

*Berlin Visiting Nurse Association*  
*Town Hall*  
*240 Kensington Road*  
*Berlin, Connecticut 06037*  
*(860) 828-7030 Fax (860) 828-7420*



The meeting of the Berlin VNA Board of Directors will be held on  
Monday, November 9, 2020 at 6:30 (Via Conference call)

Dial in # 701-802-5349 – Access Code 7596550

### **AGENDA**

- I. AUDIENCE OF CITIZENS
- II. ACCEPTANCE OF MINUTES
  - Minutes of February 10, 2020
  - Minutes of May 11, 2020
  - Minutes of June 8, 2020
  - Minutes of September 14, 2020
- III. PRESIDENT'S REPORT
  - Bylaws
- IV. TREASURER'S REPORT
- V. ADMINISTRATOR'S REPORT
- XII ADJOURN

**PLEASE CALL THE NURSING OFFICE AT 828-7030 IF UNABLE TO ATTEND**



Berlin VNA Nursing Board Meeting  
February 10, 2020  
John "Doc" McIntosh Room

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

The meeting was called to order at 6:30 p.m.

There has not been a quorum for a few months so the past minutes will be voted on. Minutes have been reviewed by members prior to the vote.

A motion was made by B. Chyra to approved the minutes from June 10, 2019, September 9, 2019 and November 11, 2019 and seconded by D. Veronesi.

A motion was made by D. Veronesi to approve the Visit Safety Policy seconded by L. Carlson.

A motion was made by D. Veronesi to approve the Travel Policy seconded by C. McKinnon.

W. Russo discussed the Board needs to be pulled together. After months of no quorum officers need to be addressed to move the VNA Board ahead. After the resignation of the Chairperson, T. Cope was the Vice Chairperson filling in until new positions were discussed and voted on. T. Cope was willing to become the Chairperson, but understood if members were not in agreement due to the circumstances. Members discussed conflict of interest with T. Cope being the Chairperson as his mother was on the Town Council. In the past it was brought to the Town Council, the Town Manager and the Town Attorney that there was not a conflict of interest. She is no longer on the Town Council. B. Chyra discussed the article that was in the newspaper about the VNA, read the last Board of Finance minutes to the members and also discussed the Board of Ethics policy. Discussion of members on these issues prior to voting on officers.

C. McKinnon is willing to continue as Treasurer and D. Veronesi as Secretary. B. Chyra will be willing to be Vice Chairperson. After discussion no other members were interested is running for any positions.

The Slate of Officers presented as follows:

Chairperson- Taylor Cope  
Vice Chairperson – Brenda Chyra  
Treasurer – Cyndi McKinnon  
Secretary- David Veronesi

A motion was made to accept the Slate of Officers as stated.

All in favor:

T. Cope, F. Geschimsky, L. Wilhelm, D. Veronesi, L. Carlson, C. McKinnon and B. Chyra

W. Russo wrote her comments and concerns about the article that was in the paper and the information discussed at the last Board of Finance Committee meeting. It was given to the Town Manager to hand out to the members of the Board of Finance.

Administrator's Report:

- W. Russo discussed the daily census and payor mix. The census in December was low but it is back to baseline at 62 to 68. Referrals have increased during the last few months.
- The new CMS reimbursement model (Patient Driven Groupings Model) was effective on January 1, 2020. It is the most major change in reimbursement in the past 20 years. The billing and reimbursements are being tracked to determine the extent of the impact it will have going forward for the agency. The billing process as well as the extent of our clinical documentation process has been transitioned well to the new model.
- The Quality Assurance Committee continues to meet monthly. The initiatives being tracked are Hospitalization and Emergency Room Visits, Falls/Safety and Infection Control.
- Marketing events have been ongoing. Increase in referrals have been realized and positive feedback has been received. A breakfast will be held in March at the Community Center for a networking of surrounding agencies to support each other. Hopefully this will be well received and will continue on a quarterly basis.

Members discussed having an article in the newspaper on a weekly/monthly basis about the VNA to consistently market the agency and discuss positive features about the agency.

Committees:

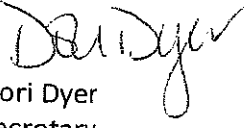
Discussion of members to set up committees. The Governance Committee will consist of D. Veronesi, T. Cope and F. Geschimsky. The Public Relations Committee/Strategic Planning Committee will consist of B. Chyra, L. Carlson and C. McKinnon. These committees will plan to meet in March and can discuss progress at the next Board meeting in April.

A motion was made by L. Carlson to approve the above committees and seconded by D. Veronesi.

