

Algoma

Nurse Practitioner-Led Clinic

Board of Directors General Meeting Minutes

January 16, 2024

Time: 6:15pm

Virtual Meeting via Teams

Present:

Terry Scott
Lisa Bumbaco
Susan Schikofsky

Doug Abbott
Ryan McLeod

Deborah Graystone
Cyrus Sagart

Regrets:

Paul Cassan

Staff:

Dominic Noel

Ashley Gearing

Call to Order at 6:19pm.

Call for Expressions of Conflict of Interest

None declared.

Approval of Agenda

Motion to approve the agenda as amended with the change to the Capital Expansion Committee Meeting date to December 8, 2023.

Moved by Debbie Graystone, Seconded by Susan Schikofsky and Carried.

Approval of Minutes

Reviewed meeting minutes from:

1. General Meeting Minutes – October 17th, 2023 (from previous meeting)
Moved by Debbie Graystone, Seconded by Ryan McLeod and Carried.
2. HR Committee Meeting Minutes – October 27th, 2023 (deferred to next meeting)
3. Finance Committee Meeting Minutes – November 3rd, 2023. (from previous meeting)
Moved by Ryan McLeod, Seconded by Doug Abbott and Carried.

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4. Capital Expansion Committee Meeting Minutes – November 10, 2023. (from previous meeting)
Moved by Debbie Graystone, Seconded by Ryan McLeod and Carried.
5. General Meeting Minutes – November 21, 2023
Moved by Lisa Bumbaco, Seconded by Debbie Graystone and Carried.
6. Finance Committee Meeting Minutes – January 5, 2024
Moved by Debbie Graystone, Seconded by Susan Schikofsky and Carried.
7. Capital Expansion Committee Meeting Minutes – December 8, 2023
Moved by Susan Schikofsky, Seconded by Debbie Graystone and Carried.

It was noted that the HR Committee Meeting Minutes from October 27, 2023 were not reviewed and will be included at the February meeting.

Chair's Report

Terry reviewed a topic that was discussed at the leadership meeting. Dominic received questions from the Ministry Rep regarding the 2020-2021 financial reports from the ASRER report.

Dominic provided the board an overview of the questions the Ministry was asking. The two main highlighted questions discussed were that the clinic overspent in overhead. Dominic explained that the budget is divided into two main sections: overhead and HR. After reviewing the ASRER report from 2020-2021 as well as the expenditures it was determined that the overspending was as a result of COVID related expenses. A meeting with the auditor to review the questions has been complete. A draft response to the Ministry has been crafted and will be sent as soon as possible. The only thing pending is the written report from the auditor in support of the draft response. Once this is received it will be sent to the Ministry Rep.

Executive Director Report.

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

Dominic highlighted the following:

1. HR: The clinic has a new consulting physician Dr. Cissy Yi. This transition and transfer of patients from Dr. Maloney to Dr. Yi will be beginning next week. Dr. Yi has

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also agreed to care for the approximately 200 patients (0.4 FTE) that are without a provider for 6 months. Ongoing efforts to find a long term solution are continuing.

2. MOH Announcements: The EOI announcement will be pushed back until March 2024. There is no news from the Ministry regarding the compensation refresh report.
3. Dominic reviewed the current surplus spending plans. The surplus sits at approximately \$85,000. Some items that are in the works are:
 - A) Risk Management Review and Report: This will cost approx.. \$15,000-\$20,000
 - B) Early hiring of the Office-HR Administrator Maternity Leave Replacement: This will cost approx. \$10,000
 - C) Additional seats from Woodstar Counselling: This will cost approx.. \$25, 000
 - D) RRSP for Permanent Staff at approx. \$1,000 each: This will cost approx. \$13,000. This will be discussed during an in camera session.

The board members went in camera to discuss the RRSP option for surplus spending. Dominic and Ashley were asked to leave the meeting at 6:45pm.

Ashley and Dominic returned to the meeting at 7:00pm.

Motion to approve the distribution of the surplus funds as discussed in the in camera session.

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

4. Dashboard Report: Dominic reviewed the number of rostered patients. Clinic is over the 3000 patients threshold that typically would be a barrier to receiving additional funding. A question regarding the Online Appointment Booking stats was briefly discussed. The clinic will be increasing the advertisement to help with awareness and utilization.
5. Capital Expansion: Step 8 was submitted to the Ministry and Charline continues to be hopeful for the relocation of the clinic in the fall.

Treasurer's Report

The financial reports for periods up to and ending September 30th, 2023 (due to lack of quorum at last meeting), October 31, 2023 and November 30, 2023, were discussed. Ryan confirmed that there were no concerns on any of the financial reports.

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Motion to accept the Financial Statements for the periods up to and ending September 30th, 2023 pending approval from last meeting.

Moved by Ryan McLeod, Seconded by Susan Schikofsky and Carried.

Motion to accept the Financial Statements for the periods up to and ending October 31st, 2023.

Moved by Susan Schikofsky, Seconded by Debbie Graystone and Carried.

Motion to accept the Financial Statements for the periods up to and ending November 30th, 2023.

Moved by Susan Schikofsky, Seconded by Ryan McLeod and Carried.

Ryan McLeod left the meeting due to a conflicting meeting obligation.

Dominic review the 2023-2024 budget amendments. The budget required some minor changes to correctly reflect the Schedule A funding document set out by the Ministry. The changes made were to bring the Overhead and HR sections in line with this document. The total budgeted amount in HR is \$1,136,159 and the total in Overhead is \$283,962.

Motion to approve the Amendments to the 2023-2024 Budget.

Moved by Lisa Bumbaco, Seconded by Debbie Graystone and Carried.

Alliance for Healthier Communities Board Liaison Report

Debbie advised there is no news from the Alliance. The next meeting is in the next week or two and will have a report for the board at the next meeting.

Finance Committee Report

Proposals for the auditor for the upcoming 2024-2025 fiscal year was briefly discussed. The board members debated if going to market was required and in the clinics best interest. It was determined that this would be discussed further when Ryan McLeod was able to be present. This will be added to the agenda for February's meeting. Dominic advised that a market review will be done and ready for the board members to discuss at the next meeting.

Governance Committee Report

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The Governance Committee has not been able to meet up to this point. Arrangements are being made with it's members to meeting before the next board meeting.

Nominating Committee Report

Susan reviewed the matrix to identify board membership needs. The only position that may need to be filled would be Doug's position. Doug advised he would be willing to participate either on the board or just on the Capital Expansion Committee due to his experience with construction which will be invaluable during the next phase of the Capital Expansion project.

Board members discussed if the next board meeting would be in person or held virtually. It was decided that the meeting would be held in person however Cyrus was given the option to attend virtually due to the commute.

Adjournment at: 7:34 PM

Next Meeting: February 20, 2024 at 6:15 pm

Board Meeting Evaluation

1. Was this a good use of your time? Yes.
2. What did we decide?
 - A) Motion to approve the distribution of the surplus funds as discussed in the in camera session.
 - B) Motion to approve the Amendments to the 2023-2024 Budget.

Theresa Scott, Board Chair

Date of Approval