

Algoma

Nurse Practitioner-Led Clinic

Board of Directors Regular Meeting

September 14, 2015

Time: 6:00 p.m.

Algoma NPLC boardroom

Present:

Wendy Payne

Karen Barban

Giulian Diluzio

Eric McCooye

Debbie Graystone

Justin Reid

Staff:

Ali Pettenuzzo

Lisa Ash

Regrets:

Max Liedke

Christena Laitinen

Kelly Rutland

Call to Order

Wendy called the meeting to order at 6:10 p.m.

Approval of Agenda

Motion to approve the agenda as presented with the following changes;

- 'President's Report' should be changed to 'Chair's Report'
- Education session
 - Board evaluation is in process and will be deferred to the next meeting
- Treasurer's Report – Should be assigned to Giulian to present
- Business Arising
 - Ali's request of review of compensation, will be deferred to an undetermined date

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- New Business
 - Strategic planning item should read Wendy's name, not Ali's

Moved by: J. Reid; Seconded by: D. Graystone
All in Favour - Carried

Declaration of Conflict of Interests

None Declared

Approval of Minutes

Review of June 8, 2015 Board Minutes.
Motion to accept minutes as presented.
Moved by: D. Graystone; Seconded by: G. Diluzio
All in Favour – Carried

Chair's Report

Wendy initiated a round table to introduce new member Karen to the rest of the Board. Wendy then reviewed the history of the clinic, from where we came from to where we are now. She also mentioned that the lease of the clinic will be due in December and we should be keeping this in mind. Wendy reviewed the dates of the future board meetings and requested that the schedule be sent out again to all members. Lisa is to do this before the next meeting. Lastly, Wendy reminded everyone that what is said at the table during board meetings is confidential and that only herself, Ali, or Sandra are the official spokes people for the clinic.

Education Session

Deferred

Scheduled Board Activity

Deferred

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STANDING ITEMS

Treasurer's Report

Giulian presented the financials, since Max was not present.

Motion to accept the financial documents as presented

Moved by: J. Reid; Seconded by: K. Barban

All in Favour – Carried

Reports of Committees

Quality Committee - Ali and Justin have not been able to meet due to timing so they will try to do some work by email. No concerns with the QIP. Justin stated, "Ali was above and beyond and led the pack" with her work on the QIP. It was requested for Lisa to send a copy of the QIP to all board members electronically before the next meeting. Ali is to send out the terms of reference for the Quality committee as well.

Moved to add the terms of reference of the quality committee to the board manual

Moved by: E. McCooye; Seconded by: J. Reid

All in Favour – Carried

Finance Committee – The last meeting the Finance Committee had was at KMPG for the review for the audit.

Nominating Committee – Originally, this was deferred as this committee needs members. Debbie then suggested having the Nominating Committee changed to the Governance Committee to encompass the following;

- orientation and recruitment of new board members
- the board manual housekeeping
- the board policies housekeeping
- etc.

Debbie is to develop new terms of reference for this group by the next meeting. It was also noted that the Nominating Committee will become a sub-committee of the Governance Committee

Motion to change the Nominating Committee to the Governance Committee and to include all the points mentioned above.

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Moved by: G. Graystone; Seconded by: E. McCooney

All in Favour – Carried

Committee Minutes

It was discussed that Committees should keep minutes of their meetings and they are to be filed in a minutes book.

HR Committee

It was discussed as to whether to make this a standing committee.

Leadership Team Report

Ali presented the Leadership Team Report.

Eric asked for confirmation that 17% of our patients are not being seen within three days.

This is survey data from the patient's perspective and in October there will be brand new questions that will give us new data. The current data is from earlier in the year.

A discussion was held regarding patient numbers/dashboard and what the board needs to know in terms of this. Ali will meet with the Quality committee to discuss leadership/dashboard report. She will include the dashboard to the top of the leadership report and combine the two to make one.

The policy list was also reviewed during the leadership report. Ali will provide a list of removed policies with the next update.

Business Arising

1. **Draft Board Policies/Manual** – deferred for the new committee.
2. **Cyber Risk Policy** – We have received the hard copy and it is in our insurance binder should anyone like to see it. It will also be given to the Governance Committee once they have been established.
3. **Criminal Records Check** – New board members are to get a criminal records check and will hand their paperwork to the lead of the Governance Committee. The clinic will pay for these records check.

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New Business

1. **Updated Member Information** – Board members filled out contact information sheets. It was agreed that this information will be sent to all Board members. Once compiled, Lisa will send this to the group.
2. **Annual Operating Plan** – Ali presented that we will be receiving no new funds for the 15/16 year.
3. **Strategic Planning** – The Board is hoping to have the strategic plan shortly. Jody is busy for all of October but is available in November. The idea is for her to do an intro session during an evening meeting and then a half day strategic planning session. November 21st or 28th has been suggested as the half day and the 16th as the board meeting visit. This still needs to be discussed further as nothing was decided upon.

Adjournment:

Motion to adjourn at 2030 hours by E. McCooeye.

Next meeting: **October 19, 2015**