



**MINUTES
BOARD MEETING
January 31, 2006
Main Boardroom, Jan Stirling Centre
at 5:00 p.m.**

PRESENT: Liz Wyman, Chair
Greg Cummings, CEO
Leone Erasmus
Jan Stirling
Kevin McLeod
Robert Sayine
Dale Mainville, EA (Recorder)

REGRETS: Karen Hamre
Irene Fatte

GUESTS: Paul Gard
Les Harrison
Ruth Robertson

1. CHECK-IN

2. CALL TO ORDER AND WELCOME

The meeting was called to order at 5:30 p.m. by Liz Wyman, who welcomed everyone in attendance.

3. OPENING PRAYER/REFLECTION

Leone Erasmus recited the opening reflection.

4. CONSIDERATION OF AGENDA

- 4.1 Additions/Changes to the Agenda
 - 10.3. Board Training and Options
 - 10.4 Update on Review of MOU with Fort Resolution
 - 11.3 Alzheimer's Patients
- 4.2 Approval of Agenda

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

MOVED BY: Leone Erasmus

SECONDED BY: Jan Stirling

ALL IN AGREEMENT – CARRIED

- 4.3 Disclosure of Conflict of Interest
There were none.

5. NOTICE OF TRUSTEE LIABILITY

Greg Cummings reported that all financial obligations are in order. There is still an outstanding lawsuit in which the Authority is named, as previously reported.

6. APPROVAL OF MINUTES

6.1 Minutes, Board meeting held on November 22, 2005

MOTION: That the Minutes of the Board Meeting held on November 22, 2005 be accepted as presented.

MOVED BY: Leone Erasmus

SECONDED BY: Jan Stirling
ALL IN AGREEMENT – CARRIED

The Notes of the Meeting held on November 29, 2005 with the YACCS Board were accepted as presented.

MOVED BY: Leone Erasmus

SECONDED BY: Kevin McLeod
ALL IN AGREEMENT - CARRIED

The Notes of the Meeting held on December 7, 2005 with Northways Consulting were amended as follows: Insert under attendance that “Robert Sayine did not attend this meeting at the request of the Chair, as it was felt there was a potential conflict of interest due to discussion on the Fort Resolution MOU”.

MOVED BY: Kevin McLeod

SECONDED BY: Leone Erasmus
ALL IN AGREEMENT – CARRIED

6.2 Business Arising from the Minutes
There was none.

7. BUSINESS ARISING

7.1 Client/Board Feedback Policy

Jan Stirling reviewed the policy draft which she and Karen Hamre had prepared. It was agreed that the draft policy captures what is required.

MOTION: That the Board adopts this as a policy and instructs the CEO to have the policy properly formatted including a “tracking” clause and bring back to the Board for review.

MOVED BY: Kevin McLeod

SECONDED BY: Robert Sayine
ALL IN AGREEMENT; CARRIED.

ACTION: This will be referred to Phyllis Sartor, Policy Development Coordinator.

8. FINANCIAL REPORT

- 8.1 The 3rd quarter variance was circulated and presented by Paul Gard. The projected surplus is now \$169,000 overall. (Refer to Executive Summary, attached). The Board congratulated Paul and his team for their good work. It was suggested that in future, notes be put on the side of the variance report to indicate reference to the corresponding note in the executive summary.

MOTION: That the 3rd quarter financial report is accepted as presented.
MOVED BY: Kevin Mcleod
SECONDED BY: Jan Stirling
ALL IN AGREEMENT; CARRIED

- 8.2 Appointment of Auditors for 2005-06 Audit
Paul Gard reported that the tender process is complete.

MOTION: That Mackay & Partners be appointed as Auditors for the fiscal year-end 2005-06.
MOVED BY: Kevin McLeod
SECONDED BY: Robert Sayine
ALL IN AGREEMENT; CARRIED.

9. PRESENTATIONS

- 9.1 Space Planning – Ruth Robertson gave an update. There is potential for doing a better space inventory for YHSSA; it was noted that despite freeing up physical space with Payroll and HR moving, the situation is not good. Over the next month, Senior Management will look at options. Ruth reported for the Board's awareness, the Department of Public Works did provide YHSSA with a draft space assessment; however, the report did not show the gaps. For this reason, there is a need to update our space inventory. One of the deliverables will be to identify the gaps, based on the national standard. Discussion re: contracting out to do the space inventory, rather than waiting for Department of Public Works. Liz thanked Ruth for the update.

