

# Algoma

## *Nurse Practitioner-Led Clinic*

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

May 10, 2023

Time: 6:15pm

Sault College Room L1120

#### **Present:**

Doug Abbott  
Terry Scott

Deborah Graystone  
Susan Schikofsky

#### **Regrets:**

Lisa Bumbaco

Ryan McLeod

Cyrus Sagart

#### **Staff:**

Dominic Noel

Ashley Gearing

#### **Call to Order at 6:15pm.**

#### **Call for Expressions of Conflict of Interest**

None declared.

#### **Approval of Agenda with amendment of removing the Women's Health Clinic Committee meeting minutes from May 5, 2023 as that meeting was cancelled.**

Motion to approve the agenda as amended.

Seconded and Carried.

#### **Approval of Minutes**

Motion to approve meeting minutes from:

General Meeting Minutes – April 12<sup>th</sup>, 2023

Finance Committee Meeting Minutes – May 5<sup>th</sup>, 2023

Strategic Planning Committee Meeting Minutes – May 5<sup>th</sup>, 2023

Seconded and Carried.

# Algoma

## *Nurse Practitioner-Led Clinic*

### **Chair's Report**

Introduction of Ryan McLeod to the Board of Directors was skipped due to his absence. Discussion regarding changing the meeting day to a different day of the week or the week in the month due to a large number of conflicts. An email to confirm meeting date will be sent to members to confirm majority attendance.

Doug proposed a discussion on amending the election policy to allow voting by proxy. It was advised that due to the clinic's non-for-profit status voting by proxy is not allowed. Will discuss the possibility of voting by email in advance of the meeting further at the June AGM.

Terry discussed Paul Cassan's potential conflict of interest and how it will be handled should it arise. Dominic confirmed that Wishart Law firm is not on retainer but is the law firm the clinic has used historically. The board discussed the potential risks of Paul's membership on the Board and it was determined that the risk is low, and they have a procedure on how to handle a conflict should one occur.

Motion to accept Paul Cassan as a new member of the Board of Directors recognizing that potential conflicts of interest may arise, and they have a procedure to address it if and when it occurs.

Seconded and Carried.

Terry will contact Paul to advise of his acceptance and orientation will be arranged by Doug.

### **Executive Director Report.**

The April Executive Directors Reports and the Dashboard Reports were presented.

Dominic highlighted the following:

1. In Clinic traffic: It was noted that the clinic is very busy. Masking for both Staff and Patients is required if cold and flu symptoms are present.
2. HR: Contract Nps continue their efforts. Natalie Ethier has requested the summer off and a replacement was secured. Lyndsay Suurna will be doing hours in Natalie's place and has expressed interest in continuing after the coverage period ends. Caitlin McCullough NP has agreed to return to full time in September. RN interviews are ongoing.
3. Episodics: 15 Minute episodic trial has start for UTI and Ear infections conditions and hoping to increase list of possible conditions.

## Algoma

### *Nurse Practitioner-Led Clinic*

4. Capital Expansion Update: 2 potential sites continue the process with the architects. A third potential site is being looked into. The Doctor's Building has some space however the rental cost negotiations are ongoing. A query had been made for potential unused City of Sault Ste Marie building space, still awaiting response.
5. OHT: Post review of Cervical Cancer Screening Clinics was done by the AOHT. It was decided to decrease offering this initiative 2 times per year. Chronic Pain program has begun again. This will now be funded by the AOHT.
6. MOH Announcements: Meeting with Ministry of Health's Head of Finance. Expressions of Interest will be required to request funding.
7. Patient Experience Survey: Dominic reviewed the PES survey results. The sample size was 158 and the date range was from September 2022-May 2023. Overall positive feedback.

Board members inquired if the Annual Operating Plan was ready for review. Dominic advised that the template wasn't received until last week and instructions on how to complete it was given Friday therefore it is not ready. The AOP is due at the end of May.

#### **Treasurer's Report**

The financial reports for periods up to and ending March 31<sup>st</sup>, 2023 were presented by Dominic in Ryan's absence. Received \$84,100 Mental Health and Additions Funding, \$12,500 of additional operational funding and \$10,374 of funding for Online Appointment Booking. Dominic explained variance and causes for a greater surplus than expected.

Motion to accept the Financial Statements for periods up to and ending February 28<sup>th</sup>, 2023 and March 31<sup>st</sup>, 2023.

Seconded and Carried.

#### **Alliance for Healthier Communities Board Liaison Report**

Susan reviewed the Governing for Health Equity Module 2 content. It was noted that the Board is complying with the module expectations. The board reflects a diversity in skills, organizational accountability, and policies and procedures are current and organized.

Some discussion on having educational session at each board meeting. This was requested to be added to the September agenda for discussion.

# Algoma

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### **Governance Committee Report**

The Board Standing Committee Evaluations results were reviewed. The main take aways from the survey responses was that Governance may need more committee members and more regularly rescheduled meetings.

Final board evaluations will be sent out by Ashley and results will be reviewed at the June meeting. The individual board member self evaluations are to be done independently.

### **Strategic Planning Committee Report**

Dominic advised that the Strategic Planning Committee met and determined it might be necessary to review the draft SP at a separate meeting to allow enough time for productive discussion. The board members present agreed to meet Thursday June 1<sup>st</sup>, 2023 at 6:15pm in person at the Sault College Room L1120. An email advising the missing members of the meeting will be sent.

**Adjournment at: 7:10 PM**

**Next Meeting: Potential date June 14, 2023 at 6:15PM \* Confirmation pending, email to be sent.**

### **Board Meeting Evaluation**

1. Was this a good use of your time? Yes.
2. What did we decide?
  - A. Motion to accept Paul Cassan as a new member of the Board of Directors recognizing that potential conflicts of interest may arise, and they have a procedure to address it if and when it occurs.

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Doug Abbott, Board Chair

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Date of Approval