

Algoma

Nurse Practitioner-Led Clinic

Board of Directors General Meeting Minutes

November 21, 2023

Time: 6:15pm

Sault College Room L1120

Present:

Terry Scott
Lisa Bumbaco

Doug Abbott

Deborah Graystone

Regrets:

Ryan McLeod
Susan Schikofsky

Paul Cassan

Cyrus Sagart

Staff:

Dominic Noel

Ashley Gearing

Call to Order at 6:35pm.

Call for Expressions of Conflict of Interest

None declared.

Approval of Agenda

No Quorum present therefore unable to pass any motions. All motions will be postponed to the board meeting in January 2024.

Approval of Minutes

Reviewed meeting minutes from:

1. General Meeting Minutes – October 17th, 2023
2. HR Committee Meeting Minutes – October 27th, 2023
3. Finance Committee Meeting Minutes – November 3rd, 2023.
4. Leadership Meeting Minutes – November 9th, 2023 (Leadership Report)
5. Capital Expansion Committee Meeting Minutes – November 10, 2023.

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It was noted that the leadership meeting is not a committee therefore does not require minutes and will no longer be included in the list of minutes to be approved.

Chair's Report

Terry reviewed the signing of the lease for the Queen Street location for the capital expansion. The deposit of \$5,000 has also been issued to the landlord to pull the site from the market. The lease covers this deposit as well as the entire 15-year lease but does have a condition pending the Ministry's approval and funding.

Good news was received by the capital expansion committee regarding next steps of the project. Dominic advised that the original information received by the committee regarding needing a Class A cost analysis assessment is not required. Charline spoke with the Ministry Rep who advised her that only a Class D assessment is required. IDEA, the architect firm already provided a Class C assessment which is actually a step above the class D assessment.

Charline will be completing the work for the next steps of the spreadsheet and will reach out once we are ready for the next steps in the process.

Executive Director Report.

The October Executive Directors Reports and the Dashboard Reports were presented by Dominic.

Dominic highlighted the following:

1. HR: Katrina Huizing the maternity leave replacement for Sara Rocchetta has started and is working on gradually increasing the number of patients she sees per day as she gets comfortable. Currently there are only two other vacancies, the 0.4 FTE and the 0.5 FTE for the AFS NP.
2. MOH Announcements: Market Refresh Report was received and briefly discussed. Dominic advised the board that when the 2015 report was received by the Ministry they acted upon the recommendations from the report. For this reason, Dominic is hopeful that the Ministry will implement the recommendations from the most recent report.
3. Dominic is requesting to purchase 10 additional seats from Woodstar Counselling. This would cost \$17, 500 therefore approval from the board is required. Due to a lack of quorum this will be pushed to the January board meeting for approval.

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4. The Sault College Custodial Contract was due for renewal as of September 2023. This contract is over the limit Dominic has approval to renew therefore he is requiring approval from the board to renew. Due to the lack of quorum and to the urgency of the need for renewal this will be sent to the Executive Committee for approval.
5. Brief discussion on the Juli Briglio NP and Dr. Fam GYNE/Derm clinics and the individuals accessing this service in the clinic was had. Both patients of the clinic and community members or non-registered individuals are accessing services. Concerns were raised regarding the non-registered individuals could be accessing services via another primary care provider and the clinic not receiving funding for these specialized services. Currently this is not a concern due to the surplus however this is something that board wanted to note should we not be in a surplus position in the future.

Treasurer's Report

The financial reports for periods up to and ending September 30th, 2023, were discussed. Due to no quorum the approval of the financial reports will be carried into the January 2023 board meeting.

A brief discussion on the increase to the overhead spending which was noted on the comparative report. This was explained by some medical equipment purchasing as well as some catch up on invoices that were not processed by Surgo Medical Supplies Company. Additionally, the board members stressed the importance of spending more of the surplus because the fiscal year end is rapidly approaching. Dominic advised that one of the strategies to spend the surplus is hiring an Office/HR Administrator as quickly as possible to beginning training for Ashley's Maternity Leave which will begin in late May/early June.

Alliance for Healthier Communities Board Liaison Report

Debbie reviewed a summary of the Board Liaison and Chairs Meeting notes from November 1st. She advised the board that there is a Health System Changes webinar available to all board members on November 23, 2023. Debbie will attempt to attend but also encouraged the board members to attend if they are able.

Adjournment at: 7:58 PM

Next Meeting: January 16, 2024 at 6:15 pm

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Board Meeting Evaluation

1. Was this a good use of your time? Yes.
2. What did we decide?
No motions due to lack of quorum.

Theresa Scott, Board Chair

Date of Approval

DRAFT