

Minutes of the Regular Meeting of the Westbrook Visiting Nurses & Public Health Board on Wednesday, February 7, 2018.

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

Absent: Lee Luft, Marilyn Moniello and Elizabeth Fernandes

Call to Order: 7:07pm

Secretary's Report:

- Review of meeting minutes from January 10, 2018 meeting. Motion made by Gina F./2nd by Jim D. to accept as amended to include discussion/action regarding part time administrative assistant need for 2018 fiscal year budget.– all approved.

Treasurer's Report:

- Reviewed status of current fees received through billing process.
- Again reviewed 2017/2018 fiscal year budget in preparation for Selectman presentation. Increases in line items primarily reflect areas where the agency recently requested a special appropriation to meet pay increases, increased service utilization including medical supplies/per diem staff based on patient volume increases and part time staff needed to facilitate double system billing.
- Administrator and board representative planning to attend Board of Selectman's meeting on Feb. 13th to present the agency budget for fiscal year 2017/2018.

Administrative Supervisor's Report:

- Reviewed current patient census and current staffing levels. Working with DeVero to resolve an issue with the software's inability to collect visit statistics for agency.
- The majority of patients are now live in the DeVero system. Billing continues to be performed through the FGA system with the plan to begin billing simultaneously through DeVero.
- There is a weekly scheduled phone conference with the DeVero representatives to address continued training and address questions/concerns. Continued changes made by the federal government regarding home care conditions of participation result in frequent software updates.
- New extended hours nurse has been hired to fill the vacancy and the agency now has 2 extended hours nurses to meet agency needs. An extended hours staff of 3 nurses would be optimal.

Policy Review:

- CMS Condition of Participation (COP) final phase has been completed on schedule with a continued focus on policy review/revisions and State Survey preparation.
- Agency policy reviews are ongoing including Admission of patient, Discharges, ABN/HHCCN/NOMNC and QAPI.

Committees: Tabled until next meeting.

WESTRBOOK VISITING NURSES & PUBLIC HEALTH

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Grant Writing:

- Discussion was had regarding potential exploration of grant request for medication lock boxes. Kim B. and Gina F. will pursue this.

Old Business:

- Discussion was had regarding the need for dedicated cell phones for agency staff. A Selectman had recently expressed concern regarding cost of phones and inquired whether DeVero tablets could be utilized to make calls. Carol investigated this and it was determined that there would be very little cost savings since the tablets would require additional software, equipment and usage fees in order to meet this need and that the additional equipment would likely require somewhat frequent replacement from usage.

Capital Expenditures:

- QAPI report development planned

New Business:

- A letter of resignation was received from Board Member, Denise Mason and read aloud to the group.
- 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 March 14.

Meeting adjourned at 9:25 pm.

Sincerely submitted,

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