

# DRAFT

## Moultonborough Visiting Nurse Service Board of Directors Meeting December 2, 2008

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

Meeting called to order at 8:45 am.

The minutes of August 2008 meeting were accepted as written; no official business conducted as there was not a quorum.

<b>Trust fund:</b> Balance	\$57,901.10 (does not include interest)
Donations received:	\$ 710.00
Disbursements:	\$ 171.60 (to purchase Germ-X )

**Holiday expenditure** to date = \$3,0194.29 (boots, ski jackets, ski pants, winter clothes, gift cards for Holiday dinner); also includes gift cards for the elderly. Thank you to Barbara, Audrey, Lucille, GiGi and Cindy for doing the shopping.

**POD:** Debra Peaslee, RN and Jeri King, RN participated in an exercise to test the POD (Point of Dispensing) on 11/08/08 at Inter-Lakes High School. This tested the emergency preparedness to dispense medication should there be a pandemic. Flu vaccine was used for the exercise and approximately 225 people were vaccinated. There will be follow up to review what worked well and what needs improvement. The ILHS is the POD location for Moultonborough, Center Harbor, Meredith and Sandwich.

**Office Manager:** Debbie reports that the new Office Manager, Starla Watson has transitioned into her position and is doing a very good job. Starla attended a conference in October to learn about the updates and requirements for OASIS transmission.

**Per Diem RN:** Vicki Holland, RN has been hired as a per diem RN; she started her employment and orientation on 12/01/2008.

Cecile Andrews, RN attended a wound care conference on 11/06/08 which she found very informative. She was able to share some updates and useful information with the staff.

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Debbie provided an update regarding “Charting A Course”: The VNS, Recreation Dept. and Human Service Dept. (Community Service Team) are meeting monthly to discuss programs to better meet the community needs as a joint effort.

**Flu Clinic:** Debbie reports that there were 300 flu vaccine provided this season; The nurses made home visits to those residents that may find it difficult to stand at a clinic; 50 – 60 people received their flu shot at home. Debbie explained that the VNS received positive feedback that the clinic was very efficient; on the other hand, we did receive negative feedback that the clinic opened early and ran out of vaccine by 10:15 am. This will be taken into consideration for future clinics; possibly starting at 9:00 am with doors locked until scheduled start time; also may consider purchasing more vaccine.

The new State License has arrived; it will be posted on April 1, 2009.

**Budget:** Debbie provided the Board with a draft of the Budget 2009; reviewed the highlights: increase of \$4000.00 for POC, \$12,500.00 for Strategic Planning. Debbie is scheduled to meet with the BoS and ABC on 12/10/08.

**Strategic Planning:** Looking to the future; how will the VNS recruit and retain staff, offer more community services; reduce taxpayer contribution. Debbie has reached out to neighbor agency who provided template for starters; it was also suggested to consider a college student looking for a project. This will be addressed with the BoS and ABC, \$12,500.00 is built into the budget for this.

**Software Upgrade:** Discussion regarding the POC (Point of Care) software. This will allow nurses to complete their documentation in the field; improve accessibility to patient’s medical record; streamline admission to reimbursement. The additional \$4000.00 (as stated above) is built into the budget for 2009. The plan is to obtain the laptops and training from the VNS Trust.

There being no further business, the meeting was adjourned @ 9:50 am.

The next Board of Directors meeting is scheduled for **Tuesday, April 7, 2009 at 8:30 am** at the **Moultonboro Public Library**.

Respectfully submitted,

Helen Abbott, sec