

Algoma

Nurse Practitioner-Led Clinic

Board of Directors General Meeting Minutes

October 17, 2016

Time: 6:00pm

Algoma NPLC Boardroom

Present:

Wendy Payne
Eric McCooney

Giulian Diluzio
Mary-Ann Suraci

Lyndsay Suurna
Christena Laitinen

Staff:

Sandra Dereski

Ali Pettenuzzo

Lisa Ash (Recording Secretary)

Regrets:

Brenda Warnock

Max Liedke

Cathy Nichols

Call to Order

Wendy called the meeting to order at 6:08pm – quorum of board members present. It was agreed amongst the group that the meeting would start with the Algoma NPLC Staff presentation

Algoma NPLC Staff Presentation

Clinic staff member Mackenzie Ludgate lead the presentation, first providing his background and experience, and then leading into the role of Pharmacist at the NPLC. A brief discussion was held after the presentation. The presentation was well received by the Directors and another staff presentation will be scheduled for the New Year.

Approval of Agenda

Motion to approve the agenda as amended, with the adjustment of having the Algoma NPLC Staff Presentation first.

Motion Moved; Motion Seconded.

All in Favour – Carried

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Approval of Minutes

The minutes from the September 12, 2016 meeting were presented and discussed.

The term length for Giulian's treasury role was discussed and the minutes should reflect that Giulian's treasury term will be for two years.

Motion to approve Giulian's treasury term for two years (September 2016 – June 2018).

Motion Moved; Motion Seconded.

All in Favour – Carried

A discussion was held regarding the process for conflicts of interest.

Motion that Directors are to email the Chair any potential conflicts prior to the board meeting.

Motion Moved; Motion Seconded.

All in Favour – Carried

A discussion was held regarding the detail of discussions to be put into the minutes. It was felt that names should not be included in the minutes, unless it is specifically asked that it is included. Also mentioned was the importance of documenting discussion and not just motions as it will help with providing an accurate history of the meeting and it will also help inform Directors who were not present.

Motion to avoid attributing opinions of specific members in the minutes, unless they request to have their name attached; general discussions will appear in the minutes whether or not a motion was held.

Motion Moved; Motion Seconded.

All in Favour – Carried

Under New Business, Updated Organizational Chart, the following amendments to the September 12, 2016 minutes have been made;

- “Wendy presented an updated organizational chart for the clinic” is to be changed to “An updated organizational chart for the clinic was presented”.
- Remove “however, Wendy felt this is very much a board task”.
- Remove “Wendy suggested the board have an in-camera meeting about this in the future”.

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Motion to approve the September 12, 2016 general meeting minutes with the above amendments.

Motion Moved; Motion Seconded.

All in Favour – Carried

Treasurer's Report

The Finance Committee met and reviewed the proposals for auditing services. Five proposals were received. It is the recommendation from the Finance Committee that the clinic utilize the services of Joe Ruscio Professional Corporation for a five year contract.

Motion to approve Joe Ruscio Professional Corporation for our auditing services on a five year contract.

Motion Moved; Motion Seconded.

All in Favour – Carried

Giulian reviewed the financial reports ending on August 31, 2016.

Motion to accept the financial reports ending on August 31, 2016 as presented.

Motion Moved; Motion Seconded.

All in Favour – Carried

Leadership Team Report

The Leadership Team report was presented and a discussion was held.

Quality Committee Report

It was requested of the Quality Committee for an update on what they are working on and what their plan is moving forward. The Committee is continuing to organize meetings to prepare the QIP and Ali will give a presentation at the November general meeting.

Chair's Report

The Executive Committee approved the expenditure of the Chair to attend an educational program. Minutes will be circulated. Christena has offered to take on the role of Vice-Chair of the board.

Motion to appoint Christena for the role of Vice-Chair for a term of two years.

Motion Moved; Motion Seconded.

All in Favour – Carried

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Organizational Chart

A discussion was held regarding if the board should be on the clinic organizational chart or not. Given that the board is responsible for the Clinic and that the Leads report to the board, it was agreed that the board should be on the organizational chart.

Motion to approve the board being placed at the top of the organizational chart.

Motion Moved; Motion Seconded.

All in Favour – Carried

Motion to approve the organizational chart as presented (please see attached).

Motion Moved; Motion Seconded.

All in Favour – Carried

Vision Survey Results

The vision statement 'Together, improving quality of life through a collaborative health care team' and survey results were presented and discussed.

