

MAPHN Board Meeting Minutes 03/03/2003 Board Meeting Minutes MAPHN BOARD MEETING
MARCH 3, 2003
MINUTES

Attendance: Lorraine Peavey, Sandra Zieminski, Sheila Miller, Theresa Lovejoy, Debbie McLaughlin, Charlotte Stepanian, Suzanne Bowden, Joyce Sullivan, Mary Whitney, Ann Fitzgerald, Barbara Westley, Judy Baggs

Review and Amend Agenda:

Officers Report:

President: Kaydee thanked members for all their time and hard work on the Guidebook and Conference. Stressed the importance of the strategic planning process. Presented new MAPHN stationary. Review of Presidents folder. Commissioner Christine Ferguson cordially invites members of the public health community to join her for introductions and conversation. The dates, locations and times will be posted on the MAPHN webpage. Sheila M. volunteered to serve on an Advisory Committee to review 105 CMR 410 Minimum standards of Fitness for Human Habitation, Chapter 2 of the State Sanitary Code. The committee shall clarify certain regulations.

Secretary: Available and approved with corrections.

Treasurer: Unavailable.

Old Business:

Guidebook: Charlotte reviewed first two guidebook training sessions. Nurses performed poorly on pre and post tests. Definitions to questions are on the reverse side of the wheel. Charlotte distributed revised tests to board members. Evaluation responses were mostly positive. There were some technical problems. Kaydee will distribute books with powerpoint presentations and handouts to each region.

Motion made and seconded to purchase three Minnesota Model Manuals for \$25 each for three regions if funds permit. Unanimous. Poor sign-up response for Guidebook trainings in the Central Region 2. The Guidebook cost \$50 to print. At last count, there are 60 people who want to purchase the Guidebook. Judy Baggs to call and confirm that people who ordered the book are still interested. An additional 10 books should be purchased to sell at the conference.

Conference: Kristine Gebbie is unavailable to be keynote speaker at conference. Her replacement will be Kaye Bender RN, DrPH, Deputy State Health Officer of the Mississippi Department of Health. Conference flyers given to board members to distribute. MAPHN gift will be one of the following: canvas briefcase, umbrella or insulated lunch bag. All gifts cost less than \$10 each. A majority of the members wanted the briefcase. More work has to be done on organizing vendor tables. Price per table is \$250 for ½ table and \$500 for whole table. Handout on Conference assignments/volunteers distributed to members.

Membership: Postponed until Sandy C. is available to update the board.

Nominating Committee: Unavailable.

Position on MNA Staffing: Motion made and seconded to support MNA staffing proposal. Unanimous.

Policies and Procedures: Unavailable

BT Update: Smallpox response teams are currently slow paced. Focusing on large hospitals. The goal is to be thorough with legal issues and education.

New Business:

Risk Communication: The Medical Foundation (TMF) Risk Communication Training Initiative. MAPHN may receive a \$10,000 grant from TMF for Public health Risk Communication Training. Motion made and seconded to purchase through TMF one laptop and one LCD projector and to coordinate through TMF a stipend of \$50 for Public Health Nurses (up to 50 nurses) with local, fiscal restraints to attend a Risk Communication Training. Unanimous.

Process for Developing Strategic Plan for 2003-2005: Save the date!! A Strategic Planning Session will be held on June 17, 2003 from 9am to 3pm and includes lunch. The location has yet to be determined. More information to follow.

Adjourn

Respectfully Submitted,

Stacey C. Lane
Secretary

01/06/2003 Board Meeting Minutes MAPHN
BOARD MEETING MINUTES
JANUARY 6, 2003

Attendance: Sheila Miller, Joyce Sullivan, Barbara Westley, Mary Whitney, Sandy Collins, Judy Dunigan, Joanne Martel, Jane Fiore, Kaydee Schmidt, Lorraine Peavey, AnneMarie Fleming, Sandra Zieminski, Stacey Lane

President's Report: Correspondences to MAPHN distributed to members for review: Safe Staffing, Ounce of Prevention Conference, PHN Advisor position, Mini Grant, and UMass dual degree. This is Kaydee Schmidt's last four months of her term as president

Treasurer's Report: Income \$2005.38, Expenses \$1252.41, Current Balance \$6323.58 Approved. Update: 5/1/01 to present: Income \$4611, Expenses \$3722

Secretary's Report: Available and approved with corrections. Discussion revolved around developing a system to approve minutes in a timely manner so they can be posted on the web within two weeks.

