

**Northern Neighbours NPLC
Board Meeting
Tuesday, September 13, 2022
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>
Carolyn Burton	Clinic Administrator NNNPLC Board Room
Charles Alderson	Director NNNPLC Board Room

REGRETS: Patricia Anglehart Director

ABSENT: Tina Forsyth Director

RECORDER: Carolyn Burton

Meeting called to order at 6:34 pm EST

1. Approval of agenda:

Motion to approve agenda

Moved by: Shawn
Seconded by: Lynne
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 June 14, 2022 Minutes.

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

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4. Standing Items:

4.1 Governance:

A presentation outlining Board Governance was developed and delivered by Shawn. Governance items outlined was :

- Fiduciary Duty and Accountability;
- Legislative Requirements;
- Authority;
- Governance Models; *and*
- Board Roles.

A discussion regarding Governance Models determined that the Northern Neighbours NPLC's board is structured much like what is known as a Policy-Governance Board. Additional discussions ensued, we need to define the members of the NNNPLC and it should be defined in our by-laws.

Shawn has asked each board member to review their respective job description to ensure they are fulfilling their responsibilities as a NNNPLC Director. We will aim to update our by-laws in the coming months for presentation and approval at the June 2023 AGM.

On the October 11, 2022 Board Meeting's Agenda, 4.1 Governance will include:

1. Feedback on Job Descriptions;
2. Board Evaluation;
3. Consider Committee(s) Governance, Finance, and Nominations;
4. Governance Policies; *and*
5. Executive Limitations.

4.2 Shared Drive:

Shawn provided a demonstration as to how to access the Northern Neighbours NPLC's Shared Drive. Shawn will happily do a quick tutorial on how to access our shared drive for any board member that wishes to learn.

4.3 Clinical Report:

Staff changes:

Arlene reported that the RN left the NNNPLC's employ and has relocated to Sault Ste. Marie. The Counsellor/Outreach Worker has been on medical leave and has ultimately quit. The Northern Neighbours NPLC is actively recruiting for an NP, RN, and a Social Worker. We have successfully hired another receptionist.

Programs and Services:

As at September 01, 2022, the prescriptions are no longer held and distributed at the NNNPLC. The transition appears to have been seamless. Prescriptions are mailed or hand delivered from the pharmacist to directly to the patient.

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Spirometry training was delivered to two staff members. The RPN has finished her training and placement. All the spirometry equipment has been purchased. The Spirometry room did require some minor renovations and should be completed in the coming weeks. Upon completion of the renovations, the NNNPLC will offer Spirometry.

Communication:

Improved communication with the patients of Netmizaaggamig Nishnaabeg has realized:

- An improvement in the timeliness of patients attending their appointments;
- An improvement with patients presenting their health cards; *and*
- There has been a reduction in “no-shows”.

It is anticipated that these will continue to improve, especially when our presence in Netmizaaggamig Nishnaabeg increases. The aim is to increase our attendance upon the successful recruitment of a RN. Shelly reported that there is a Career Fair is scheduled in Marathon for September 15, 2022. Shelly will share the contact information and Carolyn will look into arranging to attend the event.

A video containing information related to services available to our patients developed. Currently it is playing on loop in the clinic’s lobby. A request to include Netmizaaggamig Nishnaabeg services on the video will be submitted. This is one of the deliverables resulting from our Strategic Plan goals – improve community communication.

The Netmizaaggamig Nishnaabeg Health Fair was discussed during the clinical report to underscore its success as well as recognize that the event as an important communication deliverable. The NNNPLC Nurse Practitioners attended the Netmizaaggamig Nishnaabeg Health Fair. The event presented the attendees, as well as the residents, with the opportunity meet the service providers that come to the community.

4.4 Financial Report

The September Financial Report, developed using the August 2022 bank reconciliation, was electronically circulated on September 08, 2022 for review.

The Clinic Administrator began her report by acknowledging that the NNNPLC is approaching the close of Q2 and that any expenses that exceeded 50% should be discussed (we are halfway through the fiscal year). The focus of the financial report was expenditures items that exceeded the 50% in expense’s “Remaining” category.

