CAPHN

Board Meeting

Wednesday, June 21, 2023

10:00am to 11:00am

MINUTES

**Members Present:** Sue Dubb, Kristina Agapito, Jennifer Waldo, Amanda Garrity, Bernice Bova

**Members Absent**: Sam Cousins, Aria Swan, Margaret Balint, Janine Vose, Rita Foster, Lisa Coakley, Paula Sutliffe, Tracey Cahill, Andrea Lombard

**Meeting Called to order by Sue Dubb at 10:08am**

**Reports:**

President- Susan Dubb:

* Sue reported that she is very glad the annual meeting is behind us, especially due to the stress caused by the technology aspect.
	+ Her goal for next year is to double the attendance for next year.
* We will not be able to vote on the March, April, May and June Annual Meeting Minutes as not enough board members present on call.
	+ Will table for meeting in July.
* Discussed idea to consider electronic voting option yet it is not in our bylaws.
	+ Suggestion to amend the bylaws to include this was discussed.

President Elect- Kristina Agapito:

* Congratulated Sue and acknowledged her for all her efforts that led to a successful Annual Meeting.
* Share in goal of doubling attendance for next year.

Secretary- Samantha Cousins: Not present

Treasurer- Aria Swan/Margaret Balint: Neither present.

* Sue shared the following information current as of June 5, 2023.
	+ We started this year in July 2022 with $2582.88.
	+ As of June 5 (not year-end), we have $4058.24.
	+ Total expenditures 2022-2023: $685.83:
		- Includes Website Maintenance - $322.22,
		- CAN bookkeeping services for 2021-2022 - $313.61,
		- State of CT reporting fee - $50.00
	+ Expenses due for the 2022-2023 year:
		- CAN bookkeeping services for Qtr 1 & Qtr 2 – Amount Unknown,
		- 2023 Annual Meeting expenses – to come
	+ $1630 – Total of reimbursements received 2022-2023 includes pp dues of $50 and annual meeting cost pp of $40.
	+ As of 6/5/23 – 19 memberships paid, 17 paid for annual meeting. Some paid at the door so this will be in the final year-end report.
	+ Members asking if we could send them an invoice as a reminder to pay their annual dues. This would also provide them with a document to show their employer as well as have something for their own records.
	+ Need to rethink utilizing CAN for our bookkeeping as there have been many errors and the membership have a right to have their funds managed appropriately.

Membership- Janine Vose: Not present

* Sue stated there should be more money coming in for year 2023-2024 in membership dues since it was changed that all individual PHN’s need to pay for a membership which will equal 1 vote rather than before where there was 1 paying membership for each department.
* Berni Bova suggested that we try and find out how many PHN’s there are in CT. Sue will draft an email to check on the status of PHN’s in CT. Sue stated that the last membership roster we had 62 names yet some may have retired, left, etc.
* Currently there are approximately 30 members (with 19 paid).

Practice- (Practice chair position open)/ Rita Foster:

* Currently the Practice chair position is open.
	+ Sue will send an email to the membership to see if anyone is interested in filling the role.
	+ Berni Bova advised that if no one from the membership takes it on, she will fill the role.
* We discussed that the Practice Manual really needs to be worked on.
	+ The last revision was from 2015.
	+ Berni Bova suggested that we consider each taking an hour a week to work on a section/chapter prior to the retreat so we will have completed our research ahead of time. This way perhaps it can be only a half day rather than a full day.
	+ Sue is looking at rescheduling the retreat for early to mid-September and possibly having it at the Meriden HD. Sue will send out an email to the Board to see if they can do or prefer having the retreat on a week day or on a Saturday.

Communications- Lisa Coakley: Not present.

* Sue commented that Lisa is continuing to work on the website and Facebook.
	+ Sue will send out an email asking if any “tech savvy” individuals would want to become a committee member for Communications and assist Lisa.
	+ As well, Berni Bova suggested that Sue send an email to membership requesting someone to be a designated photographer at our events.

Mentorship- Paula Sutliffe: Not present.

* Sue commented that we would like to have members who have expertise in a certain area to develop a Quick Tips guide for those PHN’s who may need it. Like a quick reference guide, who to contact at state, how to begin, etc. Areas of interest for this would be how to handle a Foodborne Illnesses and handle an outbreak investigation, TB case and contact investigation and Lead case.

Program- Susan Dubb, Jennifer Waldo:

* Jennifer went over the schedule for upcoming Lunch and Learns.
	+ There will be no L&L in July.
	+ August 10th topic will be Vectorborne Diseases,
	+ October 12th topic will be Hoarding.
	+ We will be adding a Lunch and Learn on November 9th – Topic will be Lead Part 1 with Lead Part 2 on December 14th.
	+ Suggestion was made to have a L&L on September 14th on ACES and PEC (Positive Childhood Experiences) yet this poses a conflict as the Annual Flu Conference takes place that day. Need to schedule another date.

Members-at-Large- Amanda Garrity/Tracey Cahill:

* Tracey to continue in this position for another year.
	+ Need to have a motion to formalize this as this is not a committee appointment but a Board appointment.
	+ Kris will add to agenda for July Board Meeting under New Business to vote on T. Cahill.
* Amanda Garrity brought up for discussion the lack of nursing representation at DPH and the difficulties it presents for PHN’s without that type of support.
	+ In light of this, Berni Bova recommended that we write a proposal in the next few months to the Commissioner and Tom St. Louis focusing on the need for clinical representation in the Workforce Development Group and a formal letter to the Health Committee at the Legislative level.

Legislative Ad Hoc- Andrea Lombard: Not present.

* Staffing Bill was approved- a win for clinical nurses

**Old Business:**

1. Reschedule board Members Retreat: thinking to reschedule for early to mid-September
2. Practice Chair position still open. Sue to send out email to membership. If no one steps up, Berni Bova will take position.

**New Business:**

1. Welcome to Amanda Garrity and Aria Swan
2. Successful Annual Meeting on June 8th:
	* Jennifer added that feedback overall was very positive, ratings were high.
	* She also introduced the new 2024 Programming Needs Assessment.
	* Members commented that they would have liked to have learned what strategies to put ACES into play.
	* Jennifer to work with speaker for L&L on ACES and PEC to cover that topic.
	* Members commented that the delay in beginning the presentation, due to technology snag, made the presentation feel rushed but participants enjoyed the presentation overall.
3. Status of Fall Covid-19 Vaccine: Belief is that people are holding off on getting vaccination now waiting to see what is offered in the Fall. Berni Bova suggested that we all continue our surveillance as it is important and if people call and question whether or not they should get the vaccine now, recommend that they ask their PCP and question whether they are seeing spikes in their community.
4. June Awareness Month Activities: Sue offered that in Uncasville they are focusing on Lead in the soil. Gave out seed packets with information on Lead in soil attached.

**Next Meeting:** July 19, 2023

Submitted by Kristina Agapito, RN 06/23/2023

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| **Board Meetings** | <https://link.edgepilot.com/s/ea4749ce/puEf5cKXoEi4IbqYfc5E2Q?u=https://yale.zoom.us/j/98760306876> |
| **Membership Meetings** | <https://link.edgepilot.com/s/e5ddf682/q3K3JvLlCk6yc1esMUzK_w?u=https://yale.zoom.us/j/98474829918> |
| **Lunch and Learn** | <https://link.edgepilot.com/s/96ba8291/Dzq4dj-_Zkas7EsyvW9W5g?u=https://yale.zoom.us/j/97098477457> |