

Algoma NP Led Clinic

Date: July 18, 2011

Time 1800

Present:

David Walde Rhonda Angeconeb

Debbie Graystone Max Liedke

Mary Tasz Jane Sippell

1. Call meeting to Order and Agenda Review – Debbie 1805
2. Previous Minutes Approval – June 27, 2011 – motion to approve – Moved David/ Seconded Dr. Walde
3. Agenda Items – accepted

Old Business

- 3.1.1 Update Human Resources Committee – Jane B./Debbie – Two interviews with 2 NP's one was from Sudbury and one was from the states. References were checked and are in position to do formal offers. Sandra is asking for approval of board to move forward of this Moved by Max and seconded by Dr. Walde
Board is in favour of moving forward with following through with formal position offers. Both will need RNEC to work in this clinic
- 3.1.2 Update Architect Contractor – Sandra/Debbie – Debbie gave update. Met last week with contractor and architect. Delayed because of entrance requiring changes. These changes were not made by the architect until about three weeks ago. We are a little over budget by about \$7000.00 (less than 1%)
- 3.1.3 Update MOHLTC - Sandra – got our money on Friday. It was the correct amount that we were intended to receive.
- 3.1.4 EMR Update – Sandra/Dr. Walde – We had a conference with the Ministry and they will not approve us with “IntraHealth”. IntraHealth is in the approval process and have gone through the initial hurdle, the larger piece of getting certification. They will be doing their beta site set up this week. Ministry has said best to use paper until certified or use certified contractor. IntraHealth has said that they will enter into a contract with us with no cost until certified. Nightengale in the meantime has not come back to us.
Action: Need to get from Intra Health if they are certified and then don't invoice us for August and September at all or pro-rate from October certification. Recommendation to go with Intra Health – enter into contract with Inter Health on understanding that it

will be certified. Motion to approve going to Intrahealth with stipulation that we will not be billed for August/ September and secondly that they will be certified. Moved Jane Sippell and seconded Dr. Walde

New Business

- 3.2.1 Financial Update Sandra – Operating and One time funding money has arrived.
- 3.2.2 HR Plan Sandra – Sandra walked board through the next six weeks to help us to determine when we could open. Critical Steps – Beginning of August – Finalize consulting physicians for the clinic and by mid August expect to have interviews completed. All of the staff to be hired and on site by end of August to begin orientation and training. EMR implementation late August
- 3.2.3 Furniture and Equipment Update Sandra – Sandra has received three quotes for furniture. Three different companies were approached. References were received from the architect. Hospital is going through people that are interested in purchasing equipment at this time and then we can be in line for equipment. Vendors were asked to come in and give us the best option to maximize the space. All came reasonably within each other. One was \$15,000 more but gave most functionality. Highest bidder was \$39,000 and our total furniture budget is close to \$70,000. The Clinic is working well within budget. Two of the sites gave the simplest solution and the one other company tried to really work the space. This does not include clinical equipment, signage, computers, etc. Recommendation by Sandra is to go with Trillium Office Furniture. Moved by Max Liedke and Rhonda Angeconeb . All in favour

3.2 Next Steps

- 3.3.1 Next Meeting Date – August 22, 2011 at 1800
- 5 Round Table
- 6. Parking Lot
- 7. Adjournment -1935

In Camera July 18, 2011 NP Led Clinic Meeting

3.1.1a Update NP Led Contract Sandra –

Employment agreement developed for Rita Manarino but when met with Rita the 10,000 dollar stipend was not in this. Sandra developed a vacation policy to start negotiations for hiring of Rita. 3 weeks vacation first year and then 4 weeks in the second year. Moves to five weeks in the 6th year. HR committee felt a starting point was required to negotiate with Rita.

Discussion over what is the right amount of vacation to begin with. It was felt that there should be more than three weeks vacation offered.

Looking at a start date. Rita is prepared to start July 25th. It is felt that there will be two offices available for Sandra and Rita to work

Expectation the first year will be busy for everyone.

Motion to approve hiring of Rita – moved by Jane Sippell and seconded by Rhonda Angecone

Motion to move out of camera: Max Liedke

Rhonda Angecone