

Minutes of the First **Executive Team** meeting held **20 May 2005** at 10:00 a.m.
Gov'nors – The Study Room.

Present:

George Tilley, Chief Executive Officer
George Butt, Vice President - Corporate Services
Beverley Clarke, Chief Operating Officer – Community, Mental Health
Pat Coish-Snow, Chief Operating Officer – Bonavista, Clarendville, Burin
Stephen Dodge, Vice President People and Information Services
Louise Jones, Chief Operating Officer – Medicine, Surgery and Critical Care
Alice Kennedy, Chief Operating Officer – Long Term Care
Fay Matthews, Chief Operating Officer – Trinity, Conception, Placentia
Wayne Miller, Senior Director - Corporate Strategy and Research
Patricia Pilgrim, Chief Operating Officer - Cancer, Child/Women's Health & Rehab
Dr. Robert Williams, Vice President - Quality, Diagnostic and Medical Services

		Action
1.	Recruitment – Executive Assistants	
	<p>Recruitment for the Executive Assistant positions will commence immediately. There will be an Executive Assistant for each member of the Executive Team. Secretarial support for the Senior Director Corporate Strategy and Research will have a separate focus. Salary associated with these positions will be in accordance with the HL Level. The HL levels for these positions currently vary from community to institutional.</p> <p>Stephen Dodge will draft advertisements and circulated to the Executive Team for feedback. Positions will be posted on Friday 27 May 2005 with a closing date of 10 June 2005.</p> <p>Options for the interview process were discussed, including the suggestion that a Selection Committee to screen the applications be established.</p>	Dodge
2.	Executive Team Orientation/Site Visits	
	<p>Executive Team agreed to identify topics for orientation from their previous roles in the Region. Wayne Miller to develop and circulate a template for Executive Team to utilize in this process.</p>	Miller

3.	Job Descriptions – Executive Team	
	Job descriptions have been prepared, however they require more refinement and will be circulated in the near future.	Tilley
4.	Executive On Call	
	<p>On-call coverage throughout the Region is varied and broad. The frequency of calls are minimal and mostly in an advisory capacity. There was a consensus to continue with existing arrangements within the Region on an interim basis.</p> <p>Executive Team also agreed to consider having two people on-call at the Executive level at any one time, rather than each portfolio. Within in each portfolio a review of the extent of on-call used in the past and opportunities to avoid the number of calls will be explored.</p>	Executive Team
5.	Performance Objectives	
	Performance objectives for the Executive Team will be established on an individual basis. Executive Team members will identify objectives both generic and regional specific, that will form the basis of performance objectives.	Executive Team
6.	Strategic Plan – “Getting Started” Document	
	Wayne Miller will provide Executive Team, at the Wednesday 25 May 2005 meeting, a review and update of the “Getting Started” document that was prepared for the Board.	Miller
7.	Frequency of Meetings/Terms of Reference	
	<p>Executive Team established Tuesdays and Wednesday as meeting dates for the next 4 – 6 weeks. Meetings will alternate throughout the Region (urban/rural). A draft schedule will be circulated. Wayne Miller agreed to develop a draft terms of reference for review.</p> <p>Corporate Communications is currently working on developing an interactive web map. However in the interim a copy of the map of the region will be circulated to Executive Team.</p>	<p>Penney</p> <p>Miller</p>

[illegible]