

Algoma

Nurse Practitioner-Led Clinic

Record of Motions for Board and Executive Committee Term etc

Date	Motion Made
June 4, 2019	Motion to cancel David Hartley's services.
June 9-10, 2019	Motion to use standard contract to hire a temporary NP to fill a maternity leave for one year.
June 10, 2019	<p>Motion to accept the dissolving of the Quality Committee.</p> <p>Motion to accept the change to the Governance Committee Terms of Reference which entails deletion of #3 under role and responsibility "development and provision of board orientation" and the addition in its place of "review the QIP and update the dashboard annually".</p> <p>Motion to accept the change to the HR Committee Terms of Reference which entails deletion of the second sentence in the purpose section "The HR committee reviews clinic personnel policies and procedures regarding recruitment selection, hiring and employment of staff are effective and in compliance with related legislation and regulations" and the deletion of #1 under role and responsibility "Ensures policies and procedures regarding recruitment selection, hiring and employment of staff are effective and in compliance with related legislation and regulations."</p> <p>Motion to accept Stephen as acting treasurer until further notice.</p>
July 24, 2019	Motion to approve the Part Time RPN contract recommended by our ED to include the following: Annual salary of \$29,483.00 CAD (\$1000 increase after successful completion of probationary period for an annual salary of \$30,483.00), Participation in HOOP, 3 sick days (50% of full time allotment), 10% payment in lieu of benefits, 4% (ESA) pay out at each payroll, 10 unpaid vacation days (ESA).
August 6, 2019	Motion to approve the contract with Sault College for cleaning.
September 17, 2019	Motion to accept Doug Abbott as a member of the Finance Committee.
September 25, 2019	Motion to approve the operating plan for submission.
October 8, 2019	<p>Motion to have the nominating committee tasked with further succession planning and consideration of new board members.</p> <p>Motion to have the finance committee report back to the board with recommendations on how to deal with the increased workload listed on the Agenda for next board meeting.</p>

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Motion for the Strategic Planning Committee to review and make recommendations on whether the Strategic Plan needs changing for next board meeting.

November 12, 2019 Motion to have Alana ask Charlene Smith to negotiate with the Ministry for a budget increase.
Motion to have Executive Director inquire with sister clinic regarding Risk Management Policies and Procedures.
Motion to endorse the Alliance Model of Health and WellBeing & Health Equity Charter.
Motion to have Executive Director report to the Leadership Council to advise that Board Directors of the organization have requested a formalized plan for Board involvement on organizations of healthcare teams.

January 13, 2020 Motion to approve the Surplus Forecast Report.
Motion to approve changes in the Financial Management Policy.
Motion resulting from the 'In Camera' meeting: To have Dominic advise the board how the Recruitment and Retention surplus was distributed for the last two years (active vs. inactive, permanent vs. contract).

February 11, 2020 Motion to extend Wendy's term until the end of June.

March 17, 2020 In camera motion approved to contribute \$10,000 to the Algoma OHT subject to the expenditure occurring in the 2019-2020 fiscal year.
Motion for the Executive Director to discuss with the Board Chair emergency situations requiring compensation due to COVID-19. The individual situations will be discussed with the executive between board meetings.

March 20, 2020 The renewal terms as provided for by Frank Cowan and Company attached and changes from last year's terms below were accepted and approval for this spend was approved with the comment that insurance for Credit Card Fraud should be considered in future.

- Property: A premium increase of approximately 10.5% resulted from both a rate increase as well as increased limits of insurance \$848,000 to \$860,100.
- Crime: This year's premium has increase by \$14 to a total coverage premium of \$482.
- Liability: A 13% rate increase was the result of the current market conditions. Annual Liability premium of \$4,905.
- Non Owned Automobile Liability: Same as last year with an annual premium of \$85
- Errors & Omissions Liability: Same as last year - \$644
- Directors & Officers Liability: Same as last year - \$2,254
- Equipment Breakdown: This year \$453 (limits increased as per property. Up \$11 from last year)
- Cyber Liability: Same as last year with an annual premium of \$1,800

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Sub Total: 12,322\$

The overall increase of \$747.00 is reasonable considering that the insurance markets are in a state of reduced capacity with fewer companies willing to insure certain classes of business, inclusive of the healthcare industry. (as per insurance Broker)

Please also note, we had to purchase additional coverage for the work of our QIIMS (Quality improvement and information management specialist): 2250

Final total:14,572\$

March 24, 2020

Motion to approve the purchase of computer equipment, full OTN equipment and a dictation system with funds to the tune of around \$14,000 from this fiscal year.

March 26-27, 2020

Motion to approve renewal of UpToDate for \$6025 before year end.

March 30, 2020

Motion to give excess funds to SAH to assist with the COVID-19 Assessment Centre. The amount will be the calculated surplus less \$5000, to a maximum of \$60,000, contingent on ministry approval.

April 14, 2020

Motion to amend the credit card policy as follows: Current Policy: 1. Credit cards will be issued in the name of the employee or board officer. a. Current policy authorizes two users, the Algoma NPLC Executive Director, Administrative Lead and the Nurse Practitioner Lead Page 3 of 6 Algoma Nurse Practitioner-Led Clinic 3. The cards will have a credit limit of \$5,000 each. 4. The cards may be used only for the purchase of goods or services for official business of the Algoma NPLC Amendment: 1. No credit cards will be issued except that in the name of the Executive Director. 2. No employee is authorized to use the credit card except Executive Director or those specifically designated by him. 3. The card will not have a credit limit of over \$10,000. 4. The card may not be used for anything but the purchase of goods or services for official business of the Algoma NPLC. AND Current Policy: Credit card statements and reconciliations will be reviewed monthly by the Board Chair or Treasurer for accuracy.

Amendment: Credit card statements and reconciliations will be reviewed for accuracy monthly by the Treasurer or Board Chair in his absence.

Motion In Camera Session - Approval of recruitment and retention budget as presented for all permanent employees

April 15-16, 2020

Motion to provide a stipend of \$2000 to contract NPs on the completion of their contracts in September

May 12, 2020

Motion to approve going forward with the addition of an EAP to the employee benefit plan.
Motion to have a board meeting on May 26th at 5:00pm via teleconference to present and review the proposed risk management plan.

Motion to accept updates to the board manual narrative.

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Motion to accept the changes to the Terms of Reference for the presented committees.

June 10, 2020 AGM

Motion to approve the March 31, 2020 audited financial statements and audit report as presented.

Motion to appoint Joe Ruscio Professional Corporation as the auditor for the Algoma Nurse Practitioner-Led Clinic for the 2020-2021 fiscal year (as we have agreed previously on a 5 year service contact (renewable annually) with Joe Ruscio Professional Corporation signed in 2017 and we have been satisfied with their service).

Motion to amend section 3.01 of By-Law #1 to decrease number of board members to seven (7) and decrease number of nurse practitioners to at least one (1).

Motion to amend section 3.12 by adding virtual meetings, including the AGM, will be permitted by the Board Chair or their designate.

Motion to amend section 8.01 of By-Law #1 to decrease number of board members to seven (7).

Motion to amend section 9.03 by adding virtual meetings, including the AGM, will be permitted by the Board Chair or their designate.

Motion to accept the Chair's report as presented.