

Minutes of the Regular Meeting of the Westbrook Visiting Nurses & Public Health Board on Wednesday, February 8, 2023.

Present: Carol Mullaney, Elizabeth Fernandes, Kim Bennett, Gina Fifield, Jim Dahl, Lee Luft, Megan Ruppenicker and John Hall

Call to Order: 7:01pm

Secretary's Report:

Minutes from the 12/21/22 meeting were reviewed – Motion by Elizabeth F./ 2nd Lee L. to accept the minutes as presented. All approved.

Financial Report:

Current fiscal year budget update – reviewed current budget status and continued overage in the medical supply and equipment line items as previously discussed related to patient service needs. Will continue to monitor.

Revenue review – reviewed revenue to date. Billing is now caught up and the Billing Specialist focuses on collections for outstanding funds every few months to bring revenue up to date. Timely billing and revenue remain a priority focus for the agency. The agency remains on-track for projected revenue for the current fiscal year.

Next fiscal year budget – the Board of Selectmen approved the agency proposed budget for FY23/24. No date has yet been set for review by the Board of Finance.

Capital budget – no current need identified for capital budget request.

Administrative Supervisor's Report:

Visit statistics – census and visit stats were reviewed. Updated reports were provided.

Policy review – the OT part time position job description was reviewed.

Staffing/Administrative matters – The Administrator is in the process of hiring a per diem PT. There are currently 2 per diem PTs that are presently unable to work. A per diem OT has been hired and is currently in orientation. The agency's primary per diem OT had expressed a need for consistent hours and benefits to the Administrator and had been offered a position at another agency. Upon further review of OT case volume, the agency identified a need for a 25hr/week part time Occupational therapy position. The position was then approved by the Board of Selectmen and posted internally. An in-house candidate has already expressed interest.

The new HHA/Office Help position has been implemented, but additional help is still needed to meet the extensive volume of office work. See New Business below.

HHA pay rates at the agency have been identified as significantly lower than other agencies. The administrator will investigate rates are surrounding similarly sized agencies for discussion at the next meeting.

WESTRBOOK VISITING NURSES & PUBLIC HEALTH

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Medicare audits continue with the following results thus far: 25 ADRs, 16 passes, 9 fails under appeal (which can take up to 120 days). This process has been taking extensive time for the Administrator and Billing Specialist.

The Tiger Text contract has been signed and will be starting soon.

Training – There will be a CAHC webinar on the appeal process for audits on 2/14/23. Therapists have begun using the HEP Program made possible by the recent grant award. Wound care training has been completed by one of the agency nurses and she is awaiting final testing for certification.

Old Business:

PDGM – OASIS E is going well but is more time consuming.

New Business: Selectman John Hall discussed agency staffing needs, expressed supportiveness of the agency's needs and reported that the Board of Selectmen would prefer to focus on skilled staffing needs and explore other options for non-skilled office needs such as student work or SARAH Inc. The Board expressed receptiveness to any alternatives for support staff in order to continue meeting patient care and administrative needs.

Committees: No discussion.

Action items:

- Next regular meeting will be held on March 8, 2023 at 7pm (hybrid/Zoom) in the multi-media room.

Adjournment:

- Meeting adjourned unanimously at 7:37 pm by a motion made by Kim B/2nd Jim D.

Sincerely submitted,
Kimberly Bennett RN, MSN
WVNPH Secretary
CC: Board Members