

# Algoma

## *Nurse Practitioner-Led Clinic*

### **Board of Directors Regular Meeting**

December 5, 2011

Time: 1800 hours

Algoma NPLC boardroom

#### **Present:**

Debbie Graystone	Max Liedke
David Walde	Jane Breckenridge (recorder)
Rhonda Angeconeb	Juli Briglio

#### **Staff:**

Rita Mannarino	Sandra Lamon
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#### **Regrets:**

Mary Tasz	Steven Shoemaker
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Jane Sippell

1. Debbie called meeting to Order & Agenda Review – 1800 hours
2. Review November 7, 2011 Board Minutes – Motion to Accept minutes –  
Moved by: David Walde Seconded by: Rhonda Angeconeb  
All in Favour – carried
3. Agenda Items
  - 3.1. Old Business
    - 3.1.1. Grand Opening – Debbie mentioned that the opening went very well; it was well organized and well attended. Media printed 2 articles.
    - 3.1.2. Update Human Resources – Sandra and Rita updated Board:
      - Shari Comerford, NP began work on December 5, 2011
      - Still actively recruiting for more NPs, update: NP update – NP in Sudbury has taken her house off the market so will not be coming. There are 2 other NPs that are interested and speaking with Rita.

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- A concern was raised about RPN coverage – asking for consideration of reviewing hours at a later date – re: increase in hours – RPN staffing may become an issue in the New Year.
- 3.1.3. Review Patient Registration Process – Second wave of registrations took place on November 28, 2011 – online filled in 40 minutes – 100 paper copies were gone in the 1st day. Intake will take place in the next few weeks. Regarding no show process – the individual would receive 2 phone calls that they are required to complete their registration, a letter is sent requesting them to contact the clinic within 2 weeks and if this is not successful then they are sent a letter advising that their file is closed. Feedback has been very positive with regards to intake visits – results will be shared with the board.
- 3.1.4. Financial Update – a request was made to have monthly comparatives within Income Statement. Staff will be identifying what needs to be purchased in January. Ministry reports to be reported quarterly along with stats reports. Motion to approve October financial statements by: Max Liedke Seconded by: David Walde  
All in Favour - carried
- 3.1.5. NP Recruitment Strategies – discussed in HR update
- 3.1.6. EMR Update – A handout was provided to the board regarding EMR options and discussion. Intrahealth still in the queue – last communication with OntarioMD looking at approval in March or April. Therefore, implementation would not be until June. Sandra has been in discussions with NE LHIN regarding funding for infrastructure between hospital and NPLC, however, if we don't have a vendor selected by March the funding would not be available to us for this interface. An agreement was sent by the Nursing Secretariat for outlining the support and working relationship that will be provided by OntarioMD; all in favour of signing and returning. David Walde suggested that a letter be sent to Debra and also OntarioMD regarding the funding that we may lose out on.  
Sandra and Rita provided a demo on the database currently being used so the board understood the charting process for the time being.

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### 3.2. New Business

- 3.2.1. Governance Strategies – Debbie – a hand-out was provided to the board on different governance structures. David asked the staff which model they felt would be best suited; staff to review and discuss in January. Deferred until next meeting. David asked about charitable status; to be researched by Sandra Lamon. A new strategic plan will need to be developed dependent on the model selected.
- 3.2.2. Committee Membership – memberships were reviewed and will remain as follows:
  - Nominating Committee – Jane S, Mary T, Rita and Sandra
  - Executive Committee – set in by-laws to be President (Debbie), Vice-President (David), Treasurer (Max) and Secretary (Mary)
  - HR Committee – Jane B, Debbie, Juli
- 3.2.3. Executive Committee Terms of Reference – Motion to approve with amendments by Juli Briglio Seconded by: Rhonda Angecone
- 3.2.4. Medical Directives – Directives on point of care testing, receiving and dispensing samples, ordering bone mineral density tests and diagnostic tests were reviewed and a motion to approve the directives as presented was made by: David Walde Seconded by: Rhonda Angecone  
All in Favour - Carried

Adjournment of public meeting at 1935 hours.

In Camera

- 3.2.5. Review Employee Performance Process -

4. Next Meeting Date: **January 9, 2012, 1800 hours** Algoma NPLC, Willow Avenue.