

Algoma Nurse Practitioner Led Clinic  
Chair's Report 2016-17  
Submitted by Wendy Payne Board Chair

Please take this opportunity to reflect with me on our work over the past year and consider our future as we go into our summer break. Thanks to an effective working relationship with the leadership team and an engaged board with strong and active standing committees, we are experiencing a strong sense of optimism for the future of the Algoma Nurse Practitioner Led Clinic. Thank-you all for your commitment and engagement in the work of the board.

Retiring Members: Max Liedke whose term ended June/17 and Mary-Ann Suraci In June/17 for personal reasons.

Members Remaining: Eric McCooye, Giulian Diluzio, Christina Laitinen, Wendy Payne, Brenda Warnock- Strategic Planning and Governance Committee, Lyndsay Suurna Quality, Cathy Nichols Quality Committee.

New Members: Stephen Hussey June/17- Finance Committee

June/17 Particular gratitude goes to Max Liedke who has been a long standing and active board member and officer. Max provided an expert perspective in the world of finance and his expertise has been very much appreciated by the finance committee and the leadership team.

Officers: Wendy Payne Chair, Governance, Strategic Planning and HR Committees  
Chris Laitinen Vice Chair, HR and Quality Committees  
Giulian Diluzio Treasurer and Finance Committee  
Eric McCooye Secretary and Quality Committee

#### Board Accomplishments and Challenges

Interaction with Others: Clinic's 5 Year Anniversary was celebrated and three staff members were awarded their 5 year certificates

Clinic Pharmacist presented his Project to the board  
Clinic RN presented her Chronic Disease Self-Management Project  
to the board

Presentation by Mr. Ryan Bentley From Algoma Insurance was received by the board and insurance policies were renewed.

Chair attended AOHC Spring Conference and Board to Board Liaison role assigned to board member

QIP approved in Mar/17, the Operating Plan for 17-18 was approved in April/17 and the Budget was approved in May/17

Human Resources: Problems with filling NP positions at the clinic persisted despite accepting applications for part time positions.

Motion to adjust the social worker position from a .8 to a 1.0 (full time) and the NPs from 4.0 to 3.8 positions.

Our Lead NP position was vacated by Ali Pettenuzzo in November and Dominic Noel was recruited to take over the Lead Position in May/17

We lost Dr. Smith, our back-up physician in April and he was replaced by Dr. Curran

Sandra Dereski Admin Lead Maternity Leave Replacement was found internally Sarah Shea accepted this contract position and started in May.

By Sept 2017 we expect to be fully staffed. (a first since 2013!). The clinic opened to new patients again.

Strategic Planning: Vision, Mission, Values, Priorities and Strategies were updated.

Vision- Together, improving quality of life through a collaborative health care team.

Mission-The Algoma NPLC is committed to providing timely, patient-centered, innovative, excellent primary care.

Values- Collaboration, Respect and Integrity, Honesty and Trust, Compassion and Diversity

Governance: Committee minutes were included in board packages for approval at board meetings on a regular basis

The new Board Portal was introduced and used regularly for board meeting packages. It was populated with historical data.

Motion approved to avoid attributing opinions of specific members in the minutes (unless requested) and to include general discussions in the minutes

A new Organizational Chart was Approved with the board being placed at the top.

Strategic Planning/Risk Management were added as standing agenda items for board meetings

Motion approved for all committees to review their terms of reference at the beginning of each board year

The Governance Committee recommended a schedule for Board evaluation Activities and provided tools.

Strategic Planning Committee ToFR were approved in April

A "Action Motion Document" was initiated.

Re-established connection with AOHA

Finance: \$169,739.00 was paid back to the Ministry of Health and Long Term Care

A credit Card Policy was approved

Joe Ruscio Professional Corporation was approved for our auditing services on a 5-year contract and we our audit was clean this year.

An application was made for expanding clinic space.

Received Recruitment and retention Funding from MOHLTC and gave all staff a one-time bonus. Permanent Salary increases were deferred to the fall.