

# Algoma

## *Nurse Practitioner-Led Clinic*

### **Board of Directors Regular Meeting**

November 7, 2011

Time: 1800 hours

Algoma NPLC boardroom

#### **Present:**

Jane Sippell	Debbie Graystone
David Walde	Mary Tasz (recorder)
Jane Breckenridge	Steven Shoemaker
Rhonda Angeconeb	

#### **Staff:**

Rita Mannarino	Sandra Lamon
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#### **Regrets:**

Juli Briglio	Max Liedke
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1. Debbie called meeting to Order & Agenda Review – 1800 hours
2. Review September 7, 2011 Board Minutes – Motion to Accept minutes –  
Moved by: Jane Breckenridge Seconded by: Jane Sippell  
All in Favour – carried
  - 2.1. Review October 3, 2011 Board Minutes – Motion to Accept minutes –  
Moved by: David Walde Seconded by: Jane Sippell  
All in Favour – carried
  - 2.2. Review October 13, 2011 Executive Committee Minutes – Motion to Accept  
minutes with amendments  
Moved by: David Walde Seconded by: Debbie Graystone  
All in Favour – carried

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### 3. Agenda Items

#### 3.1. Old Business

- 3.1.1. Update Human Resources – Sandra and Rita updated that they hired last position Stephanie Coccimiglio as pharmacist and she is starting on Thursday. Social Worker hired was Sarah Schryer and she started two weeks ago. Shari Comerford was hired as the second Nurse Practitioner with an official start date of December 5<sup>th</sup>. Dr. Kargbo signed contract. Other physicians have expressed interest in providing back up to Dr. Kargbo.
- 3.1.2. Review Patient Registration Process – First wave of registrations received 419 total applications and as of the end of this week every person was booked with an intake appointment. Rita began seeing patients for their initial appointments and follow ups the week of October 24th. Applications were sorted by age and complexity to determine whether given a group intake and individual intake appointment. For second wave, recognized patients are presenting with complex health concerns and all staff are now busy with their own practices, it will have to be a concerted effort by all to assist with intake for this wave. Next round of registration will be announced at the Grand Opening targeting around 250 for this round.
- 3.1.3. Financial Update – Reviewed July, August and September Statements – motion to approve all statements  
Moved by: Steven Shoemaker Seconded by: Jane Breckenridge  
All in Favour - carried
- 3.1.4. NP Recruitment Strategies – Rita updated the NP from Sudbury is still undecided – she still needs to sell her house; there is another NP wanting to meet with Rita informally to find out more about the program. Rita has spoken to some of her colleagues that could be a possibility; another will come by over Christmas and tour the clinic. HFO advertisement updated.
- 3.1.5. EMR Update – Sandra heard back from Ontario MD and met with them Tuesday on Teleconference; majority of support will be through sharing of manuals regarding selection process and change management. Confirmed with Sandra Intrahealth is still in the cue and must still go through the approval process but it could be up to another two or three months. Cumbersome to have paper charts but it could be worth it to get the right system. Nightingale and Intrahealth demos were done with Rita and Sandra. Sandra and Rita to monitor need and use and report back to the board on a recommendation.

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3.1.6. Grand Opening Update – Confirmed date is November 18<sup>th</sup> at 1:00 p.m. final list saw 90 people invited. Including staff and board 56 people have confirmed. Board directed Sandra to invite Bryan Hayes, MP, as a guest to the event.

### 3.2. New Business

3.2.1. Governance Strategies – Debbie – need to look at the role of the board and what the board *needs to know*. *Sandra and Rita will continue to give updates as required*. *Need to review governance – what does it mean, relationship with community, fiscal responsibility, patient satisfaction, and anything that can impact on satisfaction of patient and staff. Defer further discussion for next meeting as many members had to leave the meeting at this time.*

3.2.2. Committee Membership – Deferred

3.2.3. Executive Committee Terms of Reference – Deferred

3.2.4. HR Policies – Reviewed the following policies:

Court Leave,

Background and Criminal Reference Check,

Harassment Policy and Program,

Violence Policy and Program,

Domestic Violence Policy – Motion to approve policies as presented

Moved by: Rhonda Angeconeb Seconded by: Jane Sippell

All in Favour - Carried

### 3.3. In Camera

3.3.1. Review Employee Performance Process - Deferred

4. Next Meeting Date: **December 5, 2011, 1800 hours** Algoma NPLC, Willow Avenue.

5. Adjournment of public meeting – 1935 hours