All in favor:

T. Cope, F. Geschimsky, L. Wilhelm, D. Veronesi, L. Carlson, C. McKinnon and B. Chyra

Submitted by

  
Dori Dyer  
Secretary

Berlin VNA Nursing Board Meeting  
May 11, 2020  
Tele-conference Meeting at 6:30 p.m.

Present: T. Cope, C. McKinnon, D. Veronesi, B. Chyra, L. Carlson, Dr. Chorzepa, W. Russo and J. Micci.

Excused: F. Geschimsky and L. Wilhelm

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

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

Acceptance of Minutes: Minutes will be held until next meeting. No quorum tonight.

President's Report- T. Cope brought up that a former staff member Cindy Kuehn of the Berlin VNA passed away recently. Cindy was the Supervisor of Clinical Services and for a period of time the Acting Administrator of the VNA.

If anyone is interested in making a donation you can let Dori know by email. The VNA office will be sending a memorial donation in her memory to one of her favorite charities.

T. Cope and D. Veronesi disused the Bylaws and changes at a March meeting. F. Geschimsky was not in attendance. T. Cope will drop of a copy to the office to be copied and sent out to members to review changes. The members can review and contract T. Cope if any questions. They can email T Cope or D. Dyer approval or not of the Bylaw changes in writing by June 3 so at the next meeting they can be finalized.

Treasurer's Report – None reported

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

The Town's Budget was passed by The Town Council. There were not cuts to the Nursing Department budget as submitted. We did receive a Medicare Stimulus check based on our 2018 reimbursements. There are specific guidelines that these funds can be used for.

Patient Census – during the COVID pandemic the census was in 50's (previously in 70's) Elective Surgeries and procedures on hold. Patient's requesting discharge due to limiting staff coming into their homes. Communication with patient, family members and coordinate with physician to abide by their wishes.

COVID Cases Update –

Patients – 3 positive cases (1SNF, 1 Deceased, 1 Home without services)

Staff – 5 positive cases (3 remain not working at the time of this meeting) 1 continues to test positive without negative symptoms, 1 on workers comp for previous injury. A negative COVID test will be needed prior to returning to work.

VNA doing contact tracing. The Central CT Health District is very involved and helpful for anything we need. Any questions are answered.

Staff are doing telephone visits for patients. Staggering visits. Staff and Administration are having weekly teleconferences to discuss any issues. Per diem staff are being utilized. A few school nurses have stepped up to the plate to help out.

We are prepared to admit COVID positive patients. Staff educated, supplies for PPE available in adequate quantity. Referrals minimal overall, Payor mix consistent with approximately 60% Medicare and Managed Medicare

PDGM reimbursements have been consistent with little change from previous billing model.

Billing is current, new billing is timely. Documentation timely and accurate. Quarterly Audits good.

Quality Committee meetings have been on hold with continued monitoring of Falls, Infections, Documentation by Clinical Manager.

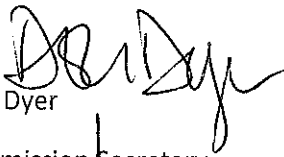
PPE supplies adequate. We are doing universal masking and gloving for all patients. COVID positive, exposed or presumptive patients are treated with full PPE. (N95/gowns, goggles, gloves, face shields as applicable and patient masking.

Marketing activities are on hold and will continue when it allows.

The next meeting would have been the Annual Dinner/meeting. There will be no dinner this year. A regular June meeting (tele-conference) will be held on June 8, 2020.

A motion to adjourn by L. Carlson, seconded by D. Veronesi. Meeting adjourned a 7:15 p.m.

Submitted by,

  
Dori Dyer  
Commission Secretary

Berlin VNA Nursing Board Meeting  
June 8, 2020 – Special Meeting  
Tele-conference Meeting at 6:30 p.m.

Present: T. Cope, D. Veronesi, L. Wilhelm, Dr. Chorzepa, W. Russo and J. Micci.

Excused: F. Geschimsky, L. Carlson, C. McKinnon and B. Chyra

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

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

Acceptance of Minutes: Minutes will be held until next meeting. No quorum again tonight. Three sets of minutes will be on the September agenda.

President's Report – T. Cope was going to discuss the ByLaws but without a quorum they will have to discuss at the next meeting which is scheduled for September. The only question was if there needed to be 12 members as we usually do not have a quorum.

Treasurer's Report – None Reported

Administrator's Report – W. Russo discussed the following:

Things have settled down a bit. Staff are still functioning working remotely for the most part. Staff meetings are done by teleconference on a weekly basis, with nurses, therapists and clerical/billing staff.

