

Minutes of the Regular Meeting of the Westbrook Visiting Nurses & Public Health Board on Wednesday, June 9, 2021.

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

Call to Order: 7pm

Secretary's Report:

- Minutes from 5/12/21 were reviewed– Motion Gina F./ 2nd Lee L. R. to accept as presented. All approved.

Financial Report:

- Current fiscal year budget update –Carol is awaiting a May budget update from the Finance Department before transferring funding between lines to ensure accuracy. Once that occurs, the end of fiscal year update should be complete.
- Revenue review – Reviewed revenue to date.
- Next fiscal year budget – no discussion
- Capital budget – n/a.

Administrative Supervisor's Report:

- Visit statistics – census and visit stats were reviewed. The agency is very busy right now and patient census is at 37.
- Policy review – The PAC meeting was held on 5/13/21. Policies were reviewed and many changes were made which require updates and should be ready for review by the board at the September meeting. The policy manual book needs an annual signature for the Annual Policy Manual Review.
- Staffing/Administrative matters – A new per diem RN was interviewed and hiring is in progress but delayed by the recent reinstating of fingerprinting. The board suggested that Carol reach out to the Resident State Trooper for assistance.
- Software/Training – no discussion

Old Business:

- COVID19 update – The Cares Act Funding ends this month. Staff fit testing is being arranged. With the money we have left over we will use on PPE. The new refrigerator is running well and will be ready for the Flu vaccines and possibly covid vaccine if needed.
- PDGM – no issues or discussion.
- Mileage – The mileage reimbursement policy was reviewed and discussed. The agency is performing audits due to some noted inconsistencies and will review the policy again with staff to ensure adherence. Motion made by Gina F./2nd Kim B. to accept the mileage reimbursement policy as presented. All approved.

New Business:

- Compensatory time - Relative value units were approved for the 2 full time RNs to determine their comp time rather than Psycheflex, which was a challenging system for the unique

needs of this agency. This has worked well and the agency would like to do the same for the therapy supervisor position. Several edits of the policy were suggested by the board which will be made and reviewed again at the next meeting for final approval.

- Extended hour/per-diem rates – The extended hours time sheet and per-visit vs. hourly rates were reviewed. The agency would like to make the change from paying a per-diem RN hourly to per-visit as a result of a recent reimbursement review. The proposed amounts are based on market research of surrounding agencies and cost analysis which revealed a cost savings using this new model. The rate change would also ensure the ability to maintain qualified staffing to meet agency needs. The new per-visit rates were proposed for skilled nurse PV, DC Oasis, F/U-Recerts and SAC/ROC. Motion made by Kim B./2nd Elizabeth F. to approve the proposed reimbursement rates for Per Diem staff/Extended Hours staff. All approved.

Committees:

- Grants – The next deadline will be in October and the agency will continue to consider possible needs that would be appropriate.

Potential Executive Session- not needed

Action items:

- Next meeting will be held on Sept.8, 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 8:10 pm.

Sincerely submitted,

Kimberly Bennett RN, MSN
WVNPH Secretary
CC: Board Members