

Leadership Council Public Meeting

August 28-29, 2019

Explorer Hotel – Katimavik Room A

Yellowknife, NT

Minutes

PRESENT:

- Mr. Jim Antoine, Chairperson
- Ms. Ethel-Jean Gruben, Vice Chairperson
- Ms. Gina Dolphus, Sahtu Regional Wellness Council
- Mr. Brian Willows, Hay River Health and Social Services Authority
- Mr. Ted Blondin, Tlicho Community Services Agency
- Ms. Patricia Schaefer, Fort Smith Regional Wellness Council
- Ms. Ruby Simba, Dehcho Regional Wellness Council
- Ms. Nancy Trotter, Yellowknife Regional Wellness Council

- Ms. Melanie Murphy, Senior Advisor – Governance

REGRETS:

- Mr. Bruce Cooper, Deputy Minister Health and Social Services

GUEST PRESENTERS:

- Ms. Lisa Rayner, Territorial Manager, Continuing Care
 - Ms. Sara Musson, Territorial Specialist, Oral Health Care
 - Ms. Shirley Johnson, Territorial Manager, Allied Health
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1.0 Call to Order

This meeting called to order at 9:03 AM.

- a) Ms. Patricia Schaefer led the Leadership Council in an opening prayer.

- b) The Chairperson welcomed everyone to the meeting.
- c) The safety overview was provided by Melanie Murphy, Senior Advisor – Governance.
- d) The Chairperson asked for those in attendance to introduce themselves.
- e) There were no conflict of interest declarations for this meeting.

2.0 Agenda/Action Items/Minutes

a) Review/Approve Previous Meeting Minutes

The Leadership Council reviewed the minutes from the June 26-27, 2019 meeting held in Fort Simpson.

On a motion duly moved and seconded, the Leadership Council of the Northwest Territories Health and Social Services Authority approved the June 26-27, 2019 meeting minutes, as presented.

Motion: Nancy Trotter
Second: Ethel-Jean Gruben
LC19/08-001 – Carried Unanimously

b) Review/Approve Agenda

The Leadership Council reviewed the agenda for the meeting. There were two amendments to the agenda:

- Pass motions for agenda items 6.0 Governance Manual Review and 7.0 Corporate Bylaws during the Governance and HR Committee report;
- Add a teleconference meeting with representatives from the Office of the Auditor General; and
- Add an in-camera session.

On a motion duly moved and seconded, the Leadership Council of the Northwest Territories Health and Social Services Authority approved the August 28-29, 2019 agenda, as amended.

Motion: Gina Dolphus
Second: Patricia Schaefer
LC19/08-002 – Carried Unanimously

c) Review Action Items List

The Leadership Council reviewed the action items list and discussed items on the list. Specifically, they discussed:

- The request to have the Shingles vaccine offered to all NWT residents free of charge. The Deputy Minister is currently coordinating research into the possibilities of this and will report back to the Council at the November meeting. LC also requests a Shingles vaccine information package be created and sent to COO's for distribution throughout the regions and translated as appropriate.

3.0 Finance Committee Report

Brian Willows, the Finance Committee Chairperson, led the Leadership Council through the report of the Finance Committee meeting which took place on August 19, 2019 in Hay River, NT.

The report outlined the discussion of the Committee, particularly:

- Committee work plan update;
- Write-Off/Forgiveness of Debts;
- SAM Development/Implementation Update;
- Update on the status of the 2018-2019 Financial Statements;
- Leadership Council Budget creation plan and template review; and
- Draft 2018-2019 Annual Report.

In addition, the Leadership Council reviewed the types of Boards and pay levels identified by the Government of the Northwest Territories. The Leadership Council is currently categorized as a Regulatory/Quasi-Judicial board and is remunerated as such. The Council discussed whether this categorization is appropriate for this type of Board during an in-camera session on August 29, 2019.

The next meeting of the Finance Committee is scheduled for November 14, 2019 in Hay River, NT.

On a motion duly moved and seconded, the Leadership Council of the Northwest Territories Health and Social Services Authority approved Forgiveness of amounts deemed uncollectible, which date back prior to the establishment of the NTHSSA on August 1, 2016.

Motion: Ethel-Jean Gruben
Second: Patricia Schaefer
LC19/08-003 – Carried Unanimously

On a motion duly moved and seconded, the Leadership Council of the Northwest Territories Health and Social Services Authority accepted the Finance Committee Report from the August 19, 2019 meeting, as presented.

