

**Northern Neighbours NPLC  
Board Meeting  
Wednesday, January 11, 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>
Tina Forsyth	Director <i>via video conference</i>
Charles Alderson	Director <b>NNNPLC Board Room</b>
Shelly Livingston	Director <i>via video conference</i>
Carolyn Burton	Clinic Administrator <b>NNNPLC Board Room</b>
Arlene McCorry	Lead Nurse Practitioner <i>via video conference</i>

**Regrets:** Patricia Anglehart

**RECORDER:** Carolyn Burton

Meeting called to order at 6:35 pm EST

**1. Approval of agenda:**

Motion to approve the January 11, 2023 Agenda.

Moved by: Charles  
Seconded by: Tina  
Carried

**2. Declaration of Conflict of Interest:**

No conflict of Interest declared.

**3. Review and Approval of Minutes of previous meeting:**

Motion to accept the December 07, 2022 Minutes.

Moved by: Tina  
Seconded by: Shelly  
Carried

#### **4. Standing Items**

##### **4.1 Clinical Report:**

- Arlene reported that the plan to hire the local RPN candidate, that is poised to do her NCLEX, was delayed and this was due to sickness. A discussion of recruiting ideas was shared with the E.T. and the Board.
- Access to mental health care is a concern. To address this matter, the E.T. has entered into a contractual agreement with an outside agency to provide Social Worker services to the patients of the NNNPLC one day/week. Dr. Richard, will attend the clinic once a month to provide psychiatric care. Finally, we have hired an SSW to provide some brief intervention counselling, develop/deliver some community programs, and provide navigational services to clients.
- Spirometry and Cardiac Rehabilitation services have been delayed until we hire an R.N.

##### **4.2 Financial Report:**

The Clinic Administrator reported that there is no financial report prepared to date. The bank statements were not available until Friday, January 06, 2023 and as a result the reconciliation was not completed until the following Tuesday. The financial report is not completed until the reconciliation has been performed and reviewed. The financial report will be uploaded to the shared drive when completed. The Board Chair suggested that during the February 08, 2023 meeting we discuss presenting a formal motion to move to quarterly financial reports in the future.

##### **4.2.1 GIC Investment:**

Following the Board Meeting of December 07, 2022, it was determined that prior to investing any monies, there must be an Investment Policy written and approved by the Board of Directors. The Administrator has reached out to all of the other NPLCs only to determine that while some clinics are investing, they are doing so without a policy in place. Crystal offered to reach out to her network for a similar policy. A discussion regarding the importance of transparency and having a specific project “earmarked” for the generated revenue should be in place before proceeding with investing.

##### **4.2.2 Line of Credit:**

The Line of Credit in the amount of \$50,000.00, as recommended by the accountant, has been established with the TD Canada Trust.

##### **4.2.3 Temporary Retention Incentive for Nurses (TRIN):**

The Clinic Administrator confirmed that the second (2<sup>nd</sup>) TRIN payment was received on December 31, 2022. As a result, the nursing staff will receive payment on the first (1<sup>st</sup>) payroll in January 2023.

#### **4.3 Collaboration with Netmizaaggamig Nishnaabeg:**

Shelly reported that she has secured janitorial services for the Health Centre at Netmizaaggamig Nishnaabeg. This individual is very skilled and has experience in infection prevention and control practices. They will clean once a week as well as train other Health Centre staff.

Shelly queried whether or not the NNNPLC has an option for walk-ins or if visits are by *appointment only*. Shelly has reported that she has received some feedback regarding inconsistencies with when the NNNPLC can accommodate walk-ins. There are instances when we can accommodate and others when we cannot. Also of concern are the patients that do not have a phone. These patients rely on a walk-in appointment as a means to access healthcare. It is important that the NNNPLC communicate appointment expectations to the community. A discussion ensued regarding some of the barriers around appointment times, patient expectations, and clinic expectations. This will be addressed and discussed at the next NNNPLC staff meeting. Because the video/audio broke-up while Shelly was speaking, Arlene asked Shelly to provide her with a follow-up email that outlines all her concerns so that we may address them at the next staff meeting.

#### **4.4 Collaboration with White River:**

The Clinic Administrator reported that she had reached out to the liaison for the White River Town Council and there is no news to report. Carolyn requested that the Board of Directors confirm that the meetings will continue to be held every 2<sup>nd</sup> Wednesday of the month at 6:30 pm. Shawn commented that it has been successful thus far but he will follow-up with a survey to confirm everyone's availability. Crystal suggested that we should consider inviting a Netmizaaggamig Nishnaabeg representative that can provide the perspective from a governance level (i.e., Chief and Council). Shelly was asked if she could suggest a name of governance individual that has a health portfolio. It is Shelly's understanding that she is that representative because of her position and her experience in Health Care. Shelly is a Board Member at the request of Chief and Council and Shelly is the first person contacted when there is a concern or feedback that Chief and Council would like presented at our Board meetings.

#### **4.5 Strategic Plan**

Shawn and Carolyn will meet on January 30, 2023 to discuss the structure of the agenda to ensure that identified that the Strategic Plan's priorities are ever present (reviewed/discussed) in our meetings.

### **5. New Business/Task List Review.**

The Clinic Administrator reported that there is a discussion amongst the other NPLCs that there is a likelihood of receiving one-time funding for Mental Health. The board has suggested that we try to have several proposals on hand in the event the funder gives additional funding in future. Ensuring that we refer to our Strategic Plan for project ideas.

# Northern Neighbours

## Nurse Practitioner-Led Clinic

Task	Owner(s)	Deadline	Status
<b>Research Investment Policy Examples</b>	Crystal and Carolyn	TBD	
<b>Restructure Board Meetings to align with Strat. Deliverables</b>	Shawn and Carolyn	February 2023	
<b>Review Canadian Patient Safety Tool Kit</b>	Shawn and Carolyn	February 2023	
<b>Acquire written direction from MOHLTC regarding the investment of MOHLTC investment revenue</b>	Carolyn	January 2023	
<b>Formation of the Governance Committee</b>	Shawn, Lynne, Crystal, & Pat	January 2023	
<b>Survey to confirm dates for future board meetings</b>	Shawn	February 08, 2023	
<b>Agenda reconfiguration for Strat. Plan</b>	Shawn & Carolyn	January 30, 2023	

6. **Next Meeting:** Wednesday, February 08, 2023 @ 6:30 pm

7. **Adjournment:** 7:45 pm