

Minutes of the Regular Meeting of the Westbrook Visiting Nurses & Public Health Board on Wednesday, April 13, 2021.

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

Call to Order: 7pm

Secretary's Report:

- Minutes from 3/10/21 were reviewed– Motion Gina F./2nd Elizabeth F. to accept as presented. All approved.

Financial Report:

- Current fiscal year budget update –transfers have been made within budget line items to cover areas of overage in collaboration with the Department of Finance per policy.
- Revenue review – Reviewed revenue to date. Projected revenue for this fiscal year was met.
- Next fiscal year budget – The budget for the nursing department was accepted and adjusted to reflect an increase in the part time payroll line.
- Capital budget – n/a.

Administrative Supervisor's Report:

- Visit statistics – census and visit stats were reviewed.
- Policy review – a staffing policy is under development prompted by a recent DPH request for one at another agency.
- Staffing/Administrative matters – the new verbal report twice daily between nursing staff and the administrator is working well and improving communication and visit tracking.
- Software/Training – focusing on required trainings.

Old Business:

- COVID19 update – the agency currently has 2 covid19 positive patients, none of which remain on isolation precautions.
- PDGM – No discussion.

New Business: The agency has received the new medical grade refrigerator and is awaiting the wifi data logger. The Public Health Director has a public health fund that will cover the cost of the refrigerator and wifi data. The Public Health Dept and VNA would like to qualify to receive the Covid vaccine if the need arises. The regional health district has said they need help with vaccinations, especially for homebound residents. This requires work in a site called CT Wiz.

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 May 12, 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 7:31 pm.

Sincerely submitted,

Kimberly Bennett RN, MSN
WVNPH Secretary
CC: Board Members