

# Algoma

## *Nurse Practitioner-Led Clinic*

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

May 27, 2013

Time: 1800 hours

Algoma NPLC boardroom

#### **Present:**

Debbie Graystone

Juli Briglio

Jean Feagan

Eric McCooney

David Walde (phone)

Jane Breckenridge

#### **Staff:**

Sandra Lamon

#### **Regrets:**

Max Liedke

Rhonda Angeconeb

Mary Tasz

1. Debbie called the meeting to order at 1803 hours – quorum of board members present.
2. Approval of Agenda – the agenda was approved with two additions (nominating committee and NP recruitment update)  
Moved by: J. Briglio, Seconded by: J. Feagan  
All in favour - carried
3. Declaration of Conflict of Interests – none declared
4. Review April 22, 2013 Regular Board Minutes.  
Motion to accept minutes as presented  
Moved by: J. Feagan Seconded by: J. Briglio  
All in Favour – carried
5. President's Report – Debbie welcomed Ali Pettenuzzo as the NP Lead and introduced the board members.
6. Treasurer's Report (Max absent) – Reviewed the financial statements for period ending March 31, 2013; larger year end expenditures were noted and all questions addressed.

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Motion to approve the financial statements for the period ending March 31, 2013

Moved by: J. Breckenridge Seconded by: J. Briglio

All in Favour – carried

Sandra presented the draft capital audit report on behalf of Max for the year ended March 31, 2012 for review.

Motion to approve the Final Statement for Disbursements for the year ended March 31, 2012

Moved by: J. Breckenridge Seconded by: J. Briglio

All in Favour – carried

### **7. Business Arising**

#### 7.1. EMR Update:

Nightingale is on site for 3 days this week to do secondary training with the leadership team and staff. Providers are working on assessing available templates in the software and adjusting them to meet our clinic needs.

#### 7.2. Patient Enrolment Update:

Handout with patient enrolment numbers for April. Clinic is on track with enrolment plan and targets with ~1800 patients registered to date.

#### 7.3. Quality Committee:

Debbie discussed emphasis by MOH on quality improvement over the last year will impact the governance of the clinic; as such, one recommendation from the governance training session in Sudbury was to implement a board quality committee. This will be done at the AGM in June so board members were asked to consider volunteering for this committee at that time.

#### 7.4. Extended Hours/Patient Survey Update:

Evening clinics will begin this week; appointments will be available Wednesday between 5-7pm. Staff time for the evening clinics will be flexed into the week of the clinic. For security purposes, three staff will be on site and the college security will be notified of later hours. Only scheduled appointments will be seen during evening clinics at this time.

### **8. New Business**

#### 8.1. NP Lead Recruitment Update:

Motion to approve the hiring of A. Pettenuzzo per the email from D. Graystone on May 3, 2013

Moved by: J. Breckenridge Seconded by: J. Briglio

All in Favour – carried

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### 8.2. Plan for AGM:

The AGM will be on June 24<sup>th</sup> at 6pm at the clinic; dinner will be provided.

### 8.3. NP recruitment update:

The posting closed on May 24, 2013 with 3 applications received. Interviews will be completed in June.

### 8.4. Nominating Committee:

Reminder to members that the board has 1 vacancy and the committee is accepting names for potential members. There are also 2 vacancies on the Executive – Vice President and Treasurer. Please forward any suggestions asap.

### 8.5. Other:

D. Walde inquired about the physician recruitment plan. Ali updated the board that the leadership team was working on this as a priority item and have put together a plan to meet with the current physician prior to speaking with interested parties.

### 9. Adjournment:

Motion to adjourn at 1846

Moved by: J. Breckenridge

All in favour - carried

Next meeting: **June 24, 2013 - AGM**

\*All meetings will be held at Algoma NPLC, Willow Avenue.

**\*Reminder that food will be served at all board meetings.**