CAPHN

Board Meeting

Wednesday, April 19, 2023

10:00am to 11:00am

MINUTES

**Members Present:** Susan Dubb, Jennifer Waldo, Margaret Balint, Kristina Agapito, Lisa Coakley,

**Members Absent**: Sherry Carlson, Tracy Cahill, Samantha Cousins, Janine Vose, Paula Sutliffe, Andrea Lombard, Aria Swan

**March minutes:**

March minutes were not voted on. Tabled for next meeting.

**Reports:**

President- Susan Dubb:

* + Talked about upcoming Annual Meeting and potential for virtual option if one speaker cannot attend in person. Able to be done, but complicated logistics.
	+ Discussion about the recent FDA approval of bivalent booster dose for those over 65. ACIP approval still needed before we can administer. DPH will send out announcement.

President Elect- Kristina Agapito:

* + Attended the CNA Specialty Group in May. Topic was legislation. It was interesting. Looking for volunteers to attend upcoming Specialty meetings, 2nd Tuesday of each month from 6-7 PM.
	+ The Nurses Day at the Capitol has been changed to 5/17/2023. Both Kris and Sam will be attending. For anyone else interested in attending, the cost will be $10 and Kris will send out an email with the information.
	+ Board retreat Date has been set at Saturday, May 20th from 10-3. Location TBD.

Secretary- Samantha Cousins: No report. Not Present.

Treasurer- Margaret Balint:

* + Margaret reported that the current balance is $2,896.36. There are no bills outstanding at this time, but there will be 2 bills coming up related to our website as well as a business reporting fee of $50 that is billed in July and payable in September.
	+ She added that fees for membership and the Annual meeting will help bring up our coffers over the next month or two.
	+ Payments should be sent to CNA with a note in the memo of the check indicating what the payment is for, so it is applied correctly to the CAPHN account.
	+ Margaret receives monthly updates from Virginia at CNA regarding our account balance.

Membership- Janine Vose: No report. Not Present

Practice- Aria Swan, Rita Foster: Not present. No report

Communications- Lisa Coakley: Website continues to have items added as they are sent in. Lisa is also sharing items on our FB page.

Mentorship- Paula Sutliffe: Not Present. No Report

Program- Susan Dubb, Jennifer Waldo:

* April Lunch and Learn was STIs with Ava NePaul from DPH.
* Discussion regarding Annual Meeting preparations. Jeni has an appointment with Frank Specia who is the ACES Coordinator in St. Joseph’s County, Indiana. They have used their data to create a program using the ACES data. She will talk with him about potentially speaking in September as a “Part 2” on the topic of ACES. We would use our live speaker from UCFS to speak at the Annual Meeting as the “Part 1”. Jeni also pointed out that in the **Winter 2023** edition of *NACCHO Exchange* had an article about ACES that really pulled all of the pieces together.
* Sue mentioned that logistically we could manage a live speaker and a remote speaker, but after discussion with the group regarding the complicated logistics AND the fact that it might be better to break up the information into 2 sessions in order not to overwhelm attendees…that we would try for that option, with September being the target for Part 2. The point was raised about not using the acronym ACES, but rather to spell it our so our members are clear what we are going to discuss…we want to move away from jargon.
	+ Jeni also spoke with Laura Stack (Johnny’s Ambassadors) regarding her THC presentation that she provides remotely for 1 hour. The cost for her to speak is $1,250 for the lecture. The group agreed that we do not have those kinds of funds available at this time, but this is something we should consider if we want to engage such speakers down the road. In the meantime, Jeni suggested that we send a personal Thank you card and perhaps a gift card to thank our speakers that are doing so for no fee. The group agreed this was reasonable.
	+ Jeni confirmed that we have topics lined up for August – Vector-borne Diseases, September (potentially part 2 of ACES), October – Hoarding with Loren Pace and December – working on a few angles (new legislation, QPR next steps, Vaccine documentation. Jeni mentioned that a speaker from the Amplify program might be an option for the next steps regarding the suicide prevention training that is required for nurses in CT.
	+ Discussion about development of an updated education needs assessment was raised so that we can continue to offer educational programs that meet the current needs of our members. Sue suggested having it available for the annual meeting for members to complete.

Members-at-Large- Sherry Carlson, Tracey Cahill: Absent

Legislative Ad Hoc- Andrea Lombard:

**Old Business:**

1. Need for volunteers for CNA Specialty Group meeting second Tuesday of the month. Kris Agapito will do May, Lisa Coakley will do June and Jeni Waldo will do July. We will put it out to the membership at the Annual Mtg to look for others to cover the rest of the year.
2. Treasurer Position Open – Please consider the position of treasurer. If not someone already on the board, then think of other peers that might be interested. Sue shared an overview of the duties and thanked Margaret for staying on until we can find a replacement.
3. Annual Dues due prior to Annual Mtg – Sue advised that in order to vote at the annual meeting, the dues need to be paid before or at the annual meeting. We are encouraging members to pay prior to the meeting (by submitting payment to CNA) to help build our coffers. Margaret suggested putting a registration form on the website so that people can print it out if required by their employer. Margaret has a template that she will send to Lisa to be put up on the website. We also noted that there were 2 locations on the website that had the CAPHN brochure…one of which was the older version…Lisa will delete the older one and replace it with the 2019 version.

**New Business:**

1. Annual Membership Meeting-6/8, 12pm - 4pm at Il Monticello in Meriden. $40 per person. Sue will do Certificates of Attendance for attendees. She is also looking into getting CAPHN business cards printed for the Annual Meeting and Nurses Day at the Capitol.
2. *Ad Hoc Nomination Committee Chair* still needed ASAP. We have to send out the slate of candidates to the membership by May 8th in order to be in compliance with our bylaws. Sue has heard back from several members that they will remain in their positions but needs to hear from others. She encouraged the group to reach out to other PHN colleagues and encourage them to consider running for a position. Sue clarified with Margaret that we can still accept nominations from the floor the day of the annual meeting. We simply leave a blank space on the ballot so the nominee’s name can be written in by the voters.
3. COVID-19 Public Health Emergency ending May 11, 2023. Sue advised the group that while most of the things that were in place under the emergency declaration would be ending, that she read there was some provisions for providing the COVID vaccines at no charge through Dec 2023. It is thought that since we receive the vaccines through a Federal contract that LHDs would still qualify to receive the COVID vaccines at no charge.

**Next Meeting:**

 May 17, 2023 10:00am – 11:00am

**Adjournment:**

* There being no further business brought before the Board, a motion made by Margaret Balint and seconded by K. Agapito to adjourn the meeting at 10:53 AM. Motion carried unanimously.

Submitted by Sue Dubb RN, B.S.

4/19/2023

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