

**Northern Neighbours NPLC
Board Meeting
Wednesday, February 08, 2023
Northern Neighbours NPLC Board Room**

PRESENT:

Shawn Dookie	Chair <i>via Video conference</i>
Lynne Thibeault	Secretary <i>via video conference</i>
Crystal Pirie	Director <i>via video conference</i>
Patricia Anglehart	Treasurer <i>via video conference</i>
Tina Forsyth	Director <i>via video conference</i>
Charles Alderson	Director <i>NNNPLC Board Room</i>
Shelly Livingston	Director <i>via video conference</i>
Carolyn Burton	Clinic Administrator <i>NNNPLC Board Room</i>
Arlene McCorry	Lead Nurse Practitioner <i>via video conference</i>

RECORDER: Carolyn Burton

Meeting called to order at 6:30 pm EST

1. Housekeeping

1.1. Approval of agenda:

Motion to approve agenda.

Moved by: Patricia
Seconded by: Lynne
Carried

1.2. Declaration of Conflict of Interest:

No conflict of Interest declared.

1.3. Review and Approval of Minutes of previous meeting:

Motion to accept the January 11, 2023 Minutes.

Moved by: Charles
Seconded by: Shawn
Abstained: Lynne
Carried

1.4. Consent Agenda Items:

Shawn presented an overview of this agenda item. Often times there are at least a few items added to the agenda that do not need any discussion or debate either because they are routine procedures or are already unanimous consent. A consent agenda allows the board to approve all these items together without discussion or individual motions. These items would be shared with the entire board in advance of the board meeting. In the event there is a report or item that any board member would like to

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discuss or query, that Director would contact the Chair and the report would not be included in the Consent Agenda. This will be a standing item on our agenda going forward.

1.5. Executive Reports:

1.5.1. Clinical Report

Arlene reported that the RPN has been hired and her day if employment is February 13, 2023.

The newly hired Counsellor/Outreach worker has done some home visits and is developing programs for the seniors.

Dr. Richard has been coming to the clinic one day per month to provide psychiatric services.

The concerns related to our service in Netmizaaggamig Nishnaabeg: Walk-ins, no shows, NNNPLC staff interrupted while in exam rooms, and late for appointments were discussed at our staff meeting. The NNNPLC staff will put signage on the exam rooms indicating “Do not disturb” when staff is with a patient.

The NNNPLC staff will allot 45 minutes in the schedule to accommodate walk-ins. Finally, a poster will be circulated outlining:

- We will continue to book appointments;
- We will accommodate some walk-ins but there may be some waiting time; and
- Underscore the importance of being on time for your appointment.

The staff of the NNNPLC submitted a decertification application to the Ontario Labour Board. The Ontario Nurses Association replied that they no longer wished to represent the staff of the NNNPLC. The NNNPLC replied that we remain neutral on this matter. The Ontario Labour Board issued a Decertification Certificate and the NNNPLC is no longer a unionized workplace.

1.5.2. Financial Report

Carolyn advised the Board that the January 2023 Financial Report (reconciled) has been uploaded to the shared drive for more than a week. She reported that while there are some line items in General Overhead were overbudget (repairs and maintenance) there are other line items that are underbudget (clinic insurance). This is the start of Q4 and the total budget for General Overhead has 83% of the budget remaining and 67% remaining of the Total funding. The floor was open for queries, none were voiced.

Carolyn asked the Board of Directors to consider changing the current Financial Report format to the format used for reporting the Ministry of Health and Long-term

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Care quarterly reports. As well as consider change the rate submission (currently monthly) of the financial report to quarterly. A discussion ensued.

The Chair moved that we change our board financial report submission rate to quarterly and that we revise the format and use the current MOHLTC's financial report format.

Moved by: Shawn
Seconded by: Lynne
Carried

Carolyn presented to the Board that there will be a surplus in the HR Budget at the end of the 2022-23 fiscal. She has recommended that the Board of Directors consider procuring the services of a professional recruiter to recruit a Nurse Practitioner. Carolyn has reached out to numerous agencies:

- People First HR;
- Superior Strategies;
- Bourgeault Consulting; and
- Health OPM.

To date, only one organization, People First HR, provided a quote of 25% of the starting salary, 4% administration fee and the applicable taxes. A discussion ensued. It was recommended that we continue to try and gather additional quotes. Crystal provided the referral for Hailey Becker.

1.6. Governance

Shawn presented the Governance Hierarchy for our organization. At the start of the organization, it is a legal requirement to have articles of incorporation/Letters Patent. These identify 23 items/purposes that the clinic must abide by.

The next item in the hierarchy is the by-laws and they provide the “terms of reference” by which the board must govern the organization and provide more specific guidance as to how the organization will attain the “objects” defined in the Articles of Incorporation. Shawn noted that the NNNPLC by-laws “definition of membership” should be updated by no later than Oct 2024 to ensure we are in compliance with the Ontario Not for Profit Act.

This is followed by the Strategic Plan. The Strategic Plan takes our Articles of Incorporation and puts them into action. The key goals for the NNNPLC Strategic Plan are: Collaboration, Professional Development, and Communication.

Governance policies and Executive Limitations are optional but important, they provide the means to “live” our by-laws. They should be reviewed, updated, and approved by the Board of Directors.

Lastly, there are Operational Policies. These are developed, approved, and maintained by clinic staff.

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The aim is to have the by-laws updated by our next AGM, June 14, 2023. So thought should be given to our board structure and how this work can be best divvied up. Should we consider adding to our board size by including individuals that are skilled in policy writing? The Chair suggested that we consider the work that is required and how best we can accomplish completing the work as a team. There will be another Governance Committee meeting.

The Board Chair reminded all that the AGM is in June 2023. Prior to the AGM the slate of officers must be determined. The NNNPLC Board of Directors has annual terms, with a maximum of 6 terms. The Chair asked for everyone's thoughts on the size of our Board. A thought was put forward about filling Board position via a skills matrix. Shawn will send out a group email inquiring about each directors' intention on whether they will continue on our board for the upcoming term.

2. Business

No new business

3. New Business/New Tasks.

Task	Owner(s)	Deadline	Status
Inquiry sent to other NPLCs regarding ONCA by-law compliance by Oct 2024	Carolyn	Before March Board Meeting	
Review Canadian Patient Safety Tool Kit	Carolyn and Shawn	TBD	
Group email to Board of Directors to confirm upcoming terms	Shawn		

4. Next Board Meeting.

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7. Adjournment.

7:35 pm