

Algoma

Nurse Practitioner-Led Clinic

Board of Directors General Meeting Minutes

September 19, 2023

Time: 6:15pm

Sault College Room L1120

Present:

Terry Scott
Susan Schikofsky
Paul Cassan

Doug Abbott
Ryan McLeod

Deborah Graystone
Cyrus Sagart

Regrets:

Lisa Bumbaco

Staff:

Dominic Noel

Ashley Gearing

Call to Order at 6:16pm.

Call for Expressions of Conflict of Interest

None declared.

Approval of Agenda

Motion to approve the agenda as presented.

Moved by Paul Cassan, Seconded by Doug Abbott and Carried.

Approval of Minutes

Motion to approve meeting minutes from:

1. General Meeting Minutes – June 6th, 2023
Moved by Doug Abbott, Seconded by Paul Cassan and Carried.
2. Finance Committee Meeting Minutes – August 1st, 2023
Moved by Susan Schikofsky, Seconded by Debbie Graystone and Carried.
3. Finance Committee Meeting Minutes – September 13th, 2023
Moved by Debbie Graystone, Seconded by Doug Abbott and Carried.
4. Capital Expansion Committee Meeting Minutes – July 21st, 2023

Algoma

Nurse Practitioner-Led Clinic

Moved by Doug Abbott, Seconded by Debbie Graystone and Carried.

A recommendation was made to identify the mover and seconder in the minutes moving forward. The board members agreed, and this change shall be implemented for all future board meeting minutes.

Chair's Report

Reviewed and confirmed the 2023-2024 proposed board meeting schedule. Briefly discussed the possibility of having the January and February meeting via zoom if the weather permits.

The annual board member and committee member agreement was signed by all present board members. The contact information was confirmed and updated. The proposed committee membership draft was reviewed. Some changes to be made once committee chairs are selected.

Executive Director Report.

The June, July and August Executive Directors Reports and the Dashboard Reports were presented.

Dominic highlighted the following:

1. In Clinic traffic: Remained high through summer, unlike typical summers.
2. HR: Dominic is still working on recruiting a maternity leave coverage NP. Discussed the current contractors and availability. Reviewed the NP students that are waiting on final exams results are interested in the maternity leave position. Discussed the current needs of the clinic in terms of NP positions:
 - A) The 20 hours per week .5 FTE AFS contract NP
 - B) 37.5 hours per week 1 FTE maternity leave position
 - C) 15 hours per week .2 FTE the remainder of 1 FTE broken down to 0.6 FTE for the part time NP.

Board members discussed recruitment concerns and suggestions. It was recommended to defer the conversation to the HR committee.

Algoma

Nurse Practitioner-Led Clinic

3. Capital Expansion Update: The two sites have been submitted to the ministry. The Market Mall cost analysis was completed. Dominic continues to reach out to Sault College and they have changed the potential square footage to 5600 sqft.
4. MOH Announcements: The EOI announcements are expected in October. Some primary care organizations are getting together to submit a market review to help advocate for increased compensation for staff.

Motion to accept the Executive Directors reports for June, July and August as amended with the change to the date under the clinic activities section.

Moved by Paul Cassan, Seconded by Debbie Graystone and Carried.

Treasurer's Report

The financial reports for periods up to and ending May 31st, June 30th and July 31st, 2023 were presented by Ryan McLeod. The annual surplus is at \$47,078 thus far and no other major concerns. Some discussion of the funding agreement and surplus spending options.

Motion to accept the Financial Statements for periods up to and ending May 31st, June 30th and July 31st, 2023.

Moved by Paul Cassan, Seconded by Ryan McLeod and Carried.

Alliance for Healthier Communities Board Liaison Report

No report over the summer. Susan is no longer on the Governance Committee and therefore will no longer be the Alliance for Healthier Communities Board liaison. A new liaison is pending confirmation of the position.

Governance Committee Report

The committee membership for 2023-2024 document was reviewed. A recommendation from the last board meeting to ensure a schedule for the committee meetings will be more structured and set up ahead of time. The Nominating committee meets as needed. The Capital Expansion Committee standing meeting will be arranged. The Women's Health Clinic Committee meets as needed. The Leadership Committee meets the second Thursday of the month. The Finance Committee meets the First Friday of the month. The Governance Committee standing meeting will be arranged.

Algoma

Nurse Practitioner-Led Clinic

A request for all committees to submit minutes from meetings to be reviewed and approved at the following board meeting.

Terry gave a brief update on the Strategic plan. A new dashboard is pending but will reflect the KPIs more accurately which should be ready to review in November.

Motion to adjourn moved by Doug Abbott, Seconded by Debbie Graystone and Carried.

Adjournment at: 7:38 PM

Next Meeting: October 17, 2023 at 6:15 pm

Board Meeting Evaluation

1. Was this a good use of your time? Yes.
2. What did we decide?
No motions of note made.

Theresa Scott, Board Chair

Date of Approval