

Infection Control Nurses of Connecticut, Inc.

State Board Meeting Minutes

October 17, 2016

J. Roos- North Haven, CT

Meeting called to order at 5:40 PM

Attendees:

Kristen Magnussen, MSN, RN- President

Karen Taylor, RN, MSN, CIC-Board Member

Christine Orris, RN-Treasurer

Jennifer Green, RN- Secretary

Sheila Jackson, RN-Eastern Chapter-Co-President

Susan Silver, RN-Hartford Chapter-Co-President

Lori Dutko, RN-New Haven Chapter-Co-President

Barbara Brigandi, RN, APRN, GNP-BC-Hartford Chapter-Co-President

Raeann Paparello, RN, BSN, MSN- New Haven Chapter-Co-President & Treasurer

Kristen opened the meeting.

Options reviewed for future meetings to facilitate attendance to the Board meetings by members in the event of bad weather during the winter months. It was suggested that Go Meeting may be an option for a conference call.

The previous board meeting minutes were reviewed and received approval with unanimous vote.

First order of business was Christine's review of the financial report. The cost for the maintenance of the website has decreased in the 2nd quarter from \$204 to \$170. There is a discrepancy between the bank statement and the balance in the financial report (bank statement > financial report), Christine has a bookkeeper assisting her with finding the source of the discrepancy.

Christine reminds the Chapters that the Chapter dues to the Board must be paid no later than February in order for them to be accurately reflected. There were no questions or concerns voiced regarding the report.

Christine proposes that increasing the Chapters' contributions from the members' yearly membership dues from \$10 to \$15 will assist the board in paying for the yearly taxes and website administration fees as these services are a benefit to all.

Karen Taylor made a motion to accept with a second motion by Sheila Jackson.

Kristen shared with the attendees a letter she had written at the request of Dr. Melchrit in which the ICNC shows support for the CT emerging infections program.

A small plaque was purchased for Susan Dubb who was not in attendance to commemorate her time as the Board Vice-President. Kristen will deliver it to Susan. All in attendance were in agreement that it was well deserved.

Kristen provided hand-outs related to Flooding—the #1 Hazard in CT

Kristen informed members that the state lab will shortly be able to test for CRE (Carbapenem-resistant enterobacteriaceae)

Karen and Lori spoke about a presentation from a New Haven Chapter meeting in which Lauren Backman from the State of CT Department of Health spoke about a program to improve the ICP programs in hospitals and LTC facilities in CT.

In her presentation, Lauren spoke about how she wants to come into the buildings and look at the ICP programs and help them to become better and more effective. She adamantly urged attendees to go back to their facilities and explain to them that she is not regulatory and that no penalties would be handed out, her goal is to help improve the ICP programs.

Some examples of areas of improvement she suggests are:

- Competency with yearly PPE training (actual putting on and removal of the PPE)
- Competency with handwashing to be done yearly (actual demonstration)

For any facility interested in having Lauren come visit, she will email what is expected and who she will need to attend. Lauren would welcome the opportunity to speak at other Chapter meetings about the program.

Barbara and Susan spoke about the upcoming spring seminar for 2017 which will be hosted by the Harford chapter. They say that the date of the seminar will be 4-7-2017, and they anticipate sending out save-the-dates. Their anticipated speakers are:

Lauren Backman- CT DPH-who will present her findings on the ICP programs for LTC

Florence Johnson-Qualadigm- who will present on MDR-Cdiff

Jennifer DeMoro-who will present on Antibiotic Stewardship

Kristen spoke briefly about the need for development of foundations of Infection Prevention in Ambulatory Care.

Kristen is waiting for a return call from the director of live education regarding the Board hosting a CIC course in 2017.

Following up on the idea of a membership handbook from the last meeting, Kristen proposed a rough draft which was reviewed by attendees. The membership handbook would include the expectations of the Board roles as well as Chapter roles and what is required when holding an office.

-the goal is to help the chapters be organized and to encourage attendance at the meetings by providing a standard set of expectations to follow

Kristen asks that everyone review the handbook and make suggestions. She would also like for members to think about incentives for holding an office as brought up in the June meeting.

Incentives such as:

If you take a leadership role within the chapter you can get:

Ex. APIC membership paid for

Scholarship for use at educational seminars

Copies of infection prevention manuals such as APIC

Kristen proposed a motion to move forward on the Judy Keane Scholarship. Judy has approved the scholarship. The scholarship will pay for admittance of the recipient to the annual spring seminar. The Board will contribute \$50 for each scholarship to the seminar. Applications for the scholarships should be submitted 2 months prior to the seminar in order to provide time to review the applications and select the recipients,

Lori Dutko made a motion to amend the local chapter dues within the by-laws, with a second motion by Susan Silver.

Review of individual Chapter news:

New Haven Chapter- The chapter has 34 paid members. The last meeting had Lauren Backman speaking about her ICP program which was very well received. The Whitney Center is the meeting site for the chapter meetings with food provided within the facility. The chapter meets every other month on the 3rd Friday of the month, then has a party in January.

Hartford Chapter-Currently working on the Spring seminar. They are moving along on things. Next meeting is October 18. The new Secretary will be taking minutes at the meetings. They meet in Avery.

Western Chapter-Had one speaker from Yale talking about HIV and Hepatitis. They are having trouble with the member list and determining who is and who isn't a current member. For the December meeting a speaker from Yale on -Emergency Preparedness, specifically IC.

Meeting was adjourned at 7:45 PM

Minutes submitted by Secretary, Jennifer Green, RN