Old Business:

Work Group Reports:

Educational/Conference: Public Health Nurses Conference May 8, 2003 at Radison Hotel in Milford. Menu confirmed with agreed upon price. Volunteers identified for duties. Need volunteer to be in charge of Moderators for 4/5 sessions. Theme: Building Competencies, Strengthening Ourselves for Preparedness and Prevention.

Keynote Speaker: Kristine Gebbie Dr. P.H., R.N. from Columbia School of Nursing. Sandy volunteered to be in charge of keynote speaker. Will have 4/5 repeating sessions. One session will be motivational: Dance, Drum and Story with Annie and Abigail.

Educational Guidebook: Discussion revolved around how to do the training and who was going to do the training. The training on Jan. 17, 2003 has been postponed since Linda Olson Keller has other obligations. Still hope to have Linda do a training. Motion made for training of public health leadership manual to be done prior to Linda Olson Keller's visit to Boston. Seconded and approved. The goal is to make the presentation consistent with same quality and content in all five regions. Barbara W. volunteered to assist Charlotte with a curriculum. Southeast chapter has a session scheduled for Feb. 13, 2003 at Braintree Town Hall.

Membership: A draft for membership policies and procedures was developed. Sandy will E-mail a copy to all board members for review. E-mail concerns and comments to Sandy.

Newsletter: Need articles! Submit articles to Sandy by mid March. A suggestion was made for an article on Norwalk-like virus.

Webpage: New members must send correct E-mail to Sandy. Website is capable of mass mailing to MAPHN members.

Legislative: New Governor means big changes for Public Health. MAPHN will continue to support MassHealth. Asked to support MNA's Safe Staffing Level. MAPHN needs more information before supporting. Legislation committee will get more information and bring it to the board.

Financial: MAPHN enrollment is 137 members. Enrollment is low in Metro and Central Mass. Barbara will solicit membership in Metro region. Suggest a membership drive with select mailings to potential members.

External Committee Reports:

Preparedness: PHN advisor position to be filled in 2-3 months. MAPHN has been invited to be part of the interviewing process. No permanent smallpox nurse has been hired yet. DPH has committed substantial funding for the Public Health Nurse Conference and training.

Other: Discussion revolved around the 18 new diseases that have been added to the list of diseases to be investigated by local boards of health. Joanne M. attended hearings on the subject and doesn't think it will have a substantial impact on Public Health Nurses workload. Senator Moore wants public health statutes reviewed since many are very old and need updating. Next BT Epi/Surveillance meeting is Jan. 23, 2003. All external Committee members should send Kaydee an update of meetings by E-mail.

New Business

Smallpox Vaccination Initiative: DPH's pre-event plan was approved by CDC. Massachusetts was allotted 12,000 doses: 10,000 of which will go to hospital based community response teams. Vaccination will begin on 1/24/03 after the Homeland Security Liability Act takes effect. It does not cover volunteers. DPH to hire vendors to vaccinate and provide follow-up. Barbara W. to attend the next smallpox meeting at the Bunker on 1/13/03 at 2pm. PHN's are listed as part of the response team. Communities may not allow employees to be vaccinated. MAPHN must prepare the group to respond as individuals. MAPHN needs to develop a list of what we want in our training. What to tell the public regarding reactions and side effects so they can make an informed decision. Motion made: As part of education and training, MAPHN needs to put a list of topics that we want DPH to have trainings in. Divide topics between training sessions and conference. Seconded and approved. Send all communication/education comments to Sandy and all smallpox questions and concerns to Barbara.

Election of New Officers: Nomination committee needs to develop a slate of Officers for 2003-2005 election. Mary W., Jane F., Sandy Z. and Joyce S. volunteered to be on the nominating committee.

Board Openings: According to MAPHN bylaws: If a region rep. position becomes vacant, the chapter votes on a new representative and submits it to the Board for approval. If a At Large position opens, all regions are notified and all interested parties may submit their name to the Board for a vote. Kaydee will draft a policy to clarify the process. Members wishing to resign must submit a letter of resignation to the Board.

Other: Jane F. to write letter to Directors in Western Massachusetts stating the importance of allowing PHN to attend guidebook trainings with pay.

Next Board Meeting March 3, 2003
Framingham Town Hall

12noon to 2:30 pm

Respectfully Submitted,
Stacey C. Lane
Secretary

*NOTE: Board Meeting scheduled for May 5, 2003 has been cancelled due to conference.