

Moultonborough Visiting Nurse Service  
Board of Directors Meeting  
April 3, 2012

**Members Present:** Debra Peaslee, RN, Director of VNS; Barbara Sheppard, Treasurer; Helen Abbott, Secretary; Alice Ellingwood, Dianne Davis and Lucille Sugar, Members at Large.

Meeting called to order at 8:38 AM.

The minutes of December 6, 2011 meeting minutes were reviewed and approved as written.

<b>Trust Fund:</b>	Previous Balance	\$40,618.94
	Donations	1,050.00
	Expenses	2,696.97 (New Laptops & NELC training)
	Balance	\$38,971.97

**Purchase of Laptops:** The current laptops are 3 years old and unfortunately the operating system is unable to accommodate the CareVoyant software update as required by Medicare. The laptops are unable to have the operating system updated, therefore the most appropriate step was to obtain 3 new laptops; these are ThinkPad Lenovo laptops with a total cost of \$2,396.97 for 3. This expense was approved to be paid by the VNS Trust. Stephanie is working with CareVoyant to install the Test sites onto the laptops so the staff can practice and test the updates before Production is installed. We hope to complete the test before the end of April.

**QI Meetings:** The Quality Improvement meetings are attended by the nurses on a quarterly basis. Acute care hospitalizations, deterioration of wounds, falls and other related issues are all discussed and corrective plans if necessary.

**Education:** Jeri King, RN attended a conference on Infusion Therapy with NELC instructed by Barbara McElroy, RN. Barbara also came to our office in December 2011 to provide training to the staff regarding the care of IV sites and allow the nurses to practice the occlusive dressing procedure.

**Medicare Surveyors:** On 12/7/11 a surprise inspection of the MVNS was conducted by the State Medicare Surveyors. They stayed for 2 days reviewing patient records, interviewing staff and made a home visit to observe the care provided and satisfaction of the patient. MVNS was found to be in compliance and deficiency free. The surveyors were pleased with the competency program for HHA's which was developed as a result of our previous inspection in 2008.

The Surveyors had recommended and it has been implemented that the headings of the MVNS organizational chart be revised to reflect the Medicare requirements. This is accomplished by listing the Board of Selectmen as the Governing Body and the Board of Directors as the Professional Advisory Committee. This modification is to clarify the difference between the direct management function of the Board of Selectmen and the more advisory nature of the Board of Directors.

**Census:** Charts showing the number of visits for Skilled Nursing and Physical Therapy were distributed to the Board of Directors. The charts showed comparison of the visits made for the past 2 years.

The Per Diem nurses have been a valuable resource to the agency to ensure coverage for weekends, holidays, vacation and with the fluctuations in the census.

Town meeting was held on March 17<sup>th</sup>, 2012; the VNS budget for 2012 is approximately \$450,000. Amount expended in 2011 was approximately \$384,000 and revenue \$220,000.

**Cost Report:** Because the revenues from Medicare were under \$200,000 it is only necessary to complete an abbreviated cost report for 2011. The necessary reports and data have been forwarded to Brad Borbidge, CPA for completion and due to Medicare end of May 2012. If there is any monies to be returned to MVNS it should be by the year end.

**Flu Clinic:** The service will not be holding a public flu clinic this year due to the decrease in attendance for the past 2 years. The vaccine is readily available in the community at local pharmacies, grocery stores, etc. There were about 110 doses left over from 2011. MVNS plan to order about 100 doses for patients and town employees.

Discussion on how to improve MVNS visibility in the community; some suggestions were to review the County Website, MVNS website, update brochure, posters for year round visibility.

**Community Services Team:** The Community Services Team will be sponsoring a Community Resource Fair on Friday, June 1, 2012. CST is excited that The Lakes Region Chordsmen has responded to be an exhibitor and possibly perform. We anticipate over 30 exhibitors; all exhibitors who participated last year are invited to return. Refreshments will be served at the event.

There being no further business, meeting was adjourned at 9:49 a.m.

Next Board of Directors meeting is scheduled for **Tuesday, June 5<sup>th</sup>, 2012 at 8:30 AM at the Moultonborough Library.**

Respectfully Submitted,

Helen F. Abbott  
Secretary