

NP-Led Clinic Board of Directors
Minutes

Date: June 14, 2010

Present:

Jane Breckenridge, Christian Provenzano, Debbie Graystone, Juli Briglio, Jane Sippell,
David Walde, Rich Peters, Jane Ovens

Regrets: Mary Tasz

1. Meeting called to order at 6:00 p.m.
Agenda Review – addition 3.2.5 – Addition to H.R. Committee
2. Previous Minutes – May 10, 2010 – David Walde, Christian Provenzano
- May 26, 210 – Christian Provenzano, David Walde
3. Agenda Items
 - 3.1 – Old Business
 - 3.1.1 – Update Human Resources Committee
 - job descriptions for NP-Lead and NP are in progress and near completion
 - scoring sheet and interview questions are near completion for Clinic Director position
 - H.R. Committee to meet
 - 3.1.2 – Update Architect/Floor Plan
 - floor plan presented
 - June 16th – D. Walde, D. Graystone will meet with architect to discuss changes
 - the Board requires a schedule – ie. tender documents, etc.
 - architect to provide timelines
 - 3.1.3 – Mission and Vision Statement
 - all Board members agreed to maintain original vision and mission statements
 - an annual review will take place and changes will be made as required
 - 3.2 – New Business
 - 3.2.1 – Update MOHLTC
 - D. Graystone submitted H.R. request to B. Richmond
 - handout provided
 - there has been a cut in the pharmacist and social worker
 - concerned about all new drugs and alerts – pharmacist plays an integral part
 - D. Graystone to go back to B. Richmond and ask for .5
 - dollars are needed for resources – hiring is taking place

3.2.2 – Financial Update

- R. Peters – deposit received from the Ministry - \$23,661.53
- have some dollars available for payroll
- there are invoices to be paid
- need to purchase accounting system, computer solution (health screen)
- insurance quotes are still outstanding - \$8500 - \$9000/yr premium

3.2.3 – Next Steps

- D. Graystone to forward questions to B. Richmond
- meeting with architect – Board requires timelines and schedules
- hiring of Clinic Director

Next Board Meeting – July 19, 2010

Meeting adjourned – 7:30 p.m.