

# Ontario Podortho Nurses Association

## Board Member Meeting Minutes

**Date:** March 21, 2020

**Location:** Teleconference

**Board Attendees:** Cindy Baillargeon, Erin King, Heidi Moniz, Marissa Ritchie-Kift, Sarab Dormani, Jen Lee

**Commencing:** 1300

**Members Absent:** all present

**Meeting Minutes taker:** Cindy Baillargeon

**Timekeeper:** Jen

### Old Business:

Erin and Cindy initiated a Seniors Community Grant Initiative application and attempted to submit the application to our Government website in 2019. However due to many variables they were unable to successful submit the application.

### New Business

The OPNA agreed to meet via teleconference to discuss details surrounding the SCG application, with hope of lodging the SCGI program this year (Currently it is not found on the government website). It is the boards mission to work jointly to bring success to this program so we can offer much needed Foot and Lower Limb Assessments to our aging population. The program will also bring recognition to the PodN industry and our association, subsequently clients will learn about the services we offer the community.

### Introduction:

- Erin touched on COVID19, wishing all well, welcome Jen to our organization and to the industry
- Erin suggests that Jen will be a perfect fit to act as a liaison for the board with CNO, RPNA, RNAO, etc
- CNO brings recognition to OPNA by referring foot care nurses to our organization
- Erin had a meeting with Dr Lusting – He is impressed with our organization. He has agreed to sit on our board to advice nurses and advocate for nurses dispensing orthotic. Erin states he is fantastic – he will welcome nurses to his clinic for further training. He will be attending the Sunlife meeting. ?cancelled due to COVID-19.

**Jen intro self** – comes from a multi-generation of Medical family members. Ed background - RPN, RN, now a Nurse Practitioner.

### Seniors Community Grant Discussion:

Cindy gave an overview of what has been completed and associate obstacles with submitting (see OPNA Board Member Meeting Agenda)

Erin spoke on past ideas for advertising the SCG and group discussion:

- Opportunity to get exposure to OPNA and Podortho nursing
- Budget: geofencing \$500/m
- The board discussed 3 main courses-of-action to promote (radio, social media, geofencing) in addition to MD offices and pamphlets
- Rotate advertising in relation to geographical areas Pod Nurses deliver care

Erin mentioned this grant is a steppingstone for more funding. Erin states the lady at the grant office indicated there could be more funding available once we get established, we could potentially qualify for more grants.

**SCG Question and answer period:**

1. How grant funding should be dispersed among Podortho Nurses
  - a. Total grant 25,000.00 (? -14,000, project expenditures)
  - b. Geographic area and per nurse
2. Will the nurse know how much funds are available to disperse among her clients?
  - a. After the costs of advertising and other expenditures have been determined, the OPNA will divide funds appropriate to geographical area
  - b. Funds for each client might vary depending upon many variables (client eligibility discussed below)
3. Considering timeframe of project
  - a. The nurse will have (?5-6 month, depending on timeframe of project) to use up the grant funds allocated for her clients
  - b. Remaining funds thereafter will be reinvesting in marketing (Eg referral form)
  - c. If there is an urgent need, and nurses have not used up allocated funds for her clients within the timeframe, the board can make the decision to redirect some of that grant money to other clients (basically, client care surpasses advertising).
4. Who receives grant money nrs of ct?
  - a. Nurse can do a Ct Eligibility Prescreen Assessment on the phone to assist with completing the OPNA SCG Application. The nurse might be able to submit the application for predetermination (if the nurse is familiar with the client, or for new clients if there is a strong prescreen score)
  - b. Alternatively, client pays for treatment then when nurse receives grant funds, she can reimburse the client

**Determining client eligibility for SCG funds:**

1. Criteria for client to receive funding (fall risk, no health insurance, income (\$30,000 or less), open wounds, Diabetes, heart disease, etc.)
  - a. Heidi suggested a “point system” then calculate the score to determine low, medium, or high risk (Client Eligibility Prescreen Assessment)
  - b. Heidi will implement the Ct Eligibility Point System and each member will work on perfecting it (share through google doc, or email)
  - c. PodN should investigate cts financial status but ct is not required to prove. Nrs must use own judgement based on assessments preformed.
2. Approving SCG Applications:
  - a. Heidi and Jen will collectively take in the SCG Assessment Applications to determine if clients qualify, Marissa will step in as needed
  - b. The board agrees that at least two members must agree to approve SCG Applications and the amount ct receives
  - c. If there is a conflict of interest (Eg; nurses’ client, another board member will step into the SCG Application Determination Role)
  - d. The board will notify the applying Nurse within 24-48 hours, to inform them if their client is approved or not (via email)
  - e. PodN will then be reimbursed via e-transfer (currently, Erin will be responsible for this transaction)

**Additional Notes:**

- Erin suggests Pod Nrs should charge a specific amount for initial assessment (?85). Cindy believes it would be more challenging in northern communities, such as hers. A specific range was suggested (?68-78).
- Erin suggests PodN give a Physician and Nurse Practitioner a Referral Pad with the nurse’s business name and log so they can refer clients to PodN. A templet can be found on the OPNA website.

**Submitting the Application:**

1. As our new Director of Community Relations, Marissa will communicate with government agency, and;
  - a. proofread the SCG draft copy from 2019 and make necessary suggestions and edits, and
  - b. collect the required documents for submission and upload the SCG project documents to the government website
2. Erin will have Marissa added to the Organization Contact List, so she can access the Government website and upload documents
  - a. Cindy also has the key government information (if needed for Marissa)
3. Cindy will send SCGI documents to Marissa (2019 Draft Copy, Appl. Guide, Checklist, etc) and assist as needed through this process
4. Action can be taken once confirmed grant is offered this year

**Tasks Delegated:**

1. Our new Membership Director, Sarrab will continue to focus on new OPNA memberships
2. **Jen or Heidi?** has experience with Graphic designs – she will help establish online forms with the OPNA logo
3. When new project documents are prepared, Jen agrees to proofread, edit and present any suggestions
4. Erin will continue to work on bringing recognition to insurance companies: advocating that PodN Clinics are a safe place to deliver client care and should be authorized on clts insurance policy so PodN can directly bill, orthotic dispensing direct bill, etc
5. Other tasks related to SCGI program are noted throughout this Board Meeting Minutes document
6. Cindy will work on documents for the OPNA as needed
7. Erin will continue building the PodN industry and maintaining the OPNA website

**Next Board Meeting:** to be assigned, possibly during summer months. The Board plans on meeting prior to submitting the SCGI application

**Meeting adjourned:** March 21, 2019 @ 1445

**Meeting Minutes Seconded by:** Erin King