

Algoma

Nurse Practitioner-Led Clinic

Board of Directors General Meeting Minutes

February 13, 2017

Time: 6:00pm

Algoma NPLC Boardroom

Present:

Wendy Payne
Cathy Nichols
Max Liedke

Giulian Diluzio
Brenda Warnock
Eric McCooye

Lyndsay Suurna
Mary-Ann Suraci

Staff:

Lisa Ash (Recording Secretary)

Regrets:

Christena Laitinen

Sandra Dereski

Call to Order

Wendy called the meeting to order at 6:04pm – quorum of board members present.

Approval of Agenda

Motion to approve the agenda with the following amendments;

- Addition of AOHC Discussion

Motion Moved; Motion Seconded.

All in Favour – Carried

Approval of Minutes

Motion to approve the January 9, 2017 general meeting minutes as presented.

Motion Moved; Motion Seconded.

All in Favour – Carried

Motion to approve the January 9, 2017 in-camera meeting minutes as presented.

Motion Moved; Motion Seconded.

All in Favour – Carried

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Motion to approve the January 16, 2017 HR committee meeting minutes as presented.
Motion Moved; Motion Seconded.
All in Favour – Carried

Motion to approve the January 23, 2017 governance committee meeting minutes as presented.
Motion Moved; Motion Seconded.
All in Favour – Carried

Motion to approve the January 31, 2017 HR committee meeting minutes as presented.
Motion Moved; Motion Seconded.
All in Favour – Carried

Motion to approve the January 31, 2017 email vote minutes as presented.
Motion Moved; Motion Seconded.
All in Favour – Carried

A discussion was held around voting by email. It was determined that a policy for this will be explored further.

Motion to have the Governance Committee review the voting by email policy.
Motion Moved; Motion Seconded.
All in Favour – Carried

Leadership Team Report

An update was given on the progress of recruiting the fourth NP. Two initial interviews have been completed with second interviews scheduled. Another initial interview is scheduled for this week. There are four applicants for the NP Lead position. It was announced that Sandra is expecting and will start her maternity leave in July. A discussion regarding her position was deferred. Our insurance policies will be due for renewal at the end of March. A discussion was held but this topic was ultimately deferred until a report is received from Sandra.

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Motion to approve the Admin Lead to request three quotes from the insurance broker.
Motion Moved; Motion Seconded.
All in Favour – Carried

Motion to approve the Admin Lead to prepare a employment contract for Dr. Curran as the Clinic's new consulting physician.
Motion Moved; Motion Seconded.
All in Favour – Carried

The leadership report and the dashboard report were reviewed.

An in-camera meeting was held and Lisa left the room at 6:35pm. She returned at 6:49pm.

Treasurer's Report

The financial statements ending on December 31, 2016 were presented and reviewed. Giulian has emailed Sandra with some clarifying questions.
Motion to accept the financial reports for the period ending on December 31, 2016 as presented.
Motion Moved; Motion Seconded.
All in Favour – Carried

Finance Committee

An in-camera meeting was held and Lisa left the room at 6:54pm. She returned at 7:25pm.

Governance Committee

It was decided that there still needs to be some wordsmithing done on the in-camera meeting minutes policy. This was deferred.

HR Committee

There have been four applicants for the NP Lead position. Christena is to review and update the current NP Lead contract. Sandra will also be submitted some suggestions for this.

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Quality Committee

Lisa provided a verbal presentation for the reporting indicators for the 17/18 QIP. A written report/plan is to be reviewed at the next board meeting.

AOHC Discussion

The board was advised of the activities of the Association of Ontario Health Centres (AOHC). Since the clinic is a member of the AOHC, there can be one person from the board who serves as a liaison. Wendy provided the specifics of this role and a discussion was held.

Nominating Committee

Wendy announced that she will be stepping down from the role of Board Chair in June. Eric, Cathy, and Lyndsay will be joining the Nominating Committee.

Adjournment

Motion to adjourn at 7:45pm

Next Meeting: **March 13, 2017**

Eric McCooney, Board Secretary

Date of Approval