Motion: Nancy Trotter
Second: Ruby Simba
LC19/08-004 – Carried Unanimously

4.0 Governance and HR Committee Report

The Governance and HR Committee held its meeting on August 13, 2019.

The report outlined the topics of discussion, particularly:

- Amendments to the Corporate Bylaws;
- New Member Orientation Process – members asked that a Confidentiality component be added to the orientation;
- Amendments to the Draft Governance Manual; and
- Review of CEO Performance including goals and objectives update. This information was shared and discussed during the in camera session due to the personal nature of the topic.

During the meeting, the Committee Chair proposed and Leadership Council passed the following motions:

On a motion duly moved and seconded, the Leadership Council of the Northwest Territories Health and Social Services Authority approved the Corporate Bylaws, as presented.

Motion: Patricia Schaefer
Second: Brian Willows
LC19/08-005 – Carried Unanimously

On a motion duly moved and seconded, the Leadership Council of the Northwest Territories Health and Social Services Authority approved the New Member Orientation Process, as amended.

Motion: Brian Willows
Second: Gina Dolphus
LC19/08-006 – Carried Unanimously

On a motion duly moved and seconded, the Leadership Council of the Northwest Territories Health and Social Services Authority approved the draft Governance Manual, as presented.

Motion: Gina Dolphus
Second: Brian Willows
LC19/08-007 – Carried Unanimously

The next meeting of the Governance and HR Committee will be on November 12, 2019.

On a motion duly moved and seconded, the Leadership Council of the Northwest Territories Health and Social Services Authority accepted the Governance and HR Committee Report from the August 13, 2019 meeting, as presented.

Motion: Ruby Simba
Second: Brian Willows
LC19/08-008 – Carried Unanimously

5.0 Quality Committee Report

The Quality Committee held its first meeting on August 14, 2019. The report outlined topics of discussion, particularly:

- Quality Progress Report – Child and Family Services;
- Quality Progress Report – Primary Health Care;
- Quality Improvement and Patient Safety Plan;
- Accreditation Preparation Update; and
- Enterprise Risk Management Plan.

During the meeting, the Committee Chair proposed and Leadership Council passed the following motions:

On a motion duly moved and seconded, the Leadership Council of the Northwest Territories Health and Social Services Authority approved the NTHSSA Quality Improvement and Patient Safety Plan, as presented.

Motion: Nancy Trotter
Second: Ruby Simba
LC19/08-009 – Carried Unanimously

On a motion duly moved and seconded, the Leadership Council of the Northwest Territories Health and Social Services Authority approved the Enterprise Risk Management Plan, as presented.

Motion: Nancy Trotter
Second: Ruby Simba
LC19/08-010 – Carried Unanimously

The next meeting of the Quality Committee is scheduled for November 13, 2019.

On a motion duly moved and seconded, the Leadership Council of the Northwest Territories Health and Social Services Authority accepted the Quality Committee Report from the August 14, 2019 meeting, as presented.

Motion: Ruby Simba

Second: Brian Willows

LC19/08-011 – Carried Unanimously

6.0 Governance Manual Review

This was approved during the Governance and HR Committee report.

7.0 Corporate Bylaws

This was approved during the Governance and HR Committee report.

8.0 Indigenous Voices Program

This program links in with the Palliative Care presentation the Leadership Council received at the June 2019 meeting in Fort Simpson.

This project is an initiative by the Canadian Virtual Hospice to gather stories of serious illness and grief in order to further support cultural safety, advance care planning and palliative care for First Nations, Inuit and Metis Canadians.

Phase 1 of this project interviewed people from other parts of Canada and the world.

Phase 2 is focusing on stories and videos about living with advanced cancer and grief in First Nations, Inuit and Metis communities with a specific focus on the North and urban Indigenous communities.

The team will come to NWT communities to film those who agree to be a part of this work.

Overall, the Leadership Council is very supportive of the NTHSSA being part of this project and believes it is a very worthwhile initiative.

9.0 NWT Medical Travel Boarding Homes Updates

The Leadership Council received an update on NWT Boarding Home services that provide support to the Medical Travel program.

The NTHSSA has historically contracted out the services for accommodation, meal and associated services related to the boarding of patients and clients in Yellowknife and Edmonton, as they travel for care. Typically, these contracts have been established for 5 year terms.

The terms and standards for the contracts are regularly reviewed and updated. An RFP will be required to be issued for boarding home services in the future as there are limited options to extend the current contracts. This RFP process began in August 2019.

The Leadership Council members brought up concerns about the location of the current boarding home and the potential to find an establishment closer to the hospital in Yellowknife.

