

# Northern Neighbours

## Nurse Practitioner-Led Clinic

**Northern Neighbours NPLC  
Board Meeting  
Tuesday, May 11<sup>th</sup>, 2021  
Northern Neighbours NPLC Board Room**

**PRESENT:**

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

**RECORDER:** Carolyn Burton

Meeting called to order at 6:32 pm est

**1. Approval of agenda:**

Motion to approve agenda

Moved by: Shawn  
Seconded by: Pat  
Carried

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

No conflict of Interest declared.

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

April 13, 2021 Minutes were reviewed and approved.

Moved by: Pat  
Seconded by: Lynne  
Carried

#### 4. Standing Items:

##### 4.1 Clinical Report

Arlene updated status of the NNNPLC's vaccination clinics. While Algoma Public Health determines vaccination distribution to White River, the NNNPLC will continue to administer and coordinate the recipient demographic for the vaccinations.

The Nurse Practitioner student, Mandy Larouch has expressed interest in working as an NP for the NNNPLC, upon graduation. The Executive Team is reviewing various options to recruit Mandy.

The Executive Team has scheduled numerous interviews for the position of Medical Receptionist. This position was traditionally funded by the RNPGA. This will continue until the funding ceases.

While waiting for the Township of White River and the Northern Neighbours Nurse Practitioner-Led Clinic's liaison to join the meeting, the Board of Directors was asked to review some of the local artwork received for consideration as the NNNPLC's new logo. Logo #2 was preferred (Lake Superior with stethoscope) but has been tabled. The Board will review again once we have incorporated the Medicine Wheel into the proposed logo.

##### 4.2 Financial Report

The April 2021 Financial Report was presented. The floor was opened for questions. A query regarding the expense for the Winnie the Pooh Festival was raised. This is a one-time donation to the Township of White River's annual celebration. The same consideration will be given to Netmizaagamig Nishnaabeg Annual Powwow.

##### 4.5 Collaboration with White River Town Council.

- 4.5.1 At 7:00 pm, Dwijen Bharad, liaison for the White River Town Council and the NNNPLC presented that the Township of White River proposes to build a 4-plex that will house medical professionals. The floor was opened for feedback on the following queries:
1. Can the NNNPLC ensure that the units will be rented?
  2. Will medical professionals be expected to pay rent? Would payment of rent be treated as an incentive?
  3. Are there suggestions or feedback on any potential funding for housing development?

Highlights of the NNNPLC directors' feedback as follows:

- The Board Chair confirmed that there is no available NNNPLC funding for housing development, now or for the foreseeable future.
- Shawn added that it is reasonable to not charge a locum rent. It is reasonable to charge a NNNPLC full-time staff member rent.

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- Rather than build a new complex at a proposed cost of 2 million dollars, could the township consider renovating homes that are currently vacant? Perhaps pre-fab is a more economical option?
- A housing expense expectation for full time employees is a reasonable expectation. The township should expect to charge market rent to 1.0 FTE health care professionals.
- Dwijen will report to Mayor and Council the highlights of this discussion.

The next topic discussed by Dwijen was the Lead Nurse Practitioner's busy practice. There have been some complaints that the waiting time for an appointment is too long.

Following a brief discussion, it was suggested that an appointment with the R.N. may likely meet some of the needs of the patient until the patient is able to schedule an appointment with the N.P. Additionally, Malcolm is continuing to work remotely from home. As a result, Malcolm is providing more telephone appointments to White River residents. This has lightened Arlene's patient load and shortened her patients' wait times.

Finally, concern about the roll-out of the COVID 19 vaccination was presented.

Arlene stated that Algoma Public Health controlled:

- Number of vaccinations delivered to White River;
- The target group to receive the vaccinations; and
- Whether we would receive the Pfizer or Moderna.

Councilor Dwijen has asked that the Board provide the Mayor and Council with feedback on the housing development proposed for the medical professionals our clinic is hoping to recruit.

#### **4.5 Collaboration with White River Town Council and Netmizaaggamig Nishnaabeg:**

An invitation to attend a NNNPLC Board Meeting was extended to Shelly Livingston, Manager of Netmizaaggamig Nishnaabeg Health Centre. Shelly declined the invitation but submitted a NNNPLC Board of Director application.

