

**Minutes of the Regular Meeting of the Westbrook Visiting Nurses & Public Health Board on Wednesday, May 13, 2020.**

Present: Carol Mullaney, Kim Bennett, Lee Luft, Gina Fifield, Elizabeth Fernandes (all via Zoom)

**Call to Order:** 7:01pm

**Secretary's Report:**

- Minutes from 4/8/20 were reviewed– Motion Gina F./2<sup>nd</sup> Elizabeth F. to accept as presented. All approved.

**Financial Report:**

- Current fiscal year budget update –Carol requested approval from the board to move some funding within the budget to cover line items with deficits. Motion made by Gina F./2<sup>nd</sup> Kim B. to move
  - 1. \$6000 from the Medical Services line to Part Time Payroll line
  - 2. \$2700 from Professional Development line to Mileage (\$1350) AND Medical Supplies (\$1350). All approved. Carol will submit the required forms to the Finance Department.
- Revenue review – Reviewed revenue to date which fluctuates month to month based on Medicare episodes and new PDGM reimbursement model. Revenue is on track for projections.
- Next fiscal year budget – Although additional funds were requested for medical supplies, the Board of Finance cut our requested budget by \$3000.
- Capital budget – n/a.

**Administrative Supervisor's Report:**

- Visit statistics – census and visit stats were reviewed. The administrator reports that although staffing has been an issue related to illness/sick time, visits have been down and the agency has been able to continue to meet client needs. The staff is utilizing a COVID questionnaire to determine PPE needs/protocols needed for visits/patient care.
- Policy review – 3 new policies have been instituted and these include Infection Control, Donning/Doffing PPE and PPE usage. 1 on 1 training is underway for staff.
- Staffing/Administrative matters – The agency continues to increase per diem staff as able including occupational therapists and after-hours nurses. Flu vaccine has been ordered for the upcoming season.
- Software/Training – FIT testing for masks continues as needed.

**Old Business:**

- COVID-19 update – Staff is utilizing white boards to help communicate with patients due to limitations while wearing masks in the home. Discussion was had regarding future planning including possible need for telehealth visits, consent forms, MD orders, etc.
- Desktop computers – No new computers received since last meeting.

- PDGM –The agency is tracking trends associated with the changes.
- Agency Administrator Evaluation – tabled at this time. Still awaiting appropriate electronic form for completion.

**New Business:**

- Cares Act – funds have been made available through the Cares Act for COVID-19 related needs/costs and the agency has obtained a laptop to enable offsite working for staff. Thus far, the laptop is not compatible with office printers and software. FEMA reimbursement may be a possible source for telehealth equipment.

**Committees:**

- Grants – next submission date of Oct. 1st

**Potential Executive Session-** Motion made by Kim B./2<sup>nd</sup> Lee L. to go into executive session at 8:01pm to discuss personnel issue. All approved. Came out of executive session at 8:18pm. No action taken.

**Action items:**

- Next meeting will be held on June 10 at 7pm.

**Adjournment:**

- Meeting adjourned at 8:20 pm.

Sincerely submitted,

Kimberly Bennett RN, MSN  
WVNPH Secretary  
CC: Board Members