

Minutes of the Regular Meeting of the Westbrook Visiting Nurses & Public Health Board on Wednesday, May 9, 2018.

Present: Carol Mullaney, Gina Fifield, Megan Ruppenicker, Kim Bennett, Marilyn Moniello and Elizabeth Fernandes

Absent: Lee Luft, Jim Dahl

Call to Order: 7:04pm

Secretary's Report:

- Review of meeting minutes from April 11, 2018 meeting. Motion made by Gina F./2nd Megan R. to accept – all approved.

Financial Report: Budget Updates

- Line items have been adjusted as requested. Carol attended the town meeting – adjustments approved.
- PT payroll is low due to vacation/time off coverage. Medical Services is low due to Therapy supervisor vacation and increased cost for contracted HHA.

Administrative Supervisor's Report:

- Visit statistics for the past month were reviewed. Carol handed out the HAS Statistics Analysis Report with explanation. Board members will review and discuss at next meeting.
- A total of 10 ADRs (Additional Development Requests) out of 20 have been received and completed. Each ADR requires approximately 5 hours to complete. The agency has received payment for 1 ADR thus far which average \$3000 each in potentially lost revenue if unsuccessful. Another interested nurse needs to complete license renewal to be considered for per-diem position.
- A new per-diem RN has been hired and still unable to hire a HHA for the agency.
- An article from the agency has been submitted to the Westbrook Events for the next publication.
- Carol is collaborating with the administrator from Ledyard VNA regarding audits and COPs to streamline the process for both agencies if possible.
- Policy Review – Policy committee is in the process of reviewing all policy changes that have been made. PAC meeting will be on May 17th where policies will also be reviewed. No new policies have been created or revised since last meeting.
- DeVero Software Integration – billing has been transitioned completely to the DeVero system. Plan to eliminate FGA at the end of the fiscal year.
- Capital Expenditures and Strategic Planning – Discussion was had regarding need to create an agency Facebook page and improve community outreach as a focus area for the next fiscal year.

Committees:

- Policy Review subcommittee – see above.
- Grant Writing – will obtain a copy of the Westbrook Foundation Grant application (October deadline) for next meeting.

Old Business:

- Per diem administrative assistant hours remain at 8hrs weekly.
- Carol has been unable to obtain a phone for the office from the Facilities Department via email request. Will pursue in person.

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Capital Expenditures:

- No discussion at this time.

New Business:

- An annual review of the Nursing Administrator will be performed at the next meeting.
- The community member that was previously interested in joining the board has withdrawn at this time.
- New Administrative Supervisor job description (per COP requirement) has been submitted to the Town HR Department.
- Next Nursing Board meeting will be held on June 13 at 7pm.

Executive Session:

- Motion made by Gina F./2nd Kim B. at 8:04pm to go into executive session to perform the administrator's annual review. All approved.
- Came out of executive session at 8:15pm. No actions were taken.

Meeting adjourned at 8:16 pm.

Sincerely submitted,

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