

Algoma

Nurse Practitioner-Led Clinic

Board of Directors General Meeting Minutes

October 12, 2022

Time: 6:00pm

Sault College – Room L1120

Present:

Doug Abbott
Terry Scott
Lil Silvano

Deborah Graystone
Kay Vallee

Susan Schikofsky
Lisa Bumbaco

Staff:

Ashley Gearing

Dominic Noel

Call to Order at 6:02pm.

Call for Expressions of Conflict of Interest

None declared.

Approval of Agenda

Motion to approve the agenda as presented.
Seconded and Carried.

First Nations Training Presentation

4 Seasons of Reconciliation Module 7 “Indigenous Relations” slide show presented by Kay Vallee. Some main highlights from the presentation are as follows:

1. Reviewed appropriate terms, definitions and protocols when working with Indigenous Peoples.
2. Discussed ways that non-Indigenous individuals and organizations could interact and work with Indigenous Peoples.
3. Reviewed ways reconciliation can begin and elements of the implementation of Calls to Action in the workplace to improve our relations with Indigenous Peoples.
4. Some discussion regarding land acknowledgements and how they should be developed.

Algoma

Nurse Practitioner-Led Clinic

Approval of Minutes

Motion to approve meeting minutes from:

General Meeting Minutes – September 14th, 2022

Building Committee Meeting Minutes – September 30th, 2022

Finance Committee Meeting Minutes – October 3rd, 2022

Strategic Planning Committee Minutes – October 3rd, 2022

Executive Committee Meeting Minutes – September 26th, 2022

Seconded and Carried.

It was noted that Lisa Bumbaco will need to be included in the finance committee meetings in the future.

Chair's Report

It was noted that the AGM minutes from June have been uploaded to the board portal for review.

Reviewed the Committee Membership Document for 2022-2023. Kay will be resigning from the board as of December. She will remain on the Governance and Strategic Planning Committee until then. Lisa Bumbaco was added to the Nominating Committee. Some discussion and clarification regarding the Leadership Committee vs the HR Committee.

Follow up on the In-Camera meeting minutes storage solution was discussed. A private folder for the Board Chair only was added to the board portal. This is only accessible and visible to the Board Chair and in the event of a change in the Chair position permissions would be removed and transferred to the next Chair. It was determined this solution would be used in the interim. Further investigation into the governance concerns will be looked into by Debbie. Susan will also review with the Alliance for guidance. Past minutes will need to be scanned and uploaded by Doug.

Executive Director Report.

The September Executive Directors Report and the Dashboard Report were presented.

Dominic highlighted the following:

1. HR: All NPs have returned from Maternity Leave. Clinic currently has 1 RN student and 1 NP student starting at the end of the month (an additional NP student withdrew from NP program).

Algoma

Nurse Practitioner-Led Clinic

2. Dashboard: Reviewed briefly, one minor error in the deadline for goal of 2800 patient was reported as February 2023 but should be January 2023.
3. Memorandum Of Understanding (MOU) agreement with Algoma Ontario Health Team (AOHT) expires as of October 31, 2022. Recommendation from Dom to sign the extension of the MOU which would extend until March 31, 2023. Board members discussed their concerns of a lack of communication and involvement of the individual organizations boards in the AOHT. It was determined to sign the extension of the MOU with the accompaniment of a letter requesting more formal language regarding further communication between the boards and representation of board members be included in the governance structure of the AOHT. Dominic agreed to write this letter.

Motion to sign the extension of the Memorandum of Understanding with the Algoma Ontario Health Team with the accompanying letter requesting more information between boards.
Seconded and Carried.

The Annual Operating Plan for 2022-2023 was reviewed. Some minor details were reviewed and discussed. This AOP was already submitted in June with the approval and signature of the Chair due to a prompt deadline. Governance Committee Modules will be added to the AOP for next year. It was noted that the Patient Advisory Committee deadline of January 2023 conflicts with the Strategic Plan deadline of 2024.

Treasurer's Report

The financial reports for periods up to and ending August 31st, 2022 were presented by Lil. It was noted that this month was uneventful. Monthly surplus of \$3,011 and overall surplus of \$24,103. The annual forecasted surplus is \$18,862.

