

Minutes of the Regular Meeting of the Westbrook Visiting Nurses & Public Health Board on Wednesday, May 12, 2021.

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

Call to Order: 7pm

Secretary's Report:

- Minutes from 4/13/21 were reviewed– Motion Lee L./2nd Megan R. to accept as presented. All approved.

Financial Report:

- Current fiscal year budget update –the board was asked to approve transfers within budget line items to cover areas of overage in collaboration with the Department of Finance per policy. A motion was made by Kim B./2nd Lee L. to approve moving \$8,000 from regular payroll to part time payroll and \$1,125 from financial services to mileage. All approved.
- Revenue review – Reviewed revenue to date. An error was made by Devero which has resulted in another agency's revenue being deposited into our agency's account. The billing specialist has been extensively involved in correcting this error. The agency's revenue has remained adequate to support agency needs and Carol anticipates we will have adequate funds to cover all expenditures through the end of this fiscal year.
- Next fiscal year budget – no discussion
- Capital budget – n/a.

Administrative Supervisor's Report:

- Visit statistics – census and visit stats were reviewed.
- Policy review – the Professional Advisory Committee (PAC) meeting will be held tomorrow, with several policies being reviewed. The results will subsequently be shared with the board.
- Staffing/Administrative matters – Carol was asked to pursue the mileage policy for the town in response to an increase in mileage reimbursement and reports back at the next board meeting.
- Software/Training – ongoing

Old Business:

- COVID19 update – The agency had some difficulty obtaining the correct medical grade refrigerator, but now have the correct one with a data back-up and wifi logger.
- PDGM – see above revenue discussion.

New Business:

- The Cares Act has made funding available to the agency to allow for staff to receive Fit Testing for N95 masks which can be done at Middlesex Occupational Medicine.
- The Senior Center will be reopening on May 17th and the agency's therapy supervisor will be assisting.

- The agency is awaiting updated information from the Westbrook Health Department as to when our town/agency will take part in covid vaccination administration.

Committees:

- Grants – The next deadline will be in October and the agency will continue to consider possible needs that would be appropriate.

Potential Executive Session- not needed

Action items:

- Next meeting will be held on Jun 9, 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 7:45 pm.

Sincerely submitted,

Kimberly Bennett RN, MSN
WVNPH Secretary
CC: Board Members