

**Minutes of the Special Meeting of the Westbrook Visiting Nurses & Public Health Board on Wednesday, February 15, 2023.**

Present: Carol Mullaney, Kim Bennett, Gina Fifield, Lee Luft, Megan Ruppenicker and John Hall.

**Call to Order:** 7:21pm

**Old Business:**

**Agency Staffing Needs** - The Board discussed the increasing need at the agency for skilled office hours related to Medicare Audits and billing complexity. The Administrator had identified the increased need and discussed the possibility of increasing the current Administrative Assistant/Billing Specialist hours to meet those needs with the First Selectman. First Selectman John Hall stated that he would support the agency on this issue and had contacted HR and the union to confirm there is an option to increase the hours for the current position from 35 to 40 hours per week.

Motion made by Kim B./2<sup>nd</sup> Gina F. to recommend to the Board of Selectmen that the Administrative Assistant/Billing Specialist full time position be increased from 35 hours per week to 40 hours per week. All approved. The First Selectman will add this item to the upcoming BOS meeting agenda for review.

The Board discussed the current policy for staff hiring with the Administrator and the First Selectman. Going forward, the Administrator and/or Board will post job openings and interview candidates and make a final recommendation based on qualifications of appropriate candidates to the Board of Selectman who will complete the hiring process. This process will apply to all full time and part time staff that are direct employees of the town. Per Town Ordinance, the Board will have primary hiring authority for the Administrator position for the agency.

**Executive Session to discuss personnel issues:**

Motion made by Kim B./2<sup>nd</sup> Lee L. to begin executive session at 7:33pm.  
Executive session ended at 8:20pm.

**Action items:**

- No action was taken following executive session.
- Next regular meeting will be held on March 8, 2023 at 7pm.

**Adjournment:**

- Meeting adjourned unanimously at 8:21 pm by a motion made by Kim B./2<sup>nd</sup> Megan R.

Sincerely submitted,  
Kimberly Bennett RN, MSN  
WVNPB Secretary  
CC: Board Members & First Selectman