

**Acton Nursing Services Task Force  
Meeting Minutes  
June 7, 2016  
Approved: July 12, 2016**

**Task Force Members Present**

Ellen Feinsand, Adrian Hancock, Charlie Kadlec, Florence Ross, Heather York (ANS Director and Town Liaison)

**Guests**

None

**Members Absent**

Dick Calandrella, Katie Green (BoS Liaison), Marge Kennedy

**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 7:00 pm.

Minutes were approved unanimously for the May 3, 2016 meeting.

- The meeting schedule is being finalized to ensure a quorum.
- The financial information for fiscal year 2016, through June 6, 2016 is revenue of \$288,007, expenses of \$371,906, net deficit of \$83,899.
- Additional expenses for ANS employee benefits for the 5 Town employees who are eligible for benefits may be approximately \$75,000. The total deficit may be approximately \$150,000, somewhat less than fiscal year 2015.

## **Director's Update**

**Presented by: Heather York, Director**

Admissions for April were 7, and May were 11.

A new Physical Therapy contractor was due to start part time on May 6. This may help with accepting patients who require physical therapy.

### New Postcard Mailing

The Postcard mailing was being addressed to Acton residents aged 50 – 59 and the target mail date is May 13.

### Municipal Quarterly Mailing

ANS will be mentioned in the Municipal Quarterly tax mailing. In addition, there will be a separate ANS insert to raise awareness for all taxpayers. This mailing will take place in late June.

### Feedback Request

A new insert is ready to be inserted into Admissions packets explaining the importance of patients responding to the National Survey requests by Medicare. The survey insert will be mentioned to patients at the initiation of a case, and a second reminder at the point of discharge from ANS.

## **Marketing Update**

**Presented by: Adrian Hancock**

The group reviewed the Marketing Plan that had been created several months ago. Adrian Hancock led the discussion and will update and circulate the new version for further review.

A question was raised about ideas for community sponsorship opportunities.

## **FANS Update**

**Presented by: Florence Ross**

The next FANS newsletter was mailed date on May 31, 2016.

## **ANSTF Structure**

We tabled discussion about a Recommendation and proposal to the BoS for a permanent structure until the next meeting. Consideration might be given to changing from a Task Force to an Advisory Committee as a standing entity.

Meeting adjourned: 8:35pm

Next meeting will determined and communicated as soon as possible.

Submitted by:

Ellen Feinsand, Clerk, ANSTF