

Algoma

Nurse Practitioner-Led Clinic

Board of Directors General Meeting Minutes

June 13, 2016

Time: 7:16pm

Algoma NPLC Boardroom

Present:

Wendy Payne
Eric McCooney

Giulian Diluzio
Max Liedke

Lyndsay Suurna
Cathy Nicols

Staff:

Sandra Dereski

Lisa Ash (Recording Secretary)

Regrets:

Christena Laitinen
Mary-Ann Suraci

Ali Pettenuzzo

Brenda Warnock

Call to Order

Wendy called the meeting to order at 7:16pm – quorum of board members present.

Declaration of Conflict of Interest

None declared.

Approval of Agenda

Motion to approve the agenda as presented.

Motion Moved; Motion Seconded.

All in Favour – Carried

Approval of Minutes

Review of the May 9, 2016 minutes.

- Changes to By-Law #1 were approved by the Board with the understanding the final ratification would be at the AGM
- Motion to approve the presented policies was made and carried

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Motion to approve the May 9, 2016 general meeting minutes with the above amendments.
Motion Moved; Motion Seconded.
All in Favour – Carried

Leadership Team Report

The Leadership Team report was presented and no questions were asked. A discussion of the dashboard report was held. Reporting methodology has been discussed with staff to make it more uniform from month to month. For the Clinic Pulse, the team is positive and productive. The clinic hosted a number of students, including one NP student. It was highlighted that there was a final lease for the directors to review and approve.

Motion to approve the final lease, as amended with Right of Refusal Clause included.
Motion Moved; Motion Seconded.
All in Favour – Carried

Treasurer's Report

Financial statements for the period ending April 30, 2016 were presented and reviewed. The Board recommended to the Leadership Team that they consider a part-time nurse practitioner, given the current staffing situation.

Motion to approve the financial statements for the period ending April 30, 2016 as presented.
Motion Moved; Motion Seconded.
All in Favour – Carried

Note: S. Dereski left the meeting.

Approval of In-Camera Minutes from 2015-2016 Term

The Recording Secretary left the room for the discussion and approval of the in-camera meeting minutes.

Motion to approve in-camera meeting minutes from October 15, 2015 as presented.
Motion Moved; Motion Seconded.
All in Favour – Carried

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Motion to approve in-camera meeting minutes from November 4, 2015 as presented.
Motion Moved; Motion Seconded.
All in Favour – Carried

Motion to approve in-camera meeting minutes from December 7, 2015 as presented.
Motion Moved; Motion Seconded.
All in Favour – Carried

Chair's Report

The Chair requested that the Leadership Team provide a report to the Board as to the efforts made to recruit full-time and part-time nurse practitioners, including the job posting advertisements and where they are being posted. The Chair provided minutes to the Board from the Strategic Planning meeting for review and discussion ensued. The Strategic Planning Team will provide an action plan for the next three years. The new Mission was presented; however, the Board did not approve as it seems like there is a word missing at the end of the statement. The Mission will continue to be worked on by the ad-hoc committee.

The Chair reviewed the minutes of various meetings of Board Committees. The Treasurer confirmed that all official board committee meeting minutes must be approved with a motion at the following board meeting so that they can be put into the records.

Motion to approve the Nominating Committee meeting minutes from June 6, 2016 as presented.
Motion Moved; Motion Seconded.
All in Favour – Carried

Motion to approve the Finance Committee meeting minutes from June 8, 2016 as presented.
Motion Moved; Motion Seconded.
All in Favour – Carried

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A discussion was held regarding the payment made to the MOHLTC. In retrospect, a motion was made.

Motion to approve the payment of \$169,739.00 to the MOHLTC.

Motion Moved; Motion Seconded.

All in Favour – Carried

New Business

1. Reflecting the MOHLTC Contract in Our Policies – The Chair put forward a written explanation for her concerns and discussion ensued. The Governance Committee shall review the issue.
2. Leadership Team Annual PA Process – The Treasurer and Secretary are to submit their completed PA's to the Chair.
3. Credit Card Policy – a new credit card policy was presented and reviewed. The Treasurer will be the main approver of the Lead's credit cards.
 - a. Pg. 2, Report Requirements, Point B – add 'and reconciliation' after statements.
 - b. Pg. 2, Report Requirements, Point C – remove entire point.

Motion to approve the credit card policy with the above amendments.

Motion Moved; Motion Seconded.

All in Favour – Carried

Adjournment

Motion to adjourn at 8:55pm

Next Meeting: **September 12, 2016**

Eric McCooye, Board Secretary

Date of Approval