

**Acton Nursing Services Task Force  
Meeting Minutes  
September 22, 2015  
Final: October 14, 2015**

**Task Force Members Present**

Dick Calandrella (Associate), Ellen Feinsand, Katie Green (BoS Chair and Liaison).Adrian Hancock, Charlie Kadlec, Marge Kennedy (Associate), Florence Ross, Howard Sussman, Heather York (Town Liaison)

**Guests**

Sharon Mercurio (Director of Acton Council on Aging/Senior Center)

**Members Absent**

None

**Task Force Objective**

The objective of the Acton Nursing Services (ANS) task force is to optimize service delivery in terms of scope, citizen awareness and financial performance while preserving high quality care. A seven person board (with both staff and community support) will be responsible for meeting the goals and objectives and reporting to the Board of Selectmen.

**Task Force Goals**

- Creating a Network Development Plan resulting in increased referrals and reimbursement.
- Creating a Marketing and Communication Plan to increase exposure.
- Developing a report for Town Meeting presentation to apprise citizens of Task Force status and progress toward achieving the stated objective (deferred).
- Proposing a standing Task Force structure.

**Chairman's Update and Formalities**

**Presented by: Charlie Kadlec, Chairman**

Quorum was confirmed at 7:05 pm.

Minutes were approved unanimously with no changes.

A revised DRAFT of the Board of Selectmen presentation (updated by Mr. Hancock) was distributed by Mr. Kadlec for review during the meeting. A copy will be submitted with the minutes for the formal record.

Mr. Kadlec also had the revised DRAFT presentation on a computer for group viewing.



## **Board of Selectmen Presentation Update Presented by: Charlie Kadlec**

Mr. Kadlec reviewed the revised draft of the presentation for the BoS meeting on October 5, 2015. Suggested changes that had been submitted to Mr. Hancock during the prior week(s) were incorporated, as appropriate. The draft document with preliminary data was discussed. This document has been posted to Docushare.

A significant amount of time was spent discussing further changes and issues to be brought to the attention of the BoS. Highlights of the discussion are below:

- The Network Assessment section has been deleted per request by Ms. Gowing.
- Additional data was requested to demonstrate potential demand
  - Number of Acton residents who are age 60+
  - Number of Acton residents who are age 60+ who live alone
- Slides with financial data will be omitted based on the Finance Update noted above.
- Slides with annual Admissions and Visits will be included.
- Mr. Kadlec presented the online link from the Town website to the new Q&A and the updated Acton Nursing Services website with the 2014 Award prominently displayed.

### **Action Item**

Each ANSTF Member should review the latest slides, make additional, proposed changes along with an explanation/rationale for changes, and send them to Mr. Kadlec as soon as possible.

It was agreed that a dry run of the presentation should be reviewed by the ANSTF at a meeting on September 29, 2015. Note: Ms. Kennedy and Ms. Feinsand will not be able to attend.

### **Acton Awareness Building**

**Presented by: Marge Kennedy, ANSTF Member**

Ms. Kennedy said that she would ask Betsy Purcell, realtor contact to attend the ANSTF meeting on October 13, 2015.

### **Next Meeting and Adjournment**

The next meeting will be September 29, 2015 at the Acton Senior Center at 7 pm. Meeting was adjourned at 8:50 pm.

Submitted by: Ellen Feinsand, Clerk, ANSTF