

Algoma

Nurse Practitioner-Led Clinic

Board of Directors General Meeting Minutes

May 21, 2024

Time: 5:30pm

Sault College – A1050

Present:

Terry Scott

Ryan McLeod

Susan Schikofsky

Lisa Bumbaco

Deborah Graystone

Doug Abbott

Regrets:

Paul Cassan

Staff:

Dominic Noel

Valarie Alliet

Call to Order at 5:57pm.

Call for Expressions of Conflict of Interest

None declared.

Approval of Agenda

Motion to approve the agenda as presented.

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

Approval of Minutes

Reviewed meeting minutes from:

1. General Meeting Minutes – April 16, 2024
Moved by Susan Schikofsky, Seconded by Lisa Bumbaco and Carried.
2. Finance Committee Meeting Minutes – May 3, 2024
May Finance Committee meeting minutes not uploaded properly. This will be reviewed at the next board meeting for approval.

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3. Capital Expansion Committee Meeting Minutes – May 17, 2024.
Change the last name of realtor's last name to Caicco.
Moved by Deborah Graystone, Seconded by Ryan McLeod and Carried.
4. HR Committee Meeting Minutes – April 26, 2024.
Change regrets to reflect Lisa Bumbaco. Change to the correct spelling of Dr. Yi.
Moved by Doug Abbott, Seconded by Lisa Bumbaco and Carried.

Chair's Report

Theresa informed the board members that the survey for board evaluations and committee evaluations will be sent out by the end of the month and they will be due by the next board meeting.

Executive Director Report.

The April Executive Directors Report was presented by Dominic.

Dominic highlighted the following:

1. Lyndsay Suurna is doing coverage for the .4 vacancy for the summer. We have an NP student with the clinic for the summer as well from Athabasca. Jennifer Hussey continues to do inbox coverage. Dr. Yi is continuing to cover Juli's patients but is mostly focused on covering Dr. Maloney's patients. Dr. Yi is no longer taking the summer off as she is not going to be joining the new primary care practice.
2. The capital expansion has had no progress currently. The clinic and Charline are still waiting for a response from the ministry about the questions asked by IDEA. Dominic has requested a meeting with the ministry representative and got an out of office response from her email and this has created a holding pattern for about a month. It provided a contact to reach out to. Dominic has a meeting with this alternate representative on Friday. Further updates will be provided at the next meeting.
3. OHT there were no new updates. The Group Health Clinic was able to secure funding for an episodic clinic that will be run by Nurse Practitioners. There will be an announcement in the next few weeks about this. The primary task force and the primary care network are now one. Mr. Romano is no longer leading the task force and will only be providing support going forward. At the last meeting, the task force created the Terms of Reference and the mission statement. The next meeting the task force will begin their work. Currently, there is an advocacy for one or two people

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to lead this task force, however, they are still waiting for OH to provide the people to do this work.

4. The MOH joint letter was reviewed that will be sent from the NPLC's in Ontario. It discusses that the funding for HR and operational funding closer resemble the acceptable budget for 2018 and does not correctly adjust for the inflation experienced in 2024. This is a step to advocate for additional funding.
5. Dominic reviewed the mandatory training compliance for 2023 and 2024. The current discrepancy in compliance for the March report is due to the NP's that have not completed their training yet due to time constraints. It was discussed to see if we could put a pop up on the computers that required the employees to complete the training before they were able to proceed with other tasks. Dominic informed the board members that this is something that the clinic will ask their IT specialists to see if it is possible.
6. The average patients seen by the clinic was 721 for the month of April. The average for 2022-2023 was 600 patients. The current average for April includes the gynecology/dermatology patients. The incident report was discussed, the board members decided that they wanted to be informed of incidences that were high level only like WSIB claims, privacy breaches, and medical errors. Dominic informed the board members that there were two WSIB claims and one privacy breach that was addressed through the internal processes and found to have a low impact on the patient(s) involved.
7. KPMG provided their final risk assessment, and this document was reviewed briefly by Dominic. Dominic informed the board that the risk assessment and the risk registry were designated different domains for the risks. Dominic also informed the board that there is already a schedule set out with himself and Valarie to work on each of the domains 6 hours a month and that he hopes to have all the domains reviewed by January 2025 and presented to the board at each meeting. Theresa informed the board members that during their interview with KPMG the major themes discussed were cyber risks, lack of funding for the new facility and staffing, departure of key personnel, short-term staffing, concession planning, and violence in the workplace. There were three specific points of the report that were discussed:
 - a. The hospital affiliation was discussed. KPMG determined in a provincial scan that there was the risk of amalgamation with local hospitals. Other NPLC's have amalgamated with their local hospitals and no longer a separate entity. There is no consideration for comprehensive integration happening at this

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time with our clinic, however, as it came up in their provincial review and we have affiliations with our local hospital it was listed as a potential risk.

