

# Northern Neighbours

## Nurse Practitioner-Led Clinic

**Northern Neighbours NPLC  
Board Meeting  
Tuesday, June 2<sup>nd</sup>, 2020  
Northern Neighbours NPLC Board Room**

**PRESENT:**

Lynne Thibeault	Chair <i>via video conference</i>
Patricia Anglehart	Secretary <i>via telephone</i>
Tina Forsyth	Director <i>via video conference</i>
Arlene McCorry	Lead Nurse Practitioner
Carolyn Burton	Clinic Administrator
Shawn Dookie	Director <i>via telephone</i>
Shawna Fedoruk	Director <i>via video conference</i>
Crystal Pirie	Director @ 7:15pm <i>via telephone</i>

Meeting called to order at 6:36 pm est

**1. Approval of agenda:**

Motion to approve agenda.

**Moved by: Tina  
Seconded by: Patricia**

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

No conflict of Interest declared

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

Minutes were reviewed.

**Moved by: Patricia  
Seconded by: Tina**

**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	Shawna & Carolyn	ASAP	On-going

# Northern Neighbours

## Nurse Practitioner-Led Clinic

<b>health and addictions worker proposal</b>			
<b>Acquire suggestions, guidance, and input for mental health and Addictions</b>	NNNPLC Board of Directors and staff	February 2020	On-going
<b>Finalize Lease Agreement with Township of White River and NNNPLC</b>	Tina and E.T.	ASAP	ongoing
<b>Community Transportation Grant proposal/strategy</b>	Tina and Carolyn		ongoing
<b>Have floor stickers created to be put outside the clinic to encourage social distancing</b>	Tina	April 17 <sup>th</sup>	Completed
<b>Create and disperse within the university community an offer for NP students to complete their placement in White River</b>	Lynne	ASAP	Deferred until spring semester

## 5. Executive Report

### 5.1 2019/20 Audit status

Carolyn reports that the audit that was originally sent out was lost in mail, a second copy was sent out in person directly to the auditor in Sault Ste Marie, no current date of completion known at this time for the audit. Decrease in expenditures due to covid-19, the clinic has a lot of vendor credits from the reallocation fund for professional development that will be rescheduled for a future date. The only budget impact at the time of rescheduling for the professional development courses would be the cost of hotels which would come out of the operating budget.

# **Northern Neighbours**

## *Nurse Practitioner-Led Clinic*

Carolyn has been in close contact with the Ministry representative surrounding the audit, therefore the financial report for the fourth quarter is being held off until the audit is completed. Carolyn confirms that once the audit is completed it will be circulated to the board immediately.

### **5.2 Clinical Report**

Arlene spoke about covid-19 screening mechanisms that remain in place at the clinic including telephone screening prior to patients coming to the clinic as well as screening at the entrance to the clinic. The clinic is slowly allowing for an increase in the number of in-person visits, including lab work but are still doing the bulk of appointments over the phone, patients are also being asked to wear a cloth mask during their appointments and all staff is wearing appropriate PPE. Arlene also spoke about the mobile covid-19 testing center that was here last week from LDHC in Wawa working in our parking lot as a drive through covid-19 testing center.

It is noted that there has been an increase in stress but staff are encouraged you use personal days/mental health days if they need a day off or a break. Staff evaluations are being worked on and will be completed in the near future.

### **6. New Board Member Nominations**

Lynne began the conversation of new board member nominations confirming we are looking for two new members. New members nominated are: Marilyn Parent Lethbridge (local to White River) and Darcey Belisle. An open conversation was had between board members about an interview process and background check process and the checklist that must be provided to the insurance company. Currently no formal board package is in place, a conversation surrounding a committee to handle new board member nominations was had and decided the committee would consist of Shawn, Lynne, and Carolyn. There were no concerns about either of the nominees by the board. Shawna brought up a general concern about neither having any direct connection to Pic Mobert, a discussion was had. Both nominees are from White River and are familiar with Pic Mobert, Darcey also works in Indigenous law. Carolyn did state that two individuals were sought out in Pic Mobert and approached with the opportunity to be nominated for the board member position and neither of the two individuals replied or showed interest in continuing the process. It was decided that the new board members once voted in would be invited to the September board meeting.

It was decided by the board to have the Annual General Meeting this year in September but going forward have it every June.

### **7. Lease Agreement**

Carolyn spoke about the lease agreement for the NNNPLC at the White River site still being under review by herself and Tina. Having the lawyer involved has added a lot of extra language that wasn't originally thought to have needed to be included, this has also added extra costs. Both Tina and Carolyn

# Northern Neighbours

## Nurse Practitioner-Led Clinic

agree that they can review the document together without the lawyer as they both have the best intentions of the White River Township and the NNNPLC in mind.

It was stated that after the final review by Tina and Carolyn that the lease agreement would then be circulated to the board for reviewal.

The Pic Mobert location lease agreement is already completed.

### 8. Executive Salaries

Lynne spoke that the executive salaries have been increased to the 2020 schedule released by the Ministry of Health as probation periods have ended. Arlene stated that Carolyn did receive a raise April 1<sup>st</sup> 2020 but according to the MOH salary schedule Carolyn is still a year behind in her current salary. Lynne requested that if the funding was provided by the MOHLTC according to the 2020 salary schedule and we have the current funds available, then all staff be placed at their most current salary schedule as per the MOHLTC. Carolyn confirmed that the funds were provided by the MOHLTC and are available. It was discussed and agreed to bring all staff up to the most current 2020 salary schedule set out by the MOH after staff receive their employee evaluations, the salary increase will be retro dated from April 1<sup>st</sup> 2020.

### 9. Next meeting August 11<sup>th</sup>, 2020 @ 6:30pm-7:30pm

### 10. New Business:

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
Acquire suggestions, guidance, and input for mental health and Addictions	NNNPLC Board of Directors and staff	February 2020	On-going
Finalize Lease Agreement with Township of White River and NNNPLC	Tina and E.T.	ASAP	ongoing

# Northern Neighbours

## Nurse Practitioner-Led Clinic

<b>Community Transportation Grant proposal/strategy</b>	Tina and Carolyn	ongoing
<b>Committee for new board members: create a plan and a process to make new recruiting more formal</b>	Shawn, Carolyn, Lynne	August board meeting
<b>Adding a section to the board member recruitment form to outline indigenous background or involvement of potential new member</b>	Lynne	Asap
<b>Circulate the lease agreement with all board members once reviewed by Carolyn and Tina</b>	Carolyn	Asap
<b>Circulate the audit once reviewed by auditor</b>	Carolyn	Asap
<b>Invite the auditor to make a presentation to board members at the August 11<sup>th</sup> 2020 board meeting</b>	Carolyn	Asap

11. Meeting adjourned at 7:25pm