#### **4.5 Unfinished Business – Governance Policies:**

##### **4.5.1 Board Member Job Description:**

The following language was added to the "Job Description":

*"Community representatives and Elder Advisor Directors will bring their perspective, advise the board, and make decisions that represent the values and priorities of their respective communities"*

*"Nurse Practitioner Directors will bring their clinical perspective, advise the board and make decisions that represent the values and priorities of the NP profession, highlighting the needs of clients and the importance of high-quality client care."*

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### Board Membership, Recruitment, and Nominations:

The following language was added to “Board Membership”:

*“Whenever possible, to ensure adequate community representation, half of the remaining Directors or Officers will be representative of Netmizaaggamig Nishnaabeg, and the other half will be representative of the Town of White River.”*

The following language was added to “Board Director Selection Process”:

*“5. At the discretion of the Board, a Criminal Reference Check may be requested. If this request is made, the cost of the Criminal Reference Check will be covered by the applicant and submitted within two (2) months of the request. If the final Criminal Reference Check is not available, then proof of application in writing maybe requested.”*

The Board Chair opened the floor for discussion on the above amended policies, no further discussion ensued. It was moved that we approve the “The Board Member Job Description” and “Board Membership, Recruitment, and Nominations”

Moved by: Pat  
 Seconded by: Shawna  
 Carried

### 4.5.2 Board Application Review:

The Board Chair reviewed and confirmed the current Board of Directors’ 2021-2022 Term status’:

Name	Title	Remain for upcoming 2021/22 Term Yes/No
Lynne Thibeault NP-PHC, DNP	Board Chair	Yes
Patricia Anglehart NP-PHC	Treasurer	Yes
Shawn Dookie NP-PHC	Director	Yes
Crystal Pirie	Director	Contingent on the direction of Netmizaaggamig Nishnaabeg Chief and Council
Tina Forsyth	Director	Contingent on direction of White River Mayor and Council
Shawna Fedoruk	Secretary	Will step down if Shelly Livingston’s application is approved.
Vacancy (Sherrie Perron)	Director	

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The Chair confirmed receipt of three board applications:

- Shelly Livingston, Netmizaaggamig Nishnaabeg;
- Charles Alderson, White River; *and*
- Jennifer McLaughlin, White River.

The Chair opened the floor for discussion. Crystal Pirie reported a Band Council Resolution has been signed confirming their preference to have Shelly Livingston represent Netmizaaggamig Nishnaabeg on the NNNPLC Board of Directors. Additionally, Crystal confirmed that Band Council has approved that she remain as a Netmizaaggamig Nishnaabeg representative on the NNNPLC Board of Directors.

There is one White River representative vacancy on the NNNPLC Board of Directors. There was a discussion as to whether or not we approve both Jennifer and Charles or if we select either Jennifer or Charles. The resulting decision was to approve Charles Alderson's Board of Directors application for the 2021-2022 term.

The chair confirmed that the AGM is scheduled for June 08, 2021 and the next regular meeting will follow the AGM.

It was moved that an invite will be sent to both Shelly Livingston and Charles Alderson to attend both meetings. Their appointment will be approved at the AGM (non-voting members at AGM). All current board of directors are also invited to attend the AGM, as this is when the 2021-2022 slate of officers will be formally approved.

Moved by: Shawn  
Seconded by: Crystal  
Carried

Crystal inquired about the application expectations for the Elder Board Representation. Are elder applicants expected to?

- Submit a resume;
- Complete an application;
- Appointed through leadership;
- Submit a letter of expressed interest.

A discussion ensued.

The intent is to add an elder from each community in a non-voting, advisory capacity. If the elder is holding a non-voting position, they will be appointed. This appointment does not require formal application or resume. The aim is to recruit sometime after the AGM.

If the elder is holding a voting position, they must submit formal application or resume so as to ensure they are prudently vetted.

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### 4.5.3 Unfinished Business – Task List

Task	Owner(s)	Deadline	Status
<b>Prepare NP sponsorship and employment agreement</b>	Arlene and Carolyn	May 11, 2021	Remove from list, operational
<b>Follow-up with CAO White River and ongoing attendance of future meetings</b>	Carolyn	ASAP	Remove from list, operational and ongoing.
<b>Finalize Lease Agreement with Township of White River and NNNPLC then circulate the lease agreement to the board</b>	Julie and Carolyn		Remove from list, Operational
<b>Community Transportation Grant proposal/strategy</b>	Julie and Carolyn		Remove from list, Operational and ongoing
<b>Original board composition and desired skills for non-NPs or Paraphrase if original cannot be located</b>	Crystal	ASAP	Complete
<b>Post volunteer board recruitment poster in both communities</b>	Carolyn	Week of April 12/21	Complete
<b>Determine strategic goals and develop strategic plan</b>	Board and ET	June 2021	Ongoing
<b>Define the non-np board of director position's skills/requirements. Subsequent to data provided by Crystal to Shawn</b>	Lynne, Carolyn and Shawn	May 11, 2021	Complete

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### 5. New Business – New Tasks

Task	Owner(s)	Deadline	Status
Determine strategic goals and develop strategic plan	Board and ET	June 2021	Ongoing
Presentation for Band and Council	Carolyn		Remove from list, Operational
Contribution for Annual Powwow	Carolyn	June Meeting	
Circulate Logo via email for board vote	Carolyn		
Issue letters to approved board candidates	Carolyn		
Issue letters to unapproved board candidate	Carolyn		

Next meeting: AGM June 08, 2021 at 6:00 pm – 7:00 pm followed by Regular Meeting at 7:00 pm – 8:00 pm. Audit presentation scheduled for 6:30 pm

11. Meeting adjourned at 7:55pm