Hanover Community Nursing Advisory Committee

Meeting minutes for Tuesday, March 28, 2017

In attendance: Bill Boyle, Ann Bradley, Jen Gantrish, Joyce Hinsley, Michael Hinsley, Betsy McClain, and Stuart Pompian

Location: Rotary Room in Howe Library

Agenda items discussed.

1. Approval of minutes from February 27th meeting.

2. Review of Job Description documents (all): We discussed the job description (draft for the town website) that Ann & Joyce had written. The only additions to this draft were the following:
   a. Community Nurse will report to the Human Resource Director
   b. Supervision will be provided by the Oversight/Steering Committee and/or a volunteer committee comprised of experienced nurses.
   c. Support from other Upper Valley Community Nurses at monthly meeting.
   d. Work in conjunction with Town of Hanover’s General Assistance Coordinator/Elder Advocate.

   We also discussed the issue of documentation and trying to minimize time spent on this task. All agreed that documentation should be simple, so as not to interfere with the main focus of the work.

3. Discussion of hours and pay: Betsy has spoken to Dave Stewart, Human Resource Director about grading and job description for this position. Agreed that the pay range should be $22-25/hour, depending on experience, plus mileage; contract position with no benefits.

4. Process of posting on town website and placing ads (Betsy): Betsy reported that the job would be posted on job boards, the town website, in
newspapers and via electronic advertising. Town meeting is on May 9th, so it is most likely that a job posting would go out by the end of May.

5. **Timeline and process for interviewing and hiring (Betsy and Jen):** Speculated that candidates would be vetted and interviewed in May with a July 1st start date in mind. Candidate would be interviewed by the Steering Committee and Dave Stewart, Human Resource Director.

6. **Preliminary discussion of oversight:** We discussed the need for clarification of organizational and budget structure. As a town employee, who would the community nurse report to? See recommendations above under 2. **Additions to the job description draft, a-d.**

7. **Other business/discussions:**
   a. Strong support from the selectboard for a community nurse.
   b. Other possible funding sources, e.g., grants, donations to the town, etc.
   c. Concerns expressed about “getting the word out” about this new position especially to isolated folks in the community. Some suggestions made were the following:
      * initial town meeting announcement in May
      * promotional meetings at the library
      * information at the town hall and on town website
      * identifying “community reporters”, e.g. UPS/Postal workers, Valley News deliverers, Gas/Oil delivery companies, Rotary Club, area churches and initiating a letter campaign and/or training for community reporters.
   d. Discussed compiling community reporter information ahead of time to ease the initial start-up time for the newly-hired community nurse.
   e. Betsy will get further input from Human Resources re: advertising for position, interview process, supervision details, etc.
   f. Ann will re-write the job description per our discussion.

8. **Next Meeting:** Thursday, April 27th, 2-4 PM, Rotary Room at Howe
   Jen will reserve the room.