Motion to approve the vision statement as presented.

Motion Moved; Motion Seconded.

All in Favour – Carried

Strategic Direction

A discussion was held regarding the future direction of the Clinic (eg. home visits, stay on Health Care Connect, satellite clinic, etc.). The board should concentrate on how to implement its vision.

Motion to add strategic planning/risk management as a standing agenda item for board meetings.

Motion Moved; Motion Seconded.

All in Favour – Carried

There may be Ministry funding available to us for expansion. Sandra will make a presentation to the board as to the possibilities and risks. The application for funding can be submitted. Leads are to bring preliminary data to the board in regards to need in the community in the New Year.

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Motion for Sandra to give presentation at the next general meeting on the financial implications on expanding the clinic space.

Motion Moved; Motion Seconded.

All in Favour – Carried

A discussion was held regarding the 2016-2019 strategic plan priorities and strategies.

Motion to approve the 2016-2019 strategic plan priorities and strategies as presented.

Motion Moved; Motion Seconded.

All in Favour – Carried

Motion to approve the Strategic Planning Committee to create activities for the 2016-2019 strategic plan (please see attached).

Motion Moved; Motion Seconded.

All in Favour – Carried

Adjournment

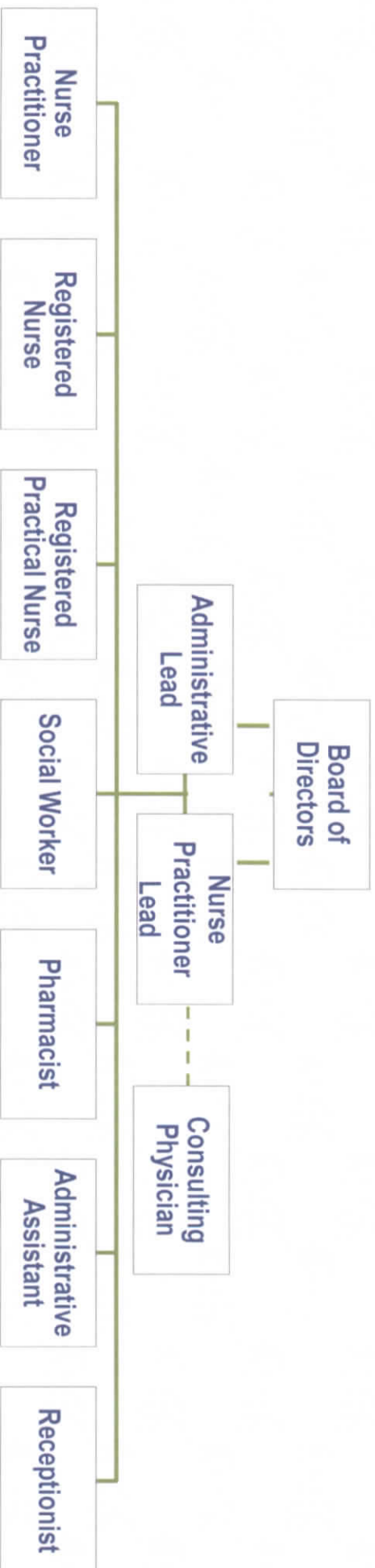
Motion to adjourn at 8:54pm

Next Meeting: **November 14, 2016**

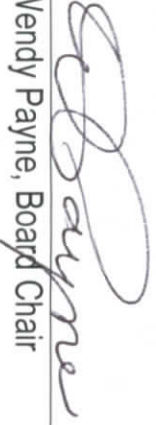
Eric McCooeye, Board Secretary

Date of Approval

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Organizational Chart


Wendy Payne, Board Chair


Date of Approval Nov 8/16

Strategic Plan 2016-2019

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

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

PRIORITIES

Recruit and retain the best and brightest talent

- Position Algoma NPLC as an employer of choice
- Attain full staffing levels
- Monitor staff engagement
- Provide a quality work environment

Proactively foster relationships

- Expand professional networks and advocate for the clinic
- Build collaborative board/ leadership relationship

Strengthen leadership and governance

- Ensure clarity of board role
- Ensure decisions are reflected in policies
- Utilize technology-based resources

Grow patient-centered approach to care

- Measure patient satisfaction and define targets for improvement
- Improve accessibility
- Improve system integration technology

STRATEGIES


Wendy Payne, Board Chair


Date of Approval