

Algoma

Nurse Practitioner-Led Clinic

Record of Motions for Board Term from June 2018 – June 2019 AGM

| Date | Motion Made |
|---|---|
| <i>June 25, 2018</i> | Motion to have Dr. Maloney attend the September board meeting to do a presentation. Motion to confirm executive's decision to payback MOHLTC \$275, 984 for outstanding 2014-2015. Motion to elect a Building Committee consisting of Giulian Diluzio, Stephen Hussey, Cathy Nichols, Dominic Noel and Sandra Dereski. Motion to investigate the interest and pay only \$270, 422 back to the MOHLTC and pay the remainder only if required. Motion to approve Dominic to contact Jody Rebek to set up a date for a Strategic Planning session in the fall. |
| <i>September 10, 2018</i> | Motion to accept Christena as Vice Chair and Wendy as Chair for this year. Motion to approve the board calendar as presented. Motion to accept Doug Abbott as new board member |
| <i>October 15, 2018</i> | Motion to approve the hiring of Ashley Gearing in the administrative assistant position Motion to accept the changes to the committee memberships as discussed |
| <i>November 12, 2018</i> | Motion to approve the salaries for 2018-2019 as per Appendix A for R&R funding for wages, retroactive to April 1, 2018 for all staff with variance as stated (\$21, 406.01) to be reviewed end of year for dispersing Motion to approve the Committee Terms of Reference as amended Motion to approve the use of the clinics travel policy as board policy |
| <i>November 26, 2018</i> <i>*Special Meeting</i> | No Motions made |
| <i>January 14, 2019</i> | Motion for the Governance Committee to recommend an individual risk assessment for the NPLC with David Hartley from the options presented and book session for the new fiscal year with Finance Committee to include this one-time expense in the 2019-2020 budget |
| <i>February 11, 2019</i> | No Motions made |
| <i>March 11, 2019</i> | Motion to request Dominic to apply for additional funding for a full time permanent Nurse Practitioner position from the Ministry. Motion to accept the legislation compliance report with assurance from leadership that the clinic is |

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in complete compliance with legislation.

Motion to renew the clinic's insurance policies with Algoma Financial Group at the cost of \$11 575.25.

Motion to divide additional \$21 499.31 R&R funding contingency on a per capita basis for current permanent employees as of March 18, 2019 and pay into an RRSP.

Motion to pay the Telus transfer of data fee of \$4,200 per provider prior to the new fiscal year.

Motion to approve the payment of the IT updates including new computers if the cost is greater than \$10,000.

April 8, 2019

Motion to approve Wendy to attend Sudbury AOHC Conference Tuesday.

Motion to send one or two members of the board to the AOHC Alliance Conference in June.

Motion to rescind the June 16 change to the Credit Card Policy 2016-01 and to renew the previous policy which states the Board is responsible for credit card issuance.

Motion to add credit card issuance as a transaction type to appendix one under Banking and Transactions with signing authority NP Lead and/or Admin Lead with approval of the Board.

Motion to approve the removal of the sentence referring to the Ethics and Standards of Business Conduct in the Code of Conduct Policy 2011-04.

Motion to add bullet #3 under Board Secretary stating "Ensures all meeting minutes are signed on an annual basis" to Position Descriptions-Board Officers Policy 2011-10.

Motion to do edit the last sentence in the board manual to read "As part of the orientation new members are introduced and given access to the Board Portal, do mandatory Accessibility Training, are given a tour of the clinic and follow the New Board Member Orientation Checklist. Members submit the completed Checklist to the Chair" and to amend the name of the new member orientation guide to new member orientation checklist.

Motion to approve amendment to Conflict of Interest Policy 2011-03 under Circumstances for Referral section with the words "There is concern that a director;" (removing where any director believes that that director or another director).

Motion to accept the Strategic Plan 2019-2022.

Motion to approve the 2019-2020 budget.

Motion to approve the amendments to the finance chart in ORG2014-01 Appendix 1 - the hiring permanent employee: Board approval is not required when clinic leadership hires a new permanent staff and that position is within the approved budget for the year, Board approval is required when clinic leadership hires a contract employee or if considers offering more than the suggested maximum funded rate and Board approval is required when clinic leadership considers offering a staff member a salary which is not within the approved budget for that year.

May 13, 2019

Motion to approve Michael Plastino for book keeping services contract as presented

Motion to accept the April 1, 2019-2020 proposed salaries defined by the ministry

Motion to accept Dominic as the Executive Director ED3 - \$119, 900 plus stipend for a total of \$129, 900 also as per the ministry guidelines

Motion to accept new position to support Dominic which will be titled Office/HR Administrator and

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will be using Office Administrator line with an annual salary of \$56, 005

June 10, 2019 AGM

Motion to approve the March 31, 2019 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 2019-2020 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 accept Brenda Warnock and Lyndsay Suurna renewing their terms for 3 years.

Motion to accept Cathy Nichols renew her term for 1 year.

Motion to accept Wendy Payne as Board Chair for 1 year.