There are also some reported issues around security and lost and stolen items. The Leadership Council would like some additional information on security and replacement of items.

10.0 Adjourn Day 1 Meeting

11.0 Day 2 Opening Prayer

Ms. Patricia Schaefer led the Council in an opening prayer.

12.0 Report – Chairperson

The Chairperson provided a report of activities in between meetings. This included meetings with employees, the Minister Responsible and any other engagements he attended on behalf of the Leadership Council.

13.0 Report – Deputy Minister, Health and Social Services

- The Deputy Minister was not in attendance at this meeting but he provided updates on activities occurring since the last meeting. The Leadership Council requested the Assistant Deputy Minister, Joanne Hubert, attend this meeting to discuss the items in the report, in the Deputy Minister's absence.

The report included information on:

- Ministerial directive for the Operational Standards and Guidelines for Serving Traditional Foods in NWT Health and Social Services Facilities - The Leadership Council requested this version be put on hold until extensive consultation can be conducted through all regions of the Northwest Territories. The Leadership Council does not feel the consultation conducted was representative of the people of the NWT. The results should be shared with the Leadership Council at a future meeting when complete. Results should also include who was consulted and who provided feedback.
- Anti-Poverty Action Plan – the plan will be publically released the last week of August. Members asked how this is communicated to the Communities. They asked for a copy of the report.
- Paid Family Community Caregiving Option Pilot Letters – there is some confusion as to the intention of this program, who can participate and what the pay is for the services. The ADM assured members there will be an information session in September to educate organizations about liabilities, resources, specifics of the program etc. following that, there will be public sessions for those interested. The ADM committed to providing the Leadership Council with more information on the program.

14.0 Report – Chief Executive Officer

The Sue Cullen, CEO, went through her report and answered questions where applicable. Items included in the report provided updates on many items, including:

- Cultural Safety;
- Territorial wide Incident Reporting System;
- Cancer Care;
- Stanton Territorial Hospital;
- Accreditation;
- Syphilis Outbreak; and
- Territorial Physician Workforce Review.
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Any questions on this report can be forwarded to the Senior Advisor, Governance - Melanie Murphy.

15.0 Quality Report – Oral Health

Ms. Sara Musson, Territorial Specialist, Oral Health Care, provided an update for the Leadership Council. The presentation highlighted:

- The current state of oral health in the Northwest Territories and how it differs from the rest of Canada.
- How the territory could benefit from territorial organized and standardized oral care for its residents.
- The health and well-being of the residents of the NWT in relation to oral health and how oral health impacts overall health.
- The oral health programs – who they impact and the goal of sustainable care.
- Next steps for Oral Health in the Northwest Territories.

16.0 Quality Report – Rehab

Ms. Shirley Johnson, Territorial Manager, Allied Health provided an update for the Leadership Council. The presentation highlighted:

- Regional teams and their catchment areas;
- Travel days;
- Waitlist management + priority tool;
- Improvements to regional clinical support for children with complex needs;
- Regional referrals by rehab discipline;
- Regional patient encounters by rehab discipline;
- Annual indicators for Infant Hearing Program; and
- Next steps for the rehab program.

17.0 Regional Wellness Council Reports:

The Leadership Council engaged in a round table to provide updates on activities and issues raised from their regions. The high level items will be added to the Leadership Council action tracker and the operational (region specific) items will be added to the regional action tracker.

The Leadership Council requested Mental Health and Addictions be put on the agenda for the November meeting. In particular,

- what options are available for people with addictions;
- how is the public made aware of the services and how to access them;
- how do people access the services;
- where are addictions services located;
- how long is the process;
- is there a positive trend of improvement; and
- what options are there for after-care.

Regular updates will be provided on each item.

18.0 Leadership Council Evaluation

The Leadership Council completed the meeting evaluation forms and submitted to Melanie Murphy for tracking.

19.0 Closing Prayer

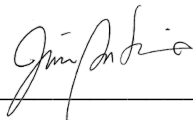
Ms. Gina Dolphus led the Leadership Council in a closing prayer.

Adjournment

- The Leadership Council made a motion to formally end its business and close its meeting at 3:17 PM.

On a motion duly moved and seconded, the Leadership Council of the Northwest Territories Health and Social Services Authority closed its August 28-29, 2019 meeting.

Motion: Brian Willows
Second: Ruby Simba
LC19/08-012 – Carried Unanimously



Chairperson Approval Signature:

December 10, 2019

Date: