

Human Resources Committee Meeting – April 26, 2024

Time: 9:00 AM to 10:15

Attending: Dominic Noel, Doug Abbott, Terry Scott

The committee discussed the following issues:

Suggestion to combine the HR Committee with the Strategic Planning Committee:

We discussed the merits of combining the two committees as there is an element of overlap. The overlap may be caused by the composition of the committees and the expertise of the Board Members who sit on those committees or there may be an economy of function. Terry agreed to review the terms of reference for both committees and refer the matter to the governance committee for further discussion.

Dominic provided the committee with and update on HR issues and an update on status of some of the goals in accordance with the strategic plan.

HR updates:

- Chelsea, the NP hired for the .6 contract at AFS started this week and as of the end of the week, she was settling in, and things appeared to be on track.
- Dr. Yee will be reverting to the coverage normally provided by a physician associated with the clinic therefore the extra coverage she was providing will cease and Lynsey Surna will be assisting us to cover the additional workload that Dr. Yee was covering.
- Catlin who was a FT NP and reduced her hours following her Pregnancy and Parental leave to a .6 FTE has expressed an interest in increasing her hours to a .8 FTE.
- Staff salaries continue to be a thorny issue, however the clinic is restricted from increasing staff salaries because of our funding model.
- Dominic indicated that a very few NPLC s have introduced bonus programs and he requested that those facilities share information on those programs, however as of the meeting date, no information was forthcoming.

Strategic Planning Updates:

- Budget – the clinic ended the fiscal year with a healthy surplus and the clinic took steps to use all but approximately \$8,000 prior to the end of the year.
- Patient Roster – the goal was to have 3200 rostered patients by March 31st, currently we are at 3050 with 150 spots for unattached newborns.
- Digital Messaging is complete, and the ministry has withdrawn ongoing funding for the project.
- Patient Advisory Board – rather than have a patient advisory board for our clinic it appears as though a patient advisory component will be added to the OHT board.
- Patient Passports – NPs are currently trialling a patient appointment summary for a limited number of patients. The form takes approximately 30 seconds to complete and does not represent an increase to their workload.