

Northern Neighbours

Nurse Practitioner-Led Clinic

**Northern Neighbours NPLC
Board Meeting
Tuesday, August 11th, 2020
Northern Neighbours NPLC Board Room**

PRESENT:	Lynne Thibeault Patricia Anglehart Tina Forsyth Arlene McCorry Shawn Dookie Shawna Fedoruk Crystal Pirie Chantal Godin	Chair <i>via video conference</i> Secretary <i>via telephone</i> Director <i>via video conference</i> Lead Nurse Practitioner <i>via video conference</i> Director <i>via video conference</i> Director <i>via video conference</i> Director <i>via telephone</i> Recorder <i>via video conference</i>
REGRETS:	Carolyn Burton	Clinic Administrator

Meeting called to order at 6:31 pm est

1. Approval of agenda:

Strategic Plan added.
Motion to approve agenda.

Moved by: Patricia
Seconded by: Shawn

2. Declaration of Conflict of Interest:

No conflict of Interest declared

3. Review and Approval of Minutes of last meeting:

Minutes were reviewed.
Crystal voiced concerns about the discussion at last meeting (June 2nd 2020) surrounding salaries as Carolyn was an active participant in that conversation and questioned whether that should have been declared a conflict of interest. A discussion was had that because the salaries are set out by MOHLTC that it wasn't necessarily a conflict of interest and in the future if the MOHLTC sends out an updated salary schedule all employees will be moved to that rate. Lynne requested a list of salaries for the NNNPLC be added to these minutes.

Moved by: Patricia
Seconded by: Shawna

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4. Unfinished Business/Task List Review:

Task	Owner(s)	Deadline	Status
Establish Shared Drive	Carolyn	ASAP	On-going
Acquire stats from Pic Mobert First Nation for use with mental health and addictions worker proposal	Shawna & Carolyn	ASAP	On-going
Finalize Lease Agreement with Township of White River and NNNPLC then circulate to the board.	Tina and Carolyn	ASAP	ongoing
Community Transportation Grant proposal/strategy	Tina and Carolyn		ongoing
Circulate the audit once reviewed by auditor	Carolyn	Asap	Ongoing

5. New Board Member Nominations

A discussion was had about the potential new board members, it was discussed that the new board member nomination committee (Lynne, Shawn, Carolyn) had met and started to pull resources together to create a formal process and package for new board members. After discussing with the board of directors it was decided that no new board members would be voted in until there was a formal process in place. It was also stated that new board members could be brought in on a temporary basis but must be formally voted in at the annual general meeting. The new board member nomination committee will continue to meet to complete the formal process.

6. Executive Report

6.1 Financial Report

Carolyn was absent from the meeting but circulated a financial report for the first quarter to all board members. It was noted that two reception staff are currently off work therefore a third receptionist was hired as a casual employee to cover full time for the time being then on a casual basis for sick calls and

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vacation coverage. The funding for this position is coming from the salaries of the two full time receptionists as one is receiving CERB and the other is on employment insurance sick leave and neither are receiving payment from the NNNPLC.

Shawn posed the question in regards to the first quarter financial report as to why the budget and the projected surplus was the same, the other board members were also having a difficult time understanding the financial report and the break down of the first quarter. It was also noted that there should be a discussion with the board to ensure that they are in agreement with the budget. Because Carolyn was absent from the meeting the board is requesting a through breakdown of the budget and financial report from Carolyn to better understand the operating costs of the NNNPLC at the next board meeting.

6.2 Clinical Report

Dr DeFoa who has been a locum in White River for the past 4 years has now taken a leave of absence and will be off for 6 months but unsure if he will be returning. Arlene is hoping that we will be able to fill the locum position in the mean time with a new physician, there has been interest from multiple physicians about the vacancy. The funding for the locum physician is not through the NNNPLC.

Phlebotomy is starting at the Pic Moberg location, the Registered Nurse Chantal will be doing this every Tuesday morning offering the same services as the White River site. Arlene also reported that the security system is now live and working well we are operating as keyless entry and panic buttons are installed in all patient care areas.

The Harms Program for addiction which was created by the Marathon Family Health Team is looking at being implemented through the NNNPLC, Arlene confirmed her and Malcolm would be meeting with the doctors from the Marathon Family Health Team to initiate the program, this meeting will be held at the beginning of September.

Covid19 update: We are seeing all patients in clinic unless they prefer phone appointments and it is appropriate. All staff are wearing PPE when seeing patients, all patients are required to wear a mask when entering the clinic, and we continue to allow only 3 people in the waiting room at a time. No foreseeable increase in budget surrounding PPE, we are using more than normal but we have had donations from locals as well as businesses and have a good amount at the moment. Medication delivery continues for the seniors in our community and this is provided by the volunteers from the local Legion.

Shawn questioned whether Arlene has noticed a change in work since transferring from the township to the NNNPLC, she states that she noticed she does not have as much availability, the support staff (RN, RPN, RSSW) is very helpful, since the locum left there has been an increase in workload due to taking over his patients who the majority are heavy narcotic users which takes more time to review. Arlene

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also mentioned that they are focusing their time on recruiting another NP and she will be taking a last year NP student in September who may be interested in joining the NNNPLC after graduation in 2021.

7. Strategic Plan

Crystal requested that “Strategic Plan” be added to the agenda today and at every meeting going forward. She would like to see a strategic plan be developed, including goal setting and targets we would like to meet as an organization both short and long term. Ideas from Shawn included a retreat with both staff and board members to look at goals and priorities of the entire team. Lynne suggested keeping it on the agenda going forward so that it can be discussed at every board meeting. Crystal also suggested going to the community for their thoughts about the NNNPLC and their suggestions for future goals and what they would like to see happen for the community.

8. AGM

It was discussed at the last meeting to do the AGM this year in September then move it to June in the next year and going forward. A discussion was had surrounding the AGM and that there is a bylaw that we must have the AGM once per year, last years was completed in September. Prior to the AGM the board must meet with the auditor to approve the audit prior to it being presented to its membership at the AGM. The board was in agreeance to meet with the auditor the latest being the last week of August to review the audit, from there a date for the AGM would be set. Lynne will send out an email to the board to see what dates everyone would be available to meet with the auditor. The AGM will have to be over Zoom due to the Covid19 pandemic, and Lynne stated that the AGM will be mid to end September.

9. Next meeting: No date set at this time.

10. New Business:

Task	Owner(s)	Deadline	Status
Establish Shared Drive	Carolyn	By next board meeting	On-going- board would like update on status (?google drive)
Acquire stats from Pic Mobert First Nation for use with mental health and addictions worker proposal	Shawna & Carolyn	ASAP	On-going
Finalize Lease Agreement with Township of White River and NNNPLC	Tina and Carolyn	ASAP	ongoing

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then circulate the lease agreement to the board			
Community Transportation Grant proposal/strategy	Tina and Carolyn		ongoing
Committee for new board members: create a plan and a process to make new recruiting more formal	Shawn, Carolyn, Lynne	Asap	ongoing
Circulate the audit once reviewed by auditor	Carolyn	Asap	Ongoing
Invite the auditor to make a presentation to board members at the end of August (date tbd)	Carolyn	Asap	
Prepare a thorough financial breakdown of the financial report to present to the board for reviewal and to better understand the operating budget	Carolyn	September board meeting	

11. Meeting adjourned at 7:46pm