Motion to accept the Treasurer's Report.
Seconded and Carried.

Alliance for Healthier Communities Board Liaison Report

Susan reviewed a summary of the Alliance Governance for Health Equity Modules Part A. Highlights are as follows:

Algoma

Nurse Practitioner-Led Clinic

1. Governing for Health Equity includes five key actions:
 - i. Exploring and understanding the concepts of diversity, anti-racism, equity inclusion and anti-oppression.
 - ii. Engaging in behaviours and practices grounded in Cultural Humility.
 - iii. Reflecting on your organization's values, beliefs and practices.
 - iv. Taking proactive actions to create and sustain a culture of equity leadership.
 - v. Committing to a Health Equity approach
2. Definitions of Diversity, Equity, and Inclusion. Discussed the key differences and importance of each definition.
3. Reviewed and discussed the video on Cultural humility- People, Principles and Practices.
4. Discussed Allyship and ways to demonstrate this. Unlearn biases and stereotypes, commit to personal growth, speak up against hurtful comments and do not expect recognition or gratitude for actions.
5. Reviewed a summary of the key concepts.

Governance Committee Report

Susan discussed the By-law sentence "...a board composed of seven (7) directors and will endeavour to include at least one nurse practitioner...". The board members agreed that the board does not need to consist of half or majority NPs but having an NP representative is recommended. Governance will review if NP or if just a health care provider would be sufficient and bring back to the board.

The number of board members was discussed, following up from the previous meeting. The By-law current states the board will be comprised of 7 members. This would need to be amended if additional members are to be added. Nominating committee did meet to discuss some potential candidates with a focus on one being a legal representative. Two members will need to be recruited, one to bring the number to 8 and one to replace Kay.

Motion to amend the By-law and increase the number of board members from 7 to 8.
Seconded and Carried.

It was noted that the QIP from 2018-2019 on the board portal is unsigned. This will be updated by Ashley.

Algoma

Nurse Practitioner-Led Clinic

Capital Expansion Committee Report

Meeting with Charline and the Ministry Rep is still pending due to some scheduling conflicts. Some discussion regarding the Women's Health Clinic (WHC) project running in parallel to the capital expansion project to ensure both projects continue without delay and interfering in progress.

Discussions regarding potential funding from SAH for a GYNE clinic 4 times per month (once per clinician that is willing to participate) was fruitful.

Dominic discussed a proposal for a partnership from IDA which would have consisted of taking on 400 patients from the IDA and receive compensation of approx. \$60,000 per year in return. Concerns and risks were discussed with some individuals such as the ethics of what would happen to the clinic waitlist and the implications of if IDA decides to withdraw from the partnership, we would not be able to abandon the patients. Due to the risk and concerns it is Dominic's recommendation not to pursue the partnership.

A space in the market mall was included in the potential partnership adjacent to the IDA pharmacy. Dominic will still inquire if IDA representatives will advocate for our clinic to hold this space for our clinic's expansion. The space consists of 5350 square feet and the costs are the best out of the sites seen thus far.

Dominic advised that he is interested in hearing from all board members who might have strategies that could help with the gap in operational funding that is required to move forward with the expansion. A potential idea involving pharmaceutical companies was briefly discussed and Dom will follow up on this.

Strategic Planning Committee

Lisa advised the strategic planning committee was able to meet to discuss the recommendations from the Board at the previous meeting. More time is needed to work on implementation of these suggestions. Pending date for this work is October 28th, 2022 and the new draft will be brought to the board.

A suggestion was brought forward to have the board meetings for January, February and March occur virtually due to the winter travel and convenience. It was decided the January

Algoma

Nurse Practitioner-Led Clinic

board meeting will be held virtually and a decision will be made then on the future attendance method of the following board meetings.

Adjournment at: 8:30 pm

Next Meeting: November 9, 2022 at 6:00PM

Board Meeting Evaluation

1. Was this a good use of your time?
2. What did we decide?
 - A. Motion to sign the extension of the Memorandum of Understanding with the Algoma Ontario Health Team with the accompanying letter requesting more information between boards.
 - B. Motion to amend the By-law and increase the number of board members from 7 to 8.

Doug Abbott, Board Chair

Date of Approval