

NP-Led Clinic Board of Directors
Minutes

Date: September 13, 2010

Present:

Jane Breckenridge, Debbie Graystone, Juli Briglio, Jane Sippell, David Walde, Mary Tasz

Regrets: Christian Provenzano, Jane Ovens, Rich Peters

1. Meeting called to order at 6:10 p.m.
 - Agenda Review – addition 3.1.5 – EMR Update
 - addition 3.2.5 – Algoma Health Unit partnership discussions
2. Previous Minutes – August 16, 2010 – David Walde, Juli Briglio
 - minutes were corrected and amended
3. Agenda Items
 - 3.1 – Old Business
 - 3.1.1 – Update Human Resources Committee
 - posting for NP-Lead reviewed
 - amendments to be completed by J. Breckenridge and forwarded to D. Graystone for approval
 - posting will go in Sault Star on September 18 and 25
 - D. Graystone to post on NPAO site
 - M. Tasz to post on Health Force site
 - NP posting will be prepared and set for posting once NP-Lead is hired
 - possibly early October
 - Sandra Lamon has signed her letter of offer – she will commence work on October 4, 2010
 - D. Graystone will meet with her on her first day of work and review Board information and tasks that need completion
 - possible list of tasks was brought forward from the Board – ordering furniture and equipment, review of Board policies and bi-laws, development of patient intake procedure
 - J. Breckenridge to contact Sandra and provide information of where to meet D. Graystone
 - 3.1.2 – Update Architect/Floor Plan
 - additional space was reconfigured by D. Walde and J. Briglio
 - Board has asked for feedback regarding where we are at with architect's billing
 - there is an urgency to review the pricing – the Ministry will only cover 6-8% of the costs

- tender for Clinic was in the paper on September 13, 2010
- Ministry approval is required once the contractor has been selected – if the bid selected is not the lowest bid, then rationale must be provided to the Ministry
- an extra Board meeting may be called once the bids come in
- D. Graystone to follow-up with R. Peters re: architect fees and insurance

3.1.3 – Update Lease Agreement

- agreement has been signed by C. Provenzano and D. Graystone
- D. Graystone to get confirmation that College has signed

3.1.4 – EMR Update

- research is currently being done by D. Walde and J. Briglio
- Nicky Shaw from Algoma University's IT department has agreed to assist Board
- if vendors are contacted and set up demonstrations in October she will attend
- D. Graystone advised that the EMR must be compliant with the Ministry
- Nicky Shaw will develop an evaluation tool for all EMRs presented
- D. Walde and J. Briglio will let D. Graystone and J. Sippell know when this event is taking place so they may attend

3.2 – New Business

3.2.1 – Update MOHLTC

- D. Graystone emailed J. Monesanti on August 29, 2010
- has not heard back regarding the operating budget
- response is supposed to be received by Wednesday or Thursday of this week
- D. Graystone will contact David Oraziatti if assistance is required

- the follow-up QIIP workshop offered through the Ministry of Health will be held in Toronto October 24 and 25 (D. Graystone to check dates)
- suggested that Sandra Lamon could attend with D. Graystone and another Board member
- there are no costs to the Board
- the Board agreed to this

3.2.2 – Financial Update

- R. Peters – no report

3.2.3 – Organizational Chart

- addition to chart of Registered Nurse
- table for discussion at next meeting

3.2.4 – Algoma Health Unit – partnership discussions

- D. Graystone has been contacted by Carol Woods from AHU
- would like to investigate how the NP-Led Clinic and AHU can work in collaboration with each other
- Board agreed to having discussions take place to explore partnerships

- D. Graystone to advise D. Walde and J. Sippell when meeting dates are set
- other partnership developments were also discussed with the possibility of development – Group Health Centre, Sault Care

Next Board Meeting – October 18, 2010

Meeting adjourned – 7:40 p.m.