

December 14, 2009

Nurse Practitioner Led Clinic Board of Directors Meeting

Present:

Dr. J, Robertson	Christian Provenzano
Richard Peters	Jane Sippell
Jane Breckinridge	Mary Tasz
Jane Ovens	Debbie Graystone
Julie Briglio	

1. Call meeting to Order and Agenda Review
 - Richard 3.2.3 Insurance Update
 - Julie 3.2.4 Insurance Update
2. Previous Minutes Approval - November 16, 2009
 - Moving – Jane Breckinridge
 - Christian Provenzano
- 3.1 Old Business
 - 3.1.1 Christian – just received information today but will have the motions to pass for the next meeting re: finalizing Articles of Incorporation.
Bill to go to Richard Peters
 - 3.1.2 Review and finalize by-laws – Christian
Changes are in minute book to go forward at next meeting
 - 3.1.3 RFP did go out. Heard from two. Expect to receive two and possibly four. Date to select is 60 – 90 days. Tender closes tomorrow.
Action: Rich to send out summary upon receipt.
 - 3.1.4 Update Human Resources Committee – Jane and Julie
Have some templates, looking at job descriptions. Will develop job description and posting for the Director
Need to decide where to post
Need to make as transparent as possible.
 - 3.1.5 Update on Banking Info. – Rich
Received proposals day after last meeting
Appointment with Northern Credit Union to review, i.e. On- line banking, etc, assess internal systems for payroll

- 3.1.6 Update Policies for Governance- Julie/John/Christian
Series of policies are missing – to be completed
Christian will complete policies missing – group to review

New Business

- 3.2.1 Revisions for Transitional Funding
Cuts to some positions
Looked at different space requirements,
See Transition Funding attachment
No impact on medical equipment
Reduced number of examination rooms and renamed one as treatment room
IAP work station reduced – 1 less work station
Table 4 – made some adjustments with numbers
Appendix A – head count changed to reflect what approved for
Appendix B – changed the rooms
Gross up factor reduced from 125 to 110
Add 25 square feet to social worker office to allow for counselling within the office
Need to consider future growth so that we can be aware of future needs in terms of electricity, plumbing, space.
Need to ensure sinks in each examination room
Transitional and Business and Operational Plan need to be resubmitted to reflect change in staffing allocations, etc.

Motion to Accept Transitional Plan Funding Application as amended December 14, 2009

Moved by: Christian
Seconded by: Dr. Robertson
All in favour

Action:

Rich to work on numbers for Nurse Practitioner salary at \$93,000.
Jane to look at salaries across Sault Ste. Marie and will put together a comparison of numbers

- 3.2.1 Update MOHLTC- Debbie
Conversation that wages were as they are and we need to do the transitional funding application revision
- 3.2.2 Insurance Update – Richard
Budgeted previously was 8700.00 for coverage of everything for Board
Richard is asking for a quote
Broker contacts the company – one flat fee

Discussion of what type of insurance is required for directors, clinics, nurse practitioners.

Rich will get a quote and bring it back to the next meeting clarify what board needs and what clinic needs.

3.2.3 Insurance Update – Julie

Nurse Practitioner will need own insurance 5 million liability

Need to look more into the association for nurse practitioners. Debbie to follow up with this once approval

Long term/short term benefits need to be found through Great West Life.

3.3Next Steps

3.3.1 Next Meeting Date January 11, 2010

5. Round Table

6. Parking Lot – Transitional Funding Part 2-

7. Adjournment