

Algoma Nurse Practitioner-Led Clinic

Board of Directors General Meeting Minutes

October 12, 2021

Time: 6:00pm

Delta Hotel and Conference Centre – Etienne Brule A

Present:

Doug Abbott

Deborah Graystone

Lil Silvano

Kay Vallee

Susan Schikofsky

Lyndsay Surrna

Terry Scott

Staff:

Dominic Noel

Ashley Gearing

Call to Order at 6:10pm.

Call for Expressions of Conflict of Interest

Kay Vallee declared a conflict of interest when discussing Sault College contract as this is her employer.

Approval of Agenda

Motion to approve the agenda.

Seconded and Carried.

Approval of Minutes

Motion to approve meeting minutes from:

General Meeting Minutes – September 14, 2021

Finance Committee Meeting Minutes – October 4th, 2021

Seconded and Carried.

Chair's Report

Discussion prompted by chair regarding attendance to future board meetings in person versus virtually. Some board members shared interested in having the option of attending via zoom if emergency situations arise. An RSVP of a minimum of 1 week prior to the scheduled board meeting would be required. A minimum amount of board members able to attend the meeting in person was also discussed, and five board members was proposed

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for the minimum. The Governance Committee will investigate the possibility of a policy development once a trial is complete.

Motion to have a trial bases for future board meetings to be held in person and a Zoom meeting available for as needed use.

Seconded and Carried.

Doug attended the Alliance for Healthier Communities meeting for Chairs. The meetings focus was regarding indigenous health, main message taken away was putting the indigenous health back into indigenous hands. The possibility of having a guest speaker to discuss indigenous health with an overview of historical context but mainly focusing on how we can improve the health services we provide our indigenous patient population. Dominic to investigate guest speakers or educational opportunities for the Board.

Executive Director Report.

The October Executive Director Report and the September Dashboard Report were presented.

Dominic highlighted the following:

1. HR: New medical receptionist has started today, covering Nurse Practitioner has started and the permanent Registered Nurse has returned from her leave. Disgruntled staff member has not influenced the other staff members.
2. Capital Expansion: Two options remain 405 Queen Street and McNabb Street. Remaining at the current location and expanding as a third option is being considered. The architects have reviewed the 820 square foot space for expansion and will be proposing some options including expansion and possible a renovation of the current space. The financials for each space is a major factor in consideration of each option.
3. Strategic Planning: Transformation Lead at OHT advised some funding for things like online scheduling is available. Dominic is looking into this further, concerns about the commitment of funding being short term, will report more when able. Strategic Planning consultant quotes reviewed and discussed. Board expressed interest in Jodi Rebek with Vive.

Motion to hire Jody Rebek from Vive for the next Strategic Planning Session.

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Seconded and Carried.

4. Cleaning Contract: The clinics custodial agreement with Sault College was up for renewal as of September 1, 2021. Reviewed the agreement, slight increase for overall cost. Board members required vote as contract is over \$10,000 annually.

Motion to approve the payment and renewal of the custodial agreement with Sault College for 2021-2022.

Seconded and Carried.

5. COVID-19 Update: Dominic is finalizing the COVID-19 vaccine protocol policy. All staff at the clinic are currently full vaccinated. If any staff were not vaccinated, they would be encouraged and educated on the importance of getting vaccinated. The policy will reflect this and will outline the unvaccinated staff would require biweekly testing at the cost of the staff members. Lil offered to share her vaccine policy from Sault Area Hospital.

Treasurer's Report

The financial reports for periods up to and ending August 31st, 2021 were presented. It was noted that the monthly surplus for August approximately \$10,000. There have been no reimbursement for the GLF COVID vaccine clinics currently. Slight decrease in payroll costs due to vacancies in the NP role during the transition from one contract NP to another.

Motion to accept the Treasurer's Report.

Seconded and Carried.

Alliance for Health Communities Board Liaison

Presentation from the Alliance for Healthier Communities Board Liaison report. Requesting one challenge and one success regarding Health Equity. Susan will be attending a board orientation webinar. Susan advised there is a December deadline for any reformation requests, they will bring up these issues/requests to the ministry.

Governance Committee Report

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Susan advised her email address needs to be updated on the 2021-2022 Board Member Contact List document. The Committee Membership, Anniversary Dates, and Schedule for Board Meetings for 2021-2022 documents have all been updated. Schedule to be uploaded once signed by Chair.

OHT Update

Dominic gave a summary of the OHT documents on the portal. Communication protocol was presented, focusing on building trust. Dominic suggested to have a clinic patient representative or advocate. Board members suggested having a patient advisory committee instead, similar to other community organizations. Encouraged board members to read "Strengthening Care Closer to Home" document, to identify questions and forward to Dominic for discussion at future board meetings. AOHT AP Memo to be added to the next board meeting agenda.

Adjournment at: 7:50 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 have a trial bases for future board meetings to be held in person and a Zoom meeting available for as needed use.
 - B. Motion to hire Jody Rebek from Vive for the next Strategic Planning Session.
 - C. Motion to approve the payment and renewal of the custodial agreement with Sault College for 2021-2022.



Doug Abbott, Board Chair



Date of Approval