

**Moultonborough Visiting Nurse Service
Board of Directors Meeting
December 6, 2011**

Members Present: Debra Peaslee, RN, Director; Cindy LeMien, RN, Co-Chair; Barbara Shepard, Treasurer; Helen Abbott, Secretary; Ed Charest, Selectmen; Alice Ellingwood; Lucille Sugar and Dianne Davis.

Virginia Forsberg has temporary leave due to family illness.

Meeting called to order at 8:30 A.M.

The minutes of the September 2011 meeting were accepted.

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| Trust Fund: | The Previous Balance | \$40,891.26 |
| | Expenses | \$1,537.32 |
| | Donations | \$1,265.00 |
| | Balance 12/6/11 | \$40,618.94 |

Expenses were for medication boxes and home health aide visits to a patient.

QI meetings: conducted on quarterly basis for staff to discuss patients with avoidable adverse events such as Acute Care Hospitalization (ACH), falls with injury, UTI, deteriorating wounds and any other adverse event requiring review and corrective action.

Flu Clinic: 300 doses were ordered for the 2011 flu season; a total of 190 doses given for the season; attendance at the public flu clinic was down (70); there are 110 doses left. Debra recommends not having a public flu clinic in the future as the vaccine is readily available at pharmacies, grocery stores and physician office. The decision was made to no longer have public clinic and order 100 doses next year for our house bound patients and town employees.

New Employee: Nicole Hoyt, RN has been hired as a Per Diem employee to help with weekends and holidays as well as with fluctuation in the census. Nicole started the beginning of November. Her employment has not altered the budget.

Education: Cecile Andrews, RN attended an OASIS two day conference.
Cecile Andrews, RN, Vicki Holland, RN and Nicole Hoyt, RN attended a conference on Infusion Therapy.

Debra attended the in-service on 12/2/11 at DHHS regarding the updated survey process.

Ginny Blackmer, ARNP, WOCN is scheduled to provide in-service to staff 12/14/2011 on updated advanced wound care products.

New England Life Care will be providing a 3 hour in-service 12/21/2011 on infusion therapy to the staff. The cost will be \$300.00 for all the staff.

Debra & Stephanie participated in a webinar regarding Medicare Home Health PPS, this was equivalent to a 2 day conference that we were able to watch at our convenience.

Policy and Procedures: Debra has been reviewing and updating the Policy and Procedure manual. Co-chair Cindy LeMien, RN signed off on this annual review.

MVNS: Debra reports a low census for the past 6 months; she has communicated with other home care agencies in the area that report similar trend. Uncertain if this may be related to longer stay in skilled nursing facilities and rehab centers. Also recognize this trend can change at any time.

Holiday Shopping: Debra thanked members who assisted with the holiday shopping. To date there are 32 families, 77 children who will receive assistance. 68 boots & 65 jackets have been purchased. 5 gift cards will be given to seniors for groceries. To date \$4,733.13 will be requested from the Trust, this figure is not included in the above Trust Fund report.

Budget: For year 2011 the budget was \$461,304.00. To date \$349,782.25 has been expended which is 76% of the budget. Revenue to date totals \$210,137.62.

The Board voted unanimously to continue with the same slate of officers.

There being no further business the meeting was adjourned at 9:45 A.M. The next Board of Directors meeting is scheduled for **Tuesday, April 3rd, 2012 at 8:30 A.M. at the Moultonborough Library.**

Respectfully submitted,

Helen Abbott
Secretary