

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

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

**Call to Order:** 7:15pm

**Secretary's Report:**

- Minutes from 12/9/20 were reviewed– Motion Ji, D./2<sup>nd</sup> Lee L. to accept as presented. All approved.

**Financial Report:**

- Current fiscal year budget update – The current budget was reviewed. No discussion.
- Revenue review – Reviewed revenue to date. No discussion.
- Next fiscal year budget – The proposed budget for next fiscal year was presented to the Board of Selectman with questions from that meeting discussed with this board.
- Capital budget – n/a.

**Administrative Supervisor's Report:**

- Visit statistics – census and visit stats were reviewed.
- Policy review – no new policies
- Staffing/Administrative matters – The agency was planning on hiring another per diem nurse (we now have 2), but we do not have enough money in the part time payroll so hiring another per diem will have to wait until next fiscal year.
- Software/Training – ongoing

**Old Business:**

- COVID19 update – All clinicians received their first dose of the Moderna vaccine at the end of December and are due for the second dose at the end of Jan. There have been no active COVID patients. Phase 1B should be starting soon and will be handled by CRAHD. The Dept. of Health Director asked if the agency would be interested in helping with phase 1C and Carol agreed to assist.
- PDGM – There are new billing requirements starting in 2021 under CMS for Medicare patients. Information needs to be inputted in a timely manner; within 5 days or the agency will lose 20% reimbursement starting on day 5. The deduction continues to increase each day.

**New Business:**

- A complementary letter from a patient was shared with the board.

**Committees:**

- Grants – Discussion continued regarding future grant requests. Suggested items included therapy equipment and INR testing unit. Will continue to discuss prior to next

Westbrook Foundation submission date of 4/1/21. The educational booklets purchased with the previous grant have been well-received by staff and patients.

**Potential Executive Session-** none needed.

**Action items:**

- Next meeting will be held on Feb. 10, 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 8:00 pm.

Sincerely submitted,

Kimberly Bennett RN, MSN  
WVNPH Secretary  
CC: Board Members