



MINUTES
MONTHLY BOARD MEETING
May 25, 2009
Executive Boardroom
2nd Floor Goga Cho Building

Present: Liz Wymen, Chair
Kevin McLeod, Vice-Chair
Karen Hamre, Secretary
Andy Wong, Trustee
Pawan Chugh, Trustee
Florence Catholique, Trustee
Ruth Robertson, CEO
Paul Gard, Director, Finance
Tammy Brenton, EA (Recorder)

Regrets: Robert Sayine
Ewan Affleck, Medical Director
Les Harrison, Social Programs
Jo-Anne Hubert, Community
Health

1. **CALL TO ORDER AND WELCOME**

The meeting was called to order by the Chair at 5:30 p.m. The Chair welcomed everyone present.

2. **OPENING PRAYER/REFLECTION**

Florence shared an expression of gratitude, followed by the Lord's Prayer.

3. **CONSIDERATION OF AGENDA**

3.1 **Additions/Changes to the Agenda:** Amend the agenda to move item 5.2 forward. The mental health presentation will be moved to 6:15.

MOTION: To amend the agenda to move item 5.2 forward, and move the Mental Health presentation to 6:15pm.

3.2 **Approval of Agenda – agenda approved.**

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

MOVED BY: Karen Hamre
SECONDED BY: Pawan Chugh

ALL IN AGREEMENT – CARRIED

3.3 Disclosure of Conflict of Interest
None noted.

4. NOTICE OF TRUSTEE LIABILITY

Ruth Robertson, YHSSA CEO, reported that all obligations are current with one outstanding lawsuit.

Trustee Question: A question was asked regarding Trustee liability and whether there was a set period of time when a lawsuit is filed.

Chair: Trustees can be named if a lawsuit is brought against the Authority. The Board must demonstrate that they act responsibly, minimizing liability. This can be accomplished through ensuring the CEO is answering the Board's questions, meeting financial obligations, the Board is following through on issues and documenting in the minutes.

5. MINUTES

5.1 Approval of Minutes: April 28, 2009

MOTION: That the Minutes of the Board Meeting held on April 28, 2009 be approved.

MOVED BY: Karen Hamre
SECONDED BY: Andy Wong

ALL IN AGREEMENT – CARRIED

5.1 Approval of Minutes: May 15, 2009

MOTION: That the Minutes of the Board Meeting held on May 15, 2009 be approved.

MOVED BY: Karen Hamre
SECONDED BY: Pawan Chugh

ALL IN AGREEMENT – CARRIED

6. BUSINESS ARISING

6.1 H1N1 Update

The CEO provided an update on the H1N1 Influenza, referencing an update provided by the Public Health Agency of Canada, which can be sent electronically to those interested. There are 105 confirmed cases in Canada.

with one confirmed case in the Yukon. It is still at a phase five of six and is expected to slow down over the summer, and spike again in the fall.

YHSSA is acquiring a supply of number of N95 masks, gowns and gloves. It is estimated that \$66,000 will be spent on these supplies. YHSSA is still continuing surveillance. Our Public Health staff are to be to be commended.

The highest death rate is currently in Mexico, with Japan, the next fastest growing.

A question was asked as to how to tell the difference between this and any other flu. It was said that the normal flu is killing 4000 a year. The H1N1 influenza is impacting a different group. Healthy young adults are impacted. Doing a swab is how it is confirmed to be the H1N1.

Seasonal flu vaccines are still being encouraged, along with vigilant hand washing.

6.2 Budget Status Update

Paul Gard presented the Year End projected financial results for the period ending March 31, 2009. The projected results do not appear to be as good as anticipated. There could be a net deficit of 700,000 after accounting for the change in the unfunded leave and termination liabilities.

The largest difference in the latest results to the third quarter projections pertained to:

1. Actual costs in salary & wages understatement for Mandatory leave days.
2. The cost of supplies was about \$90,000 higher than anticipated, due to the additional costs associated with the TB outbreak, the syphilis outbreak and H1N1 Influenza.
3. There was also a greater increase in lease / rent due to a change in Landlords for Goga Cho and Jan Stirling as well as the increased space for the new executive boardroom and office space on the 2nd floor Goga Cho.

