

# Algoma

## *Nurse Practitioner-Led Clinic*

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

April 16, 2024

Time: 5:30pm

Sault College – L1120

#### **Present:**

Terry Scott

Paul Cassan

Susan Schikofsky

Lisa Bumbaco

Deborah Graystone

#### **Regrets:**

Doug Abbott

Ryan McLeod

#### **Staff:**

Dominic Noel

Ashley Gearing

Valarie Alliet

#### **Call to Order at 5:42pm.**

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

None declared.

#### **Approval of Agenda**

Amend to include an update from the Task Force.

Motion to approve the agenda as amended.

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

#### **Approval of Minutes**

Reviewed meeting minutes from:

1. General Meeting Minutes – March 19<sup>th</sup>, 2024  
Moved by Susan Schikofsky, Seconded by Deborah Graystone and Carried.
2. Finance Committee Meeting Minutes – April 5<sup>th</sup>, 2024.  
Moved by Lisa Bumbaco, Seconded by Susan Schikofsky and Carried.

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3. Capital Expansion Committee Meeting Minutes – April 12<sup>th</sup>, 2024.  
Moved by Deborah Graystone, Seconded by Susan Schikofsky and Carried.

### **Chair's Report**

No Chair's report at this time.

### **Executive Director Report.**

The March Executive Directors Reports and the Dashboard Reports were presented by Dominic.

Dominic highlighted the following:

1. The ministry is not currently accepting unsolicited funding requests.
2. There is still a large waitlist to join the clinic as a patient. Based on the current number of pending applications to join the clinic, there are more than enough to warrant funding from the ministry, however, this request was denied. Dominic advised that there is a small list of patients that will be accepted. As patients leave the clinic these selected individual applicants will be added to the patient roster.
3. Dominic discussed that a new potential site for the capital expansion is being investigated on Second Line, the Habitat Restore. The Algoma Public Health location has been eliminated due to the cost exceeding our budget at the mid-range point in the lease term.
4. Dominic reviewed the estimated surplus of \$8000.00 that is estimated to be left from the last fiscal year.
5. Dominic reviewed the ED Report and indicated that Lyndsay Suurna Nurse Practitioner would be returning for the summer months to cover for Juli's patient roster and Jennifer Hussey Nurse Practitioner has been doing inbox coverage for a few weeks now. Chelsea Griswold is the Nurse Practitioner for the AFS Youth Hub, and she starts Monday, April 22<sup>nd</sup>. Maija Irvine Registered Nurse would be going on a temporary sick leave for four weeks and then would be doing her placement for her Nurse Practitioner schooling when she returns. During her absence, Alaina Harten Registered Nurse will provide coverage two days a week and has been shadowing Maija for the last few weeks.
6. The Board of Directors raised the question about whether Juli Briglio, Nurse Practitioner's patients were rostered elsewhere. Dominic provided the explanation that the women's health clinic is for any woman who needs it. There is a need in our community for it and we should not refuse this service to anyone who could benefit

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from it. The suggestion of a partnership with Group Health Centre for funding was discussed and Dominic indicated that the clinic would explore the option going forward. Currently, we have the surplus to be able to afford this clinic but as we proceed with the capital expansion this clinic may not have the funding to continue.

7. OHT: The Task Force efforts continue to not be coordinated. There is no one entity to lead the Task Force which is still leading to a lack of communication. There is a group of doctors that has received the go ahead from the ministry to open a primary care practice, however, this information has not been communicated to the important participants. The Task Force is currently looking for leadership but there is no compensation that is currently being offered for this position. Due to the workload, it would be a lot for someone to take on without having that compensation.
8. The Board of Directors discussed some changes that they would like to see in the Executive Director Report, including, health and safety, mandatory training, critical incidents, and regular reporting of numbers. They also wish to see more information on the pulse of the clinic by adding the number of patients seen by each provider in the month and including number of patients surveyed for all reported surveys on the dashboard report.

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

Dominic reviewed the financial statements for the periods up to February 29<sup>th</sup>, 2024 in Ryan's absence.

Motion to accept the Financial Statements for the periods up to and ending February 29<sup>th</sup>, 2024.

Moved by Deborah Graystone, Seconded by Susan Schikofsky and Carried.

Dominic explained that the clinic went to market for an auditor in 2022. The Board of Directors agreed to defer for another year and not to do an RFT this year. Continuing the use of auditing services from Ruscio's.

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

Debbie was unable to attend the meeting, therefore at this time there is nothing new to report.

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Debbie did indicate to the Board of Directors that she would like to attend the Alliance annual meeting in Toronto. Discussion was had as to whether the clinic would cover the costs for her to attend and if it was within the budget to do so. Dominic indicated that with the recent increase to funding this would be the year to do attend. Debbie must provide her receipts and fill out a reimbursement form once she has purchased them.

Motion to approve Debbie attending the Alliance annual meeting in June and for the clinic to cover the costs of travel and attending the meeting.

Moved by Lisa Bumbaco, Seconded by Paul Cassan and Carried.

#### **Finance Committee Report**

Nothing further to report at this time.

#### **Governance Committee Report**

Paul provided the revised Terms of Reference with the changes indicated. Each change was reviewed for the Board of Directors. Key changes in the Terms of Reference were:

1. Recruitment was no longer included because there is a separate committee that handles this.
2. Membership remains unchanged.
3. The board portal was changed to reviewed as the Board of Directors is not responsible for the portal.
4. Annual task list will continue to be reviewed.
5. Receive support from the Executive Director for the annual legislative review. This is an internal process within the clinic that the Office Administrator is responsible for. When the Board of Directors' policies and procedures need to be updated it will be the responsibility of the Office Administrator and the Executive Director to notify the board.
6. The legislative review document will be provided to the Board of Directors for review.
7. They will select a committee chair and will be responsible for the agenda. The minutes for the meeting will be provided by the chair of the committee.
8. The Governance Committee will meet every two months or as often as necessary to achieve their goals.

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9. Annual education and tasking schedule review will be done by the Governance Committee. The Board of Directors indicated that this would create a standardization of the process and agreed to this change.

Motion to approve the Terms of Reference provided by Paul Cassan, remove the highlighted section and keep the changes as indicated above.

Moved by Deborah Graystone, Seconded by Paul Cassan and Carried.

### **Nominating Committee**

Susan reviewed the potential candidate for the board of directors that would replace Cyrus Sagart's vacancy. Stephanie Caughill is a Registered Nurse who has a background in mental health & addictions and paediatrics. She is well versed in the community and relationships to boards. Susan will provide the correct paperwork to her and present her at the next board meeting.

There is still another position to fill on the Board of Directors for Doug's position as he will be stepping down at the end of this term. Any suggestions for this position can be provided to Susan. Doug will remain on the Capital Expansion Committee as an ex officio member of the committee.

**Adjournment at: 7:05PM**

**Next Meeting: May 21, 2024, at 5:30pm**

### **Board Meeting Evaluation**

1. Was this a good use of your time? Yes.
2. What did we decide?
  - A) Motion to approve Debbie attending the Alliance annual meeting in June and for the clinic to cover the costs of travel and attending the meeting.
  - B) Motion to approve the Terms of Reference provided by Paul Cassan, remove the highlighted section and keep the changes as indicated above.

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Theresa Scott, Board Chair

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Date of Approval