

**Acton Nursing Services Task Force
Meeting Minutes
July 26, 2016**

Task Force Members Present

Ellen Feinsand, Katie Green (BoS Liaison), Adrian Hancock, Charlie Kadlec, Marge Kennedy, Florence Ross, Howard Sussman, Heather York (ANS Director and Town Liaison)

Guests

None

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 7:00 pm.

Minutes were approved unanimously for the July 12, 2016 meeting.

- Summary financial information was shared:
 - FY 2016 (estimated): Revenue \$310,000; Expenses \$415,000; Net (\$105,000)
 - FY 2015: Revenue \$400,000; Expenses \$515,000; Net (\$115,000). The revenue includes a town subsidy of \$165,000.
 - This estimate indicates an improvement in the net deficit in fiscal year 2016.

Director's Update

Presented by: Heather York, Director

- There were 7 Admissions in July.

Other Update

Ellen Feinsand reported that Medicare has created a new Hospital Star Rating to help Americans learn about the relative quality of hospitals they may be using. There have been objections from Congress and the hospital industry regarding the methodology and information used in the measurements. It is expected that this information will be publicly available later in the summer.

Report to Board of Selectmen – Discussion and Assignments

- The Charter for the new standing committee that will be part of the recommendation should be broad so that it can encompass what is needed to support ANS. The responsibility should be to provide support for ANS in areas they deem useful to meet Acton's goals.
- It would be useful to incorporate information on the size of Acton's disabled residents since this population may be another segment for ANS' services.
- Draft 2 of the report to the BoS was discussed.
- Several changes were proposed to the Marketing Communications Activity chart. These will be incorporated into the next version by Ms. Feinsand.
- The following people were assigned drafting responsibility for each section:
 - Introduction – Charlie Kadlec
 - Network Development Plan – Ellen Feinsand and Howard Sussman
 - Marketing Communications Activity Summary – Ellen Feinsand
 - Citizens Awareness – Ellen Feinsand
 - Marketing – Adrian Hancock
 - Finances – Charlie Kadlec
 - Future of Home Care in Acton, including data – Charlie Kadlec
 - Summary Recommendations – Charlie Kadlec
 - Samples of Each New Item for Attachment to Report – Heather York
- Members were asked to integrate comments they receive from any other individual members but not to send revised drafts to the group. It is necessary to bring revised versions to the next meeting for in person discussion.

Meeting adjourned: 8:20pm

Next meeting will be on August 9, 2016 at 7pm in Town Hall, Conference Room 9.

Submitted by:

Ellen Feinsand, Clerk, ANSTF