- b. Increased risk and the impact on insurance coverage was also reviewed. Dominic informed the board members that the clinic recently renewed its insurance and the increase to general insurance was about 4-5%, whereas cyber security increased 15-17% this year. As new threats and liabilities are discovered this cost increases. We have an external provider for the clinic who is responsible for maintaining, preventing, and restoring the clinic's systems if anything were to happen. The clinic has the data backed up continuously and overall if there was an attack the clinic would be fine.
 - c. Finally, there was discussion about if the board members needed additional details to remain informed about the high-risk liabilities that the clinic may face as an organization. The board members determined that the details added to the Executive Director's report in addition to the changes discussed to the incident report portion were sufficient. If any additional concerns come up that may affect the board, they were like those incidences added as well. Annual review of the risk registry and the compliance matrix should also be done.
8. Finally, the Annual Operating Plan was reviewed. There were a few suggestions and questions that the board members discussed. The suggestion to include that an additional 6,000 patients were being de-rostered from the Group Health for a total of 16,000 patients that have recently been de-rostered which is 30-40% of our population who is now unattached and there are not a lot of walk-in clinics in the community to support this influx. There was a question from the board members about building maintenance and whether it is normally considered under operating costs. Confirmation was provided by Dominic that although building maintenance is normally considered as part of the operating costs, the current agreement that the clinic has with Sault College covers all these costs already and is not a separate cost incurred by the clinic. Dominic reviewed some of the services offered by the clinic and while it does offer prescription refills, they are not done through an online application. Refills currently require the pharmacy to fax the request to us directly. The clinic also offers a 6-week course for pain management. This course usually has 10-12 individuals each session. Dominic also clarified that the wording used in reference to our rostering practices is correct and we are not accepting new patients other than unattached newborns as we are still the only ones accepting them. The

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board members requested that when it references board meetings that we clarify this to change from monthly to reflect September-June monthly meetings.

Treasurer's Report

Ryan reviewed the financial statements through to March 31, 2024.

1. The ANPLC team worked hard to utilize the surplus this year. We did have a \$15,000 surplus which was higher than expected.
2. This year the clinic will work on spending the surplus earlier to try to avoid this situation again.
3. This surplus happened due to an accrual. There was also unspent surplus as there was an anticipated cost for the landlord, however, he did not agree to proposal.
4. There is a new addition at the bottom of the financial report that shows the AFS funding tracking. The clinic is now starting to spend more of the money granted as the new NP Chelsea has now begun work. The clinic still requires their approval for expenditures.
5. This report also includes the costs for the gyne clinic. This clinic will have to cease once the clinic moves as there will not be a surplus to provide the coverage of costs. Dominic is working with other health care service providers to try to locate continued funding for this project but has been unable to secure a steady partnership currently.

Motion to accept the Financial Statements for the periods up to and ending March 31st, 2024.

Moved by Ryan McLeod, Seconded by Deborah Graystone and Carried.

Alliance for Healthier Communities Board Liaison Report

Debbie informed the board members that she is unable to attend the virtual meeting on May 23rd, 2024, and hopes that someone can attend in her absence. Debbie also informed the board members that she purchased and is set to attend the conference in June in Toronto.

Finance Committee Report

Nothing further to report currently.

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Governance Committee Report

Nothing further to report currently.

Nominating Committee

Susan provided an update that she has the applications for two new board members to join and will provide those applications to the board. With these two candidates it will fill all the vacancies.

Adjournment at: 7:09PM

Next Meeting: June 25, 2024, at 6:00pm

Board Meeting Evaluation

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

Theresa Scott, Board Chair

Date of Approval