The good news is the actual savings of about \$400,000 in locum physicians costs compared to the prior year. There had been a conscious decision made to revise the utilization of locum physicians with anticipated savings. Estimates were correct and the savings were realized.

There were additional expenditures for leased space and maintenance in buildings than initially anticipated. Repair work, flooring and carpet

replacement due to safety issues that needed to be addressed and extra space acquired in the Goga Cho building.

Our concerns, regarding centralizing HR, had been validated. A number of departments are utilizing the same HR pay officers and depending on the workload of the employee they are assigned to, service may not be expedient. Also, to expect that employee to know all aspects of contracts and agreements specific issues of each employee is unreasonable. Based on the fact that physicians are 9 million out of our budget, they should have specialized pay officers. This would be warranted from Stanton and YHSSA. There is too much opportunity for data errors and time delays.

A question was asked if a letter should be drafted to address this concern. It was indicated that a letter was done to provide base estimates to HR and YHSSA will substantiate a proper invoice once the audit is done. They have been alerted to the problem. Ruth has met with the new DM to give him notice of some of the concerns we have.

There was a question if the errors in Physician payroll could account for the YTD expend versus what was predicted. The retro adjustments for the new contract amounted to an additional \$600,000. Paul will be completing a review of all retro adjustments to ensure they are legitimate and truly reflect the correct amounts payable. As of April 10, HR had just begun to pay out retro and a number of errors were identified.

There was an error made in recognition of the appropriate removal liability for physicians the net adjustment for this item was \$300,000.

A question as to if there were removal issues carried over from the prior year. It was indicated that there had been an error for prior year as well due to the fact the HR yearend report did not include any amounts for Physician removal liabilities.

As of March 31, 2009, the Authority is showing a net deficit of \$704,000. YHSSA has always had a healthy deficit reserve, but since 06/07, this fund has been reduced as we have experienced deficits in each of the last three fiscal years.

A question was asked as to what some of the unfunded liabilities were. It was indicated that carrying over annual leave, severance pay out and removal benefits were some of the unfunded liabilities.

Paul was thanked and left the meeting.

6.3 Snack Tax

In follow up to a request by the Board, Audra Donison and Tanya Gillard provided further research on the application of a snack tax. They presented two articles: Dieticians of Canada and the United Kingdom. According to these studies there has been no evidence of significant change in behavior attributed to the application of a snack tax. The recommendations are: to make healthy food available at a reasonable cost; increase knowledgeable and awareness of healthy food choices and to consider the use of food subsidies. YHSSA will continue educational initiatives within the organization and the community. One topic that has been suggested is “portion distortion” to educate individuals on healthy meal portions.

It was asked if the food mail program was available in Yellowknife as well as the communities. The food mail program is available to isolated communities across the North. The program subsidizes the cost of shipping nutritious perishable food and other essential items by air to offer healthy food at prices that are not prohibitively high.

It was noted that there are items not available in Yellowknife as well, such as protein enriched items. A request was made to ask the dieticians to bring to the Board, information on the difference in what is available in Yellowknife and in the communities with regards to availability and pricing. The information could be used to identify the issues and develop a strategy for the Board to lobby for mechanisms to support healthier lifestyles.

One of the pillars of health is good nutrition and there are nutritionally sound alternatives in northern traditional foods. There was an initiative in the Legislative Assembly to reduce the cost of living through the reduction of foods cost. It was suggested that a letter be written, emphasizing that aspect of it.

Ruth was asked to thank Audrey and Tanya for providing the additional info.

7. NEW BUSINESS

7.1 Presentation: Mental Health

Lynn Foley, Adult Services Case Manager and Judy Geggie, Family Counseling Clinical Supervisor presented a PowerPoint presentation on Mental Health. (See attached)

Trustee: What is the definition of a heavy drinker? Many aboriginal communities support prohibition. When alcohol is available people are in a binge drinking. Perhaps the mode of preventing drinking is not prohibition.

