

Algoma

Nurse Practitioner-Led Clinic

Board of Directors Regular Meeting

February 8, 2016

Time: 6:00 p.m.

Algoma NPLC Boardroom

Present:

Wendy Payne
Eric McCooney

Giulian Diluzio
Debbie Graystone

Christena Laitinen

Staff:

Ali Pettenuzzo

Lisa Ash

Regrets:

Karen Barban

Max Liedke

Call to Order

Wendy called the meeting to order at 6:04pm.

Approval of Agenda

Motion to approve the agenda.

Moved by: C. Laitinen; Seconded by: D. Graystone

All in Favour - Carried

Declaration of Conflict of Interests

None Declared.

Approval of Minutes

Review of the January 11, 2016 minutes. Motion to accept minutes with the following amendments;

- On page 4, social event – change ‘of clinic opening’ to ‘of a few team members’.
- On page 4, annual budget – add ‘Ali has not received direction from the MOHLTC’.
- On page 4, NP staffing – add ‘it was determined that present staff can handle patient load’

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- On page 4, board evaluation – change to ‘deferred to next meeting’.

Moved by: D. Graystone; Seconded by: E. McCooneye
All in Favour - Carried

STANDING ITEMS

Leadership Report & Dashboard

Ali gave opportunity for the Directors to ask any questions they may have about the report. She stated that the Clinic pulse is very good. There has been one application for the open NP role and two applications for the open pharmacist position. Directors reviewed the Dashboard and a discussion was held.

Motion to approve the addition of number of patients being seen in the Clinic to be added to the Dashboard on a quarterly basis.

Moved by: D. Graystone; Seconded by: C. Laitinen
All in Favour - Carried

Chair’s Report

Wendy updated the Board on the lease. It’s in the hands of Sault College and she has requested to have Eric look at it. They have agreed to decrease the notice of breaking the lease to 6 months. They will get back to us about glass insurance. Wendy also met with Ali and things seem to be going well at the clinic. Wendy also received an email from Sandra and she will be returning on February 22nd. Also, Ali is to give Wendy a schedule for the vacation of the leadership team. Wendy noted that Karen Barban will finish this year on the board but will step down prior to Sept. 2016 due to a perceived conflict of interest as she accepted a new role in leadership at the Group Health Centre.

Board Activities

Board Evaluation

The Board Evaluation was reviewed and discussed.

Board Education

It was determined that the following items should be added to a list for Board Education;

- Role of the Board – rule, clarity, and definition

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- Board Member Policies: What members are responsible for

Strategic Planning

Motion for Lisa to contact Jody Rebek regarding available times in April for a strategic planning session.

Moved by: D. Graystone Seconded by: C. Laitinen

All in Favour – Carried

Motion to approve minutes, agenda, and conflict of interest to be sent and motioned prior to the meeting

Moved by: D. Graystone Seconded by: C. Laitinen

All in Favour – Carried

Motion to approve all new documents (ie. quality TOR and governance committee TOR) to be Wendy for signature and then forward to every Director

Moved by: D. Graystone Seconded by: G. Diluzio

All in Favour – Carried

Reports of Committees

HR Committee

Motion that the HR committee collaborates with the leadership team in reviewing vacation and float day policies

Moved by: D. Graystone Seconded by: E. McCooeye

All in Favour – Carried

Governance Committee

Debbie presented documents 'Board Manual Requirements' and 'Current Governance Policies'. She requested that all members go through the handouts and provide feedback. Lisa is to scan and send documents to all Directors.

Quality Committee

None

Finance Committee

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No report.

Motion for Finance Committee to be tasked with reviewing procedure for NPs third-party billing outside of appointment hours.

Moved by: D. Graystone Seconded by: C. Laitinen

All in Favour – Carried

Treasurer's Report

Deferred to next time. We are back on track with financials and January's financials will be presented at the March board meeting..

Adjournment:

Motion to adjourn at 8:14pm by W. Payne

Next meeting: **March 14, 2016**

Eric McCooeye, Board Secretary