

Minutes of the Regular Meeting of the Westbrook Visiting Nurses & Public Health Board on Wednesday, March 14, 2018.

Present: Carol Mullaney, Gina Fifield, Megan Ruppenicker, and Kim Bennett.

Absent: Lee Luft, Marilyn Moniello, Jim Dahl and Elizabeth Fernandes

Call to Order: 7:08pm

Secretary's Report:

- Review of meeting minutes from February 7, 2018 meeting. Motion made by Gina F./2nd Megan R. to accept – all approved.

Treasurer's Report:

- Reviewed status of current fees received through billing process/revenue to date.
- Reviewed status of current fiscal year budget. Identified some low line items that will require adjustment to meet agency needs. Carol to follow-up with Finance Department regarding process to shift funds from other budget lines to cover these areas through end of the fiscal year.
- A copy of the Budget Calendar was provided to the board.

Administrative Supervisor's Report:

- Current visit statistics were reviewed.
- Carol will confirm voicemail message for agency office to ensure adequate instructions are provided for times when staff are unable to answer the phone (in response to concern expressed by Selectman's office).
- Dacia is now using Excel to track staff statistics and other non-patient activities.
- Reviewed staffing updates including vacations, open per diem and after hours positions. Part time administrative assistant position request for next fiscal year was not approved by BOS.

Policy Review:

- The updated Clinical Manager job description has been completed in order to meet COP with CMS. Carol will contact Town HR regarding job description changes and title change.
- A Policy Review subcommittee of the board will be formed to review recent policy updates/changes which are quite extensive. The committee will be made up of Gina F, Kim B, and Megan R. Carol will forward an electronic copy of all new/revised agency policies to the committee members.

Committees: See above.

Grant Writing:

- Further exploration of grant request for medication lock boxes will be tabled until approaching October deadline for Westbrook Foundation.

WESTRBOOK VISITING NURSES & PUBLIC HEALTH

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Old Business:

- DeVero Software integration/Billing updates – continuing with the transition from FGA to DeVero billing. All patients have been entered into DeVero. Billing remains split between the 2 systems, but is progressing toward a single billing software.
- A continuation of the discussion regarding agency cell phones was had – staff is required to make multiple calls while in patient's homes, on the road to both patients and physicians and have been using their personal cell phones. Concerns were expressed by board members that this may pose a risk to HIPAA compliance and patient privacy. A motion was made by Kim B/2nd Gina F. to procure cell phones for the clinical supervisor and field staff – all approved. Funds have been previously allocated for this purpose.
- Carol had investigated the ability to print patient specific materials from the new tablets. It has been reported that the tablets cannot print to the office printer. Carol will attempt to print to a private wireless printer to see if this may be an alternate solution.
- Per diem administrative assistant hours have been reduced to 8hrs weekly as requested. A plan was discussed to address all areas where training has not yet been completed prior to the end of this fiscal year.

Capital Expenditures:

- No discussion at this time.

New Business:

- Discussion regarding ongoing recruitment for HHAs, extended hour nurses and per diem nurses.
- An interested community member will attend the April board meeting to express interest in joining the board.
- Next Nursing Board meeting will be held on April 11.

Meeting adjourned at 8:30 pm.

Sincerely submitted,

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