

DR. RUSSELL M. HALL FAMILY HEALTH CENTRE
Board of Management
Monday, February 20th
At 7:00 p.m.

AGENDA

1. Call to Order
2. Approval of Agenda
3. Approve Minutes of Jan 30th
4. Correspondence, if any
5. Physician Recruitment
6. Financial Statements
 - Budget
7. Legal and Personnel
 - Lease request
8. Administrator Report
 - Computer upgrade
 - Electronic records update
- 9 Council items
 - Elections

Next Meeting: **March 20th, 2006**

Attachments: minutes, administrator report

Administrator's Report
February 16, 2006

- I have received confirmation that I am registered to attend the Billing Seminar March 30, 2006. I will be attending alone, as the Dr.'s have been very specific that they do not want anyone else handling the billing.
- I have received information from PAIRO regarding their new website. They have asked that we complete a form with our requests for physicians on it. We need to be specific as to what is the method of payment, for example, have we made a firm decision as to what we will offer locums?
- Due to both of Dr. Narancsik's nurses being unavailable for three days, I was filling in as his nurse. Unfortunately, the circumstances were unpreventable. This has caused a back log again for me. I have also had to cover the lab 2 days per week. We currently have two nurses which are considered casual employees. Neither has worked with Dr. Narancsik, which he prefers not to have, and Dr. Wendling has specifically mentioned that she would not want to work with one in particular. Should these nurses continue to be casual employees then?
- I did forward the agenda and approved minutes from the last two meetings to Kim at the Township office which were put on the website.
- Doug Buck and I have attended a meeting regarding the budget in council chambers.
- Dr. Narancsik's new computer is being installed.

- I have received feedback statements from students who attended the 2005 PAIRO recruitment tour along with a handbook on successful recruiting tips.

- I have interviewed two co-op students who will begin placement week of February 20th and week of February 27th. They are two very enthusiastic young women who are eager to learn and show great interest in the medical field in various areas.

- I have emailed "residents" again regarding our centre

- I have touched base with Linda VanLondersele from the Delhi Health Clinic. We both have expressed interest in networking to discuss various recruitment strategies. Due to both of our very busy schedules we have not been able to get together as of yet.

Kathy