

Algoma

Nurse Practitioner-Led Clinic

Board of Directors General Meeting Minutes

April 12, 2023

Time: 6:15pm

Sault College Room L1120

Present:

Doug Abbott
Terry Scott

Deborah Graystone
Susan Schikofsky

Cyrus Sagart

Regrets:

Lisa Bumbaco

Ryan McLeod

Staff:

Dominic Noel

Call to Order at 6:15pm.

Call for Expressions of Conflict of Interest

None declared.

Approval of Agenda with addition of Women's Health Clinic Committee

Motion to approve the agenda as amended.

Seconded and Carried.

Approval of Minutes

Motion to approve meeting minutes from:

General Meeting Minutes – March 8th, 2023

Finance Committee Notes – April 10th, 2023

Seconded and Carried.

Chair's Report

Doug welcomed Ryan McLeod and advised his orientation was completed April 12th. Ryan accepted the role of Treasurer.

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A call for election of the Chair & Vice Chair positions was discussed. An email will be sent to the Board members seeking nominations on April 12th, 2023.

Women's Health Clinic Committee

The WHC committee met March 10th 2023, the minutes have been added to the portal. The next meeting is scheduled for April 14th, 2023 at 10:00am. The committee will follow up with Lisa for a report on funding sources for Women's Health Clinic in Sudbury. Debbie will update the chart in the proposal and Dominic will develop a budget for the proposal.

Executive Director Report.

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

1. In Clinic traffic: This has risen above pre-pandemic levels, approximately 85-87% in clinic appointments.
2. HR: Kim Greenwood Contractor NP works on Tuesdays for 3.5 hours plus administrative work. Natalie Ethier Contract NP works 7.5 hours on Fridays and is requesting the summer off. Caitlin McCullough NP currently working 0.6 FTE will have to move to 0.8 FTE in December 2023 or resign as 0.6 FTE position can no longer be accommodated. Maternity leave NP starting Mid August hope to be filled with graduating students. Recruiting for RN vacancy is underway. Discussions are ongoing for partnership with AFS.
3. Episodics: Episodic clinics will start in May for UTI and Ear infections conditions and hoping to increase to 10 condition list.
4. Dashboard: One patient incident. Dominic reviewed the details. Uptake in patients on waitlist as a result of staffing issues at GHC.
5. Capital Expansion Update: Old United Way Building & Old East End Library sites remain viable options. Have had site visits with architects. Cancelled Capital Expansion Committee Meeting for Friday morning.
6. QIP: Updates provided to Board. Refer to the Executive Director report for more details.
7. Budget: Balanced budget for 2023-2024 fiscal year.

Treasurer's Report

The financial reports for periods up to and ending February 28th, 2023 were presented by Dominic. Received \$84,100 Mental Health and Additions Funding as well \$12,500 of

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additional operational funding. Much of this funding was spent, just waiting for the final report. There are no statistical anomalies in the monthly expenditures. Motion to approve the budget and financial report deferred to next month.

Alliance for Healthier Communities Board Liaison Report

Susan requested the board members complete the self assessment tool on portal and answer key indicators and forward to Susan by the June meeting. This should take approximately 1 hour to complete the self assessment.

The board members discussed the Health Equity Charter as part of the Alliance for Healthier Communities membership they request endorsement of this charter.

Motion to Endorse the Alliance for Health Communities Health Equity Charter.
Seconded and Carried.

Governance Committee Report

The Board Standing Committee Evaluations are to be sent out and the results will be reviewed at the May meeting.

Nominating Committee

Terry presented the application of Paul Cassan for nomination to the board. A brief review and discussion of the qualifications of the candidate ensued. Question on how to handle the potential conflict of interest with Mr. Cassan's role on the board and his role with Wishart Law Firm was raised. Terry will follow up with Mr. Cassan.

Discussion on the Quality Improvement Plan (QIP) indicators took place. Some questions from Board members were reviewed and answered.

Adjournment at: 7:58 pm

Next Meeting: May 10, 2023 at 6:15PM

Board Meeting Evaluation

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

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A. Motion to Endorse the Alliance for Health Communities Health Equity Charter.

Doug Abbott, Board Chair

Date of Approval

DRAFT