

# Algoma

## *Nurse Practitioner-Led Clinic*

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

February 9, 2022

Time: 6:00pm

Zoom Conference Call

#### **Present:**

Doug Abbott

Deborah Graystone

Lyndsay Suurna

Kay Vallee

Lil Silvano

Terry Scott

Susan Schikofsky

#### **Staff:**

Dominic Noel

Ashley Gearing

#### **Call to Order at 6:04pm.**

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

Kay Vallee declared a conflict of interest when discussing Sault College expansion as this is her employer. Dominic and Ashley declared a conflict of interest when discussing the potential strategies for year end spending.

#### **Approval of Agenda**

Motion to approve the agenda.

Seconded and Carried.

#### **First Nations Training Presentation**

Pre-Contact history module 3 slide show presented by Kay Vallee. Some main highlights from the presentation are as follows:

1. History of Indigenous people begins well before the European first contact.
2. Land we know today as Canada, United States and Mexico was known as Turtle Island to the Indigenous people. The name was based on the creation story.
3. Compared Indigenous worldviews to European worldviews.
4. Reviewed the European worldviews rooted in Christian theology social Darwinism.
5. Reviewed the Indigenous worldviews rooted in Interdependence and co-creation principle amongst all living things and appreciation and protection of the gift of land.

# Algoma

## *Nurse Practitioner-Led Clinic*

6. Discussed the innovations of the Indigenous people such as binary language, land management, hygiene and preventative medicine.

### **Approval of Minutes**

Motion to approve meeting minutes from:

General Meeting Minutes – January 12<sup>th</sup>, 2022

Finance Committee Meeting Minutes – February 1<sup>st</sup>, 2022

Building Committee Meeting Minutes – January 13<sup>th</sup>, 2022

Seconded and Carried.

### **Chair's Report**

Chair Evaluation by the Board of Directors will be sent out to board of directors via Google forms and results will be received by Ashley and she will send them to the Governance Committee and then they will be reviewed at the following board meeting.

### **Executive Director Report.**

The January Executive Director Report and the Dashboard Report were presented.

Dominic highlighted the following:

1. HR: Three contract NPs are providing coverage for Jess's caseload. A comment regarding patients' perspective of having multiple providers involved in their care could be concerning was discussed. A potential HR concern regarding available NP positions in the community could result in our contract NP leaving for a permanent position. Dom has taken steps to avoid this potential issue.
2. COVID- Virtual visits are likely to remain even when the pandemic ends. Vaccination policy will remain unchanged, two doses of the vaccine will be considered fully vaccinated.
3. Dashboard: Current total number of patients is 2465, nearing goal and will discuss the plan of how to proceed after initial goal is met.
4. QIP: Patient survey has resumed in January and would like to have a sample size of approx. 200-300 patients. In the process of implementing the Ottawa model for smoking cessation and Clinical Team Viewer.

## Algoma *Nurse Practitioner-Led Clinic*

5. Strategic Planning: Session is tentatively scheduled for March 10<sup>th</sup> and 11<sup>th</sup> with Jody Rebek, in person. Some members expressed concerns with the date, a doodle poll was suggested to help determine the best date for the majority.
6. OHT: OHT document on portal available for Board member review. Transformational Lead has resigned. HR process to hire replacement has begun. OHT QIP is due for submission by March 31<sup>st</sup>.
7. Legislation Review: Ashley presented a summary of AODA & Human Rights laws and advised the board the clinic is compliant with the legislation.

### **Treasurer's Report**

The financial reports for periods up to and ending December 31<sup>st</sup>, 2021 were presented. Items discussed increased payroll for December due to three pays in the month. Benefits costs increased due to some adjustments made to payments missed in November. End of year surplus is projected to be approximately \$65,000. Dominic presented the plan for the surplus spending. Once these items have been processed the surplus will be \$10,759.87. Board members to discuss options to pay staff out vacation for year end surplus spending in camera due to conflict of interested reported by Dominic and Ashley.

Motion to accept the Treasurer's Report.  
Seconded and Carried.

### **Finance Committee Report**

Annual budget for 2022-2023 was reviewed and discussed. A surplus of \$19,378 was noted and a recommendation to have this number equal 0 instead. Another recommendation to have the payroll costs for April 1<sup>st</sup> – September show an increased budget allotment to account for the expected increased payroll costs for those months until the regular NPs return from maternity leave. Will make the changes proposed and present final budget for approval at next board meeting.

The board of directors went in camera to discuss the surplus spending options.  
Returned at 7:48 pm. Motion from in camera session as follows,

Motion to approve the staff vacation payout with Dominic's discretion on how the payout occurs, from year end surplus.  
Seconded and Carried.

## Algoma

### *Nurse Practitioner-Led Clinic*

#### **Alliance for Health Communities Board Liaison**

Susan discussed the Health Equity Training opportunity consisting of a 4-part module for the cost of \$750 for 3 years and would include anyone who was interested in participating. Lyndsay and Debbie expressed interest in participating. Dominic and Ashley will register for the training and provide instructions to the board on how to access the training.

#### **Governance Committee Report**

Motion for the elimination of Unity of Control Policy missing from previous board meetings. The board members agreed to this change, but a motion was not done.

Motion for the elimination of the Unity of Control Policy from the Board policies.  
Seconded and Carried.

#### **Building Committee Report**

Dominic advised the board that it is his recommendation to wait for additional funding before moving forward with the larger space. Debbie is taking the lead on the advocacy for an increased annual budget. Dominic has heard positive things from Ministry Rep and Ross Romano's assistant, nothing concrete at this time. Dominic will touch base with the Ministry Rep by end of March for an update. If Ministry Rep is unable to provide an update by end of March, another option to further advocate and request additional funding will take place through the Annual Operating Plan.

#### **Nominating Committee Report**

Terry advised she has reached out to Stephen Hussey to see if he will be returning to the Board once his daughter's contract with the NPs is complete but has not had a response yet. Terry has done some canvassing of some diverse potential members however, unsure if it would be necessary to have a new member if Stephen returns. Some minor discussion around the total number of board members required.

**Adjournment at: 8:07 pm**


**Next Meeting: March 9, 2022**

# Algoma

## *Nurse Practitioner-Led Clinic*

### **Board Meeting Evaluation**

1. Was this a good use of your time? - Yes
2. What did we decide?
  - A. Motion to approve the year end surplus spending including the staff vacation payout with Dominic's discretion on how the payout occurs.
  - B. Motion for the elimination of the Unity of Control Policy from the Board policies.

  
\_\_\_\_\_  
Doug Abbott, Board Chair

\_\_\_\_\_  
Date of Approval