CAPHN

Board Meeting

Wednesday, August 21, 2024

10:00-11:00am

MINUTES

**Board Members Present:** Kris Agapito, Jenni Waldo, Lisa Coakley, Berni Bova, Aria Swan, Susan Walsh, Amanda Garrity

**Board Members Absent**: Sam Cousins, Sue Dubb, Paula Sutliffe, Emily Alves, Andrea Lombard, Janine Vose

**Others in attendance:**  None

**Minutes:**

July minutes not voted on. No quorum.

**New Business:**

Review of new agenda (Jeni)

* It was proposed that the agenda be changed to make new business a higher priority.
  + Committee reports should be submitted in writing each month so they can be added to the minutes.
  + Berni proposed the reports be added to the agenda so they could be read ahead of time and questions asked at the end of the meeting.
  + There was no final decision made on when the reports would go out.
  + If there is something that needs to be discussed, please reach out to Kris AND Jeni so it can be added to the New Business on the agenda.

Next meetings (Kris)

* Doodle Poll was sent out.
  + Unable currently to get a standing date.
  + Future meetings are from 10:30-11:30 with a manual meeting from 11:30-12:00 on the following dates:
    - September 25, 2024
    - October- No meeting due to flu clinics
    - November 13, 2024
    - December 11, 2024
  + We will try another Doodle Poll in a few months to schedule out 2025 meetings.

Program Committee (Susan W.)

Lunch & Learns

* August 8th on hoarding was a great success.
* September 12th is on CtWiz. A membership meeting will follow.
  + Berni asked if we could talk about epi pens in the membership meeting.
* October there will be no lunch & learn due to flu clinics
* December (date unknown) will be part 2 of substance abuse.

2025 Annual Conference

* Venu options:
  + Lyceum in Hartford- Parking is limited to 40 people. After that, there is a charge.
  + Glastonbury Boat House- Very expensive.
  + Pond House in W. Hartford- Continental breakfast ~$11/pp. Lunch ~$26/pp. They have AV but may charge a fee.
  + Aqua Turf in Plainville- Require too many attendees
  + Tavern at Keney Park in Windsor- The seating doesn’t meet our needs.
  + Wadsworth Mansion in Middletown
  + Wesleyan College in Middletown- School may still be in session at the time we would like to use it.
  + Keeney Center in Wethersfield
  + Deane Stevens in Wethersfield
  + Amanda will investigate places in her area.
  + Berni suggested finding 3 places in a triangle we can rotate between. We already have a place in Stratford that worked. We should find 2 other places.
* Sue Dubb spoke with Susan Hacker with Workforce Development at DPH. They might have some funding for us. We need to find out what they can offer, as this will influence our decisions.
* Dates:
  + Everyone still likes the idea of Nurses Week- May 6-May 12, 2025
  + Wednesdays are a better day for a few people
* Topics:
  + Amanda suggested continuing with the theme from 2024 “Nurse Heal Thyself”.
* Trauma informed care & Trauma self-assessment, now what do we do was a topic everyone liked.
* Amanda will check with New Britain YWCA for any resources.
* Berni will check with Bridges & get more information on the person who presented recently in Bridgeport. She stated she was expensive, but maybe here is where DPH Workforce Development could help.
* Susan W. stated she has connections in Massachusetts if we were interested.

Speaker Request CEHA Conference

* ½ day on October 16th. Full day on October 17th. ½ day on October 18th.
* They asked someone to present on Public Health Nursing and Local Health and how we work with Environmental Services and the benefits of the relationship.
* The time slot will most likely be 1 hour with time for Q&A
* Berni, Kris & Aria are available. Although they would like input from the board.
* Kris will send out an email to the board asking for ideas and if anyone else is interested in helping or presenting.
* Aria will get more details and let them know of our date/time preference (10/16)

**Committee Reports:**

**Executive Board (President, President-Elect, Treasurer, and Secretary)**

* Treasurer (Aria)-
  + Currently have $4,655.03 in our account
  + A $50 filing fee was recently paid
  + Everyone should have been paid back who submitted receipts
  + Aria will confirm with Sue D. that she was reimbursed 100%

**Membership Report (Janine Vose)**

**Practice Report (Berni Bova/Amanda Garrity)**

**Communications (Lisa Coakley)**

* Lisa is looking into message boards
* Will post the TB SOPs to the website.
* It was requested that both the PDF and the Word document be posted
* It was requested that as Lisa does these things, she adds them to the SOP for the next communications chair

**Mentorship AD Hoc (Paula Sutliffe)**

**Members-at-Large (Emily Alves/Amanda Garrity)**

**Legislative Ad Hoc (Andrea Lombard)**

**Old Business:**

Practice Manual-

* Berni is requesting that everything everyone has worked on be sent to her so she can update the master list & re-assign as needed
* Master list is attached to these minutes
* Next meeting is Sept 25, 2024, from 11:30-12:00.

BL Revision (LPN’s)

* No updates
* Please add to next month’s agenda

**Next Meeting:** September 25, 2024, 10:30-11:30. With manual meeting from 11:30-12:00.

For the agenda:

* We need to set the date and location for the 2025 annual conference
* BL Revision for LPN’s

**Adjournment:**

Motions not made.

**Attachments**:

Manual appendices

Lunch & Learn Hoarding survey results

Lunch & Learn Immunization survey results

Submitted August 28, 2024 by Sam Cousins, MSN, RN