

Minutes of the Regular Meeting of the Westbrook Visiting Nurses & Public Health Board on Wednesday, May 11, 2022.

Present: Carol Mullaney, Kim Bennett, Gina Fifield, Lee Luft, Elizabeth Fernandes, Marilyn Moniello and John Hall

Call to Order: 7:03pm

Secretary's Report:

- Minutes from 3/9/22 meeting – Motion by Gina F./ 2nd Lee L. to accept as presented. All approved.

Financial Report:

- Current fiscal year budget update – The agency continues to be over budget in part-time payroll, medical services, and mileage. The Finance Director is aware and will work with the agency administrator to adjust line items appropriately to meet the agency needs.
- Revenue review – Reviewed revenue to date with no issues identified. The agency has exceeded the projected revenue for this year.
- Next fiscal year budget –The agency budget for FY22/23 was approved.
- Capital budget – n/a.

Administrative Supervisor's Report:

- Visit statistics – census and visit stats were reviewed.
- Policy review – Upcoming PAC meeting scheduled for 5/19/22.
- Staffing/Administrative matters – One of the nurse case managers had resigned and a new nurse case manager has been hired with a scheduled start date of 6/13/22. A per diem extended hours nurse position has been posted.
- Training – no discussion

Old Business:

- COVID19 update – 1 staff member is positive for covid, but no patients have been positive or exposed.
- PDGM – no discussion

New Business:

- The agency administrator requested that the board consider a raise for Home Health Aids to bring the agency in line with other agencies and remain competitive in the job market to ensure the ability to hire and retain qualified patient care personnel. The proposal would result in an approximate \$750/yr expense to the town. Motion made by Gina F./2nd Kim B. to increase HHA base pay for new hires from \$13/hr to \$15/hr and increase existing HHA staff rates from \$15/hr to \$15.84 effective July 2022. All approved.

Committees:

- Grants – On March 24th, the agency administrator and other department heads were invited to a zoom meeting with the Westbrook Foundation where each department was offered a

WESTRBOOK VISITING NURSES & PUBLIC HEALTH

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potential flexible grant (\$15,000 for the VNA) to address an agency/department need. The administrator and staff have identified several potentially needed items that might be considered under this grant (i.e. INR monitor, cholesterol monitor, home exercise program, marketing tools, Covid 19 vaccination program, tiger text services, etc.)

The Foundation requested an initial proposal (excluding specific costs) of 500 words as soon as possible. John Hall requested that the proposal exclude cell phones and tablets (at least until June) to allow the town time to implement a new equipment program town wide. The board requested that the agency put together a draft of the proposal and submit it to the board electronically. The board secretary will provide support with the grant proposal as needed.

Action items:

- Next meeting will be held on June 8, 2022 at 7pm – hybrid meeting.

Adjournment:

- Meeting adjourned unanimously at 7:33 pm by a motion made by Kim B./2nd Marilyn M.

Sincerely submitted,

Kimberly Bennett RN, MSN

WVNPH Secretary

CC: Board Members