSA the Board decision making processes became too far removed from the community, and this is not the way the leadership had intended. She would like to see things back track and for the community to review the agreement and what has been entered into, and see where we want to go from here. There is discussion on how Boards are mandated and represented. Florence explains that her role is to report back to Council and because of being in the Akaitcho region the Chief can communicate with the Deninue K'ue Chief to discuss representation and process. **Action:** Florence to bring the information to Chief and Council and back to the trustees.

There is further discussion on how to involve the community in a meaningful way to discuss the development of the budget. The community does hold an annual AGM with reporting to the community on previous fiscal year activities and financial statements.

Florence requested that when budgets are presented they are in a format that is easy to translate into the Chipewyan language.

The Board Chair asked Florence to speak with the leadership to request two invitations, one for herself and the CEO for an initial meeting and a second one for the Board to visit Lutsel K'e to discuss roles and responsibilities and the relationship between the Board and community. **Action:** Florence to request two invitations from the Leadership for a meeting with the Board Chair and CEO and the second one for the YHSSA Board.

**MOTION:** To approve the 3<sup>rd</sup> Quarter Variance Reports as presented.  
**MOVED BY:** Karen Hamre  
**SECONDED BY:** Andy Wong

**7.2 CEO Report:** Ruth updated the Board that YHSSA has been actively involved in the EMR project which has been successful at Great Slave Clinic. Three staff Dr Affleck, David Ma and Joanne Hubert are working at the Territorial level for EMR in selecting a vendor for solutions. Two more projects are being approved for rollout, the Eye Clinic and Frame Lake Community Health Clinic. A team from Frame Lake Clinic attended all of the vendor demonstrations and came up with recommendations that were in synch with what the territorial committee was recommending. By fall, the next phase will be rolled out in Frame Lake Clinic; this will make access to care easier for clients. Les Harrison and Jill Christensen are working with the Tree of Peace on hosting a symposium on Crack Cocaine. This will take place in April and there will be two one day workshops back to back for frontline staff. This Friday March 2<sup>nd</sup> there will be the tour of YHSSA for the Minister and Deputy Minister. Lutsel K'e and Fort Resolution will be involved via Telehealth. The shift for services from the regions to the YHSSA has become more complex and this will be an opportunity for him to see what takes place in the programs. The vote for the Consolidated Clinic will be taking place at this sitting of the Legislative Assembly. This is the last year of the current Physician contracts. The Board has given direction that our mandate is to be in the forefront for our negotiations. We need to know what the priorities are, as there have been many demands for additional physician services that we are not budgeted for. Yellowknife has the highest concentration of GP's in the Territories at 37%, it is important that we are very strategic in looking at the services that are provided. The negotiations will take place in March 08.

**7.3 Report from JLC:** The Board Chair reports that there has not been a

recent meeting. There is usually a face to face meeting at least twice a year. The Minister has announced that the new Public Administrator for Stanton is Brenda Johnson from the Fort Smith Board. Stanton is trying to hire a consultant to assist in Strategic Planning for the Hospital but so far the Chairs have not met for any planning. The Chair mentions that there has been quite a bit of media coverage regarding the Hospital lately. Agency Nursing continues to be a very hot issue in all regions. Karen requests that we follow up to the meeting that Sylvia attended with the Board last year in June and invite her back. She suggests that Brenda be involved in this meeting as well. Decision is to have a presentation in June or July from Sylvia and Brenda. **Action:** Rachel to keep this as an agenda item for follow up.

- 7.4 Strategic Planning Next Steps:** The Chair updated the Board that staff are working on detailed workplans and adding an additional two years in the same process. Paul is working with staff on the budget, and these will be the main agenda items for the next board meeting. SMT will be meeting on March 8<sup>th</sup> and will have each of their program pieces prepared at the higher strategic level. For Board purposes a condensed version is requested for the March Board Meeting. Paul speaks to the Boards budget and plan and asks if the Board would like him to work with them on this. The Board Chair requests volunteers for a working group. **Action:** The Chair, Leone, Ruth and Paul will develop this for the next meeting.
- 7.5 YACCS/YHSSA Board Meeting:** Every year the Board at YACCS invites YHSSA to meet with them, and they have sent out an invitation for this year. The Chair explains the importance of meeting with NGO organizations funded through YHSSA. Avens is the only NGO Seniors residence in the Territories. **Action:** Rachel to solicit dates for a meeting and coordinate a meeting with YACCS.
- 7.6 YHSSA Hiring Policy:** Florence raises a concern about the process of hiring non aboriginal staff into counseling positions with the Community Wellness Program. Florence is the community representative in the screening and hiring process for local positions within the health programs in Lutsel K'e. She would like to know how the Board is looking at promoting Aboriginal people into those positions that were traditionally held by community members when the program was operated by the Band, and how this can be accomplished. The main issues of concern are that non aboriginal staff do not speak the language so it is difficult to provide counseling services to those community members who do not speak English as a first language. Non aboriginal staff also do not understand the cultural issues in the community and this can be a cultural shock for them and for clients. It is also very important for children to see that it is possible for them to hold positions in the community in

these programs; on the job training is important in providing community members with this opportunity. The Board Chair speaks to the GNWT hiring policies that are in place including affirmative Action for those candidates that meet the screening criteria. There have been two reports written on mental health and addictions services provided in the NWT and based on those report recommendations training was implemented to certify Drug and Alcohol workers as Community Wellness Workers. Lutsel K'e and Fort Resolution had staff that completed the training. Karen says that the healthcare needs in the communities need to be identified and ways to address the training needs have to be built into the Strategic Plans. Les speaks to the screening criteria and job descriptions which can be changed prior to posting for a position. **Action:** SMT will provide a presentation at the April Board meeting highlighting the Departments strategy on addiction services, what constitutes an addictions worker, what is the standard job description, language qualifications.

**7.7 In Camera Session:**

**MOTION:** To move the meeting to an in camera session.  
**MOVED BY:** Karen Hamre  
**SECONDED BY:** Andy Wong

**MOTION:** To move the meeting out of camera.  
**MOVED BY:** Karen Hamre  
**SECONDED BY:** Leone Erasmus

**8. NEXT MEETING:** The next meeting is scheduled for March 13<sup>th</sup>, 2007

**9. ADJOURNMENT**  
The meeting was adjourned at 8:30PM .

**MOTION:** That this meeting of the Yellowknife Health and Social Services Board be adjourned.  
**MOVED BY:** Andy Wong  
**SECONDED BY:** Florence Catholique

**ALL IN AGREEMENT- CARRIED**

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Rachel Abel  
Recording Secretary

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Elizabeth Wyman  
Board Chair