

Capital Expansion Committee Meeting Minutes

Date: May 17, 2024

Time: 9:30 AM EST

Attendees: Dominic Noel, Terry Scott, Ryan McLeod, Debbie Graystone, and Valarie Alliet

Absentees: Charline Smith, Doug Abbott

Items discussed as follows:

1. Dominic provided an update on the Queen Street location. He informed the committee that he received an email from the realtor, Jamie Greco, that the temporary extension on the lease will end as of June 30th, 2024. After this date the clinic can continue its work to acquire the building space, however, it will go back on the market, and the location is no longer secured for the clinic. The budget for this location includes the one-time funding of \$25,300 and half of the physician stipend already factored in to determine affordability of the location. This location started at \$11.50 for the first year and then went up for the next three years to \$12 with CAMS included.
2. The clinic received some questions from IDEA that were sent to Charline for review. Charline stated that there were questions that the ministry needed to provide answers to and until she was given the answers, she did not want to proceed with the cost surveyor selected. This decision was made to save the clinic money for the cost surveyor if the clinic does not get approved to proceed by the ministry based on the questions posed by IDEA. These questions were about specific structure analysis that Charline could not provide the answers to, and this is why the ministry representative was engaged. Previously, the clinic had gone ahead with a Class C assessment which was later rejected by the ministry, and we are now doing a Class D assessment. This incurred cost is what Charline would like to avoid in the future. Charline has reached out to the ministry representative, Michelle, and has had radio silence for the last 3 weeks. Dominic attempted to reach out to Michelle himself, he indicated that he received an out of the office reply from her.
3. Dominic provided an update on a new location with a different potential landlord. The ReStore location on Second Line is going to be available for rent soon. The landlord offered 5,500-6,000 sq. ft. at \$14 per sq. ft. plus CAMS. Dominic indicated that he would like this to be closer to \$12 per sq foot and is currently in discussion with the landlord and the realtor. Ryan suggested that we talk to the landlord and offer to take the 7,000 sq. ft. at \$12. Dominic will review the financials to see if this is feasible.
4. Dominic informed the committee that the ReStore location is wide open space and that this location meets more of the ministry's requirements for capital expansion due to accessibility. This location has 50 parking spaces available for clients and the overall safety of the patients and staff is improved at this new location as the crime rate is less prevalent. Dominic will provide more details at the next capital expansion meeting.

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5. There was a discussion on the funding limitations that the ministry has given the clinic which makes it difficult to find adequate locations that would fit the needs of the clinic within the restrictions provided. Dominic explained that any remaining surplus from previous years gets returned to the government rather than reinvested in the clinic. The amount returned would go a long way to ensuring that the clinic can afford the rent and CAMS at an alternate location if they would allow the clinic to retain the funds. Unfortunately, that is not the case currently. In response, Dominic informed the committee that there is a joint letter going to the ministry from all the Nurse Practitioner-Led Clinics from the Board of Directors that explains that the funding provided fits the economy of 2018 and does not meet the inflation experienced for 2024. This letter will be discussed in the next board meeting. If the Board of Directors wishes to draft a letter to the ministry that addresses specific concerns within our community that this can be done during the board meeting as well.
6. Next Steps:
 - a. Meet with the ministry representative, Michelle, and Charline to discuss the questions from IDEA. This would ideally happen as soon as possible as we are under time constraints with the Queen Street location.
 - b. The ReStore location is still a viable option that clinic may consider starting the process from the beginning with the architects even at \$14 per sq. ft. Dominic will counter the offer with a lower number and see if the landlord will consider it. Dominic would like to get this closer to the \$12 range to make it more affordable.
 - c. Dominic will provides updates at the next capital expansion meeting.

Next meeting: June 21, 2024, at 10:00am