

Algoma

Nurse Practitioner-Led Clinic

Board of Directors Regular Meeting

November 26, 2012

Time: 1800 hours

Algoma NPLC boardroom

Present:

Max Liedke	Debbie Graystone
Jean Feagan	Eric McCooye
Mary Tasz	

Staff:

Rita Mannarino	Sandra Lamon
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Regrets:

Juli Briglio	Rhonda Angeconeb
Jane Breckenridge	David Walde

1. Debbie called the meeting to order at 1807 hours – quorum of board members present.
 - 1.1. Approval of Agenda – the agenda was approved as presented
2. Declaration of Conflict of Interests – none declared
3. Review October 22, 2012 Regular Board Minutes.

Motion to accept minutes with amended commencement time of the meeting to 1805
Moved by: Eric McCooye Seconded by: Max Liedke
All in Favour – carried

Business Arising

4. Review Financial Statements –

At the October meeting, questions arose regarding July and August statements, these were addressed and resolved. Sandra advised the board that the current statements are presented on a cash-basis.
Motion to approve the change that as of April 1, 2013, financial statements will be prepared on an accrual basis.

Algoma

Nurse Practitioner-Led Clinic

Moved by: Eric McCooye Seconded by: Max Liedke

All in Favour – carried

The Ministry has requested an audit of the Capital Funding Agreement be completed.

Motion to engage KPMG to audit the capital grant agreement.

Moved by: M. Liedke Seconded by: M. Tasz

All in Favour – carried

Motion to approve financial statements for the periods ending July 31, 2012; August 31, 2012 and September 30, 2012

Moved by: M. Liedke Seconded by: M. Tasz

All in favour – carried

5. EMR Update

Rita provided update; conversion not yet complete. A letter has been sent on behalf of the Board requesting Nightingale provide a timeline for completion of the EMR installation; we are awaiting a response. The leadership team has been applying a significant amount of time validating the data samples and this will continue “as often as required” until the data covers correctly.

6. Patient Enrolment

1524 applications have been received and processed since opening; 1320 are considered “active” patients. Since last wave opened in June, we have received approximately 350 registrations. The board expressed concern that this number is small compared to our capacity, and that we need a blitz to increase enrolment and consideration of extended hours. Staff was directed to provide a plan to the Board by the next meeting regarding extended hours.

7. Strategic Plan

The draft strategic plan was reviewed and amendments were made to ensure objectives were ongoing as opposed to just one period of time. Key indicators for were set out for remaining objectives and are included in the attached final copy of the SP.

Motion to accept the Strategic Plan for 2012-2014 with amendments and additions

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

All in favour - carried

Algoma

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New Business

8. Review of Insurance policy options

Options were presented to the board as advised by our broker. The board requested more information regarding the additional coverage for legal expense (defence costs).

Motion to increase the health liability limit to \$10M

Moved by: E. McCooeye Seconded by: Jean Feagan

All in favour – carried

9. Policies and Processes

The Privacy policy and Fire Safety Plans were presented.

Motion to approve the privacy policy and fire safety plan as presented

Moved by: J. Feagan Seconded by: M. Tasz

All in favour – carried

10. 2012 PAP campaign Update

The NPLC provided a PAP clinic for women in October – in total 28 women were seen, 9 of whom had a provider in the community. Of the 19 others, 8 have registered to the NPLC. The staff really enjoyed the clinic as well, we expect to participate in the Cervical Cancer Awareness campaign annually and will assess providing a similar clinic more often.

Next meeting: **January 28, 2013**

Adjournment at 1945 moved by all Directors.

*All meetings will be held at Algoma NPLC, Willow Avenue.

***Reminder that food will be served at all board meetings.**