

Minutes of the Regular Meeting of the Westbrook Visiting Nurses & Public Health Board on Wednesday, January 12, 2022.

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

Call to Order: 7:03pm

Secretary's Report:

- Minutes from 12/8/21 meeting – Motion by Lee L./ 2nd Elizabeth F. to accept as presented. All approved.

Financial Report:

- Current fiscal year budget update – reviewed with no issues identified.
- Revenue review – Reviewed revenue to date with no issues identified.
- Next fiscal year budget –The agency budget for FY22/23 was submitted to the Finance Department and now awaiting meeting schedule for budget process.
- Capital budget – n/a.

Administrative Supervisor's Report:

- Visit statistics – census and visit stats were reviewed noting a decreased caseload due to limited staffing impacting the ability to take on some referrals.
- Policy review – the PAC meeting details will be discussed at the next board meeting.
- Staffing/Administrative matters – The new nurse case manager is doing well in orientation and the agency now has 2 per diem nurses assisting with patient care. Carol requested some guidance on staff usage of FMLA and clarification on guidelines. Carol was directed by the board to reach out to the First Selectman/Town Labor Attorney to get clarification on the town's policy and any necessary steps that need to be taken by the agency as a staff member reaches the end of their FMLA benefit.
- Training – no discussion

Old Business:

- COVID19 update – the agency has had 1 covid+ staff member and contract tracing was done with no transmission to any patients.
- PDGM – new Phase 2 NOA has been added to billing process by CMS requiring that a notice be sent out within 5 days of admission for Medicare patients.

New Business:

- By-Law Review – Kim reviewed the current By-Law document with proposed changes. Adjustments were made by the board during the review. Kim will make edits and email to the board members prior to next meeting for final review and approval.

Committees:

- Grants – final paperwork for the Westbrook Foundation has been signed and sent as requested.

Potential Executive Session- not needed

Action items:

- Next meeting will be held on Feb.9, 2021 at 7pm via Zoom.

Adjournment:

- Meeting adjourned at 8:09 pm.

Sincerely submitted,

Kimberly Bennett RN, MSN
WVNPB Secretary
CC: Board Members