

Algoma NP Led Clinic
December 9, 2010

Present:

Christian Provenzano
Richard Peters
Jane Breckinridge
Jane Ovens

David Walde
Jane Sippell
Mary Tasz
Debbie Graystone

Regrets: Julie Briglio

1. Call meeting to order – December 9, 2010
2. Previous Minutes Approval - Approved – Dr. Walde
Seconded – Jane Ovens
3. Old Business
 - 3.1.2 Update Human Resources Committee – discussion – The NP Lead – responsible for anything to do with clinical aspect of the program. The Administrative Lead would be involved in operational issues.
Overall principle should be there rather than specifics –
Responsible for working with admin lead to address tracking and resolving quality and infractions
Addresses clinical issues in conjunction with the Administrative Lead
Responsible for review and development of clinical policies and procedures
ACTION: HR committee will continue to work on duties and responsibilities
 - 3.1.3-Update Architect/Contractor – Sandra and Rich – following last meeting approached the contractor and had some discussions. When made clear funding wouldn't be in the time frame he decided to wait until funding was received. He has agreed to extend 30 days. Original to run out at the end of December.
Contractor understands changes to the contract. Insurance is lined up and ready to go. Missing money in the bank to start the construction.
Sandra has contact with Joel – all information submitted to Joel last week. Clarified questions with Joel on December 6, 2010. Spoke with him this afternoon – he completed everything from his end and it is now in approvals.
Formal agreement needs to be signed. Need to put pressure on to ensure funding occurs in an expidious manner
 - 3.1.4 Capital Funding Agreement – send December 1, 2010 in approval process
- 3.2 New Business
 - 3.2.1 Update MOHTLC – spoke with Ministry office – get minimal updates. Only know DGA is in approval
Suggestion is to look at Line of Credit.
Made second extension request at the end of October

3.2.2 Financial Update - Cash flow is very low

Option – wait or look at accessing other funds like a line of credit

Will most likely see money in January

Insufficient funds to make payroll in December

Short - \$2,000 dollars without paying everything that needs to be paid

To clear everything need \$44,000.

We would be approved for a line of credit. Could be \$20,000 - \$40,000 – one time demand loan and pick a set date to repay or keep an ongoing line of credit at prime +

Need to be able to pay our obligations. Need to put pressure on Ministry

Pay Sandra and have discussion with whoever is cheapest and look into line of credit.

Don't pay any other bills we could make 2 pays but not third.

Motion to set up line of credit with our bank. Start drawing on line of credit for payroll only.

Need to put pressure on ministry

Move to set up appointment with Northern Credit Union with a maximum of \$20,000

MOTION:

That we apply for an operating line of credit to a maximum of \$25,000 to meet our payroll obligations

Dr. Walde moved

Christian Provenzano – seconded

All in favour –

Carried

We must make representation to the Ministry so that they will understand our urgency for funding.

Line of Credit is only to be used for payroll.

Space –Sault College – Rich will help find office space for Sandra. Thank you to Christian for housing Sandra

3.2.3 EMR Review - Dr. Walde and Sandra have been attending sessions for EMR. At this point Health Screen seems to be the front runner. Nightengale might be back on the table . Local server tends to be quicker. Debbie emailed Jeff Weeks to meet with linking with the hospital. SAH can build interfaces out. .Continue with EMR review and bring update to next meeting

3.2.4 Meeting with MD – Sandra sent letters to Bob Maloney and Janet McLeod. Dr. Maloney didn't have the time but would like to meet with Sandra to discuss clients.

Sandra hasn't heard back from Janet

Debbie is meeting with Al MacLean. They have Family Health Team Funding. He spoke with four MD's that are working with the Family Health Team doctors. They don't want to leave us hanging but don't want to commit fully to the NP Led Clinic. Debbie reminded him that emergency doctors did support this initially. Debbie will speak to other doctors to see if interested.

Our weakness at this point is that we don't have a doctor. GHC has huge weakness because they have a huge waitlist. Dr. Walde meeting with David Fera tomorrow to discuss potential commitment from GHC staff.

GHC funding has now changed which might allow us to form a partnership with them.

Suggestion by Jane Sippell for posting for MD to work with clinic. Where are we going to post? Health Force is the suggestion.

Further suggestion to advertise through the Academy. Job Posting to be drafted and sent to Jane Breckinridge

3.2.5 Meeting with APH –Meeting with Dr. Northan, Susan Woods, Anna Zuccato – discussion of patients that AHP might have for clinic. Sandra will explore with APH further ways of developing partnership

4. Round table – Christian – need to look at Annual meeting at some point. Need to set this date in the New Year We will need to ensure that we have our books in order. Need to close off our first fiscal year – could be done with opening balance sheet. Sandra did meet with the bookkeeper this week – Vivian Magic. Sandra thought it was a good meeting and would like to have her start in the near future.

Dr. Walde talking about a foundation to provide charitable services rather than money.

Motion: Enter into agreement with Bookkeeper Vivian Magic to manage the day to day bookkeeping for the Nurse Led Practitioner Clinic

Moved by Christian Provenzano

Seconded by Jane Breckinridge

All in Favour

Carried

5. Parking Lot –

6. Adjournment - Next meeting Tuesday, January 11, 2011 at 6:00 p.m. at NECCAC 3rd floor board room.

Meeting Adjourned at 7:30 p.m.