Census is still on the lower wide (overall industry census low). Referrals picking up slowly. Hopefully the agency will see a significant increase with resumption of elective surgeries and procedures.

Budget year 2019/2020 ending. The VNA is within the budget with some increase in expenses for supplies related to the COVID 19. Some transfers have been made and we also have the Medicare provider relief if needed going forward. Medical supplies are an ongoing issue to find products to make sure we have all appropriate equipment.

Quality Program – We have made a decision to hold on to outsourcing quality audits and reporting for one year. Census is currently low and the plan is to move the process internally until we are better aligned with our budget.

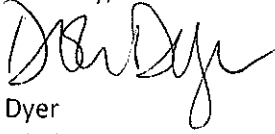
Marketing – We have been unable to continue with marketing plans for spring and summer however we have done some marketing via email to common referral sources.

Billing – Billing is current with no issues related to the PDGM billing model.

A motion made by D. Veronesi and seconded by L. Wilhelm to adjourn meeting.

Meeting adjourned.

Submitted by,

A handwritten signature in black ink, appearing to read "Dori Dyer", written in a cursive style.

Dori Dyer  
Commission Secretary

Berlin VNA Nursing Board Meeting  
September 14, 2020  
Tele-Conference Meeting at 6:30 p.m.

Present: T. Cope, B. Chyra, F. Geschimsky, L. Wilhelm, Dr. Chorzepa, W. Russo and J. Micci.

Excused: D. Veronesi, C. McKinnon

Absent: L. Carlson

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

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

Acceptance of Minutes: Minutes will be held until next meeting. No quorum tonight.

President's Report- T. Cope asked members if they had received the Bylaws. No members had any questions that have not been addressed. So as the Bylaws stand now they are ready for approval by the board but will need to have a quorum to pass them. T. Cope will contact Town Clerk to discuss quorum as there is a small board and how to move forward. The next regular meeting is scheduled in November. If after speaking with the Town Clerk T. Cope will if needed contact members if a possible meeting can be held in October to pass the Bylaws.

Treasurer's Report – None reported

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

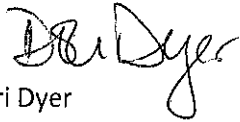
- Summer Update – The VNA continued to see lower referral numbers. This was based on limited numbers of elective procedures and COVID 19 restrictions. Currently census has returned to a baseline of 60 with referrals coming in on a regular basis. Out goal remains to be a census of 80 as a baseline. Pre COVID we were in mid 70s.
- Staffing – our nursing staff remained at 3 full time throughout the summer because of one RN out on a worker's compensation injury. Therapy and HHA Coverage remained unchanged.
- Office process during COVID pandemic. The VNA office continues to work on a staggered work schedule. Remote meetings, required temperature checks when coming into office and maintain the use of masks and social distancing with staff present in the office. At the beginning of the pandemic we had multiple cases of staff who tested positive so we have reduced the staff in the office at any given time. Positive cases in Berlin are reported from the Health District via the Police Department. The clinical staff are tested weekly.
- Financial – The revenue has been low throughout the summer due to decreased census and utilization of per diem staff. We should see improvement with the census and are monitoring staff utilization. Regarding the new model of billing implemented last January by Medicare, we are seeing only a slight decrease in reimbursement as compared to the previous model. In an effort to decrease expenses we have discontinued outsourcing of Quality Auditing and Reporting and moved it internally. This allows for approximately \$20,000 per year in savings to the Nursing Department.



- Marketing – Due to the pandemic we had to reevaluate some of the new marketing strategies that we had put into place and were having positive results with. We now are providing information on Face Book, the Town of Berlin Website and the VNA website. We also rented marketing space by advertising on a Kiosk at the Berlin Stop and Shop which should be implemented this month. Throughout the summer we provided some marketing information to the Library which was added to the community Library book pickups. Open communication with our referral sources is kept up weekly to promote referrals. Flyers have been sent out as well to referral sources.
- Consistently providing education and follow up with both the VNA staff and School Nursing Staff throughout the pandemic. Updates on the pandemic regarding PPE and COVID 19 guidelines.
- Nursing coverage was provided for summer school while implementing new protocols and guidelines for disease mitigation. Protocols, policies and guidelines were developed for school re-opening in the Fall. This included providing isolation rooms in all schools, increase staff in each school and social distancing set up for all health rooms.

Meeting adjourned at 7:10 p.m.

Submitted by,

A handwritten signature in black ink, appearing to read 'Dori Dyer', written over the printed name.

Dori Dyer

Commission Secretary