10. UPDATES

- 10.1 Consolidated Clinic Plan
Greg reported that the most updated version of the Plan was submitted to the Minister of Health and Social Services in early December but we have not yet heard back from the Minister. A new development is that the Stanton Health Authority has re-activated its Master Development Plan. Ewan Affleck and the Department of Medicine have written to the Minister objecting to the fact that there are so many consultants doing work and objecting to the suggestion by consultants that one site (hospital/clinic) is the solution. Our Clinic Plan is still "on the books".

10.2 Mental Health Review Final Report

Greg reported that copies of the final report are in each Trustee package today for review and gave an update on the direction we are going with the new interdisciplinary model. Liz emphasized that we are building partnerships, as written in our strategic plan.

10.3 Update – Board Training and Options

Kevin McLeod reported that he and Irene Fatte have developed an 8-page plan, and he would now like to finalize it. This should be on the agenda for next meeting and will include a powerpoint presentation. Liz asked Kevin to think about whether a separate policy could be established addressing training inside the Territories vs training outside the Territories.

10.4 Update – Review of MOU with Fort Resolution

DHSS has contacted Alan and Lori Twissell of Northways Consulting and learned that their report will be ready for the Department of Health and Social Services in two weeks. Therefore, YHSSA will probably not have a final report for about one month.

Robert Sayine stated he was not aware that the Social Worker position in Fort Resolution was temporarily vacant due to a “sick leave” and not just a vacant position waiting to be filled. He feels that there is a missing link in the communication between community of Deninu and the YHSSA Board.

11. NEW BUSINESS

11.1 CEO Report

- Greg updated the Board on the YHSSA policy review. We have retained Phyllis Sartor as Policy Development Coordinator. Phyllis will commence by doing an inventory of all the administrative policies and procedures. She is currently meeting with all the Directors and Managers, then will initiate any re-writing that may be required.
- YHSSA is currently in the process of completing all performance reviews for the deadline of January 31st.
- The holiday season was busy, particularly in the Child Protection section, and Greg stressed how much the Child Protection workers need to be recognized as they are now dealing with different types of families, i.e. drug addicted parents.
- YHSSA is hosting an inter-disciplinary collaboration symposium on Feb 22-23 at the Baker Centre; Greg circulated registration forms.
- Results have been received of an EMR Privacy Impact Assessment from Christine Couturier and it is the intention of this Authority to

communicate to the public that we will be clear on all privacy matters, including implied consent.

- A Public Health Fair was held in Dettah last week, with displays from several areas of YHSSA. Ruth gave an update, stating that this was made possible by working with Nancy Peel. Another Health Fair is planned for the Fall.
- An ad was placed in the newspaper this week calling for applications to fill the vacant seat on the Board. This prompted a question from Kevin McLeod, regarding whether or not the Board could bring an ex-officio member in? i.e. physician, nurse. Discussion also ensued about the possibility of extending the seat to an NGO on a trial basis, however, no decision was made at this time.

Liz added that the Board does not have a problem getting a quorum for meetings, and it should be kept in mind that the Board works as well as a group, and has a good Senior Management Team. We also have opportunities to invite people from the outside, such as NGOs to come in to do presentations.

11.2 Report from JLC

Liz reported there was a JLC meeting in early December, mainly to discuss the Fort Smith crisis, with the Fire Marshall closing down the Centre. A Functional Review is being done at the Inuvik Authority. The next JLC meeting was supposed to be held before Session, however, it has been postponed to a later date.

11.3 Alzheimer's Patients

Jan Stirling requested this agenda item. Jan informed the Board that she has spoken to Ruth Robertson in her capacity as a member of the Alzheimer's Task Group; there are now 40 people on the waitlist with no beds at Stanton Hospital or at Aven Manor. The latest news is that the Dementia facility will not be built until 2007. The families are overwhelmed with the care-giving and Jan informed the Board that the committee is very concerned about this situation. Liz stated that something we should consider for our Strategic Plan is respite service; also we promised the YACCS Board that we would advocate for these families.

ACTION: Jan and Ruth will meet to discuss this matter further.

11.4 Next Meetings in 2006:

- Tentative Open Forum in Fort Resolution on February 28.
- April 4 in Yellowknife
- May 23 in Yellowknife
- June 27 in Yellowknife to approve and sign financial statements
- July and August - TBA

ACTION: Robert will find out if the Deninu Community Centre is available for an Open Forum on February 28 and will advise Dale.

ACTION: Liz suggested that the people who arrange the Medical Travel in Fort Resolution be invited to speak to the Board at a future date.

12. ADJOURNMENT

The meeting was adjourned at 8:20 p.m.

MOTION: That this meeting of the Yellowknife Health and Social Services Board be adjourned.

MOVED BY: Leone Erasmus

SECONDED BY: Jan Stirling

ALL IN AGREEMENT – CARRIED.

Dale Mainville
Recording Secretary

Elizabeth Wyman
Chair