

NP-Led Clinic Board of Directors
Minutes
Date: March 8, 2010

Present:

Jane Breckenridge, Jane Ovens, Christian Provenzano, Debbie Graystone, Rich Peters,
Juli Briglio

Regrets: Jane Sippell, Mary Tasz

Guest:

Henry Pietrzakowski – Architect

- made presentation to Board of 3 possible scenarios of NP-Led Clinic
- these were developed with input from J. Briglio and D. Graystone
- floor plans were provided to Board with ensuing discussion
- Board members to determine if floor space is adequate and will get back to Henry
- regarding timing of construction – once tenders are completed construction could begin at the beginning of May and would take approximately 4 months

Roundtable discussion (after departure of architect)

- space is 2700 sq. feet – concern that this is not adequate
 - architect has assessed and provided drawings – NPs have provided their input
 - with more sq. footage comes additional cost
- the Board decided to table the decision and meet in next week when full Board can provide input
- at that time a vote will take place
 - currently the vote is 4 yes, 1 abstain, 1 tabled for next meeting

1. Call to Order

- D. Graystone called meeting to order
- additions to agenda:
 - 3.1.6 – Financial Audit

2. Previous Minutes February 8, 2010

- Motion to accept: J. Ovens
- Seconded – C. Provenzano
- Approved

3. Agenda Items

3.1 Old Business

3.1.2 Human Resources Committee – J. Breckenridge

- posting and job description for Director approved by Board
- waiting for logo from Ministry

- 3.1.3 Update Board Nominating Committee
 - after short-listing potential candidates the top candidate was approach
 - Dr. Janet Willet respectfully declined as she does not have the time to attend meetings at this time – has just take on another post
 - D. Graystone will approach the next candidate – Dr. Susan Fabbraro
- 3.1.4 Update – Architect/Floor Plans
 - completed at beginning of meeting with guest Henry Pietrzakowski
- 3.1.5 Update re: Insurance quote
 - 2 quotes have been received – approximately \$8800/year
 - D. Graystone to complete third quote
- 3.1.6 Update re: Financial Audit
 - RFPs received
 - Fees range from one year - \$500-KPMG to \$3000-Grant Thorton
 - Year 2 and 3 - \$3600 - \$5000 respectively
 - Motion: To accept KPMG to perform financial audits for the NP-Led Clinic
C. Provenzano
J. Breckenridge
Approved
- 3.2 New Business
 - 3.2.1 MOHLTC Update
 - copies of budget were provided
 - discussion ensued regarding budget lines
 - D. Graystone to contact David Oraziotti’s office regarding lag in funding
 - 3.2.2 IT Consult/EMR
 - D. Graystone suggested that we perhaps look at having a consultant review those EMRs that are out there in preparation for the clinic start-up
 - The EMR which was used in the initial proposal may not meet Ministry criteria now
 - Perhaps SAH and/or GHC could be of assistance
 - IT staff in those locations would know the requirements and what is out there
 - Suggested that we hold off on hiring a consultant until funds are received
 - D. Graystone to e-mail Barbara regarding lack of funds and that we cannot move forward
 - 3.2.3 Transforming Northern Health: Innovations Making a Difference (Ontario Rural Council)
 - conference information provided – March 31, 2010
 - Board supported D. Graystone and other interested members in attending

3.2.4 Next Steps

3.3 Next Steps

- additional meeting week of March 15th
- finalize floor plans

3.3.1 Next Meeting Date

- Monday April 5, 2010 – 6:00 pm. – Sault College – A1131

Adjourned – 8:45 p.m.