

# Algoma

## *Nurse Practitioner-Led Clinic*

### Board of Directors General Meeting Minutes

October 17, 2023

Time: 6:15pm

Sault College Room L1120

#### **Present:**

Terry Scott  
Susan Schikofsky  
Lisa Bumbaco

Doug Abbott  
Ryan McLeod

Deborah Graystone

#### **Regrets:**

Paul Cassan

Cyrus Sagart

Dominic Noel

#### **Staff:**

Ashley Gearing

#### **Call to Order at 6:25pm.**

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

None declared.

#### **Approval of Agenda**

Motion to approve the agenda as presented.

Moved by Debbie Graystone, Seconded by Lisa Bumbaco and Carried.

#### **Approval of Minutes**

Motion to approve meeting minutes from:

1. General Meeting Minutes – September 19<sup>th</sup>, 2023  
Moved by Susan Schikofsky, Seconded by Debbie Graystone and Carried.
2. Finance Committee Meeting Minutes – October 13<sup>th</sup>, 2023  
Moved by Ryan McLeod, Seconded by Debbie Graystone and Carried.
3. Capital Expansion Committee Meeting Minutes – October 13<sup>th</sup>, 2023.  
Moved by Susan Schikofsky, Seconded by Doug Abbott and Carried.
4. Strategic Planning Committee Meeting Minutes – October 5<sup>th</sup>, 2023  
Moved by Lisa Bumbaco, Seconded by Debbie Graystone and Carried.
5. Monthly Leadership Meeting Minutes – October 12, 2023  
Moved by Debbie Graystone, Seconded by Terry Scott and Carried.

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A request to resend the invitation to the Capital Expansion Committee Meetings be resent.

### **Executive Director Report.**

The September Executive Directors Reports and the Dashboard Reports were presented by Terry in Dominic's absence.

Terry highlighted the following:

1. HR: A full time NP replacement for Sara Rocchetta's maternity leave has been hired. The NP will take the 0.4 FTE permanent position once the maternity leave contract ends if a full-time permanent position isn't available.

A suggestion to ensure Juli Briglio is added to the list of contractors in the ED report was made.

### **Treasurer's Report**

The financial reports for periods up to and ending August 30<sup>th</sup>, 2023 were presented by Ryan McLeod. The annual surplus is at \$50,568 thus far and no other major concerns. Some discussion on surplus spending options. It was noted that one of the potential ways to use up the surplus being considered is the hiring of a contractor Registered Social Worker (RSW). It was also noted that there is an additional item on the comparative report along the bottom to track the income and expenditures associated with the Algoma Family Services partnership.

Motion to accept the Financial Statements for periods up to and ending August 30<sup>th</sup>, 2023. Moved by Ryan McLeod, Seconded by Lisa Bumbaco and Carried.

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

Debbie has agreed to take over the Alliance for Healthier Communities Board Liaison role. Debbie reviewed a summary of the Board-to-Board Report for October which is now being referred to as the newsletter. She highlighted some webinar and learning opportunities for board members coming up. Doug Abbott and Susan Schikofsky agreed to attend the November 1<sup>st</sup> webinar. November 23, 2023 from 5:30-7:00pm is the Health System Changes webinar which is available to all board members.

It was noted that the new board members should be provided instructions on how to access the Health Equity Training modules.

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### **Strategic Planning Committee Report**

The revised Strategic Plan 2022-2025 draft was reviewed. The highlighted or bolded goals and measures are the priority and will be Dominic's main focus for the year. Some comments were made regarding if the document is going to be accessible by the public then some edits might be required to remove the references to dashboard reporting such as "Red, Yellow, Green". This will be removed from the final document.

The new proposed dashboard report which will replace the old excel spreadsheet version was reviewed. Lisa and Terry explained the changes and their alignment with the SP document. It was noted that the "Number of people on the Waitlist" will remain on the new dashboard even though it is not aligned to a specific strategic direction due to its importance for submissions and requests to the Ministry for more funding or staff. It was noted that on the 4<sup>th</sup> strategic direction the graph related to staff retention should be modified to separate out the staff on a leave so as not to skew the data.

The importance of a health and safety and/or a risk management exposures report should be included in the Executive Direction Report if it will no longer be included in the SP dashboard. Board members agreed and this will be added as a standing item to the ED report moving forward. It should include compliance to mandatory training, WSIB reports, Needle Stick Injuries, Mandatory Policies, etc.

Motion to approve the 2022-2025 Strategic Plan with the amendments as discussed above as well as the new dashboard report.

Moved by Lisa Bumbaco, Seconded by Doug Abbott and Carried.

It was noted that Terry will attempt to access the in-camera meeting minutes uploaded to the private board chair folder by Doug. Once it is confirmed that the minutes are present and accessible by the Chair, the destruction of the originals will be confirmed by the Board.

In camera session was held and Ashley was asked to leave.  
Ashley returned at 7:44pm. No motions were made during the session.

**Adjournment at: 7:44 PM**

**Next Meeting: November 21, 2023 at 6:15 pm**

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### Board Meeting Evaluation

1. Was this a good use of your time? Yes.
2. What did we decide?  
No motions of note made.

*Th Scott*

Theresa Scott, Board Chair

*Jan 16, 2024*

Date of Approval