

# Algoma

## *Nurse Practitioner-Led Clinic*

### **Board of Directors Regular Meeting**

September 22, 2014

Time: 1800 hours

Algoma NPLC boardroom

#### **Present:**

Mary Tasz	Jean Feagan	Giulian Diluzio
Debbie Graystone	Eric McCooney	Max Liedke
Justin Reid	Mary Tasz	

#### **Staff:**

Ali Pettenuzzo	Sandra Dereski
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#### **Regrets:**

Jane Flaxey	Wendy Payne
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**Call to Order:** Mary called the meeting to order at 1807 hours – quorum of board members present.

**Approval of Agenda:** the agenda was approved as presented

Moved by: M. Liedke Seconded by: D. Graystone

All in favour - carried

**Declaration of Conflict of Interests** – none declared

**Approval of Minutes:** Review of June 23, 2014 Regular Board Minutes.

Motion to accept minutes as presented

Moved by: J. Feagan Seconded by: M. Liedke

All in Favour – carried

\*AGM minutes will be circulated for information only; must be approved at next AGM

**President's Report** – Mary notified the board that she met with the leadership team over the summer to be brought up to speed and will meet with Debbie as well. Mary also told the board that S. Dereski will be going off on parental leave in February 2015. Sandra and Ali presented a contingency plan to the board on how the board may want to ensure workload is managed while Sandra is off. Risks associated with financial

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management, human resources, IT, ministry liase and board/senior leadership were identified and addressed.

**\*1830** - Board approved motion by E. McCooye to move in-camera to discuss topic further without leadership team members present.

Board moved out of in-camera session at **1905**.

The board notified leadership that they support the plan put forward. Board suggested leadership team check with Thessalon NPLC re: possible sharing of NP. Board felt it is time to compensate NP's outside of approved budget line to improve recruitment and retention of NP's. Board is concerned with patient registration nearing 2300 and the resulting NP burn out. Board requested leadership bring back to the board a presentation of comparative data for NP positions in Sault Ste. Marie. The board will have a special meeting to review presentation and discuss next steps.

**Education Session:** Confirmed the schedule presented for 14-15 fiscal year. Board approved schedule as presented; should other topics come up as a need, the schedule can be adjusted.

**Scheduled Board Activity:** None planned for this meeting

### **STANDING ITEMS**

#### **Treasurer's Report:**

Motion to approve the financial statements for the period ending April 30, 2014; May 31, 2014; June 30, 2014; July 31, 2014

Moved by: M. Liedke Seconded by: D. Graystone

All in Favour – carried

#### **Reports from Committees:**

Nominating Committee – confirmation that the committee will be comprised of the Vice-Chair, J. Feagan and 2 other board members, W. Payne and D. Graystone and Admin Lead, S. Dereski

Quality Committee – confirmation that the committee will be comprised of 2 board members, J. Flaxey and J. Reid and NP Lead, A. Pettenuzzo

Finance Committee – confirmation that the committee will be comprised of the Treasurer, M. Liedke and 2 board members, E. McCooye and G. Diluzio and Admin Lead, S. Dereski.

Max brought forward to the board the audit services RFP however, given that S. Dereski will be off next year for the financial audit, it was suggested that the board extend the contract with KPMG for another year.

Motion to approve the appointment of auditors for the 14-15 fiscal year as KPMG

Moved by: M. Liedke Seconded by: E. McCooye

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All in Favour – carried

Discussion regarding the implementation and use of the new Financial Management policy was brought forward by M. Liedke. It has come to his attention that there are discrepancies in approval amounts and thus presented some challenges for the leadership team in executing the policy.

Motion to amend the Financial Management policy Appendix 1, Section 3 – Commitment of Funds/Purchasing (Goods and Services) Transaction Type to read \$0 - \$10,000 and \$10,001 - \$25,000 (all other aspects of the these sections remain the same – i.e. signing authority)

Moved by: M. Liedke Seconded by: D. Graystone

All in Favour - carried

**Leadership Team Report:** monthly leadership report was circulated ahead of the meeting; all questions were answered and clarified.

\*\*E. McCooye left the meeting at 1950hours

### **Business Arising**

**1. Statutes Spreadsheet Update** – this project is underway. The leadership team provided the board a preview of the level of detail and amount of work associated with the project to explain why there has been a so much time taken to complete it. The board was pleased with the sample and agreed the time required to complete it reflects the work involved. Leadership will continue to update the board on the project's progress.

**2. Research Study participation – R. Heale** – A. Pettenuzzo provided the board with an update from the researcher – the board had asked how many other clinics were participating (3 other clinics have participated in the project). Leadership confirmed the data is presented in an aggregate form. Leadership team to confirm remaining questions about the data collection with the researcher and agree (or not) to participate in study – the board supported that this will be a leadership team decision and should be considerate of the workload required by the team given our current staffing levels and barring no other concerns with the project details.

**3. Strategic Planning update** – the strategic planning session has been booked for Saturday November 8<sup>th</sup> from 8:30-3:30pm. It will include board and staff members. Board members are asked to please block this date in their calendars.

### **New Business**

**1. NP Recruitment Strategy and Status** – leadership team provided a presentation to the board outlining all efforts that have been done and underway. The board discussed

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the need for changing NP compensation and will continue this discussion at a special meeting once data on local compensation has been collected. The board also requested that a meeting be set up with our MPP, D. Oraziatti to include the board Chair and leadership team to discuss the current recruitment and retention crisis facing the clinic – the board would like David's support and advocacy on this issue. The board executive committee will meet to discuss the NP staffing situation and compensation before the next board meeting.

### **Adjournment:**

Motion to adjourn at 2037 hours by M. Liedke

Next meeting: **October 27, 2014**

**Reminder that our Strategic Planning Session is scheduled for November 8, 2014**

**Recording Secretary:** \_\_\_\_\_  
(Jean Feagan)