

Algoma

Nurse Practitioner-Led Clinic

Board of Directors General Meeting Minutes

June 8, 2021

Time: 7:00pm

Zoom Conference Call

Present:

Doug Abbott
Stephen Hussey
Lil Silvano

Brenda Warnock
Christena Laitinen

Terry Scott
Susan Schikofsky

Staff:

Dominic Noel

Ashley Gearing

Jaden Cerasuolo

Call to Order at 7:16pm.

Call for Expressions of Conflict of Interest

None declared.

Approval of Agenda

Motion to approve the agenda.

Seconded and Carried.

Approval of Minutes

Motion to approve meeting minutes from:

General Meeting Minutes – May 11th, 2021

Governance Committee Meeting Minutes – May 31st, 2021

In-Camera Meeting Minutes – March 9th, 2021

Seconded and Carried.

Chair's Report

The Chair's Report was presented. The clinic's strategic planning process was discussed, and it was determined that hiring a consultant for the Fall of 2021 is essential to the success of this process.

Algoma

Nurse Practitioner-Led Clinic

Motion to approach consultants to help further develop our strategic plan. When we receive the proposals, we will choose our most suitable applicant.

Seconded and Carried.

Executive Director Report.

The May Executive Director Report and Dashboard Report were presented.

Dominic discussed the ongoing efforts at the clinic:

1. Immunization Clinic: We are having week-long clinics every two weeks. The goal to immunize 55-65 patients per week.
2. Intake Days: We are having two intake days per month for 6 months. The goal is to reach a patient roster of 2500-2600 patients by March 2022.
3. Capital Expansion: Relocation of the clinic to a larger location. There is a possible need to scale back on the potential size of new location from 6,200 sqft. to 5,000-5,500 sqft. Our consultant recommends that no change be done to our submission for now. This will be reviewed after we receive an answer from the Ministry Capital branch.
4. Website Updates: New tentative launch date of July 15, 2021.

Kay Vallee and Deborah Graystone, two new Board members beginning in the Fall of 2021, entered the meeting for an introduction. Deborah and Kay were invited to remain present for the rest of the general board meeting to observe and will receive formal orientation in late summer.

Treasurer's Report

The financial reports for periods ending April 30, 2021 were presented. The clinic experienced a very small deficit early in the fiscal year, but this is not currently of any concern.

Motion to accept the Treasurer's Report.

Seconded and Carried.

Alliance for Healthier Communities Board Liaison Report

The Alliance AGM Resolutions Review was presented. Susan Schikofsky will be in attendance during the Alliance AGM and will voting on the resolutions listed on the AGM

Algoma

Nurse Practitioner-Led Clinic

Resolutions document. If Board members have strong feelings about the resolutions, you may direct them to Susan.

Governance Committee Report

The Board Evaluation results were presented. Six out of eight Board members completed the evaluation. Overall, the questionnaire was positive. Strengths included the Executive Director, Board members, and the overall experience as a volunteer on the Board. Areas of improvement included strategic planning and human resources planning for Board members.

Nominating Committee

The Nominating Committee report was presented during the AGM, and this topic was not repeated during the General Meeting.

OHT Update

The OHT Annual Plan and review of Board of Director Memo will be discussed during the next General Meeting.

Adjournment at: 8:05pm

Next Meeting: September 2021

Board Meeting Evaluation

1. Was this a good use of your time? – Yes
2. What did we decide?
 - A. Motion to approach consultants to help further develop our strategic plan. When we receive the proposals, we will choose our most suitable applicant.



Doug Abbott, Board Chair



Date of Approval