

# Algoma

## *Nurse Practitioner-Led Clinic*

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

April 11, 2016

Time: 6:00 p.m.

Algoma NPLC Boardroom

#### **Present:**

Wendy Payne  
Eric McCooney

Giulian Diluzio  
Christena Laitinen

Karen Barban  
Debbie Graystone

#### **Staff:**

Ali Pettenuzzo

Sandra Dereski

Lisa Ash (Recording Secretary)

#### **Regrets:**

Max Liedke

#### **Call to Order**

Wendy called the meeting to order at 6:02pm – quorum of board members present.

#### **Declaration of Conflict of Interest**

Karen requested that should any names be mentioned regarding potential nurse practitioner recruits, to please advise beforehand and she will leave the room.

#### **Approval of Agenda**

Motion to approve the agenda, with the addition of adding 'discussion' during the review of the new dashboard document.

Motion Moved; Motion Seconded.

All in Favour – Carried

#### **Approval of Minutes**

Review of the March 14, 2016 board minutes.

- Defer approving the latest in camera minutes until the next in camera meeting
- On page 1, conflict of interest – the word 'present' is to be changed to 'perceived'.  
The sentence should read, "Karen has accepted the role of Nurse Practitioner Team

## Algoma

### *Nurse Practitioner-Led Clinic*

Lead at the Group Health Center and a personal conflict of interest is perceived if she remains a Director on the Board”.

- On page 1, conflict of interest – rationale for request for Lisa to continue to attend board meetings as the recording secretary to be included. It should read, “Sandra provided the rationale that with Lisa’s participation, the leadership team and board members can engage more fully in the meeting without having to take minutes”.
- On page 5, HR Committee – should read, “Christena’s report on float days and vacation policies was received and deferred.”
- On page 4, communications discussion – in the discussion and the motion, ‘business’ should be changed to ‘financial’. It should read, “Wendy requested that financial communications between Board Members and the Leadership Team be copied to the Board Chair” and “Motion for financial communications between Board Members and the Leadership Team be copied to the Board Chair”.
- Wendy requested that on a go-forward basis, minutes not indicate who said what in discussion, but that discussion minutes be general unless specifically requested.

Motion for the minutes of board discussions to be generalized unless a specific board member requests they be identified in the minutes.

Motion Moved; Motion Seconded.

All in Favour – Carried

Motion to approve the March 14, 2016 board meeting minutes with the above amendments.

Motion Moved; Motion Seconded.

All in Favour – Carried

### **STANDING ITEMS**

#### **Leadership Report**

The leadership team presented the leadership report. To clarify, the report is created and presented by both Ali and Sandra, not just Ali. There was a discussion of the proposed content of the leadership report, which is to be revisited when the new dashboard is presented.

# Algoma

## *Nurse Practitioner-Led Clinic*

### **Chair's Report**

No report.

### **Reports of Committees**

#### ***Executive Committee***

The 16/17 operating plan was reviewed. The Ministry of Health is not allowing us to submit a budget portion as they have announced that they will be focusing on decreasing the deficit and no extra funding will be approved to anyone; therefore, the budget for the 16/17 year will be the same as the 15/16 year. The board will be receiving this budget again after the finance committee has been able to review it. Sandra is to send out final amended operating plan once approved.

Amendments are as follows;

- Page 14 – 'standard of living' to be changed to 'cost of living'
- Page 15 – add current vision statement
- Page 22 – add 'pieces of risk management plan completed' in comments section

Motion to approve the annual operating plan for 16/17 with amendments as discussed. Wendy to sign on behalf of Board of Directors as all are in agreement. Motion Moved; Motion Seconded.

All in Favour – Carried

Sandra to send Hay Group Report to all Board Members.

