

# DRAFT

## Moultonborough Visiting Nurse Service Board of Directors Meeting December 1, 2009

**Members Present:** Virginia Forsberg, RN Co-Chairperson, Cindy LeMein, RN Co-Chairperson, Debra Peaslee, RN; Director of MVNS; Barbara Sheppard, Treasurer; Helen Abbott, Secretary; Alice Ellingwood, Audrey Hull and Lucille Sugar.

Meeting called to order at 3:07pm.

The minutes of the September 2009 meeting were accepted as written.

<b>Trust Fund:</b>	The Previous Balance	\$42,263.42
	Expenses	305.00
	Donations	700.00
	Balance 12/1/09	\$42,658.42

\*\* Expenses = \$150.00 for CareVoyant Program Management; \$155.00 = pill boxes

**OASIS Update:** The new OASIS-C becomes effective January 1, 2010; due to this Medicare regulation change, the computer software will be updated December 14-15, 2009. Debra and Stephanie will participate in a 3 day (December 16-18) software training regarding updates which includes the scheduling and billing module; this will be done remotely. This unanticipated expense for the training will be approximately \$3,600.00; the BOD voted and approved to have this expense paid by the trust fund. The nurses will participate in a webinar on December 9, 2009 for the changes in OASIS-C. The nurses continue to practice on the laptops.

**The Seasonal Flu Clinic: October 15, 2009** –159 Patients received the seasonal flu shot at the clinic, 40 doses were remaining, which was quickly dispersed the following week. 68 residents received the flu shot at home. Debra thanked all volunteers (Board of Directors, Police, Fire and Highway Dept.) for assistance at the clinic. Billing for the flu clinic is complete and the remittance will be coming soon.

**H1N1:** Updated information is ongoing regarding H1N1. MVNS assisted the Lakes Region Partnership for Public Health with H1N1 clinic for EMS and health care workers October 28, 2009 and a clinic on November 28, 2009 at HealthLink for Tier 2 (individuals 18+yrs with underlying medical condition and those living with someone who is pregnant or infant <6months). MVNS will continue to offer staff (depending on availability) to assist with future clinics

**CAHPS:** This is a new Medicare requirement; home care agencies must contract with an outside vendor to provide patient satisfaction surveys which will be mailed directly to patients; this requirement has been postponed until October 2010. Debra anticipates getting this contract in place by summer of 2010.

**Red Flag Rule Requirement:** Effective date has been postponed until June 2010. The agency must establish a policy to prevent medical identity theft; a template was provided by the

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HCANH; this was reviewed and signed by Virginia Forsberg, Co-chairperson. Staff will receive training on this policy.

**Continuing Education:** Vicki Holland, RN attended a wound care conference on November 12, 2009 and Jeri King, RN attended a 2 day conference on OASIS-C on October 26-27, 2009. Jeri will provide an inservice to the staff regarding the changes to OASIS.

**CST:** Meetings have been held on a regular basis. Monthly programs have been provided on various topics; plan to offer education/information on Living Wills, Durable Power of Attorney for Health Care (DPOAH) and Portable Do Not Resuscitate order in January 2010. Tai Chi classes doing very well with positive response.

**Budget:** Has been completed and submitted; scheduled to meet with BoS, ABC and TA on December 11, 2009.

**Revenue:** \$204,000.00 to date.

**Holiday Shopping:** \$1,006.69 spent thus far for jackets, ski pants and winter clothes; boots and other items will be coming in the end of the week. There are 35 families and 70 children receiving assistance. Food gift certificates and toys are being handled by the Police Department.

**Office Manager:** Stephanie Pigott started on October 1, 2009; Deana Cahoon came in for 1 day a week for approximately 5 weeks to assist Stephanie with her training. We appreciated Deana's offer to do this and found it helpful. Stephanie is doing very well and adjusting to her position; she will find the up coming computer training helpful.

**Strategic Planning:** No discussion on strategic planning due to Ed Charest's absence.

There being no further business the meeting was adjourned at 3:43pm.

The next Board of Directors meeting is scheduled for **Tuesday, April 6, 2010 at 3:00pm in the Moultonborough Library.**

Respectfully submitted,

Helen Abbott, Secretary