

Revised Minutes of the Regular Meeting of the Westbrook Visiting Nurses & Public Health Board on Wednesday, January 10, 2018.

Present: Carol Mullaney, Gina Fifield, Lee Luft, Elizabeth Fernandes, Marilyn Moniello, Jim Dahl and Kim Bennett.

Absent: Denise Mason and Megan Ruppenicker

Call to Order: 7:02pm

Secretary's Report:

- Review of meeting minutes from December 6, 2017 meeting. Motion to accept– Gina F, 2nd Elizabeth F. – all approved.

Treasurer's Report:

- Reviewed status of current fees received through billing process.
- Budget review for 2018/2019 – reviewed and drafted a preliminary 2017/2018 budget. Clarification is needed from the Director of Finance and some additional research needed on some line items prior to final submission. Ongoing part time administrative assistant hours required to meet agency needs. Board agreed unanimously to submit in the next fiscal year's budget 14hrs/week without benefits to meet this need.

Administrative Supervisor's Report:

- Reviewed current patient census and current staffing levels.
- Live with DeVero as of Mid-December. Training of per diem staff is ongoing and staff is slowly entering new patients to the new system.
- Reviewed PAC meeting minutes for 11/15/17 – some inadequate documentation was identified through the outcome audit report 2016/2017. Nursing administrator believes that the new EMR system will catch future missing items and improve the overall documentation of the nurses and allied health staff. Motion to approve minutes made by Gina F./2nd Kim B. – all approved.

Policy Review:

- CMS Condition of Participation (COP) final phase due 1/13/18 requiring that the agency have a Clinical Manager position with corresponding job requirements of that role. In order to meet this federal requirement, the current Administrator/Supervisor role job description must be corrected. The current administrator's actual job duties already fulfill the performance requirements, but the job description title is inadequate to meet the required federal mandate.

Motion made by Kim B./2nd Gina F. to request that the Board of Selectman and Town HR Department change the current Administrator/Supervisor role job description title to Administrator/Clinical Manager in order to comply with the CMS COP mandated requirements for 1/13/18. All approved.

Committees: Tabled until next meeting.

Grant Writing: No discussion at this time.

Old Business:

- The special appropriation request for the agency of \$74,800 was approved at the Town Meeting in December.
- Router now in place. Carol is pursuing the ability to print from the staff tablets in order to provide patient education materials and other documents required for patient distribution. She is awaiting a response from Rich Holden in IT.

Capital Expenditures: no discussion at this time.

New Business:

- Multiple board members are unable to attend the regularly scheduled February meeting. Motion made by Gina F./2nd Lee L. to cancel the February 14, 2018 meeting and have a special meeting on February 7, 2018 at 7pm. All approved. The secretary will place the special meeting request through the Town Clerk's office.

Meeting adjourned at 9:55 pm.

Sincerely submitted,

Kimberly Bennett RN, MSN
WVNPH Interim Secretary
CC: Board Members