

Algoma

Nurse Practitioner-Led Clinic

Board of Directors General Meeting Minutes

September 14, 2022

Time: 6:00pm

Sault College – Room L1120

Present:

Doug Abbott
Terry Scott

Deborah Graystone
Kay Vallee

Susan Schikofsky
Lisa Bumbaco

Staff:

Ashley Gearing

Regrets:

Dominic Noel

Lil Silvano

Call to Order at 6:02pm.

Call for Expressions of Conflict of Interest

None declared.

Approval of Agenda

Motion to approve the agenda as presented.

Seconded and Carried.

Approval of Minutes

Motion to approve meeting minutes from:

General Meeting Minutes – June 7th, 2022

Building Committee Meeting Minutes – August 29th, 2022

Finance Committee Meeting Minutes – August 30th, 2022

Executive Committee Meeting Minutes – July 15th, 2022 with amendment to include staff's last name or role in the minutes to help identify them accurately in the future.

Seconded and Carried.

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Chair's Report

Doug reviewed the board meeting date and time the 2nd Wednesday of the month, which caused some conflicts for some board members, but it was ultimately determined to leave the meeting unchanged. The annual agreement and the contact information documents were updated and will be uploaded to the portal.

Some discussion around adding an additional board member due to workload concerns. The board members discussed using a diverse lens approach when looking for potential board candidates. This would be brought to the Governance Committee to amend the membership number in the bylaws.

Motion to increase the board compliment from 7 to 8 with respect to workload issues.

Board members were requesting to review the AGM minutes from June but will defer the vote to approve until the next annual general meeting. Ashley will send the board members these minutes to review.

Board members were asking if they would like to continue with the Truth and Reconciliation Modules that Kay was presenting. Board members agreed and found this very relevant and helpful. This will be added to the October board meeting agenda.

Executive Director Report.

Dominic unable to attend the meeting. The June, July and August Executive Director Report and the Dashboard Report were summarized by Doug.

A question was asked if exit interviews were performed at the clinic if a staff member leaves and if the board was informed of the outcome of this. It was determined that exit interviews are completed by Dominic and if there were concerns with staffing it would be discussed at the HR Committee and/or the Executive Committee level.

The nurse's retention bonus was briefly discussed. An email was received by Doug and will be reviewed with Dominic.

A request to add the Annual Operating Plan to the agenda for next meeting as this was missed and was due to be presented and discussed at this meeting.

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A training session of the new board portal was completed. Board members commented that a way to identify archived or historical documents be added. This is underway by the website team. A request for a way to add the in-camera meeting minutes to the portal but have it only accessible to the board chair was discussed. Ashley will take this request to the website team and report back at next meeting.

Treasurer's Report

The financial reports for periods up to and ending May 31st, 2022, June 30th, 2022 and July 31st, 2022 as well as the finance committee meeting minutes were reviewed and discussed as Dominic and Lil were absent. A minor surplus was noted.

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

Alliance for Healthier Communities Board Liaison Report

The Alliance was on break for the summer as well. Susan discussed the Governing for Health Equity Training Modules. Susan will assign the board members to review a portion of the training and there will be discussion and an activity at the following board meeting. Progress will be monitored and tracked. For the October board meeting Susan assigned Module 1 Part A, which should take approximately 1 hour.

Governance Committee Report

The Standing Committee's were reviewed and potential vacancies and short comings were discussed. The Standing Committee's were proposed as follows;

1. Executive Committee: Doug Abbott (Chair), Terry Scott (Vice-Chair), Lil Silvano (Treasurer) and Terry Scott agreed to remain as the Secretary.
2. Finance Committee: Lil Silvano (Committee Chair), Stephen Hussey (Ex-Officio Member), Lisa Bumbaco (Added)
3. Governance Committee: Susan Schikofsky (Committee Chair), Debbie Graystone, Doug Abbott, Kay Vallee (Added)
4. Nominating Committee: Terry Scott (Committee Chair), Susan Schikofsky *Missing a director
5. HR Committee: Terry Scott (Committee Chair), Doug Abbott, Dominic Noel

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6. Strategic Planning Committee: Lisa Bumbaco (added), Kay Vallee, Doug Abbott and Dominic Noel * NO Committee Chair identified
7. Capital Expansion Committee: Currently Doug Abbott, Dominic Noel (Committee Co-Chair), Debbie Graystone (Committee Co-Chair), Terry Scott, Charline Smith (Consultant) and Lil Silvano * Further discussion regarding the members of this committee needed.
8. Ad hoc Recruitment Committee: Only active when needed.

Susan reviewed the policies and procedures from last board year and the financial management policy needs a signature. The terms of references should be reviewed by each of the committee chairs and recommendations for any changes if needed should be brought forward at the next board meeting.

The board education calendar was discussed. Susan reviewed the items for each committee's feedback from the survey results done the last board term.

Strategic Planning Committee

Board members discussed the draft 2022-2025 Strategic Plan (SP). Some of the board members suggested the SP plan needs to be more specific and should include some key performance indicators. The SP Committee will meet with Dominic to make some recommendations and then report back to the board with changes.

Building Committee Report

Doug provided the board members a review of the progress on the capital expansion project thus far. The request for additional operational funding is still pending.

Debbie reviewed the Women's Health Clinic project. The MMP Ross Romano recommended handing over the project to the ANPLC. The original model that Debbie and her business partner has been dissolved. The request is to integrate the Women's Health Clinic with the capital expansion project and include this in the submission to the ministry.

Some discussion around what the governance structure of this integration would look like with some board members expressing concerns. Concerns were discussed that with inclusion of physician's could alter the foundational purpose of the Algoma NPLC. Concerns

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about keeping the funding model simple to not further delay the Ministry's decision regarding the progress of the expansion were noted.

It was noted that the capital expansion committee name is also referenced as the building committee. It was decided the name will be the capital expansion committee moving forward.

The board tasked the capital expansion committee with coming back to the board with more details prior to voting on this matter. The details are as follows;

- Operating plan with benchmarks for analysis from other NPLCs or organizations that have successfully integrated a similar partnership
- Recommendations on the kind of model should be used
- Is leveraging the OGYN crisis worth the set back in the progress
- Whether or not this partnership would be beneficial to the clinic moving forward

This will be revisited at the next board meeting.

Adjournment at: 8:11 pm

Next Meeting: October 12, 2022 at 6:00PM

Board Meeting Evaluation

1. Was this a good use of your time? - Yes
2. What did we decide?
 - A. Motion to increase the board compliment from 7 to 8 with respect to workload issues.

Doug Abbott, Board Chair

Date of Approval