

Moultonborough Visiting Nurse Service
Board of Directors Meeting
September 13, 2011

Members Present: Cindy LeMien, RN Co-Chairperson; Lucille Sugar; Alice Ellingwood; Dianne Davis; Ed Charest and Debra Peaslee, RN Director of MVNS.

Meeting called to order at 8:35 am

The members present welcomed Dianne Davis.

The members reflected on how valuable Audrey Hull had been to the BOD and that she will be missed.

The minutes of April 2011 were accepted.

Trust Fund:	Previous Balance	\$39,211.34
	Donations	2,038.12
	Expenses	308.20 (hospital bed rental & refrigerator for vaccine)
	Balance (9/6/2011)	\$40,891.26

Quality Improvement Report: Deb reported on recent meetings with staff to discuss Acute Care Hospitalizations, patients developing urinary tract infections, and any falls with injuries. No corrective action necessary.

CST: Report on the Community Resource Fair held on June 3, 2011, it was felt by all that this was a very successful event with positive feedback. There were over 100 people who participated in this event. At this event MVNS shared a cake and cookies celebrating 40 years of service to the community.

Competency Training: Carroll County Health & Homecare Service conducted a competency training day for home health aides in May 2011. MVNS staff Cecile Andrews, RN assisted with this training. Home Health Aides have also had competency training in patient's home by RN & OT; skills addressed e.g. foley catheter care, simple wound care and transfer training.

Continuing Education: Deb attended a conference on the "Cost of Chronic Disease"; Deb, Jeri & Vicki participated in inservice on wound VAC training; Vicki attended full day of training on Infusion Therapy. Deb & Stephanie will soon have a 2 day Webinar on Medicare Home Health PPS Billing Updates. This webinar will be available to the agency for 3 months.

Deb attended the "Emergency Preparedness Functional Needs" workshop with the Lakes Region Partnership for Public Health in June 2011.

Policy & Procedures: Deb is working on reviewing & updating policy & procedure manual, adding the Face to Face Encounter and Therapy Reassessment requirement. Discussion regarding Fee policy and need to implement a Write Off policy. Deb will be working with staff to improve this process.

CareVoyant updates & training: Deb & Stephanie participated in the training for the new version of CareVoyant (MVNS software program for documentation & billing) to include ICD-10 diagnosis coding as

well as 5010 Medicare requirements which includes the Face to Face Encounter, new Therapy reassessment & billing updates.

Flu Clinic: MVNS has received 300 doses of flu vaccine. A new refrigerator with freezer separate from the refrigerator has been purchased to store the vaccine. The flu clinic has been scheduled for Thursday, October 6, 2011 at the Public Safety Building. Alice, Dianne, & Lucille volunteered to assist at the clinic. Bev Charest, RN has also volunteered and Deb will be checking with the National Honor Society as in past years. Board members will bake refreshments for the clinic. MVNS RN's will be offering home visits to residents that are unable to tolerate standing in line at a public clinic.

Per Diem, RN: Deb has found the need for additional Per Diem, RN to help cover weekends, holidays, vacations as the present Per Diem staff availability conflicts with the need. This additional staff will not change the budget.

A tentative holiday shopping date was set for 11/16/2011.

There being no further business the meeting was adjourned at 9:15 AM. The next Board of Directors meeting is scheduled for **Tuesday, December 6' 2011 at 8:30 AM at the Moultonborough Library.**

Respectfully Submitted,

Ed Charest
Acting Secretary