

Algoma

Nurse Practitioner-Led Clinic

Board of Directors Regular Meeting Minutes

May 9, 2016

Time: 6:00 p.m.

Algoma NPLC Boardroom

Present:

Wendy Payne
Eric McCooye

Giulian Diluzio
Christena Laitinen

Karen Barban
Debbie Graystone

Staff:

Ali Pettenuzzo

Sandra Dereski

Regrets:

Max Liedke

Lisa Ash (Recording Secretary)

Call to Order

Wendy called the meeting to order at 6:02pm – quorum of board members present.

Declaration of Conflict of Interest

None declared.

Approval of Agenda

Motion to approve the agenda as presented.

Motion Moved; Motion Seconded.

All in Favour – Carried

Approval of Minutes

Review of the April 11, 2016 board minutes and a discussion of changes to the minutes was held. Moving forward, minutes from previous meetings will be approved and signed with approved recording of amendments documented in the next meeting minutes.

Motion to approve the April 11, 2016 board meeting minutes as presented.

Motion Moved; Motion Seconded.

All in Favour – Carried

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The April 11, 2016 approved minutes were signed by E. McCooeye.

STANDING ITEMS

Leadership Team Report

A discussion was held regarding the meaning of 'The Pulse' of the Clinic. The draft dashboard template and legend were presented. The April and draft May stats will be provided at the next board meeting. Sandra provided an update for right of first refusal on the lease negotiations. A discussion was held regarding the HII Research Study and the benefits the Clinic received from its participation. Future projects will need to weigh costs and benefits. The Clinic's Team Affirmation was presented and discussed. Ali gave an update on the staff engagement report, focused on collaboration.

Motion to accept the dashboard template and legend as presented.

Motion Moved; Motion Seconded.

All in Favour – Carried

Chair's Report

The Chair and staff continue to develop methodology to keep the lines of communication open through regular meetings. Wendy reported on the strategic planning follow-up meeting and the fact that we have not arrived at a strategic plan is problematic. There is no expectation that a strategic plan will be available for review at the AGM. There is a lot of work and follow-up that needs to be done following the 3-hour session. Wendy asked for assistance to put the information that was collected into a report and to develop the values and KPI's. Christena stated that she would help. Work will continue with Jody at this time and the Board will consider the most appropriate facilitator for the next strategic planning meeting.

Business Arising

1. Attention to Signed Operating Plan for 16-17: The plan has been signed and submitted.

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Reports of Committees

Finance Committee

The March reports have been prepared on an accrual basis. Giulian commented on a few particular items and found the statements to be in order.

Motion to approve the financial statements for the period ending March 31, 2016 as presented.

Motion Moved; Motion Seconded.

All in Favour – Carried

We are using surplus NP salary budget to pay social worker as full-time and top up NP wage as per the agreement with MOHLTC. We anticipate MOHLTC will, at year end, allow the Clinic to use surplus from other lines to cover the insurance deficit. We did not forecast a premises deficit, despite the increased rent as other items within the line are anticipated to be under the budget allowance.

Motion to approved the annual budget for 2016-2017 as presented.

Motion Moved; Motion Seconded.

All in Favour – Carried

HR Committee

The Leadership Team performance appraisals will be shared with the board upon completion. It remained unclear as to whether the completed forms would be shared with the board, or whether the Committee would provide a summary only. There was further discussion as to whether other staff would be surveyed with respect to Leadership appraisal. While that component style of appraisal will not be used for this year, consideration will be given for it in coming years. It was noted; however, this could be a slippery slope, as the Board may be bound by the information it receives. The process for the Leadership Team PA's will be;

1. The proposed form will be used
2. Leadership Team member will provide her objective goals for the upcoming year
3. HR will then comment on the objectives

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4. The form will be completed by Leadership Team member and HR Committee
5. The board members will provide the input on the evaluation by May 16, 2016
6. HR Committee will present a report to the Board after the PA is completed

Motion to approve the Leadership Team performance appraisal process as noted above.
Motion Moved; Motion Seconded.

All in Favour – Carried

Governance Committee

The Board reviewed and commented on the documents presented by the Chair of the Governance Committee. Several amendments were proposed, see below (Debbie also took additional notes of suggested edits);

Board Manual

- Pg. 3 – ongoing care
- Pg. 4 – original values, vision, mission
- Pg. 5 – senior staff responsibility; send comment about collaborative practice
- Pg. 8 – add 'senior staff'
- Pg. 10 – report on exit interview when applicable; intent is to get high level information to the board

Board Application

- add to TOR

By-Laws

- Pg. 2 – endeavour to have 3 NPs
- Pg. 5 – maintain records; remove sentence about binder
- Pg. 8 – correct numbering

Note: E. McCooye left the meeting at 8pm.

Motion to approve the following board policies;

- Policy 2011-01 Accountability Statement (amendment – remove 'receives reports on staff changes')

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- Policy 2011-09 Board Evaluation (amendment – change to governance committee)
- Policy 2011-04 Code of Conduct
- Policy 2011-03 Conflict of Interest

Adjournment:

Motion to adjourn at 8:29pm

Next meeting: **June 13, 2016 – Annual General Meeting**

Eric McCooye, Board Secretary

Date of Approval