

Algoma

Nurse Practitioner-Led Clinic

Board of Directors Regular Meeting

April 28, 2014

Time: 1800 hours

Algoma NPLC boardroom

Present:

Debbie Graystone

Jean Feagan

Eric McCooney

Max Liedke

Jane Flaxey

Wendy Payne

Staff:

Ali Pettenuzzo

Sandra Dereski

Regrets:

Rhonda Angeconeb

Justin Reid

Mary Tasz

Call to Order: Debbie called the meeting to order at 1812 hours – quorum of board members present.

Approval of Agenda: the agenda was approved with one addition under new business, Human Resources.

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

All in favour - carried

Declaration of Conflict of Interests – none declared

Approval of Minutes: Review March 24, 2014 Regular Board Minutes.

Motion to accept minutes as presented

Moved by: J. Feagan Seconded by: E. McCooney

All in Favour – carried

President's Report – The board received a thank you card from S. Dereski and it was shared with the members. Debbie then requested the meeting go to an in-camera session and A. Pettenuzzo and S. Dereski left the meeting at 1817.

W. Payne joined the meeting around 1825.

The board meeting resumed and came out of camera around 1840.

Education Session: the next board education session will be on Fiduciary responsibilities and presented by M. Liedke in May.

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Scheduled Board Activity: None planned for this meeting

STANDING ITEMS

Treasurer's Report:

Discussion regarding year-end surplus will be approximately \$127,000 – repayable to the Ministry. Final numbers will be presented with audited financial statements in June. Monthly balance sheet report will be given to board with financial statements. The comparative report will undergo some reformatting for the new fiscal year.

Motion to approve the financial statements for the period ending March 31, 2014

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

All in Favour – carried

Reports from Committees:

Nominating Committee – the committee met on April 14th and reviewed all members' terms and offices. The following represents the membership statuses:

- 1 member-at-large vacancy - The committee presented options to the board including possibility of a senior staff person from Sault College or a patient representative to fill the member at large position. The committee will meet again in May to determine possible candidates for this position. Please send any suggestions to the committee.
- 2 Officer Positions will be vacant in June – President and Secretary – nominations for both of these Officer positions will be accepted by the nominating committee until the middle of June to allow time for the nominees to be contacted by the committee.

Quality Committee – Nothing to report – the QIP was submitted and data gathering is now underway.

Leadership Team Report:

See attached copy of leadership report

Dashboard report – handout distributed. Advanced access scheduling was not met for this month due to the clinic having only 2 NP's to see ~2200 patients.

Registration remains closed at this time however the board will be notified once it is reopened.

Business Arising

Financial Management Policy – policy was handed out to all board members for review and comments; one question regarding the finance committee was asked and Max clarified that the policy was created with the intention that a board finance committee be formed at the AGM. No other questions or concerns were raised.

Motion to approve the Financial Management Policy

Moved by: J. Flaxey Seconded by: J. Feagan

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All in Favour - carried

Insurance Policy Review – Sandra presented multiple options for the board regarding our current insurance coverage as was outlined in the email sent before the meeting. A request for a quote on cyber risk policy coverage will be sent to Algoma Insurance.

Motion to amend the current insurance policy by increasing the Errors & Omissions coverage from \$5M to \$10M and Director's and Officer's Liability coverage from \$5M to \$10M

Moved by: M. Liedke Seconded by: W. Payne

All in Favour – carried.

New Business

Letter to D. Orazietti – No response received to date. A lot of advocacy and communication occurring across the province in regards to NP salary discrepancy in community settings. D. Graystone will follow up with D. Orazietti.

Human Resources – Motion to approve the hiring of A. Ratz for one of the nurse practitioner positions

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

All in Favour – carried

Adjournment:

Motion to adjourn at 1945 hours by J. Flaxey

Next meeting: **May 26, 2014**

Reminder that our Annual General Meeting is scheduled for June 23, 2014

Recording Secretary: _____