

# *Tłychò Community Services Agency      Minutes of the Meeting*

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**Date:** December 8-9 2005.

**Location:** MACA Boardroom/2<sup>nd</sup> Floor of the Complex in Behchokò

**Members Present:**

Behchokò : Joe Mackenzie

Wekweeti : Noella Kodzin

Whati : Alfonz Nitsiza (acting chairperson)

Eddie Chocolate from Gameti sent his regrets as he was unable to attend the meeting.

**Staff Present:** Philip Rabesca (Interpreter), Jim Martin (CEO), Lucy Lafferty ( Director of Education), Anna Beals (Director of H&SS), George Blandford (Director of Finance & Administration)

The acting chairperson Alfonz Nitsiza called the meeting to order and asked Lucy Lafferty to say a prayer to open the meeting

**1. Approval of the Agenda**

The CEO went over the agenda with the members. Members discussed the format of the meetings and asked for a section on Business Arising from the Minutes.

**2. Review of Previous TCSA/DCSB Minutes**

**2.1. Teleconference on November 25<sup>th</sup>, 2005 (TCSA)**

*Motion 05:12:01 To approve the notes of the teleconference held on November 25<sup>th</sup>, 2005. Moved by Joe Mackenzie; Seconded by Noella Kodzin; Carried.*

**2.2 DCSB Meeting in Yellowknife June 15-17<sup>th</sup>, 2005.**

*Motion 05:12:02 To approve the minutes of the last DCSB meeting held on June 15-17<sup>th</sup>, 2005 in Yellowknife. Moved by Joe Mackenzie; Seconded by Noella Kodzin; Carried.*

**3. Reports from Management:** All reports for the 1<sup>st</sup> meeting will take the form of an orientation to TCSA Operations in Behchoko. The Director of H&SS and the Director of Education introduced members of their staff who described the various programs of the Agency to the Board members including Health programs, Child and Family Services, Continuing and Home Care programming, Schools Operations, K-12 programming, Inclusionary Schooling; Wellness and school counseling, Early Childhood Education, Culture and Language programming.

**4. Reports: Delegations:** *There were no delegations at this time.*

## **5. Action Items**

### **5.1 Decisions regarding Meeting Format...size, number, location, content**

Members discussed a variety of issues regarding how the meetings could be arranged to accommodate different numbers of members, CSA members, appointed elders, guests; the numbers of meetings including Executive and regular meetings, the location of meetings in the communities, in Behchokò and in Yellowknife and the merits of each; the content of meetings including reports from staff, the chairperson, professional development for members, dealing with the business at hand, information etc.

Members discussed the Land and Water Boards and their practices in regards to travel and included reading/information days. Members discussed the importance of training for Board members and asked the CEO to ensure that special attention is paid to both initial and ongoing training for Board members for the effective performance of their roles, as well as providing them the necessary information on the Agency's programs and services and the applicable legislation that governs their delivery.

Members agreed that an final decisions in these areas should be deferred until the Agency has a full complement of members with an official chairperson and Gamètì has resolved their representation issues.

### **5.2 Decisions regarding TCSA Meeting Calendar 2006**

Members agreed that decisions in these areas should be deferred until the Agency has a full complement of members with an official chairperson and Gamètì has resolved their representation issues.

### **5.3 Decision regarding Policy: Code of Ethics**

Members reviewed the DCSB policy regarding a Code of Ethics. Members agreed that the policy was appropriate as is for the Tłìchò Community Services Agency with a name change to the TCSA.

*Motion 05:12:03 To approve the Code of Ethics as presented; Moved by Joe Mackenzie; Seconded by Noella Kodzin. Carried.*

### **5.4 Decision regarding Policy: Conflict of Interest**

Members discussed the DCSB policy regarding a Conflict of Interest. There was also some discussion regarding policy development and the need for an approved process to discuss, approve and establish policy. Members agreed to raise this at the next meeting.

**5.5 Decision re: Banking / Signing Authorities for the TCSA:** George Blandford discussed the need for a Banking resolution for the new TCSA renewing our signing authorities and adding a Board member.

