

ACTON BOARD OF HEALTH  
MINUTES  
MAY 10, 1993

RECEIVED & FILED  
DATE Feb. 8, 1994  
Barbara Brown  
for TOWN CLERK, ACTON

**MEMBERS PRESENT:** Bill McInnis (Chairman)  
Cordelia Alfaro  
Jonathan Bosworth  
Mark Conoby

**STAFF PRESENT:** Doug Halley (Health Director)  
Mary Ellen Mayo (Nursing Administrator)

**OTHERS PRESENT:** Jean Worfolk (P.A.C.)  
Ruth Porter (FANS)  
Margaret Richter (FANS)  
Dan Costello (FANS)  
Rita Dolan (FANS)  
Carol Gilbert (Fitchburg St.)  
Rosie Berry (FANS)

The meeting opened at 7:45 P.M.

**NURSING SERVICE DISCUSSION:**

Bill McInnis opened the meeting with brief introductions. Bill discussed the objectives of the task group and the direction that has been given by the Board of Selectmen.

The participants discussed the need for a public health nursing service (responsiveness, quality control, personal care, community involvement). Bill outlined

the schedule of a progress report by early July and a final report by September.

The group discussed developing information on an ideal Nursing Service. Comparing the model agency with the reality agency was also discussed, along with how the present agency can move towards the model goal. Bill stressed that the Nursing Service can not have a deficit nor cost the taxpayers any money. Ms. Gilbert said that if the Nursing Service is required to earn its own keep than it must be given more financial independence.

Mr. Halley explained to the group the current status of the Nursing Service and the issues revolving around employee and contractual status. Mr. Costello felt that the town should take whatever action necessary to justify contractual labor. The need to have a supervisor was also discussed. The group divided the study into 5 tasks as follows:

#### A. Financial Plan

- 1) 1,5 year plan
  - a) current status
    - \* nominal case
    - \* worst case
  - b) new structure
    - \* preliminary
      - nominal case
      - worst case
    - \* final
      - nominal case
      - worst case

Assigned to this group was Bill, Cordelia, Doug and Mary Ellen

#### B. Personnel Status

- 1) Current Status
- 2) Appropriate Classification
- 3) Contract vs employee

Assigned to this group was Mark, Dan, Doug, Mary Ellen and Don Johnson.

#### C. Organizational Plan

- 1) Comparison with other agencies
- 2) Comparison with other towns
- 3) Medicare constraints
  - a) current status
  - b) predicted status

Assigned to this group was Rita, Eleanor Voochries, Margery Burgess, Jim Barbato.

#### D. Benefit of Service

- 1) Current Benefits
  - a) affective
  - b) financial
- 2) Proposed Structure
  - a) affective
  - b) financial

Assigned to this group Rita, Jean, Margaret, Ruth, Rosie.

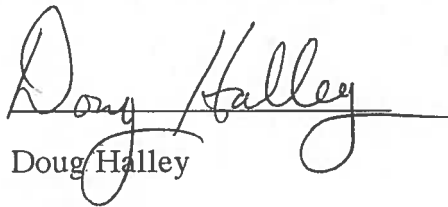
E. Community Assessment

- 1) Demographics
- 2) Fed/State Government

Assigned to this group was Mary Ellen, Doug.

The financial planning group agreed to meet again on May 24, 1993, at 6:30 P.M., in room 126. The whole group agreed to meet again on June 1, 1993, at 7:30 in room 126. At that time each group should have a working outline of the areas they have been assigned and be in the process of filling in the outline. Mark Conoby moved to adjourn the meeting. Jonathan Bosworth seconded. The motion carried unanimously.

Respectfully Submitted,



Doug Halley

Health Director



William McInnis

Chairman