#### ***HR Committee***

A discussion was held about current performance appraisal (PA) for the leads. It seems adequate and is too late to introduce something new for this year; if a new document was created, it would be for next year. The only addition to this year would be more defined objectives linked directly to our strategic plan that were more objective than subjective. It was not recommended that the board members contact the Algoma NPLC team members for feedback on the leads. A copy of the PA

## **Algoma**

### *Nurse Practitioner-Led Clinic*

document to be sent out to all Board Members for review as it appeared the PA had not been received by all members. Motion was deferred.

#### **Governance Committee**

Debbie will send out amended board manual, policies, and anything that should be in the manual. It was clarified that the Admin Lead is on the Finance Committee, so will also send Sandra the financial policies that were discussed.

#### **Finance Committee**

Accrual basis for payroll is to start from February 2016 and on. Sandra is to negotiate first right of refusal to the surrounding space of the clinic with Sault College/Janice Beatty.

Motion to accept the financial report as of February 29, 2016 as presented.

Motion Moved; Motion Seconded.

All in Favour – Carried.

Motion that the Administrative Lead negotiate first right of refusal regarding the surrounding space of the clinic to be in the new lease with Sault College/Janice Beatty (Landlord).

Motion Moved; Motion Seconded.

All in Favour – Carried.

#### **Quality Committee**

Amended Quality Committee Terms of Reference reviewed and discussed. Nurse Practitioner Team Lead to be changed to Nurse Practitioner Lead.

Motion to approve the amended Quality Committee Terms of Reference and to add in 'and approval' at the end of the new paragraph.

Motion Moved; Motion Seconded.

All in Favour – Carried.

## Algoma

### *Nurse Practitioner-Led Clinic*

New dashboard document was reviewed and a discussion was held. Some amendments were made and Sandra/Lisa is to format the amended dashboard document and send to board. Details of the amendments below;

- a. Total number of active clients at the clinic → Total number of active clients
- b. Total client visits per provider group (NP, MD, RN, SW, Pharmacist) per month → Total number of client visits per month
- c. Total number of face to face visits per provider group (NP, MD, RN, SW, Pharmacist) per month → Total number of client visits per provider group (NP, MD, RN, SW, Pharmacist, RPN) per month
- d. Total number of phone follow ups per provider group (NP, MD, RN, SW, Pharmacist) per month → Total number of phone follow ups per provider group (NP, MD, RN, SW, Pharmacist, RPN) per month
- e. Total number of patients not able to access care (get an apt if needed) within 3 days of their requested date → unchanged
- f. Number of staff complaints that have come to a member of the leadership team → unchanged
- g. New hires (funded FTE's) → unchanged
- h. Turnover (funded FTE's) → Staff departures (funded FTE's)
- i. \*New → Vacancies (funded FTE's)
- j. Number of days the clinic was closed (not counting weekends or stats) → unchanged
- k. Number of incident reports completed at the ANPLC → unchanged
- l. Number of patient complaints → unchanged

Motion to accept the new dashboard proposal as amended.

Motion Moved; Motion Seconded.

All in Favour – Carried.

Motion to accept the 16/17 QIP as submitted.

Motion Moved; Motion Seconded.

All in Favour – Carried.

# Algoma

## *Nurse Practitioner-Led Clinic*

### **Business Arising**

1. **Strategic Planning Update** – Wendy, Jody, and the Leadership Team will be meeting on May 3<sup>rd</sup> to finalize the vision, mission, values, and the strategic plan document. The finalized document will be brought to the board at the AGM for review and approval.

### **New Business**

1. **Governance Issues** – A discussion regarding board education was held. It was decided to wait until new members are brought on to pursue governance education for board members.
2. **Board Schedule** – Sandra will update for 16/17 AGM year. Will send to Debbie for manual. To be approved at AGM in June.

The Third Party Billing document and the Float/Vacation Policy document were deferred.

### **Adjournment:**

Motion to adjourn at 8:26pm by W. Payne

Next meeting: **May 9, 2016**

---

Eric McCooeye, Board Secretary

---

Date of Approval