

Northern Neighbours

Nurse Practitioner-Led Clinic

**Northern Neighbours NPLC
Board Meeting
Tuesday, March 13th, 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>
Arlene McCorry	Lead Nurse Practitioner <i>via video conference</i>
Carolyn Burton	Clinic Administrator <i>NNNPLC Board Room</i>

REGRETS: Shawna Fedoruk, Director

ABSENT: Tina Forsyth, Director

RECORDER: Carolyn Burton

Meeting called to order at 6:35 pm est

1. Approval of agenda:

Motion to approve agenda, with the addition of the item “ 4.4.2 Board Membership”.

Moved by: Patricia
Seconded by: Crystal

2. Declaration of Conflict of Interest:

No conflict of Interest declared.

3. Review and Approval of Minutes of last meeting:

March 09, 2021 Minutes were reviewed and approved.

Moved by: Lynne
Seconded by: Pat

Northern Neighbours

Nurse Practitioner-Led Clinic

4. Standing Items:

4.1 Clinical Report

The Northern Neighbours Nurse Practitioner-Led Clinic's (NNNPLC) in conjunction with the Algoma Public Health (APH) are delivering weekly vaccination clinics. Vaccination eligibility is regulated by Algoma Public Health (APH) The Northern Neighbours NPLC's (NNNPLC) third vaccination clinic is scheduled for Thursday, April 15, 2021.

The local chiropractor will be providing weekly services (Friday, Saturday, and Sunday) to the residents of White River and Netmizaaggamig Nishnaabeg from one of the clinic's vacant rooms. The NNNPLC's expectation is that the allied health care professionals will share the room and thereby ensuring a variety of services are available to our patients. Prior to opening his practice, the chiropractor provided the NNNPLC with a copy of his insurance certificate.

A dental hygienist, from Wawa has expressed interest in providing her services from the Clinic. She reviewed the space available in the clinic as well as the dental equipment currently on-site. The next step for the dental hygienist will be to poll the community to determine whether or not there is a need for her services.

This Social Worker position is currently vacant. The candidate that was interviewed declined, citing daily travel as a barrier. We will continue to recruit for this position.

The last round of negotiations, scheduled for February 25, 2021 was cancelled at the request of the O.N.A representative. No explanation was provided as to the reason for cancellation. ONA has recently requested that negotiations resume on May 04, 2021.

Arlene presented that the student NP that recently worked at the NNNPLC has expressed interest in becoming an employee, upon successful completion of school in September 2021. It was suggested that paying for some or all of the final semester's tuition could result in a signed employment contract between the NNNPLC and the NP (minimum of a year).

The cost of the NP's tuition should be determined. Lynne will explore the cost of the NP tuition through Athabasca University. Ideally, we should present the NP with this offer of tuition payment for employment commitment soon, so as to secure a September employment commitment.

4.2 Financial Report:

Carolyn reported that Ontario Ministry of Finance billed the NNNPLC for Employer Health Tax (EHT), in the amount of \$7,050.15. The NNNPLC should be exempt from paying EHT. The amount was remitted along with a Notice of Objection.

On April 13, 2021 a representative from the Ministry of Finance called and confirmed the NNNPLC's EHT exemption and confirmed reimbursement of the remitted \$7,050.15.

Northern Neighbours

Nurse Practitioner-Led Clinic

Also noted was the receipt of \$10,400.00 from the Ministry of Health and Long-Term Care (MOHLTC), posted under “One-Time” on the Financial Report. This funding is to be used to support, promote, and address Mental Health and Addictions and must be spent by March 31, 2021. As at March 31, 2021, the NNNPLC has spent \$8,974.00 for Mental Health and Addictions.

Carolyn raised that the remittance advice for the OTN and RNPGA funding has been submitted to the Township of White River. To date, the 2019 funding for OTN and RNPGA has not been received from the Township of White River. Additionally, the remittance advice for the OTN and RNPGA funding for 2020/21 has also been submitted for reimbursement. Continue to request payment from the Township of White River in writing.

The agreement between the NNNPLC and the Township of White River for the RNPGA and OTN funding has been uploaded to the shared drive for board review.

The floor was open for questions relating to the Financial Report.

4.3 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 as well as Julie Roy-Ward, CAO for the Township of White River.

The manager of Netmizaaggamig Nishnaabeg health centre sent her regrets. The staff of the health centre have been very busy with their COVID-19 Vaccination Clinic. She would like to attend a future meeting

Subsequent to a recent Health and Safety assessment, Carolyn provided Shelly with the following:

- Copy of the NNNPLC Occupational Health and Safety policies (to be used as a guideline / template in the development of the Health Centre’s Safety policies;
- Links to training is Conflict Resolution and Workplace Violence Prevention;
- Copy of the NNNPLC Risk Assessment; and
- Templates of violence prevention posters located throughout the NNNPLC.

An invitation to attend a NNNPLC Board Meeting was extended to the CAO of White River. The CAO declined to meet (singularly) with the NNNPLC Board of Directors and expressed preference that the NNNPLC Board of Directors schedule a meeting with Mayor and Council.

Lynne presented an overview of the board’s expectation of future meetings with Mayor and Council. It is expected that the Clinic Administrator continually reach out to both community leaders. This will ensure that items of interest are presented to the NNNPLC Board of Directors in a timely manner. Depending on the nature/importance of the item(s) presented it may be necessary to

Northern Neighbours

Nurse Practitioner-Led Clinic

schedule a meeting with either NNNPLC Board of Directors, Mayor and Council **OR** NNNPLC Board of Director, Chief and council. A representative/liaison from the NNNPLC could attend meetings held by our external-stakeholders. Reciprocally, a representative/liaison could attend NNNPLC Board Meetings.

