



**PUBLIC ADMINISTRATOR'S MEETING
FEBRUARY 18, 2010
2:00 PM
Stanton Small Boardroom**

DRAFT MINUTES

Present: Paddy Meade Public Administrator
 Kay Lewis Chief Executive Officer

 Leigh Wells Executive Assistant to the CEO

1. Review of PA role

The job description for the Public Administrator in Hay River was discussed. P. Meade indicated that she would be discussing the document with the Minister in the coming weeks and should be able to finalize the document in March.

A regular meeting schedule was established on a monthly basis and a summary of discussions would be posted on the Stanton Website.

2. CEO Update

The CEO provided a progress report on the goals and objectives from the 2009-2014 Strategic Plan.

3. Budget Preparation

P. Meade provided direction for the 2011/2012 budget.

4. Mental Health Review

K. Lewis reported that she was forming a working group with representatives from Stanton and Yellowknife Health and Social Services. This working group will be looking at a service delivery model for mental health.

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5. Other Business

The meeting was moved in camera to discuss a personnel matter.

6. Next Meeting

P. Meade asked that L. Wells coordinate with her office on the specific dates for the next meetings.

7. Adjournment

The meeting adjourned at 5:00 PM.