

# Algoma

## *Nurse Practitioner-Led Clinic*

### Board of Directors Regular Meeting

December 7, 2015

Time: 6:00 p.m.

Algoma NPLC Boardroom

#### Present:

Wendy Payne  
Eric McCooye  
Max Liedke

Karen Barban  
Debbie Graystone

Giulian Diluzio  
Christena Laitinen

#### Staff:

Ali Pettenuzzo

#### **Call to Order**

Wendy called the meeting to order at 6:00pm.

#### **Approval of Agenda**

Motion to approve the agenda as presented.

Moved by: D. Graystone; Seconded by: M. Liedke

All in Favour - Carried

#### **Declaration of Conflict of Interests**

None Declared.

#### **Approval of Minutes**

Review of the October 19, 2015 minutes. Motion to accept minutes as presented.

Moved by: D. Graystone; Seconded by: G. Diluzio

All in Favour – Carried

# Algoma

## *Nurse Practitioner-Led Clinic*

### **STANDING ITEMS**

#### **Leadership Report & Dashboard**

Ali Pettenuzzo reported that the team remains enthusiastic. There are some difficulties with the newest team member and these are being addressed through coaching and strategy. In the result, the probation period for this employee was extended an additional six weeks.

There was a discussion of the dashboard and the suggestion that it track reasons that patients have become inactive. There was a discussion of the wait list, with the expectation that 3 nurse practitioners should be carrying a load of approximately 2,400 patients.

Motion was brought to have reasons why patients are becoming inactive, tracked and reported to the board.

Moved by: C. Laitinen; Seconded by: D. Graystone.

All in Favour – Carried

There is further discussion of the dashboard, and members will reconsider the form and discuss at the next meeting in January.

Finally, there was a review of a written leadership report.

#### **Clinic ‘Pulse’**

Ali Pettenuzzo reported that the staff continues to report difficulty in relating to one of the other staff, and there was much discussion as to how to address that issue. It was also suggested that “Pulse of the clinic” be an item addressed at board meetings when there is something relevant to report.

#### **Chair’s Report**

Wendy Payne noted that the November meeting was cancelled due to the lack of quorum, although in future a meeting can be still be held, although no vote can be taken.

Wendy Payne also reported that Justin Reid had resigned and provided a letter of resignation.

Wendy Payne has been meeting regularly with Ali Pettenuzzo to keep a finger on the pulse of clinic and has discussed board support for the leadership team, and the necessity of communication between the board and leadership.

There were discussions of the issues of the division of operational and governance policy

# Algoma

## *Nurse Practitioner-Led Clinic*

Wendy Payne attended a board education and training session, which emphasized boards should keep their noses in and fingers out.

Wendy Payne further encouraged board members to air their opinions, but to accept and respect the board decision, and to keep all matters before the board.

The prime directives of the board members are to instill trust, integrity, loyalty.

### **Treasurer's Report**

Max Liedke presented the financial documents, and they were a few questions

Motion to accept the financial documents as presented and they were approved as amended. It was noted that we are under budget.

Moved by: M. Liedke; Seconded by: D. Graystone

All in Favour – Carried

### **Reports of Committees**

#### ***Executive Committee***

A discussion ensued that there was a vacancy for the vice chair, but the board would wait until two new board members are on the board before considering filling the vacancy. It was indicated that should the chair not be available the past president will then chair the meeting.

There is also a discussion concerning the lease with several issues being reviewed, including the terms of parking, snow removal, glass insurance, and rent. The lease expires in December of 2015, but Max Liedke noted that it would not be unusual for the terms of the lease to continue even if a new lease is not signed and while there is some urgency, it is not necessary to have the lease signed by December 31st, 2015. The Executive committee will continue to pursue the issues discussed.

#### ***HR Committee***

The committee discussed the issue of float days for staff, and there will be a production of the policies in that regard for review by the board at the next meeting. There followed an in camera meeting with respect to additional compensation for the NP lead and these minutes are contained separately.

# Algoma

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### ***Governance Committee***

Debbie Graystone reported that she has started to review the governance structure, and that it is expected the committee will meet in the new year to further review the policies. There was a discussion as to the production of a board biography, and when the new members are on the board, that issue will be readdressed.

### ***Quality Committee***

The quality committee is to work hand in hand with the governance committee, in a review of relevant policies and will present the terms of reference shortly.

### **Business Arising**

1. **Board Evaluation** – The board reviewed the board evaluation results, but deferred any further discussion pending more time to consider more time for the results.

### **New Business**

1. **Social Events** – A discussion took place with respect to a social event that would include the board and staff, it was suggested that the event would not be a Christmas event, but something in the New Year. The issue was therefore deferred for further consideration.
2. **Cards** – Card for Justin Reid/Christmas Card for Clinic. The board circulated and signed cards.

### **Adjournment:**

Motion to adjourn at 8:50pm by E. McCooeye

Next meeting: **January 11, 2016**