The first item discussed was the introduction of the *Community Engagement* expense line item. Carolyn stated that this expense item will be titled “Corporate Social Responsibility” and as at August 31, 2022, **72 %** of the budget has been utilized. There was a query as to whether or not the NNNPLC donated to the Netmizaaggamig Nishnaabeg Pow Wow. The NNNPLC did support the health fair but did not donate to the Pow Wow. The Pow Wow is an event that the NNNPLC happily support. Communication from Carolyn to the Administrative Assistant expressing our intent to support should be sent. Shelly added that

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she will ensure a request for support for any future Netmizaaggamig Nishnaabeg's community events are sent to the NNNPLC in future.

The *Membership Fees* expense(s) budget is **76%** utilized because our annual memberships with the NPAO and the OHA have been renewed. The remaining 24% is sufficient for the smaller membership fees that will become due sometime in October/November 2022.

The *Office Equipment* expense(s) budget is **79%** utilized because there was an anticipated purchase of two laptops during Q1. There is no other anticipated equipment purchase for fiscal 2022-2023.

The remaining expense items that have been **100%** expended are one-time annual fees like water/sewer and accounting fees and these expenses occurred in Q1 for fiscal 2022-2023.

On the advice of the accountant, during the AGM, Carolyn submitted a Line of Credit (LOC) application to the Royal Bank but the application was not successful. Carolyn reported that she had a follow-up discussion with the accountant today, September 13, 2022. The accountant recommends pursuing the acquisition of a LOC and he will assist with the application.

The floor was opened for questions.

Motion to accept the Financial Report as presented was not made. This will be tabled for the next Board Meeting of October 11, 2022

4.5 Collaboration with Netmizaaggamig Nishnaabeg

Shelly provided an overview of the variety of health care providers and services delivered to Netmizaaggamig Nishnaabeg, e.g.:

- Northern Neighbours NPLC;
- Dilico;
- Marathon Family Health Team;
- Primary Care Travelling Team; *and*
- Additional Dilico Services that have yet to be accessed.

Shelly purports that the community would be better served if all health care partners formed a collaborative group. This group/committee could assist to “map out” an efficient use of all the health care resources available to Netmizaaggamig Nishnaabeg. The NNNPLC supports and would be a participating member when this committee/group is established.

Currently, the managing team of Netmizaaggamig Nishnaabeg is exploring the procurement of a team of psychologists for the community members of Netmizaaggamig Nishnaabeg. These mental health professionals could collaborate with the existing health care providers to ensure continuity of care.

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4.6 Collaboration with White River

The clinic administrator reported that she did reach out to Dwijen, the liaison for the NNNPLC and the Township on October 12, 2022. There aren't any concerns or items to be presented at tonight's meeting.

Carolyn did inform the board that this is a municipal election scheduled for October 24, 2022. The current Mayor will not be seeking another term, so there will be a new Mayor elected for the Township of White River.

4.7 Strategic Plan.

Carolyn began reviewing the Strategic Plan Deliverables created by Anne-Marie. The workplan identifies the deliverable, individual(s) responsible for delivery, and the respective timelines for each item. This document was not included with the necessary meeting materials. The omission of the Strategic Plan Deliverables was an oversight and Carolyn will circulate the document to the board of directors for their perusal.

Shawn commented that the Strategic Plan Deliverables are the priority data that should be included in the Clinic Report and that our Strategic Plan should help to "frame our board meetings". Shawn and Carolyn will have a further discussion as to how to better integrate the Strategic Plan pillars into the board meetings.

4.8 Unfinished Business.

Review of the task list was deferred.

5. New Business/New Tasks.

A survey was recently conducted to determine the ideal meeting time for the NNNPLC monthly Board Meetings. There is at least one member that has employment obligations on Tuesday evenings for the next few months. It was agreed that the next meeting will be Tuesday, October 11, 2022. During the October 11, 2022 meeting, we will discuss and determine if the subsequent meeting will be scheduled for the 15th or 16th of November 2022.

Shawn stated that he is not available to Chair the October 11, 2022 board meeting and has asked Lynne to Chair the meeting in his stead.

6. Next Board Meeting.

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Task	Owner(s)	Deadline	Status
Line of Credit application	Carolyn	TBD	Ongoing
Indigenous People Day volunteer activity	Carolyn	June 21	Complete

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Establish a working group to address prescription dispensing	Carolyn		Complete
Clarify in the Community deadline for dispensing changes	Carolyn	immediate	Complete
Upload by-laws to shared drive	Carolyn	ASAP	
Upload Strategic Plan to shared drive	Carolyn	ASAP	
Email Strategic Plan Deliverables to Board of Directors	Carolyn	ASAP	

7. Adjournment.

7:51 pm