

Algoma

Nurse Practitioner-Led Clinic

Board of Directors Regular Meeting

May 7, 2012

Time: 1800 hours

Algoma NPLC boardroom

Present:

Debbie Graystone Jane Breckenridge

Max Liedke David Walde

Mary Tasz

Staff:

Rita Mannarino Sandra Lamon (recorder)

Regrets:

Juli Briglio Rhonda Angeconeb

1. Debbie called meeting to order at 1805 hours – quorum of board members present.
2. Review March 5, 2012 and April 2, 2012 Regular Board Minutes and Executive Committee Meeting Minutes of April 17, 2012.

Motion to accept minutes of March 5, 2012 –

Moved by: Jane Breckenridge Seconded by: Max Liedke

All in Favour – carried

Motion to accept minutes of April 2, 2012 –

Moved by: David Walde Seconded by: Jane Breckenridge

All in Favour – carried

Much discussion ensued about minutes of Executive Committee Meeting; Different perceptions of what was decided at the meeting were felt by some of the executive members. Agreement was made to add the following clarification to the minutes:

- Rita will step away from patient population over the next 4 months to mentor newest NP and to work on clinical policies/procedures and will then re-enter into

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“patient care role” as of September 1st. The next wave of patient registration will be delayed at the discretion of the NP Lead.

Amendments will be made and the minutes will be reviewed and approved at the next regular meeting of the Board.

3. President’s Report – Debbie reminded the board that the Annual General Meeting of the Corporation will be held on June 4, 2012 at 6pm. All members have now received due notice of the meeting.

4. Agenda Items

4.1. Old Business

4.1.1. Update Human Resources – Ali Pettenuzzo started last week and has been orientating and started seeing patients. Sandra Mossa started last week as an NP student for the next 6 weeks; very busy for Rita doing orientation/training with both people.

- The clinic is celebrating Nurse’s Week this week.
- 4th NP interview was conducted and based on results, no offer will be made.
- Discussion on Management staff personnel files; Sandra asked how the board would like these to be stored so a formal policy can be developed. Personnel files currently are stored in a locked cabinet in the Admin Lead’s office and NP Lead and Admin Lead have keys. Discussion surrounding the storage of signed documents and access for the board and President ensued. Being a small, non-profit organization means there is no formal “HR department” and so we will need to use creative means of storing documents in a safe and secure way while ensuring access is available for the board/President. Agreement that further research and legal advice will be looked into by Jane Breckenridge and Sandra; a report back to the board on findings will be done for the next regular board meeting.

4.1.2. Review Patient Registration Process – New stats sheet was presented to the board and reviewed. No questions or concerns were raised. Discussion that once EMR is in place, the report may change because of access to more information.

4.1.3. Nominating Committee Update – A meeting of the nominating committee will occur in the next 2 weeks to discuss and finalize potential candidates. Jane B contacted the individual she suggested for a board member and the

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person is not interested at this time. Board members are asked to email any suggestions to the nominating committee within the next week.

A call for nominations for the two Officer positions was sent out to all board members last week by the committee. 1 nomination for President was received and no nominations for Secretary were received. Board members are asked to please send any nominations for these offices to the committee also within the next week.

4.1.4. Financial Update – Board reviewed the financial statements ending March 31, 2012.

Motion to approve March financial statements with amendment to one-time IT hardware line – Moved by: David Walde Seconded by: Mary Tasz.

All in favour – carried

Insurance policy review will be discussed at the regular board meeting in September.

4.1.5. EMR Update – Sandra and Rita met with Nightingale today and a tentative Go-Live date has been set for the end of June barring no complications.

The next 4-5 weeks will be very busy with planning, conversion of data and training of staff/management.

4.2. New Business

4.2.1. Strategic Planning Session – Session is planned for May 15th from 5-7pm; please confirm your attendance with Sandra for planning purposes.

Adjournment of public meeting at 1930 hours; Motion by Mary Tasz

4.3. Next Meeting Date:

Strategic Planning Session #2 – Tuesday May 15, 2012, 5-7pm

Annual General Meeting - June 4, 2012, 1800 hours

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

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