

NP-Led Clinic Board of Directors  
Minutes

Date: November 8, 2010

Present:

Jane Breckenridge, Debbie Graystone, Juli Briglio, Christian Provenzano, Jane Ovens,  
Sandra Lamon, Rich Peters, David Walde, Mary Tasz

Regrets:

Jane Sippell

1. Meeting called to order at 6:05 p.m.  
Agenda Reviewed
2. Previous Minutes  
– October 18, 2010 – C. Provenzano, J. Ovens approved with amendments
3. Agenda Items
  - 3.1 – Old Business
    - 3.1.1 – Update Human Resources Committee
      - web postings have been done for NP-Lead position – closing date November 30, 2010
      - applicants for the newspaper ad have been contacted and advised that the budget process has been delayed and that the Board will contact them when approval is reached
      - discussion ensued regarding clarifying job descriptions of NP-Lead and Administrative Lead
      - appears to be a number of areas of duplication
      - the H.R. Committee will meet to review and revise the NP-Lead job description
      - revisions will be brought back to the Board for approval before the next meeting
    - 3.1.2 – Update Architect/Floor Plan
      - handout provided with reductions to proposed renovations after R. Peters met with architect and contractor (please note: contractor is aware that the contract has not yet been awarded)
      - a draft copy of the adjustments was sent by S. Lamon to the Ministry to gauge their reaction
      - R. Peters explained that bids required certain allowances and upon review it was clear that some allowances were excessive – handout illustrates the savings
      - in addition, the NP-Led Clinic, as a not for profit organization will receive an HST rebate which is reflected in the handout

### 3.1.3 – Capital Funding Agreement

- S. Lamon e-mailed the Ministry and received an email back approving the \$525,678.26
- R. Peters, S. Lamon need to negotiate a contract with Barban - they will prepare the contract and forward to C. Provenzano for legal opinion
- the Board agreed that at the time the contract is awarded we will also have the schedule for Barban

### 3.2 – New Business

#### 3.2.1 – Update MOHLTC

- as shown above in the Capital Funding Agreement
- discussion concerning the consulting physician position(s)
- S. Lamon will set up a meeting with Sault Care to explore collaborating on related to consulting physicians
- included in the meeting will be D. Graystone and/or J. Briglio

#### 3.2.2 – Financial Update

- R. Peters has been authorized by the Board to pay architecture firm a sum of \$10,000
- there is a balance owing
- S. Lamon to remit payment to Sault Area Hospital for teleconference charges
- S. Lamon confirmed that insurance is now in place

#### 3.2.3 – Research Study – Nikki Shaw

- N. Shaw is assisting with EMR selection in conjunction with Technology Committee
- N. Shaw asked the NP-Led Clinic to be a partner in a five year study related to Childhood Obesity Research Network
- asking for a letter of support from the Board
- S. Lamon, on behalf of the Board, will provide a letter of support within the limits of our resources – she will copy D. Graystone
- EMRs are being reviewed
- S. Lamon has provided an evaluation sheet to be completed by Technology Committee members to evaluate each program
- new technology is web-based
- support and maintenance agreements are also being reviewed as part of the packages

### 3.3 – Next Steps

#### 3.3.1 – Next Meeting Date

- December 9, 2010 – 6:00 p.m. – 390 Bay Street

Meeting adjourned – 7:30 p.m.