

# Algoma

## *Nurse Practitioner-Led Clinic*

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

April 13, 2022

Time: 6:00pm

Delta Hotel and Conference Centre – Algoma Ballroom West

#### **Present:**

Lyndsay Suurna  
Lil Silvano

Susan Schikofsky

Terry Scott

#### **Staff:**

Dominic Noel

Ashley Gearing

#### **Regrets:**

Doug Abbott

Kay Vallee

Deborah Graystone

#### **Call to Order at 6:13pm.**

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

None declared.

#### **Approval of Agenda**

Agenda amended to defer the First Nations Truth and Reconciliation modules presentation to next meeting and the removal of the Chairs report.

Motion to approve the agenda as amended.

Seconded and Carried.

#### **Approval of Minutes**

Motion to approve meeting minutes from:

General Meeting Minutes – March 9<sup>th</sup>, 2022

Finance Committee Meeting Minutes – March 29<sup>th</sup>, 2022

Seconded and Carried.

#### **Executive Director Report.**

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

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Dominic highlighted the following:

1. HR: NP on maternity leave has requested to return to work in September on a part time basis. Contract NP has agreed to extend her contract and provide the remaining coverage for the maternity leave coverage. Board approval is required to amend full time employment contract to part time. Will defer vote to next meeting. RN on sick leave until May and advised there is a risk of resignation.
2. COVID- 30% virtual visits and 70% in clinic visits. COVID-19 still impactful but clinic activities have stabilized.
3. Dashboard: Discussed caseload goals 2800 patients by September 2022 and 3200 patients by June 2023. Requests for additional funding to the Ministry are most successful when the NPLC has a full roster of patients.
4. Capital Expansion: Nothing new, continuing to wait for the Ministry's response for additional funding.
5. OHT: OHT minutes available on portal. Posting for the director of information is still up. Interim director is Victoria Aceti-Chlebus still active.
6. MOH Announcements: Discussed the \$5000 Nurses retention bonus. Guidance has been received and the documents are available on the portal for review. Funds have not been received. Training for ordering MRI and CTs will be completed by the NPs prior to July 1<sup>st</sup>.
7. QIP: Patient experience survey's reviewed and available on portal. Overall good results and sample size is greater than 150 results.
8. Strategic Plan: Updates available on ED report. The Annual Operating Plan will be presented at the next board meeting as the deadline is May 27<sup>th</sup>, 2022.

Discussed changing the next board meeting date as Dominic will be attending the Primed Conference May 11<sup>th</sup>-13<sup>th</sup>. All board members present agreed to move next meeting to Wednesday May 18<sup>th</sup>, 2022 instead of Wednesday May 11<sup>th</sup>, 2022.

Reviewed the auditor proposals available on the portal. Dominic recommended continuing to use Joe Ruscio Professional Corporation for the clinics auditing services for a 5 year term and the board agreed.

Motion to continue using the auditing services of Joe Ruscio Professional Corporation for a 5-year term.

Seconded and Carried.

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### **Treasurer's Report**

The financial reports for periods up to and ending February 28<sup>th</sup>, 2022 were presented. No significant deviation from normal aside for year end spending. Payroll was down due to 28 days in the month. There was a reversal in the benefits line which explains the decrease to this number for the month. Year end surplus is expected to be less than \$10,000.

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

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

Susan advised the next meeting is April 20<sup>th</sup> and will report back in May.

### **Governance Committee Report**

The Standing Committee evaluations will be distributed by Ashley and the results will be reviewed at the next board meeting.

Dominic proposed a question to the board regarding a question from the Annual Operating Plan. Has the board participated in Governance or board training? Board members present advised they have not but are aware that the Alliance for Healthier Communities portal does have modules on these things. Board members discussed and agreed to complete these modules. Dominic and Ashley to send out the link to the training modules and the board members will email when they have completed them.

### **Nominating Committee Report**

Terry advised she was able to contact Stephen Hussey to inquire if he is interested in returning to the board once completion of daughter's contract with the clinic. He replied he was interested but advised concerns of his teaching schedule conflicting with the board meetings.

A replacement nomination was secured. Lisa Bumbacco, an HR professional has expressed she is interested in joining our board. Board member application forms need to be completed; Ashley will send a copy of the forms to Terry for completion by Lisa.

Dominic discussed the idea of having a patient advisory committee or having a patient become a member of the board. Board members expressed their preference of having a

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patient advisory committee. This committee would report to Dominic and therefore not a committee of the board of directors and no vote is necessary. Patient advisory committee development will be added our new Strategic Plan.

**Adjournment at: 7:13 pm**  
**Next Meeting: May 18, 2022**

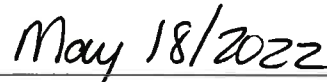
### Board Meeting Evaluation

1. Was this a good use of your time? - Yes
2. What did we decide?
  - A. Motion to continue using the auditing services of Joe Ruscio Professional Corporation for a 5-year term.



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Lyndsay Suurna, Vice Board Chair



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Date of Approval