

# Algoma

## *Nurse Practitioner-Led Clinic*

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

April 2, 2012

Time: 1800 hours

Algoma NPLC boardroom

#### **Present:**

Debbie Graystone                      Jane Breckenridge

Jane Sippell                              David Walde

#### **Staff:**

Rita Mannarino                      Sandra Lamon (recorder)

#### **Regrets:**

Juli Briglio                              Mary Tasz

Max Liedke                              Rhonda Shoemaker

1. Debbie called meeting to order at 1806 hours – noted no quorum of board members present and as such, items were reviewed for information purposes only.
2. Review March 5, 2011 Board Minutes – Deferred
3. President's Report – Debbie informed the board that Steven Shoemaker has resigned from the board effective immediately due to personal reasons and he has taken on another board position in the community that will impact his availability.
  - 3.1. Debbie reviewed Sandra's performance appraisal last week with her. No concerns/questions raised.
4. Agenda Items
  - 4.1. Old Business
    - 4.1.1. Update Human Resources – NP offer has been made for 3<sup>rd</sup> NP, awaiting final decision from candidate. Another interview will be conducted next week with an NP candidate. Discussion about NP student placements this summer and potential to recruit new grads in the fall.

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4.1.2. Review Patient Registration Process – discussion on Ministry target of 800 patients/NP; NP lead requires time for admin processes associated with the role and must balance patient load with those administrative responsibilities.

4.1.3. Nominating Committee Update – Jane Sippell updated board on meeting of the nominating committee. Jane S and Mary's terms as directors are up, with possible renewal for a 2<sup>nd</sup> 3-year term. Jane has decided to resign. Steven's resignation will create 1 more vacancy and Mary is considering whether to stay on for a 2<sup>nd</sup> term. Therefore we will have 2 vacant positions on the board for sure.

4.1.3.1. Discussion of anniversary dates and suggestions for nominees occurred.

4.1.3.2. 2 Officer Positions also vacant; President and Secretary Positions will be vacant and the nominating committee will receive nominations for these positions over the next 6 weeks.

4.1.3.3. Considerations for candidates with legal background and community partner/mental health background should be priority for new board candidates

4.1.4. Financial/Banking Agreement Update – Deferred. Sandra will send email requests for votes on financial statements and banking proposal documents.

4.1.5. EMR Update – workflow and IT analysis currently underway to determine training and implementation timeline.

### 4.2. New Business

4.2.1. Strategic Planning Session – Session was planned tentatively for April 12<sup>th</sup> from 5-8pm

Adjournment of public meeting at 1854 hours.

4.3. Next Meeting Date: **May 7, 2012, 1800 hours** Algoma NPLC, Willow Avenue.

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