A recent meeting with a White River Councilor and the Executive Team is a good example of holding regular meetings with our external stakeholders (outlined previously). The councilor suggested that we conduct regular meetings between a NNNPLC representative and White River Council representative. The items discussed were the recruitment of a NP and housing for medical professionals.

The councilor presented that he could potentially assist with filling the NP position but virtual appointments only. The lead Nurse Practitioner offered that this was not ideal as it is important and expected to provide in-clinic appointments to the patients.

The councilor inquired about our role in the development of the funding for the proposed 4-plex, to house medical professionals. He informed us that the Township has selected a proposal in the amount of two million (\$2,000,000.00). The ET confirmed that we have done our research, under no circumstances will the MOHLTC provide funds for housing development.

4.4 Unfinished Business – Task List Review:

Task	Owner(s)	Deadline	Status
Prepare information for housing committee	Carolyn	May 11, 2021	Complete
Acquire Stats from Pic Mobert First Nation for use with mental health and addictions worker proposal	Carolyn	ASAP	Removed from list. This funding is no longer available.
Finalize Lease Agreement with Township of White River and NNNPLC then circulate the lease agreement to the board	Julie and Carolyn		Ongoing
Community Transportation Grant proposal/strategy	Julie and Carolyn		Ongoing

Northern Neighbours

Nurse Practitioner-Led Clinic

Committee for new board members: create a plan and a process to make new recruiting more formal	Shawn, Carolyn, Lynne	April 13/21	Complete
Circulate the Algoma community needs assessment and Inventory of Services with board and staff	Arlene	Undetermined	Complete
Determine strategic goals and develop strategic plan	Board and ET	June 2021	Ongoing
Upload RNPGA and OTN agreements to shared drive	Carolyn	ASAP	Complete
Extend board meeting invitation to White River CAO	Carolyn	ASAP	Complete

4.4.1 Governance Policies:

Lynne, Shawn, and Carolyn met to update the Governance Policies. Shawn took the leadership role and added policy language for:

- Board membership;
- Board Role and responsibilities;
- NP Director Job Description; and
- Board of Directors Application form

The changes were reviewed and agreed upon by the NNNPLC Board Director Recruitment Committee, Shawn circulated the changes to the Board of Directors for approval.

Discussion ensued and the following items require continued consideration:

- Original intent of board composition should depict equal elder representation from both communities;
- Should be mindful that stricter parameters may be restrictive when recruiting volunteer board members;

Northern Neighbours
Nurse Practitioner-Led Clinic

- It is also understood that 51% of the board members should be Nurse Practitioners.
- Governance policy language will be changed to reflect that the NNNPLC Board of Directors will strive to ensure that equal representation will include an elder from each community for the non-nurse practitioner board members;
- The term “elder” requires definition, as it is not determined by age. In some instances, Netmizaaggamig Nishnaabeg has formally identified that 55 yrs., as an elder. However, the community acknowledges that the “knowledge keepers” are not “determined by your chronological number of moons on this side of the grass”;
- Consideration of prescriptive language may set barriers for non-NP board recruitment. Examples of prescriptive language include:
 - Geographical location of applicant;
 - Be an elder;
 - Be indigenous; and/or
 - Age 55 years.

The Governance Policies, as presented will remain in draft formation. Additional amendments to the director job description and application to encompass the desired representation our unique demographics.

It was moved that the Governance Policies as presented, with the exception of the Board Member Job Description. The Board Member Job Description will remain in draft and written to ensure equal representation.

Moved by: Shawn
 Second by: Lynne

4.4.2 Board Membership

The Chair asked for the board members to confirm whether or not they will continue to serve during the 2021-2022 term, the results are as follows:

Member	Committed to 2021/22? Yes / No	Position
Patricia Anglehart	Yes	Treasurer
Shawn Dookie	Yes	Director
Crystal Pirie	Yes (subject to approval from Chief and council)	Director
Lynne Thibeault, on behalf of Shawna Fedoruk	Yes, but would step down to create a vacancy for a community member	Secretary

Northern Neighbours

Nurse Practitioner-Led Clinic

Lynne Thibeault	Yes	Chair person
Tina Forsyth	Unknown	Director

For insurance purposes, the Chair confirmed that the Board members answer “no” to the questions related to bankruptcy and fiscal concerns.

We have received requests to join the NNNPLC Board of Directors. The application forms, as presented in the Governance Policies should be sent to:

- Darcy Belisle;
- Marilyn Lethbridge; and
- Joy

Board of Director recruitment announcements will be posted on several social media platforms, websites, and community bulletin boards. Deadline for application will be April 30, 2021

10. New Business:

Task	Owner(s)	Deadline	Status
Prepare NP sponsorship and employment agreement	Arlene and Carolyn	May 11, 2021	
Follow-up with CAO White River and ongoing attendance of future meetings	Carolyn	ASAP	
Finalize Lease Agreement with Township of White River and NNNPLC then circulate the lease agreement to the board	Julie and Carolyn		Ongoing
Community Transportation Grant proposal/strategy	Julie and Carolyn		Ongoing
Original board composition and desired skills for non-NPs or Paraphrase if original cannot be located	Crystal	ASAP	

Northern Neighbours

Nurse Practitioner-Led Clinic

Post volunteer board recruitment poster in both communities	Carolyn	Week of April 12/21
Determine strategic goals and develop strategic plan	Board and ET	June 2021
Define the non-np board of director position's skills/requirements. Subsequent to data provided by Crystal to Shawn	Lynne, Carolyn and Shawn	May 11, 2021

9. Next meeting: May 13, 2020.

11. Meeting adjourned at 7:25pm