

Algoma

Nurse Practitioner-Led Clinic

Board of Directors General Meeting Minutes

November 16, 2022

Time: 6:00pm

Sault College – Room L1120

Present:

Doug Abbott
Terry Scott

Deborah Graystone
Kay Vallee

Susan Schikofsky

Regrets:

Lil Silvano

Lisa Bumbaco

Staff:

Ashley Gearing

Dominic Noel

Call to Order at 6:05pm.

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 8 “What is Reconciliation in Canada?” slide show presented by Kay Vallee. Some main highlights from the presentation are as follows:

1. Reviewed definition of reconciliation and the forms it takes around the world.
2. Discussed what reconciliation is in Canada and introduced Canada’s Truth and Reconciliation Commissioners.
3. Reviewed some key points of the Truth and Reconciliation Commission Report which includes 94 Calls to Action.
4. A suggestion was made to review the calls to action that would be specific to health care.

Algoma

Nurse Practitioner-Led Clinic

Approval of Minutes

Motion to approve meeting minutes from:

General Meeting Minutes – October 12th, 2022

Capital Expansion Committee Meeting Minutes – November 4th, 2022

Finance Committee Meeting Minutes – November 11th, 2022

Governance Committee Minutes – November 7th, 2022

Seconded and Carried.

Chair's Report

Doug acknowledged Kay's last meeting. He expressed gratitude to Kay for her contribution to the board. Kay agreed to still complete the final Truth and Reconciliation module in January.

Executive Director Report.

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

Dominic highlighted the following:

1. HR: Contract NPs are continuing to support the clinic each doing a half day once per week. Some tension issues with the NPs returning from leave and new RN seem to have settled. RN submitted resignation, decided to move back home. Recruitment will begin in early New Year to help with costs of the contractor NPs providing urgent same day next day appointments.
2. Dashboard: Total number of patients only increased by 5 due to a number of patients leaving the region. A typo on the Waitlist total number 75 was noted. This will be corrected.
3. OHT: Cervical Cancer Screening Clinic went well. 65 PAPs were completed, 100 was the goal. Future clinics will be held by GHC, SFHT and APH.
4. Ministry of Health Announcement: NPLCs still have not received any of the Nurses Retention Bonus funds. Waiting on a signature from the Minister.
5. Patient Experience Survey: Highest patient sample size thus far. Results very positive. Dominic highlighted some of the questions and results.

Algoma

Nurse Practitioner-Led Clinic

Treasurer's Report

The financial reports for periods up to and ending September 30th, 2022 were presented by Dominic due to Lil's absence. Payroll increased due to return of maternity leave NPs with the addition of Contract NPs. Monthly deficit of \$13,000 and overall annual surplus of \$10,000. The annual forecast is projected to be a deficit of \$2,000 if spending doesn't change. To counter this Dominic will reduce the contract NPs to half days once per week and leave the RN position as vacant until the New Year.

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

Alliance for Healthier Communities Board Liaison Report

Susan reviewed the 2022-2027 Alliance for Health Communities Strategic Plan. As part of the review of the Health Equity Training Module B, Susan posed some questions to the board and the clinic. These questions were as follows:

1. To what extent is diversity, equity, inclusion, anti-racism and anti-oppression (DEI & AD/AO) a strategic priority for the Algoma NPLC?
2. To what extent is there sustainable funding allocated to address the equity priorities?
3. To what extent does the NPLC have progressive policies or objectives for the consideration of DEI & AR/AO?

From the questions the board suggested to include a question regarding equity within the clinic to the staff experience survey. Dominic was also tasked with reviewing the clinics policies and procedures to check for compliance and consideration of DEI & AR/AO.

Governance Committee Report

Susan reviewed the financial terms of reference from 2014. It was noted that a more recent version of these terms of reference should be reviewed. The possibility of an outdated version on the portal might be the issue. The governance committee will review the updated terms of reference and if updates need to be made, they will propose them next meeting. It was also noted that each of the committee chairs should be reviewing their terms of reference each year and proposing changes as need.

Brief review of the in-camera meeting minutes storage solution was done. The Alliance does not keep the minutes with the board chair. They are kept with the organization directly. At

Algoma Nurse Practitioner-Led Clinic

this time the board will continue with the solution of uploading the minutes to the private board chair folder on the portal until more research is done.

It was requested to have the election policy be added to the next board meeting in January.

Capital Expansion Committee Report

Dominic advised we are still waiting for the Ministry of Health (MOH) response regarding the \$50,000 request for additional operational funding. Women's Health Clinic initiative has been referred back to the capital expansion committee to include the costs in the proposal. This will be done prior to the meeting December 9, 2022 meeting. Some discussion to put the Women's Health Initiative on hold pending proposal by Sault Area Hospital.

Dominic continues to advocate for funding for the once per week GYNE clinics he has been offering in the clinic. This initiative will have to stop if funding partnership is not found, due to the lack of surplus.

Nominating Committee

Terry discussed the progress the committee has made in terms of recruiting additional board members. One of the potential members has extensive skills in government grant writing and another is a male with finance background. Names will be brought forward in January.

Adjournment at: 8:13 pm

Next Meeting: January 11, 2023 at 6:00PM **VIRTUALLY

Board Meeting Evaluation

1. Was this a good use of your time?
2. What did we decide?



Doug Abbott, Board Chair



Date of Approval