

NP-Led Clinic Board of Directors

Minutes

Date: February 8th, 2010

Present:

Jane Breckenridge, Jane Ovens, Christian Provenzano, Debbie Graystone, Rich Peters,
Jane Sippell (teleconference)

Regrets: Juli Briglio, Mary Tasz

1. Call to Order

- D. Graystone called meeting to order
- additions to agenda:
 - 3.1.5 – Update: Audit RFP
 - 3.1.6 – Insurance Quote
 - 3.2.3 – Location – space
 - 3.2.4 – RFP – Insurance
 - 3.1.7 – New Director

2. Previous Minutes January 11, 2010

- Motion to accept: J. Breckenridge
- Seconded – J. Ovens
- Approved

3. Agenda Items

3.1 Old Business

3.1.1 Advertising Costs

- J. Sippell – large range from free to \$400.00
- Sault Star – approximately \$200.00
 - there is about \$2000.00 that has been allocated that could be used for recruitment
 - perhaps using the Health Leadership website
 - also suggestions made to use SooNews.ca, Sootoday.com and Job Connect

3.1.2 Human Resources Committee – J. Breckenridge

- posting and job description for Director has been updated according to feedback from J. Briglio and C. Provenzano
- see attachments

3.1.3 Update re: Banking

- bank account has been opened with Northern Credit Union
- funds will be transferred from Sault College once a letter of approval is sent from Director of Long-term Funds
- D. Graystone to contact Ministry for letter
- There are no other bills outstanding - \$10,000 remains

- 3.1.4 Update – Financial Statement re: Developmental Grant/Extension – D. Graystone
- there are no changes after the review
 - see attachment
 - \$10,800 has been earmarked in the budget for business consulting – review as to whether this can be used to pay architect
 - Space requirements document was reviewed
 - Motion to approve letter – C. Provenzano, seconded J. Breckenridge
 - Approved by Board

- 3.1.5 Audit RF – R. Peters
- RFPs have been sent out
 - Experience with clinics or in the medical field would be an asset
 - Expecting \$3000/year
 - First year should be approximately \$1000.00
 - Will bring back to board
 - Looking for a 3 year commitment

- 3.1.6 Insurance Quote – R. Peters
- quote has been received from Algoma Insurance
 - proposed quote \$10,000
 - interested in finding out what Sudbury is paying
 - discussion in Toronto that perhaps NP-Led Clinics should have a common carrier
 - D. Graystone to ask Sudbury who their broker is
 - Will bring back to Board

- 3.1.7 Proposed names for new Director – D. Graystone
- needs criteria was discussed
 - need G.P. who knows primary care
 - sub-committee will short-list and bring recommendations back to Board

3.2 New Business

- 3.2.1 Update QIIP Workshop – D. Graystone
- Very worthwhile
 - (see attachment)
 - NPAO was represented
 - Issues that were brought forward at the workshop need to be addressed by the Ministry
 - Some common themes: 1. physician compensation lacking 2. NP leadership 3. log – do not have one but will send the Ministry log to D. Graystone
 - There will be monthly teleconferences with NP-led clinics to offer support and share ideas

3.2.2 Review of Lease Agreement/MOH approval of space

- C. Provenzano, R. Peters met with J. Beatty and G. Grisdale from the College
- Looking at 2435 sq. feet
- Terms of the agreement are being worked on at this time
- The question is, is the space sufficient
- Quote of \$14.25/sq. ft for cost – inclusive of everything but janitorial costs
- Question – Is the Board comfortable with the current allocation
- Potential we may have an additional 300 sq. feet
- Perhaps reception in 100 sq. feet
- 200 sq. ft would be washrooms
- If successful – 2735 sq ft would be made available for the Clinic
- Suggestion made that C. Provenzano and R. Peters speak to the architect to see if this space is sufficient
- Currently there is no legal documents locking Clinic into the lease
- C. Provenzano will bring lease back to Board for next meeting
- R. Peters will speak to Henry (architect) to set up meeting with clinicians
- Suggested e-mail chain to determine will dialogue with architect
- The issues of concern are: 1. is there enough space with extra available
- College is keenly interested in having the Clinic located on site
- Juli will be back next week for discussion
- Will coordinate with Henry to meet with J. Briglio and D. Graystone
- For next meeting – issues that need to be addressed:
 1. confirmation of sq. footage
 2. determination if space will meet the needs of the clinic

3.2.3 Next Steps

1. meeting with architect and clinicians
2. job description
3. Sudbury insurance broker
4. lease review

3.3 Next Steps

3.3.1 Next Meeting Date

- Monday March 8, 2010 – 6:00 pm. – Sault College – A1131

Adjourned – 7:25 p.m.