

# Algoma

## *Nurse Practitioner-Led Clinic*

### **Board of Directors General Meeting Minutes**

February 20, 2024

Time: 6:15pm

Quattro – Huron Room

#### **Present:**

Terry Scott  
Lisa Bumbaco  
Susan Schikofsky

Doug Abbott  
Paul Cassan

Deborah Graystone

#### **Regrets:**

Ryan McLeod

#### **Staff:**

Dominic Noel

Ashley Gearing

Valarie Alliet

#### **Call to Order at 6:32pm.**

#### **Call for Expressions of Conflict of Interest**

None declared.

#### **Approval of Agenda**

Motion to approve the agenda as amended with the change to under governance adding review of board membership and under finance committee review of employee contracts by legal. Conflict of interest declared for the latter item by Paul Cassan.

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

#### **Approval of Minutes**

Reviewed meeting minutes from:

1. General Meeting Minutes – January 16<sup>th</sup>, 2024  
Moved by Debbie Graystone, Seconded by Lisa Bumbaco and Carried.
2. Finance Committee Meeting Minutes – February 2<sup>nd</sup>, 2024.  
Moved by Debbie Graystone, Seconded by Paul Cassan and Carried.
3. Capital Expansion Committee Meeting Minutes – February 9<sup>th</sup>, 2024.

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

4. Governance Committee Meeting Minutes – February 1<sup>st</sup>, 2024  
Moved by Susan Schikofsky, Seconded by Lisa Bumbaco and Carried.
5. Governance Committee Meeting Minutes – February 12<sup>th</sup>, 2024  
Moved by Debbie Graystone, Seconded by Doug Abbott and Carried.

### **Chair's Report**

Terry informed the board that Cyrus Sagart has resigned from the board as he is unable to commit the time to the board.

### **Executive Director Report.**

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

Dominic highlighted the following:

1. HR: Valarie Alliet has started her position at the clinic as the Office HR Administrator and is coverage for Ashley Gearing during her maternity leave. Jennifer Hussey has agreed to take over inbox coverage for Julie Briglio's caseload. Dominic advised that he received interest from primary care physicians that would like to work with the clinic. One is Dr. Beduhn and the other would like to remain anonymous. Dominic will be taking this into consideration and follow up with them with options that would benefit the clinic. Some discussion about the future of primary care and the challenges.
2. Capital Expansion: Lease agreement with United Way building ends April 2024. This will likely need to be extended; however, Dominic suggests delaying this to ensure that this location is the best option for the clinic. Dominic explained that there is a pending announcement from the ministry about an increase to the base funding. Other building options such as East Street and Algoma Public Health could be a better fit but are more expensive than our United Way location. If the clinic receives the increase to base funding, then other potential sites could be a better fit in terms of expansion. Dominic advised that he will be discussing the increase to operation funding on Friday morning with OntarioHealth representative.
3. OHT: Discussed the current primary care crisis ideas that were reviewed at OHT Committee meeting. The city is onboard with recruiting initiatives and funding for Nurse Practitioners, physicians and Allied Health. Dominic advised the committee that he is looking into long term solutions to the health care crisis. Concerns were

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brought up that there were too many groups working on this issue without communication efforts between them.

4. MISC: Surplus spending plan discussed. Some questions regarding the risk management costs and the process for hiring this firm. This work will be taking place in the next two weeks.

Motion to approve the surplus spending on; Risk Management, Early Hiring of OA, RRSPs, and additional Psychotherapy seats for a total of approximately \$70,000. Moved by Debbie Graystone, Seconded by Doug Abbott and Carried.

5. ASRER 2020-2021: Formal response from the auditor is still pending. A generic response via email was received and forwarded to the ministry. However, Dominic does not believe that this will be sufficient.
6. Dashboard: Discuss the total number of active patients. A question was raised as to what the clinic does to recoup the patients that pass away or move away. Dominic advised that the clinic has stopped accepting new patients but has continued to accept newborns without a primary care giver which will increase the patient roster. Advertisement for Online Appointment Booking is pending. Staff Engagement Survey will be reported at the next board meeting. Patient Experience Survey is active and will be reported at the next board meeting.

### **Treasurer's Report**

The financial reports for periods up to and ending December 31<sup>st</sup>, 2023, was discussed. Due to Ryan's absence Dominic reviewed the financial reports it was noted that the Algoma Family Services funding line is separated out. Current surplus sitting at \$86,653. Discussion on staffing opportunities would be a better use of the surplus funding, however, it was noted that it was not a possibility due to lack of sustainability.

Motion to accept the Financial Statements for the periods up to and ending December 31<sup>st</sup>, 2023.

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

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### **Alliance for Healthier Communities Board Liaison Report**

Debbie reviewed the Alliance for Healthier Communities Board report. Health Equity Charter was previously approved as well as self-assessment completed by board. Debbie encouraged new board members to complete Health Equity training available on the Alliance portal. It was noted that this training will only be available for another year or so. Debbie provided a list of upcoming meeting that all board members can attend.

### **Finance Committee Report**

Due to a conflict-of-interest Paul Cassan left the meeting at 7:37pm. The board members would like to send out the employment contracts for review by legal. This work will be completed by Wishart Law firm. The reason for the review is due to terminology changes that have occurred in the recent past.

Motion to seek legal counsel to review to employment contracts.

Moved by Lisa Bumbaco, Seconded by Susan Schikofsky and Carried.

Defer 2024-2025 auditor discussion until the next board meeting when Ryan McLeod is present.

### **Governance Committee Report**

Terry reviewed that Cyrus Sagart is no longer on the board and replacement will need to be found. Meeting time was discussed, and it was determined to move the meeting to 5:30pm.

Board chair evaluation will be sent out and reported on at the next meeting.

Paul reviewed the proposed revised Terms of Reference for the Governance Committee. Items reviewed;

- A) The committee would be required to review the annual legislation with the Executive Director each year. The committee was inquiring as to whether this would include the board governance changes as well. Dominic confirmed that this would be included.
- B) Should “the development of an annual board education and task schedule” be included in this committee or another committees’ terms of reference? The Governance Committee will do this work.

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The Terms of Reference approval was deferred to the next board meeting. Paul will circulate a document compare so that board members can review the original and any changes made.

**Adjournment at: 8:01PM**

**Next Meeting: March 19, 2024, at 5:30pm**

### **Board Meeting Evaluation**

1. Was this a good use of your time? Yes.
2. What did we decide?
  - A) Motion to approve the surplus spending on; Risk Management, Early Hiring of OA, RRSPs, and additional Psychotherapy seats for a total of approximately \$70,000.
  - B) Motion to seek legal counsel to review to employment contracts.

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Theresa Scott, Board Chair

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Date of Approval