

# Algoma

## *Nurse Practitioner-Led Clinic*

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

September 14, 2021

Time: 6:00pm

Quattro Hotel and Conference Centre – Erie Room

#### **Present:**

Doug Abbott  
Deborah Graystone  
Lil Silvano

Kay Vallee  
Susan Schikofsky

Terry Scott

#### **Absent:**

Lyndsay Suurna

#### **Staff:**

Dominic Noel

Ashley Gearing

#### **Call to Order at 6:14pm.**

#### **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 – June 8th, 2021  
Finance Committee Meeting Minutes – September 7th, 2021  
Seconded and Carried.

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### **Chair's Report**

The chair discussed the meeting time remaining at 6:00 pm due to board member availability, no concerns were raised. The meetings will be in person at Quattro for the foreseeable future, due to a lack of sufficient social distancing space available at the clinic. The Board Member and Committee Member Annual Agreement was signed by all members except the absentees.

### **Executive Director Report.**

The September Executive Director Report and the June, July and August Dashboard Report were presented.

Dominic highlighted the following:

1. HR: Discussed issues with disgruntled staff have not had a negative impact on the team so far. This did result in the departure of one of the disgruntled employees.
2. Intake Days: The goal is to reach a patient roster of 2500-2600 patients by March 2022. Recent meeting with Fernando, a Ministry representative, reconfirmed the importance of increase the patient registration numbers to meet the Evergreen agreement of 800 patients per NP.
3. Capital Expansion: Sault Star building no longer being considered. Other buildings are still being considered including the possibility of staying on Sault College property. Expanding existing area or relocating to the daycare area, is being discussed by Sault College, expecting to hear back end of September. Goal is to resubmit to the Ministry in mid October. Recommendation was made to investigate if Algoma Public Health has space available.
4. QIP: Reviewed the post hospital discharge stats for Q1, April-July 2021. Good results received but striving to improve. Reviewed the patient experience survey results and comments for June-September 2021. Results and comments are positive.
5. Strategic Planning: Update on the outreach to possible SP facilitators was given. Jodi Rebek has been contacted, the previous consultant for our current SP. Gisèle Guénard with VisionarEase Inc. & associates has provided a quote.
6. AED donation: Clinic recently purchased a new AED unit. The old AED is still functional, outreach to the community for interest in a donation of this AED unit. Only received interest from religious organizations. Requested board endorsement for the

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donation. Board recommended attempting to sell. Terry will reach out to see if there is interest from Algoma Steel and will report back to Dominic.

### **Treasurer's Report**

The financial reports for periods up to and ending July 31<sup>st</sup>, 2021 were presented. It was noted that a revenue on the comparative report is offset by the increase in payroll costs which is related to the Algoma Public Health Mass Immunization Clinic reimbursement. Also noted an increase in premises costs for May explained by special project work for cleaning, such as waxing the floors.

Motion to accept the Treasurer's Report.

Seconded and Carried.

### **Governance Committee Report**

The Board Evaluation results were reviewed. Susan discussed and created a Board education calendar based on the areas of improvement including strategic planning and human resources planning for Board members. This calendar will be forwarded to Ashley and further planning will be discussed at the Governance Committee meetings. Susan requesting Governance Essentials Certificate online training available, the cost is approximately \$500.

Motion to allow Susan to purchase and participate in Governance Essentials Certificate online training.

Seconded and Carried.

### **Nominating Committee**

The Nominating Committee identified some vacancies that required filling. These changes are as follows:

1. Recording Secretary position has been accepted by Terry Scott.
2. Strategic Planning Committee vacancy has been accepted by Kay Vallee.
3. Governance Committee vacancy has been accepted by Deborah Graystone.

Motion to accept Terry Scott as the Recording Secretary, Kay Vallee on the Strategic Planning Committee and Deborah Graystone on the Governance Committee.

Seconded and Carried.

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### **OHT Update**

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

**Adjournment at: 7:31 pm**

**Next Meeting: October 12, 2021**

### **Board Meeting Evaluation**

1. Was this a good use of your time? - Yes
2. What did we decide?
  - A. Motion to allow Susan to purchase and participate in Governance Essentials Certificate online training
  - B. Motion to accept Terry Scott as the Recording Secretary, Kay Vallee on the Strategic Planning Committee and Deborah Graystone on the Governance Committee.

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Doug Abbott, Board Chair

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Date of Approval