

Minutes of the Regular Meeting of the Westbrook Visiting Nurses & Public Health Board on Wednesday, September 9, 2020.

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

Call to Order: 7:00pm

Secretary's Report:

- Minutes from 6/10/20 were reviewed– Motion Gina F./2nd Lee L. to accept as presented. All approved.

Financial Report:

- Current fiscal year budget update – End of year budget for FY19/20 has closed and no additional funds were needed to balance line items. The agency spent 99.51% of the allocated budget.
- Revenue review – Reviewed revenue to date which fluctuates month to month based on Medicare episodes and new PDGM reimbursement model. Agency met revenue projections for the last fiscal year.
- Next fiscal year budget – n/a.
- Capital budget – n/a.

Administrative Supervisor's Report:

- Visit statistics – census and visit stats were reviewed. The agency continues to have no COVID19 positive patients.
- Policy review – PAC meeting minutes were provided to board members for review. Motion made by Gina F./2nd Lee L. to accept the PAC meeting report. All approved.
- Staffing/Administrative matters – The agency has hired one PT and one per diem RN to help cover vacations/time off for regular staff. There remains a need for additional per diem RNs and advertising will be ongoing. The administrative assistant/billing specialist has been given approval by the First Selectman to work from home for a temporary period due to hybrid school schedule and child care issues. The board discussed the uniqueness of the agency staff and their ability to successfully work from home and agreed that this concession should be evaluated by the Administrator based on productivity. Also discussed the difficulty in retaining qualified personnel at the agency and desire to accommodate staff as much as possible during the pandemic while still meeting agency needs.
- Software/Training – ongoing.

Old Business:

- COVID-19 update –Carol reports that the agency has no COVID-19 patients. The administrator has been meeting with the Senior Center Director and Public Health Director to plan for a future COVID19 vaccine. The flu clinic will proceed this year on election day to the townspeople in addition to individual clinics for town employees and

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school staff. New protocols in line with social distancing recommendations will be implemented for all vaccination clinics.

- Desktop computers – The agency is awaiting 1 additional laptop and 1 desktop computer. The administrator has identified a need for an additional laptop.
- PDGM –The agency is tracking trends associated with the changes. The most challenging changes involve therapy due to Medicare reimbursement changes regarding number of therapy visits. The therapists will need to accomplish more with less visits, which will require additional training/monitoring of therapy staff to ensure maximization of reimbursement.
- Agency Administrator Evaluation – the agency Administrator's annual evaluation was completed by the Board Chairman and reviewed by all board members. The town evaluation form has been completed and will be provided to both Carol and the town HR Department.

New Business:

- The Administrator would like to modify the fee schedule. By raising our customary fees for the different services provided, the agency will bring reimbursement from private insurers up in line with current reimbursement rates. Through research, it appears that the agency fees are below the normal level. Motion made by Kim B./2nd Elizabeth F. to approve the presented adjusted fee schedule for all disciplines based on current reimbursement rates. All approved.
- A need for a new medical grade refrigerator for housing vaccines was identified and validated by the Public Health Director. The administrator will look into acquiring one through the Cares Act in anticipation of a future COVID19 vaccine.

Committees:

- Grants – The Westbrook Foundation grant application for the purchase of patient education materials has been completed and will be submitted by the deadline of Oct. 1st.

Potential Executive Session- none needed.

Action items:

- Next meeting will be held on Oct. 14, 2020 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 8:15 pm.

Sincerely submitted,

Kimberly Bennett RN, MSN

WVNPB Secretary

CC: Board Members