

Algoma

Nurse Practitioner-Led Clinic

Board of Directors Regular Meeting

March 5, 2012

Time: 1800 hours

Algoma NPLC boardroom

Present:

Debbie Graystone	Jane Breckenridge
Jane Sippell	David Walde
Max Liedke	Rhonda Angeconeb

Staff:

Rita Mannarino	Sandra Lamon (recorder)
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Regrets:

Juli Briglio	Mary Tasz
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Steven Shoemaker

1. Debbie called meeting to order at 1814 hours – noted quorum of board members present.
2. Review February 6, 2011 Board Minutes – Motion to Accept minutes –
Moved by: Jane Breckenridge Seconded by: Jane Sippell
All in Favour – carried
3. Agenda Items
 - 3.1. Old Business
 - 3.1.1. Update Human Resources – Sandra and Rita updated Board:
 - NP offer made in February was formally denied, candidate stated main concern was insufficient extended health benefits plan.
 - A second NP was interviewed and reference checks are now being completed. Board approved making standard NP offer of employment to this candidate based on successful reference checks. Motion to approve making standard offer

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to NP candidate on successful reference check – Moved by: Jane Breckenridge
Seconded by: Max Liedke

All in favour - carried

- A 3rd NP candidate will be interviewed at the end of March

3.1.2. Review Patient Registration Process – Rita and Sandra updated the board on the 3rd wave of registrations which opened today. Process, again, went very well with few issues arising. Online registration filled in four hours and all paper forms were gone by the end of the day. This registration wave accepted 300 additional patients. To date, the clinic has processed approximately 700 applications. Clinic appointment reports were shared with board members and discussion around no show processes occurred. Recommendation to identify the number of working days in the clinic report will be implemented.

3.1.3. Financial Update – Sandra apologized for the late circulation of the report. The board went through the January report in detail. Motion to approve January financial statements – Moved by: Max Liedke Seconded by: Jane Sippell. All in favour - carried

3.1.4. EMR Update – Sandra gave an update on Nightingale discussions and negotiations. A final contract has been negotiated and approved by both Ontario MD and eHealth Ontario. The nursing secretariat has also given approval for the expenditure. The contract and cheque will be signed tonight and Nightingale representatives are going to be on site tomorrow to discuss next steps and pick up documentation.

3.2. New Business

3.2.1. Governance Strategies – Continuation of Strategic Planning session to be 1 evening in April. Sandra to survey board members for best date and room availability. No dates in March accommodated enough board members. Board began discussions of SWOT analysis to be continued at the full planning session.

*Note: Dr. Walde left meeting at 1920

3.2.2. Annual General Meeting – Board confirmed the date of the AGM will be June 4, 2012. Nominating committee will meet in March or April to review member terms and elections.

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Adjournment of public meeting at 1945 hours.

3.3. Next Meeting Date: **April 2, 2012, 1800 hours** Algoma NPLC, Willow Avenue.

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