

Minutes of the Regular Meeting of the Westbrook Visiting Nurses & Public Health Board on Wednesday, September 8, 2021.

Present: Carol Mullaney, Kim Bennett, Elizabeth Fernandes and Jim Dahl. (all via Zoom)

Call to Order: 7:14pm

Secretary's Report:

- Minutes from 6/9/21 were reviewed– Motion Jim D./ 2nd Elizabeth F. to accept as presented. All approved.

Financial Report:

- Current fiscal year budget update – FY 2020/2021 closed with adjustments made with Finance Department to account for FMLA and subsequent per diem usage
- Revenue review – Reviewed revenue to date with noted increase related to busy summer months.
- Next fiscal year budget – n/a
- Capital budget – n/a.

Administrative Supervisor's Report:

- Visit statistics – census and visit stats were reviewed, noting a significant increase in visits compared with previous year.
- Policy review – multiple policy revisions have been made and will be reviewed at next meeting.
- Staffing/Administrative matters – discussed status of FT and PD nursing staffing and agency needs to ensure patient needs are met.
- Software/Training – Fazzi training system has had name change to Wellsky. This system continues to work well for continuing education and new hire orientation.

Old Business:

- COVID19 update –CARES Act funding has ended. All clinical staff are vaccinated, but the town hall does not require town employees to be vaccinated at this time. The American Rescue Plan Act (ARPA) may have funds available for COVID related items/projects. No items identified at this time, but a suggestion was made to consider community education partnering with the senior center or school regarding vaccinations.
- PDGM – A new federal regulation coming for 2022 will require a Notice of Admission (NOA) for Medicare patients be sent to Medicare in place of a RAP payment. This will delay the first payment by approximately 45 days. DeVero is working on a plan to address regulation change.
- Compensatory time – policy has been implemented without any issues and will be reviewed with the board at the next meeting.
- Billing fees - Billing fees have been updated as discussed at a previous board meeting to more accurately reflect what insurance companies are reimbursing for visits.
- New Billing Information form reviewed as discussed at previous meeting.

New Business:

- Bylaw review is due. The secretary will send an electronic copy for review and will discuss at next meeting.
- The administrator requested a comparable increase in the Physical Therapy Start of Care and Recertification extended hours visits to that of the Skilled Nursing rate increases approved at the last meeting. Rates proposed based on research of surrounding agencies. Motion made by Kim B./2nd Jim D. to approve an increase in the Physical Therapy SOC visit to \$120 and Recertification visit to \$100. All approved.
- Cost report and accounting of Cares Act funding in progress.

Committees:

- Grants – The agency will continue to consider possible needs that would be appropriate for the next deadline which will be 4/1/22.

Potential Executive Session- not needed

Action items:

- Next meeting will be held on Oct.13, 2021 at 7pm. The board agreed that meetings should continue to be held via Zoom due to the ongoing pandemic and health concerns.

Adjournment:

- Meeting adjourned at 7:50 pm.

Sincerely submitted,

Kimberly Bennett RN, MSN
WVNPH Secretary
CC: Board Members