

NP-Led Clinic Board of Directors
Minutes
Date: November 16, 2009

Present:

Jane Breckenridge, Juli Briglio, Jane Ovens, Christian Provenzano, John Robertson,
Debbie Graystone, Rich Peters, Mary Tasz (teleconference)

Regrets: Jane Sippell,

1. Call to Order

- D. Graystone called meeting to order
- additions to agenda:
 - 3.1.7 – Update: Ministry
 - 3.2.2 – RFP – Auditors
 - 3.2.3 – Location – space
 - 3.2.4 – RFP - Insurance

2. Previous Minutes October 19, 2009

- Motion to accept: J. Briglio
- Seconded – J. Robertson
- Approved

3. Agenda Items

3.1 Old Business

3.1.1 Update re: finalizing Articles of Incorporation – C. Provenzano

3.1.2 Review and finalize by-laws

- C. Provenzano has spoken to Carlo will pass along the minute book to Christian
- Carlo will provide his billable hours – not to exceed \$2000.
- Christian will bring the completed minute book to the next meeting

3.1.3 Update RFP for Architecture – R. Peters

- an electronic copy has been sent to all members for comment and approval
- Approved by Board
- Rich will issue RFP to local architects – no costs to be incurred for RFP
- a two week deadline has been set
- Rich will include that the budget for capital dollars should be 7-9% of budget

3.1.7 Update – Ministry – D. Graystone

- Debbie has been speaking with Barbara Richmond
- a letter has been received with the approved Human Resources schedule (see attached)
- the total annualized approval for salary/wages and benefits for the IHPs and administrative position is \$514, 308.62
- changes to the original business plan include: 2 Nurse Practitioners instead of 3

- a concern was raised that the number of patients has not been revised – the number of patients is still showing as 2400
 - Debbie to ask for a draft operating agreement from the Ministry for the three years
 - Juli Briglio will contact Clinic in Sudbury to determine if they will share information on salaries
 - current budget salaries related to NPs do not reflect current wage levels and would not allow for recruitment of “seasoned” NPs
- 3.1.4 Update Human Resources Committee – J. Breckenridge
- Jane will contact T. Scott at SAH to obtain current job descriptions for NPs and Director
 - AHU will also be contacted
 - Jane and Julie to provide update at next meeting
- 3.1.5 Update re: Banking Information – R. Peters
- Rich reported that the deadline had been set for November 16th at 4:30 p.m.
 - 4 institutions have asked for extensions to November 18th
 - Rich will circulate the results to the Board and ask for an on-line vote for recommendations of which institution will be selected
 - Article will be required to open the account
- 3.1.6 Increasing Public Awareness – C. Provenzano
- would like to re-draft the press release with no specifics
 - the spirit of the release would be that we are working to get the Clinic opened
 - the college is receiving a lot of calls regarding the clinic
 - perhaps a phone line with a recording stating that we are opening soon and that we are not taking waiting lists
 - Christian to re-draft and circulate to board members
 - in addition Christian will attempt to have the Sault Star pick up on the story and interview Debbie
 - for the future – perhaps developing a website
- 3.2 New Business
- 3.2.1 Policies for Governance
- a committee was formed – C. Provenzano, J. Briglio, J. Robertson
 - each member will review and discuss the policies and will bring back recommendations to the Board
- 3.2.2 RFP – Auditors – R. Peters
- a draft copy has been provided to Board members for review and approval
 - Board in agreement that the document be sent to local firms
 - deadline is Dec. 4, 2009

3.2.3 Location – Space – R. Peters

- College faculty and staff have asked about the possibility of the space being available for the next semester
- the Board is not adverse to the space being utilized by the College until such time that renovations begin
- D. Graystone to contact the Ministry for a timetable
- recommendation that a draft lease agreement be developed with the College
- Rich has indicated that another College V.P. will be part of the negotiations as there is a conflict of interest for him

3.2.4 RFP – Insurance – R. Peters

- Rich would be looking for quotes from brokers with regards to both Board member insurance and Clinic insurance
- J. Briglio to check with Sudbury regarding coverage for NPs

3.3 Next Steps

3.3.1 Transitional Funding Part 2 – D. Graystone

- Part I to be resubmitted – R. Peters, D. Graystone, Mary Tasz

3.3.2 Next Meeting Date

- Monday December 14, 2009 – 6:00 pm. – Sault College – A1131

Adjourned – 7:25 p.m.