

**Town of Enfield
Community Nursing Committee
Meeting Minutes—April 17, 2024**

Time: 5:30 pm

Location: Public Works Facility & via Teams videoconference

Teams videoconference link: <http://www.enfield.nh.us/community-nursing-committee/events/64981>

PRESENT

Community Nursing Committee: Affrille Degoma, Stephen Powell, Cynthia Loring, Sheila Bessette, Dawna Pidgeon, Parker Hinshaw; Emily Curtis, Public Safety Administrative Coordinator

Guest:- Jeremy Thibeault, Community Paramedic; Alice Kennedy, Select Board liaison

Members of the Public: Dave Beaufait

CALL TO ORDER

Affrille Degoma called the meeting to order at 5:30pm.

APPROVAL OF MINUTES

Emily stated that the motion to approve the February 7, 2024 minutes did not include a second to move the motion forward, and she requested a confirmation vote for approval to ensure that the full motion is recorded.

Motion made by Cindy to approve 2/7/24 meeting minutes. Steve seconded the motion. Vote unanimous in favor of the motion (7-0).

Cindy presented her suggestions for changes to the 3/20/24 Meeting minutes.

- Business: In second sentence, strike “individuals”, put in “members individually”, Sentence beginning with “Stephen”, change “for efficiency” to “within subcommittees”, Clarify last 2 sentences as to how is asking Ed about what: communication within subcommittees, guidelines (what guidelines?) And quorum issues?
- Community Nurse Presentation: #1 After “Mobile Integrated Healthcare” insert (MIH) #2 Change to “MIH Team Members: Jeremy (community paramedic), Rachael & Amanda (community nurses)” #5 Who are the. “Medical supports”? Should it say the “MIH Team”? #6 Correct spelling of “REDCap”
- Finances: In second sentence, strike the second “costs”. Sentence will read “...community nursing for 10 hours per week...”
- Public Comment: Under Dave Beaufait’s comments, should the first reference read “DHMC CME Medical Grand Rounds” (instead of Guard Room)”

Jeremy Thibeault noted that Rachael’s name spelling is incorrect in the minutes.

Motion made by Steve to approve 3/20/24 meeting minutes as amended. Dawna seconded the motion. Vote unanimous in favor of the motion (7-0).

Affrille and Emily brought forth information from a meeting with Town Manager, Ed Morris, concerning the content and organization of Nursing Committee Meeting Minutes. Per both Emily and Affrille, Ed requested that the content of the minutes is required to be accurately summarized but all details of the meetings do not need to be recorded.

It is agreed upon by all individual members of the committee that grammatical errors can be updated without requiring a formal vote for amendments, but any information that changes the content of the presented minutes is required to be discussed regarding the approval of the minutes.

BUSINESS

Communications

Affrille stated that Ed has appointed Emily as the town representative and stated all communication should go through Emily. She noted that Emily will send out the communication to the chair and to committee members as needed.

Committee Purpose

Affrille reviewed the Nursing Committee's Charge as approved by the town manager and the Select Board:

1. *Review data provided to ensure the program is meeting the needs of the Town of Enfield.*
2. *Meet with community nurses to gain their perspective on the program and the needs of the Town of Enfield*
3. *Advise the Town Manager of the status of the program and make recommendations of changes if and when necessary.*
4. *Continue fundraising efforts to minimize taxpayer impact.*

Affrille further defines a sub-committee is 2 people and may be necessary for a specific charge such as fundraising. She added that the goal is to have everyone involved in the conversation, but if necessary, a subcommittee can do background work to develop information to be presented to all members at the following meeting for group discussion.

Steve requested further information on how a member of the committee would advise the town manager of the status of the program and make recommendations as necessary.

Per Affrille the information would be communicated by herself or Emily or the Committee would invite Ed to a meeting to discuss. Emily recommends for the committee to put in a motion prior to communicating with Ed about proposed changes so that Ed can better understand the Committee's position.

Stephen inquired if the committee's mission includes outreach and/or marketing to educate the town. Affrille stated it is not a part of the mission as was outlined by the town manager but noted that it may occur through the committee if there is a clear purpose for outreach and education.

Cindy further presented the ad hoc mission statement and proposed that the mission statement becomes the mission statement of the Enfield Community Nurse Committee. Affrille stated that she and Emily spoke with Ed, and it was verified that the committee does not need a mission statement as a charge has already been put forth by the town. Affrille stated that the mission statement could be unofficially the mission statement of the Committee, and a request was made for a motion to adopt. With no motion made, the committee moved on to discuss clarification of committee duties.

Dawna inquired what has already been done to educate the community and medical providers about the availability of community nursing in Enfield.

Jeremy noted that the nurses have reached out to social workers at the hospital and have tried to connect with primary care providers. They have also reached out to local organizations who can help spread the word.

Parker and Dawna request further clarification on charge and duties of the Committee. Affrille stated that, per the committee charge, the committee role is to review data for oversight and make any recommendations to the town manager.

Informational Update from MIH Team & Review of Data

Jeremy presented a brief overview of data collected from January, February, and March. He noted that the Lebanon reporting system for data differs from the REDCap data in that the encounters for Lebanon is defined as the patient and nurse had an interaction whereas the REDCap encounter is defined as any action involving care coordination which may exclude nurse and patient interactions.

Jeremy stated that, overall, referrals are slow in the first quarter of launching in Enfield, and the same could be said for Lebanon. There are more referrals and more encounters in Enfield versus Grantham. He added that every six months there will be outcome data that will be shared which includes patient and provider satisfaction survey information.

Other Business

Public Comment

Dave Beaufait requested data to be available to the public electronically for a visual reference during the Nurse Committee meetings.

Future Agenda Items

- Events/Outreach
- Fundraising and APD sponsorships
- Kristen Barnum to present REDCap data

Adjournment

Affrille made a motion to adjourn at 6:44pm. Emily seconded. Vote unanimous in favor of the motion (7-0)

The meeting was adjourned at 6:44pm.