



**MINUTES
MONTHLY BOARD MEETING
MAY 23, 2006
Main Boardroom, Jan Stirling Centre
at 1.30 p.m.**

PRESENT: Liz Wyman, Chair
Greg Cummings, CEO
Leone Erasmus
Irene Fatte (by phone)
Karen Hamre
Kevin McLeod (part)
Jan Stirling
Julia Adam, EA (Recorder)

GUESTS: Paul Gard
Ruth Robertson
Wendy Baker
Phyllis Sartor

REGRETS: Robert Sayine

1. CALL TO ORDER AND WELCOME

The meeting was called to order at 1.30 p.m. by Liz Wyman, who welcomed everyone present.

2. OPENING PRAYER/REFLECTION

The Reflection was done by Leone Erasmus.

3. CONSIDERATION OF AGENDA

3.1 Additions/Changes to the Agenda

- 6.3 Health Canada Presentation.
- 7.2 Physician Recruitment Presentation postponed.

3.2 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

3.3 Disclosure of Conflict of Interest

There were none.

4. NOTICE OF TRUSTEE LIABILITY

Greg Cummings reported that there is still one outstanding lawsuit. The owners of the Building are trying to deflect liability in the case where a doctor was injured in the building.

5. APPROVAL OF MINUTES – Meeting held on March 27, 2006

8.2 Karen Hamre understood that Jill Christensen was going to give the Board a CD she had copied. The minutes should be amended to read: “Jill Christensen will also provide a copy of a CD to all Board Members.”.

MOTION: That the Minutes of the Board Meeting held on May 23, 2006 be accepted as amended above.

MOVED BY: Karen Hamre

SECONDED BY: Jan Stirling

ALL IN AGREEMENT – CARRIED

6. BUSINESS ARISING

6.1 Feedback Policy

This had previously been e-mailed and faxed to the Board. The document had originally been presented in January, since then amendments and corrections have been made. There was some discussion about confidentiality and the appeals process. This final draft was accepted with the current changes.

MOTION: That the Feedback Policy be accepted as presented.

MOVED BY: Leone Erasmus

SECONDED BY: Jan Stirling

ALL IN AGREEMENT – CARRIED

6.2 Board Training Policy

Kevin McLeod advised that he is researching the cultural awareness portion of the policy and wondered how broad a brush the Board wished to take. He said that the GNWT does not run any courses but the Federal Government does and he thought it would be preferable for new Board members to be able to be a participant at one of these courses rather than set up a presentation specifically for the Board. Greg Cummings said that he would look at starting a programme for the staff and Board, for example, in the Fall and then annually as a training course then any new Board member requiring this training would be able to join in.

ACTION: Greg to look at providing cultural awareness training for staff.

6.3 Health Canada Presentation

This is a previously scheduled action item. The Board wanted to know what the Federal Government's Aboriginal and Métis benefits are and thought it would be useful if Health Canada representatives could give a presentation at a future Board Meeting. At the suggestion of Jan Stirling the Chair agreed that benefits to seniors could also be added to the agenda.

7. PRESENTATIONS

7.1 NP/Midwifery

Wendy Baker gave a Powerpoint presentation on midwifery which was very informative. Following the presentation she answered questions from the Board.

7.2 Physician Recruitment

This presentation was postponed until a later date due to timing difficulties.

8. OTHER BUSINESS

8.1 Lunch with MLAs

This had been a very useful meeting. The need for a name for the consolidated clinic was discussed further. There are a number of considerations: how public this process should be; whether this should be an interim name and if so would it be confusing. It was decided to add this to the Agenda for a brainstorming session at the next meeting. The Board members were asked to e-mail Liz Wyman with their suggestions prior to the meeting. Greg to discuss with Jill Christensen key words for this. Irene Fatte asked if lunch time was the only free time available for meetings with the MLAs. The Chair responded that it is usually the MLAs who fix the timing of the meetings so that as many as possible can attend.

ACTION: Board members to e-mail Liz with name suggestions. Greg to discuss key words with Jill.

8.2 Stanton Territorial Hospital

Karen Hamre requested an update on STH. Greg informed the Board that a new CEO, Sylvia Haener, had been appointed and was scheduled to start on June 1. He has not yet had an opportunity for a discussion with her. He outlined discussions he had had with the master development planning working group. Both the Minister and the Peachey Report had endorsed the need for a consolidated clinic. Karen Hamre felt that the new CEO should be invited to the next Board meeting. Greg Cummings to arrange this with Sylvia Haener.

ACTION: Greg to invite new STH CEO to the next Board meeting.

9. NEW BUSINESS

9.1 CEO Report

Tommy Douglas Award The CEO informed the Board that YHSSA, following a nomination by the Minister, is the recipient of a Tommy Douglas Award for GSCHC. The award, to be presented by Shirley Douglas in Ottawa, will be received by Liz Wyman who will write up a press release with pictures. She said there is a need to stress that the clinic is a transitional model which can and will be very successful and can be extended to all our operations.

ACTION: Liz Wyman to provide press release with photos.

Renovations The construction at Frame Lake Family Physicians is going very well and is ahead of schedule with no significant complaints from either staff or public. The CEO had done a walk through the previous week and said that the staff were ecstatic. The completion date is the end of August. The Chair said that the Board would need to host an open house and also publicly thank the contractor, project manager, etc.

ACTION: Board to host open house when renovations complete and place newspaper ad of thanks to contractor, etc.