*Motion 05:12:04 To approve the Banking resolution for the Tliche Community Services Agency and add a Board Member, Joe Mackenzie from Behchokò to the signing authorities. Moved by Alfonz Nitsiza; Seconded by Noella Kodzin; Carried.*

**5.6 Decision re: change to policy D11.5 Borrowing Resolution:** George Blandford discussed the Borrowing Resolution and the changes that would result including the

integration of credit cards into the financial operations of the Agency. It is expected that the cards will introduce efficiencies into the system that do not currently exist. Issues of misuse exist for both purchase order systems and credit cards and these can be dealt with through adherence to proper procedures and management oversight.

*Motion 05:12:05 To approve the Borrowing Resolution as presented; Moved by Noella Kodzin; Seconded by Joe Mackenzie; Carried.*

**5.7 Decision re: change to policy G 9.1 Education Leave:** The CEO discussed the current policy on Education Leave for TCSA staff. Historically this policy was used to assist those Board staff who wanted to improve their skills by going to university, but were not successful in obtaining the limited number of Educational Leaves with Pay that are offered by the GNWT each year. The CEO said that two staff members are currently accessing the benefits of this policy...Mabel Huskey is enrolled in a Social Work program in Edmonton and Anita Daniels is enrolled in a nursing program in Yellowknife. Both of these programs are directly relevant to the work of the TCSA and deserve to be supported strongly by the Agency.

Members discussed the issue and agreed to double the benefit at this time and review the policy at a later meeting in the new year.

*Motion 05:12:06 To double the bursary benefit available to Tłı̨chǫ Community Services Agency staff on Education Leave without Pay effective for this fiscal year; Moved by Joe Mackenzie; Seconded by Noella Kodzin. Carried.*

## **6. Information Items**

### **6.1 Information Workshop: TCSA and the Tlı̨cho Government**

This workshop was tabled until the next meeting awaiting the formal appointment of a chairperson and resolution of representation issues in Gamèti.

### **6.2 Information Workshop: Strong Like Two People...the Vision & Mission**

This workshop was tabled until the next meeting awaiting the formal appointment of a chairperson and resolution of representation issues in Gamèti.

### **6.3 Letter to Tlı̨cho Government regarding TCSA Recommendation for Chair**

This document was noted by Agency Board members.

### **6.4 E-mail to TG regarding role of TCSA staff and Chiefs/TG**

This document was noted by Agency Board members.

### **6.5 Briefing to TG/Implementation Issues with the ISA**

This document was noted by Agency Board members.

### **6.6 Briefing to TG/ Trades & Technology programming at CJBS**

This document was noted by Agency Board members.

### **6.7 Briefing to TG/ Addictions Programming**

This document was noted by Agency Board members.

**6.8 Briefing to TG/ Scholarship programming**

This document was noted by Agency Board members.

**6.9 List of Elected/Appointed Agency & Authority Members**

This document was noted by Agency Board members.

**7. Other:**

No other items were discussed by Agency Board members

**8. Next Regular Meeting:**

Members agreed that the next regular meeting of the Tłı̨ch̓ Community Services Agency would be held in Yellowknife during the week of January 30<sup>th</sup> to February 3, 2006.

Adjournment and closing prayer.

The minutes are approved as written by motion of the Board.

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Chairperson

\_\_\_\_\_

Date

\_\_\_\_\_

Chief Executive Officer

\_\_\_\_\_

Date

**To Do Items arising from this meeting/ December 8-9 2005.**

- Item 1 ( 1) Ensure future agendas include Business Arising from the Minutes (CEO)
- Item 2 ( 5.1) Develop and organize a program of Board Member training (CEO)
- Item 3 ( 5.3) Redraft Code of Ethics from DCSB to Tłı̨ch̓ Community Services Agency Policy (CEO)
- Item 4 ( 5.5) Process Banking Resolution with the Royal Bank of Canada (Director of Finance & Operations)
- Item 5 ( 5.6) Implement Borrowing Resolution and credit card purchasing system (Director of Finance & Operations)
- Item 6 ( 5.7) Adjust bursary benefit for Tłı̨ch̓ Community Services Agency staff on Education Leave Without Pay as per motion; (CEO)