

Algoma NP-Led Clinic
Committee Meeting:
January 11, 2010
Time: 6:00 p.m.
Sault College Room A1131

Present:

Richard Peters
Jane Breckenridge
Jane Ovens
Julie Briglio

Christian Provenzano
Jane Sippell
Mary Tasz
Debbie Graystone

Motion to approve Previous Minutes: Jane Sippell
Jane Breckenridge

3.1 Old Business

3.1.1 Update RFP's for architecture – Rich – MGP Architects has submitted for this project. Fee is reasonable
Rich met with them Friday, anxious to get going and will work on project with understanding that we will get the funding
Fees 17,750.00
Motion: to accept proposal of MGP Architects and will instruct firm to proceed with initial direction to limit self to \$10,000 until we have funding in place.
Motion moved by: Christian Provenzano
Seconded Jane Ovens

3.1.2 Update Human Resources Committee
Report from Jane B. and Julie –review of Job description for Clinic Director
Addition of administrative, operation
Review of posting for paper
Do we have a logo? Will we have a logo? Determine if we could involve program from Sault College to develop this.
Will also need to use Ministry of Health logo
Debbie: to ask MOH if there is something that they can give us to use
Northern Ontario websites
RNAO website
NPAO website
Northern Papers
SAH hospital
Workopolis
HR

Individuals to investigate in own organizations to determine other places to advertise.

- 3.1.3 Update Banking: Rich went to Northern Credit Union and he is comfortable with dealing with this organization. Has made arrangements to go in and fill out some forms

Christian to do a resolution specific to Northern authorizing individuals as signing authorities

- 3.1.4 Update Policies for Governance

Christian and Julie will work on policies for governance. Policies and procedures have been worked on and will be delayed until n

Christian filed Form 1 with Ministry – done except for a few addresses.

Christian spoke to Dr. Robertson's

Three people were incorporated. Julie, Debbie and Christian. Three of them met and appointed Directors effective first meeting September 10th

Appointed the officers – board of directors accepted bi-law

Seal is approved

Bi-laws –signed as member and director

- 3.2 New Business

- 3.2.1 Update Financial Statement re: Developmental Grant Funding- Rich

Sitting with 10,000 to date

Mary Ellen \$24,396

Lawyer fees @ \$2,000

Leaves us with \$10,700

Asked for Graphic design in original application. Lumped it into administrative overhead

Expenses requested that we haven't received invoice for yet.

\$1500.00 reserved for audit

- 3.2.2 Extension/revision of DGA Funding – Debbie/Rich/Christian – executive are now going to speak with Barbara on Wednesday via teleconference re: next steps.

She inferred that we should plan for HR resources between now and end of March which leads us to believe that we are not getting funding until April 1st, 2010

Rich and Debbie to be point persons on teleconference because they have best understanding of grant.

Debbie had a conversation with Liz Baker with NP clinic in Belle River that is supposed to open next month. Not seeing much money either. They submitted statement over Developmental money as well

All cut back to two nurse practitioners – frustrating, counterproductive because we can't get clinic up and running

After call it will be brought back to full board.

Is there discretionary funding with funds remaining?

Action: Email summary to rest of board after meeting

- 3.2.3 Review QIIP Invitation re: Workshop Feb. 2nd and 3rd –Debbie
Three members of the board can attend.
Need to book rooms by Wednesday
Quality improvement team
Debbie to attend
Stream for Nurse Practitioner clinics
Debbie, Jane, Mary
Networking with other people
- 3.2.4 Next Steps
Teleconference on Wednesday
Names of physicians to put forward
Logo Rich
HR – where to post
RFP for audit services from Rich
Jane B. finalize draft for posting
- 3.2.5 .Dr. Robertson did resign from the committee and was reported by Debbie –
resignation accepted
Need to look at recruitment of another physician to take over from Dr. Robertson
Set up a Nominating Recruitment Committee (Development List , Jane Sippell,
Julianna, Christian, Debbie Graystone.
Will come back to the next meeting with who to approach and in what order
- 5.0 Round table
- Next meeting February 8th, 2010
- Meeting adjourned.