

Algoma

Nurse Practitioner-Led Clinic

Board of Directors General Meeting Minutes

June 20, 2023

Time: 6:45pm

Sault College Room L1120

Present:

Terry Scott
Susan Schikofsky
Paul Cassan

Doug Abbott
Lisa Bumbaco

Deborah Graystone
Cyrus Sagart

Regrets:

Ryan McLeod

Staff:

Dominic Noel

Ashley Gearing

Call to Order at 6:45pm.

Call for Expressions of Conflict of Interest

None declared.

Approval of Agenda with amendment of including the election of Officers as the first item on the Agenda.

Motion to approve the agenda as amended.

Seconded and Carried.

It was decided that the Election of the Officer's should occur as part of the first General Meeting following the Annual General Meeting to be compliant to the By-Laws and policies. Dominic announced the candidates for the Board Chair position, Terry Scott and Debbie Graystone. Debbie confirmed her desire to withdraw her nomination. No further nominations for Board Chair were made therefore Terry Scott was the sole nomination for Board Chair.

Motion to accept the nomination of Theresa Scott as Board Chair.

Seconded and Carried.

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The appointment of Terry Scott as Board Chair resulted in a vacancy in the Vice Chair position and Susan Schikofsky was nominated and accepted this nomination.

Motion to accept the nomination of Susan Schikofsky as Vice Chair.
Seconded and Carried.

The board members discussed and appointed Ryan McLeod as the Treasurer. This nomination was accepted by Ryan via email communications due to his unexpected absence.

Motion to accept the nomination of Ryan McLeod as Treasurer.
Seconded and Carried.

A nomination of Susan Schikofsky as the Secretary position as well as Vice Chair was made. All board members agreed with previous arrangement of the Vice Chair also filling the Secretary position.

Motion to accept the nomination of Susan Schikofsky as the Board Secretary.
Seconded and Carried.

Approval of Minutes

Motion to approve meeting minutes from:

General Meeting Minutes – May 10th, 2023

Finance Committee Meeting Minutes – June 14th, 2023

Capital Expansion Committee Meeting Minutes – June 12th, 2023

Seconded and Carried.

A question as raised regarding line item #6 in the finance committee meeting notes. A change to the audit report proposed by Stephen Hussey to separate out the Mental Health and Addictions funding spending from the expenditures under service fees. This was not changed on the final audit financial statements due to the auditor determining this change would not be in keeping with consistency.

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Chair's Report

Introduction of Ryan McLeod to the Board of Directors was skipped due to his unexpected absence. A round table introduction of the Board members to Paul Cassan was done.

Terry thanked Doug for his leadership and contributions over the last few years.

Executive Director Report.

The May Executive Directors Reports and the Dashboard Reports were presented. Dominic highlighted the following:

1. In Clinic traffic: Pre-pandemic levels or higher and virtual appointments down to 15%.
2. HR: Contract NP positions remain active and using up some surplus in budget. Unable to successfully recruit either of the NP students therefore posted the NP maternity leave position. Part Time (0.6 FTE) NP expressed her desire to remain at 3 days per week. Discussion regarding clinic requirements with this NP is ongoing and time to think about options was requested. Comments from Board members to ensure flexibility is considered to alleviate retention issues/risks. Algoma Family Services MOU is underway and once it is ready it will require review by the Board.
3. Capital Expansion Update: Doctor's Building and Market Mall sites are now willing to negotiate rental costs to be within our budget. Dominic suggested pursuing both additional location, including the United Way and Churchill Plaza locations, due to the likely possibility of losing some of the sites with uncertain Ministry timeline for approval. The next steps for these two locations would be having the architect visit the site and do site assessment and cost analysis. Board members expressed concerns with the cost of this added work as well as the potential landlord tenant relationship with one of the additional locations. Board members agreed to only pursuing the Market Mall option as a third site option and in the meantime submit the proposal for the other 2 sites.
4. OHT: Beginning in September Dominic will rotate as one of the Chair's for Primary Care with GHC and SFHT until a permanent Chair is found.
5. MOH Announcements: The clinic submitted an Expression of Interest (EOI) on June 15th, 2023. A brief description of what an EOI is and what was included in the EOI was discussed. A separate EOI was submitted for the Women's Health Clinic however the funding would flow through the NPLC.

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6. Employee Engagement Survey: Dominic highlighted some of the employee engagement survey results. Overall the results were positive. It was noted that a patient incident that occurred in May could have contributed to some of the safety concerns.

Treasurer's Report

The financial reports for periods up to and ending April 30th, 2023 were presented by Dominic in Ryan's absence. A question was raised about the increase to the Travel Expenses and Professional Development spending. This was part of the Mental Health and Addictions spending.

Motion to accept the Financial Statements for periods up to and ending April 30th, 2023. Seconded and Carried.

Alliance for Healthier Communities Board Liaison Report

Susan gave a brief reviewed of the Governing for Health Equity Modules and explained to the newest board member the progress thus far. Ashley to arrange for Ryan and Paul to have access to the modules.

Governance Committee Report

The Board Evaluations results were reviewed. Only 5 responses received, for those who did not complete the survey, self reflection was recommended. Overall, the results were positive with some minor feedback in the comments.

Nominating Committee Report

Terry advised she will send out an email to all board members regarding committee participation and meeting schedules.

Finance Committee Report

Dominic reviewed the 2023-2024 fiscal year budget. It was noted that this budget includes the \$50,000 base funding increase as well as the additional \$20,000 from the decrease to the consulting physician's stipend. This \$20,000 will be requested to be reallocated to general overhead from the HR line.

Motion to accept the proposed 2023-2024 annual budget.

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Seconded and Carried.

A request for the Annual Operating Plan be reported on in September.

Adjournment at: 8:47 PM

Next Meeting: September 2023. Date and time to be confirmed via email.

Board Meeting Evaluation

1. Was this a good use of your time? Yes.
2. What did we decide?
 - A. Motion to accept the nomination of Theresa Scott as Board Chair.
 - B. Motion to accept the nomination of Susan Schikofsky as Vice Chair.
 - C. Motion to accept the nomination of Ryan McLeod as Treasurer.
 - D. Motion to accept the nomination of Susan Schikofsky as the Board Secretary.
 - E. Motion to accept the proposed 2023-2024 annual budget.

Doug Abbott, Board Chair

Date of Approval