Judy will provide the information on what is considered a heavy drinker.

Trustee: Lutsel K'e has a resident offering individual and couples counseling. This employee is part of the Family Counseling team and joins them in training.

Trustee Q: Are the number of adults being seen with FASD increasing?

Response: A number of the youth that Adult Services has seen, age 19 and over are diagnosed with FASD but may have multiple diagnoses.

The future direction for mental health services involve YHSSA collaboration with Stanton to minimize the gaps in services along the continuum of care.

Pawan will provide the CEO with contact information from the Rural Secretariat. They provide federal funding and are looking for northern initiatives.

Appreciation was extended to the presenters and interest was expressed in working on the gaps and issues.

7.2 Any follow up on MLA Meeting

Members were asked if there were any comments arising from the MLA meeting held on Friday, May 15th.

Trustee: There was concern expressed that there may be the potential for confusion with regards to the alternating evening hours of operation at the two clinic locations.

Response: Initially there will need to be a communication strategy for the public and other service providers. Hours of operation at the two sites will be posted and advertised and it is anticipated that with consistency the public will become familiar with the hours at each location. There was discussion on the change in work hours for staff and practitioners. The first year will be used to evaluate hours of operation and other process in place. There will be opportunities to review and recommend changes as deemed appropriate.

It was agreed that communication and building partnerships with the MLAs need to be continued.

7.3 CEO Update

The CEO highlighted a few areas of her report to the Board. There had been a press release announcing DHSS, BHP and the City of Yellowknife

funding a pilot project for a day shelter. YHSSA has been asked to facilitate the process and will be working with NGOs.

Meetings have been held with the Arctic Health Research Network. Three research areas were targeted: Mental Health, Community Call Coverage Model and NWT Medivac protocols.

SMT will have a day long planning session at the end of June to review work plans and identify priorities for the next year.

Extra staff are needed in Lutsel K'e for Assembly taking place in July. YHSSA is trying to anticipate the needs of the influx of people to the small community.

YHSSA had a response rate of 92% on the staff Accreditation surveys. Of the 46 response areas, there were 36 green flags, five yellow flags and five red flags. This indicates excellent work done by Brenda Carroll and the staff in the Authority.

The Communication team has started the Priority One poster campaign by advertising in the local newspapers and supplying boxes and ballets for all clinics to submit names for the PHCC. The Cultural committee has begun meeting. The first floor of PHCC is complete, and we are waiting to hear back about the second floor. The tender goes out in June, with construction beginning in July.

Electronic Medical Records is going live at the Frame Lake Community Health Clinic in June.

Trustee Q: What trends were seen in Quality Risk Management incident reports?

Response: The trends we are currently seeing are Process errors. These are procedural in nature such as booking referral appointments for clients, communicating the results of lab tests to clients and ensuring attendance at court hearings. Reporting these process errors helps us review the processes and identify areas that require attention or change.

A "good catch" means an incident had been identified before there were potentially serious consequences.

The CEO was thanked for her report.

7.4 Confirm Summer Board Meeting Schedule

Historically, there has not been a meeting in July, and unless necessary, there will not be one this year.

Liz attended a JLC conference meeting on Monday. The Minister is trying to set up a regular dialogue with the Board Chairs. June 13-14th has been set for the next meeting. The Minister's action plan will be on the agenda.

8. PRIMARY HEALTH CARE CLINIC UPDATE:

8.1 Primary Health Care Clinic

No updates.

9. NEXT MEETING:

The next meeting will be held on June 23rd, as the audit needs to be signed off and submitted to the Minister by June 30th. The presentation for the next meeting will be the audit report.

The Strategic Plan is underway and the staff will present to the Board in July. The Board will plan a two day retreat for October.

10. ADJOURNMENT @ 7:34 pm.

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

MOVED BY: Florence Catholique

SECONDED BY: Pawan Chugh

ALL IN AGREEMENT – CARRIED

Tammy Brenton
Recording Secretary

Elizabeth Wymen
Board Chair