

Berlin VNA Nursing Board Meeting
November 9, 2020
Tele-Conference Meeting at 6:30 p.m.

Present: T. Cope, B. Chyra, C. McKinnon, D. Veronesi, F. Geschimsky, L. Wilhelm, L. Carlson, W. Russo and J. Micci.

Absent: Dr. Chorzepa

The meeting was called to order at 6:35 p.m.

Audience of Citizens – No Audience of Citizens on this call.

Acceptance of minutes: The following minutes from the previous 4 meetings were reviewed due to no quorum. A motion was made by D. Veronesi to approve all the minutes, seconded by B. Chyra. Unanimously approved.

President's Report – T. Cope will contact K. Wall, Town Clerk on whether the size of the Board can be changed. All members have received the ByLaws and revisions have been made. A motion to approve the Bylaws with the revisions was made by D. Veronesi and seconded by F. Geschimsky. Unanimously approved. Changes will be made and Bylaws updated and sent out to members.

Treasurer's Report: - None Reported.

Administrator's Report – W. Russo reported on the following:

- COVID 19 cases increasing state wide. Administrator gets update from the Health Department and Police Department on a daily basis of COVID patients.
- Discussed the admissions of patients with diagnoses of COVID 19, current census of patients who have contracted COVID 19 and family members of patients with positive cases of COVID 19. This continues to be a major challenge for Nursing both at the VNA and in the School District. Our VNA staff is currently tested weekly however the test turnaround time is increasing again now that cases are on the rise. If staff is exposed to a patient who then tests positive for COVID staff members must quarantine for 14 days in addition to being tested.
- Staffing – All current positions are filled VNA and the Schools.
- Office process continues to be on a staggered basis to minimize the number of staff members in the office. Nursing and therapy staff perform their visits and complete documentation off site. Time in office is limited to picking up or dropping off supplies and or paperwork. The Home Health Aide staff perform visits, provide support to office staff, manage marketing items and also provide support in the schools when needed. All staff meetings are held remotely.
- Financial – Revenue remains low and is directly related to low census. Census numbers are increasing and currently averaging in the 60's. Current referral activity has increased. Budget for the new fiscal year is being worked on. The Quality Audit reporting has transitioned to in house at this time. The budget will be kept at the previous budget levels.
- Marketing – Marketing activities and events have stopped since the onset of the COVID 19 pandemic. The ability to market our services is more limited however we have continued to keep the Berlin VNA's name and services out in the community. There is a Kiosk at the Berlin

Stop and Shop which advertises our services, marketing packets which were delivered to referral sources and local facilities.

- Administrator has been working on new policies and procedures. Now that there is a quorum and approved past items. These will be placed on the next meeting for Board approval.

A motion was made to adjourn the meeting by D. Veronesi, seconded by B. Chyra. Unanimously approved.

Meeting adjourned at 7:20 p.m.

Submitted by,

Dori Dyer

Commission Secretary