Peachey David Peachey was in Yellowknife last week and had met with others to talk about the implication of the report for YHSSA and its implementation. He felt that necessities were: to move Dr Wheeler from YHSSA to Stanton as his relationship was solely with the hospital; physicians should no longer be assisting in the OR, nurses should be doing this as soon as possible. The Board discussed the history and various aspects of physician/nurse assists in the OR. Greg Cummings said that this would be taken under advisement with much of this report's recommendations.

DHSS Medical Advisor There was a discussion about the recommendation that there be a medical advisor to the Deputy Minister. Jan Stirling pointed out that this would be very costly. The Board was advised that the argument for this is that there needs to be a doctor at the Department level coordinating the activity of medical directors across the territory so that the Deputy Minister will be better advised – a centralized model. The other model is decentralized which the CEO said he knows is working for the Authority.

Annual Report Work is under way on the report and any suggestions for inclusion are welcome. “Strengthening Partnerships” is the tag line. The Chair enquired whether any NGOs were being highlighted and was told that some individuals would be.

Strategic Plan Greg Cummings reported that everyone was working on workplans to be in line with the Strategic Plan and that there should be a discussion at a future meeting to ensure that everything is still on track. He said that there has been an excellent investment of time and energy. The Chair added that every September a year should be added to the Strategic Plan. Greg Cummings felt that this should be dealt with at a Retreat. Leone Erasmus enquired whether the Strategic Plan is on the website and was told that it was and that it had made a big difference in terms of people’s knowledge.

9.2 Report from JLC

Elizabeth Wyman will be attending a JLC meeting on 26 May. Most of the agenda deals with Stanton issues. The previous month’s two-day meeting had only lasted for one day and had not been particularly successful. The Chair and CEO had offered that YHSSA be the next department to be reviewed. Policies regarding ambulance, highway, emergency care services and who should be offering them were discussed. There was no consensus and no money to do anything more than is being done currently. The legislative boundaries are a grey area. As a territory there is not sufficient funding to support helicopter monitoring of the highways.

9.3 Update – Call for Nominations, Board

The Chair had been informed by the Minister that a replacement for Gino Pin had been found and she will request further confirmation of the appointment.

ACTION: Liz Wyman to enquire about new appointment to the Board.

Leone Erasmus requires leave of absence as she will be going to Edmonton at the end of August. She was asked to leave the room while the Board discussed the options. On her return she was advised that the Board would like her to stay as a member and join meetings by phone or fly in for any one-day meetings such as strategic planning sessions. Because she is not changing her residence there is no requirement to inform the Minister. However, the Board will need to appoint a new Vice-Chair in September.

9.4 Administrative Directive – Workplace Safety

Phyllis Sartor gave a brief explanation of this Administrative Directive which had been circulated earlier in the week. Basically it states the Authority's position and outlines roles and responsibilities relating to everyone's safety in the workplace. The AD has been approved by Senior Management subject to the Board's approval. This is a very important, high-profile issue and staff need to know that the Authority is fully supportive of issues. The Chair felt that this is timely but that some PR needs to be done with employees. There was some discussion about the focus of the Directive – some additions need to be made to encompass full workplace safety, not just violent and abusive behaviour. The document will be brought back to the Board once these changes have been made.

ACTION: Administrative Directive will be re-presented once the above changes have been made by Phyllis Sartor.

9.5 Administrative Directive – Incident Reporting

Kevin McLeod wondered what the Board's responsibility was and was told that ultimately the WCB would fine the Board if an incident was not reported. It was felt that accident reports should be presented to the Board on a regular basis. The Chair said that it should be done on a quarterly basis along with financial reporting. The only place that has Risk Management/Quality Assurance is the hospital. This Administrative Directive has been approved by Senior Management with the direction that OCHSC would develop a tracking form.

MOTION: That this Administrative Directive be approved.
MOVED BY: Kevin McLeod
SECONDED BY: Leone Erasmus
ALL IN AGREEMENT – CARRIED

9.6 Auditors

Paul Gard informed the meeting that the auditors are in, they have finalized and closed the books subject to any last minutes adjustments. The transfer of payroll and staffing to Human Resources has made monitoring on a regular basis difficult. He will have information for the June meeting which will be circulated in advance. The Auditors will be at that meeting but there should be no problems as the Authority is virtually on budget. The Finance Director told the Board he will keep them updated. He reported that the PeopleSoft system will be able to give more information for managers to make decisions. It is in place now although there are a few loose ends to tie up.

ACTION: Paul Gard to circulate information prior to June 27 meeting.

9.7 Other Business

Irene Fatte said that she has items for the next Board meeting and will send them for the Agenda for June 27. (She left the meeting at 3.40 pm.)

Greg Cummings briefed the Chair on the plan for more office space for Lutsel K'e. In reply to a query from Karen Hamre he advised that he would be dealing with this.

Leone Erasmus discussed the case of a resident who required stomach by-pass surgery and his problem with the lack of choice of procedure in the NWT. Greg Cummings advised her that the gentleman should call Donna Manuel in Inuvik who deals with all insurable services.

10. NEXT MEETING

The next meeting will be at 5.00 pm on June 27 in the Main Boardroom.

11. ADJOURNMENT

The meeting was adjourned at 3.45 pm

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

MOVED BY: Kevin McLeod

SECONDED BY: Leone Erasmus

Julia Adam
Recording Secretary

Elizabeth Wyman
Board Chair