

# Algoma

## *Nurse Practitioner-Led Clinic*

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

March 19, 2024

Time: 5:30pm

Sault College – Boardroom A1050

#### **Present:**

Terry Scott

Doug Abbott

Susan Schikofsky

Ryan McLeod (Virtually)

#### **Regrets:**

Paul Cassan

Lisa Bumbaco

Deborah Graystone

#### **Staff:**

Dominic Noel

Ashley Gearing

Valarie Alliet

#### **Call to Order at 6:24pm.**

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

None declared.

#### **Approval of Agenda**

Motion to approve the agenda as presented.

Moved by Doug Abbott, Seconded by Ryan McLeod and Carried.

#### **Approval of Minutes**

Reviewed meeting minutes from:

1. General Meeting Minutes – February 20<sup>th</sup>, 2024  
Moved by Doug Abbott, Seconded by Susan Schikofsky and Carried.
2. Finance Committee Meeting Minutes – March 1<sup>st</sup>, 2024.  
Moved by Ryan McLeod, Seconded by Susan Schikofsky and Carried.
3. Capital Expansion Committee Meeting Minutes – March 8<sup>th</sup>, 2024.  
Moved by Ryan McLeod, Seconded by Theresa Scott and Carried.

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### **Chair's Report**

Terry informed the board that she and Susan participated in two risk management interviews with KPMG. There was a report that was reviewed with them, and they were asked to provide their feedback on the risks presented. KPMG indicated that they would provide recommendations by the end this month and a comprehensive report.

Terry discussed with the board that the temporary funding of \$25,000 was only confirmed for the 2023-2024 and 2024-2025 fiscal years. Due to this information, the use of \$10,000 of the surplus funding being used to hold the lease for the Queen Street location was discussed. Approval was already granted from the ministry to move the funding from overhead to the Capital Expansion grant. The temporary lease of the Queen Street location ends March 31, 2024. Concerns about the safety downtown, lighting in the building, and additional location options were reviewed. Doug informed the board that the outside of the building was restructured. Additional discussion on the cost per square foot as well as a review of the budget, provided insights into the recommendation from Dominic that this location is strategically the best location. Ryan will provide guidance on terminology to ensure extending the lease stays within this fiscal year.

Motion to approve that the ANPLC checks with Sherri on the wording of the agreement first, and that the surplus be used as the payment for Queen Street letter of extension and not to exceed \$10,000.

Moved by Ryan McLeod, Seconded by Doug Abbott and Carried.

### **Executive Director Report.**

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

Dominic highlighted the following:

1. The clinic remains busy as during the winter there is an increase in respiratory tract infections. The clinic is seeing about 85% in clinic traffic.
2. HR: Dom discussed that the staff morale, indicated in the Staff Engagement Survey, had several indicate they were neutral. Dom wanted to discuss with the team to determine what would make them feel better at work. Dom informed the board that the Staff Engagement Survey was completed after the announcement about the RRSP's was made. Currently, his assessment of this metric is medium. Jennifer

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- Hussey Nurse Practitioner is back doing inbox coverage only. Kim Greenwoods Nurse Practitioner has indicated that she would like to come back and do some contract work. She is not looking for a .4 position. Chelsea Griswald Nurse Practitioner is waiting for a review of her contract to finalize with her as a .5 at AFS.
3. OHT: Discussed that there was a leadership council meeting on March 18<sup>th</sup>, 2024. During the meeting there was the suggestion that OHT take the lead on this task force, however, at this time status quo will remain and Ross Romano's office will continue to lead. Grow your own Nurse Practitioner initiative which has been endorsed by city council is ongoing but without adequate positions and funding there is a lack of efficacy and this is unlikely to improve the primary care crisis.
  4. MOH: Increased funding of \$25,000 was approved for the 2023-2024 and 2024-2025 fiscal years. This is a one-time funding, and no confirmation of any ongoing increases can be provided. Surplus is now at \$9,000 instead of \$29,000 indicated in the document due to approved expenditures.
  5. Dashboard: The clinic needs to leave room for unattached newborns that needing primary care, which is the reason that we are not at a full roster. The clinic is taking on 5 newborns a month on a rotating basis until we reach our capacity. Dominic has discussed this with Dr. Della Vedova and he has agreed that the Peadiatrics department is onboard to be available to us for urgent complex needs. The Healthy Aging talks continue every Tuesday. This is still an ongoing session. Employee engagement survey preliminary results briefly discussed. Dominic noted that the results of staff retention was more negative than anticipated. The reasoning on this was the recognition of relocation of an employee, however, staffing will not be a concern as this position will be maintained by maternity leave coverage.
  6. QIP: Progress report was reviewed. Timely follow up with patients within 7 days was reviewed as ANPLC is at 77%. Colorectal screening was at 43.53%, Mammogram was at 47%, and Papanicolaou was at 50.55%. The plan to improve these metrics involves improved education for the patient on the benefits and risks of screening. Opioids are at collecting baseline as this is not something we can track. The ANPLC is implementing improved communication to be able to better track through a new program, Clinical Viewer that provides provincial information. QIP Workplan was also reviewed. The board of directors approved of the submission of the 2024-2025 QIP.

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### **Treasurer's Report**

The financial reports for periods up to and ending January 2024, was discussed. There was a deficit for the month of January of \$5,470. The increased payroll costs were reviewed and as it is a considerable difference a further breakdown will be required by Sherri for the next board meeting.

Motion to accept the Financial Statements for the periods up to and ending January 31<sup>st</sup>, 2024.

Moved by Doug Abbott, Seconded by Ryan McLeod and Carried.

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

Debbie was unable to attend the meeting, therefore at this time there is nothing new to report.

### **Finance Committee Report**

Dom reviewed the 2024-2025 budget which assumes full compliment of staff. Full physician stipend, however, physician is paid at half salary as per contract agreement.

Motion to approve the 2024-2025 budget.

Moved by Ryan McLeod, Seconded by Theresa Scott and Carried.

Dominic recommended that the board waits for AGM to review if we should continue to use Joe Ruscio for auditing services. Ryan recommended to advise Joe Ruscio that we are going to extend 2024-2025 but we will be going to market for 2025-2026. This is possible to do now, however, it would be nice to provide them some notice. Dominic informed the board that he did provide this notice to Joe Ruscio already regarding going to market therefore the clinic will go to market for the 2024-2025 audit. Ryan will discuss going out for RFP with Dom. First week of April should be when he is available to do so.

### **Governance Committee Report**

Paul was revising the Terms of Reference for the Board of Directors to indicate the edit tracking. Unfortunately, Paul was unable to provide this in his absence. Therefore, this item will be deferred to the next meeting.

Chair Evaluations by Board results were received and are available on the portal.

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### **Nominating Committee**

This item is to be deferred as requested by Susan to meet with other nominating committee members. They are actively recruiting for Cyrus and Doug's upcoming vacancy. Ryan will see if he can locate some prospects to recommend for future board members.

**Adjournment at: 7:44PM**

**Next Meeting: April 16, 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 that the ANPLC checks with Sherri on the wording of the agreement first, and that the surplus be used as the payment for Queen Street letter of extension and not to exceed \$10,000.
  - B) Motion to approve the 2024-2025 budget.

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Theresa Scott, Board Chair

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Date of Approval