

# APIC

## ASSOCIATION FOR PROFESSIONALS

### IN INFECTION CONTROL AND EPIDEMIOLOGY Long Island Chapter 38

### General Meeting Minutes 1/20/09

Agenda items denoted as being on consent are approved en masse with a single motion to expedite issues on which all agree. Any Board Member may transfer any item on the consent agenda to the regular agenda for discussion and consideration. Items on the consent agenda are denoted a ©.

Donna Caccavale, President, called the General Meeting to order at 2pm. Minutes of Dec 2008 meeting were accepted. Meeting adjourned at 2:45pm.

ITEM	DISCUSSION	RESPONSIBILITY
<b>Standing Business:</b>		
<b>I. Chapter Calendar Review and President Board issues:</b> <ul style="list-style-type: none"> <li>• Schedule of meetings</li> <li>• Strategic Plan and Bylaws</li> <li>• President Board issues</li> </ul>	<p>D. Caccavale reported that the Board and General meeting agendas will be combined on one page instead of two to conserve paper. Additionally, the Board agreed that the number of paper copies of the minutes would be reduced, since most chapter members receive the minutes via email prior to the meeting.</p> <p>The Board discussed the Feb meeting. The current site is unavailable, the President may not be available on that day, and it is vacation week for many schools. The Board voted to cancel the Feb meeting and reconvene in March. The March meeting is scheduled on St Patrick's Day. The Board agreed to look at future meeting dates more carefully to avoid conflict with school breaks and holidays or religious observances.</p> <p>At the last meeting a vote was held to determine the location of future meetings. A follow up email vote was also done to include the opinions of members unable to attend the Dec meeting. The vote was to continue meetings at South Oaks through June 2009. Thanks again to Susan Bayh-Martino for graciously making the arrangements and hosting our meetings.</p> <p>D. Caccavale offered the suggestion to the Board that we use part of the Board meeting to revise the Strategic plan, Bylaws and Policy/Procedure manual. The Board agreed to this plan. After completion of these documents The Board will work on the Chapter of the Year award, for APIC National 2010. The Committee Reports will be deferred to the General meeting, since this was a duplication of reporting, unless there were specific items that the Board needed to discuss. The President and President Elect will accept the responsibility for making the paper revisions to the Bylaws and Strategic Plan, as agreed on after Board review. The Board spent part of the meeting reviewing the Bylaws and will attempt to complete at the next meeting.</p> <p>President Board issues: D.Caccavale discussed the Nominating Chair position. The Bylaws describe it as an elected position, but our website lists it as an appointed position. This will be corrected on the website and the accuracy of all positions will be verified. The Board discussed pursuing 2 members to fill each appointed position so that backup would be available at all meetings. Chapter members going to APIC National will be asked for their cell phone numbers, etc to facilitate communication at the Conference. D. Caccavale will coordinate via email. APIC National sent the APIC Brand Identity Manual to all chapter Presidents. It requires that we use the APIC approved logo for our chapter within their guidelines. The President will submit the licensing agreed and distribute the chapter logo for use on future communications, once we are approved.</p>	All Board members
<b>II. Treasurers Report</b>	They presented the Dec financial report. The chapter conference yielded about \$9000-\$10,000 profit. Final numbers are still being reconciled. Debbie will report on the fundraising efforts at the conference once reconciled. Once again, thanks to all the committee members who helped make the conference an educational and financial success.	P. Kabigting D. DeDomenico
<b>III. Old and New Business</b>		
Mileage allowance	At the last meeting, the Board voted to increase the reimbursement allowance for mileage to \$ 0.585 per mile.	All Board

<p>Chapter Leadership Award  Chapter of the Year Award  Second Laptop Purchase  Joanne Selva condolences  General meeting format changes</p>	<p>Josie Padrone was nominated at the last meeting for the Chapter Leadership Award. Patrice Fitzsimmons volunteered to submit the application to APIC National prior to the deadline date. D. Caccavale will follow-up with Patrice.  Chapter of the Year Award application for APIC National Conference 2010 will be worked on by the Board as described above.  Second laptop purchase was made by the chapter for use at chapter meetings and for special projects. Thanks to Phey for handling this purchase.  The Board voted to donate \$100 the American Cancer Society in honor of a past member, Joanne Selva, who is now deceased. Joanne was acknowledged as a valued contributing member of the chapter, and we offer our condolences to her family.  D. Caccavale proposed some format changes to the meeting. To promote acute care and long term care communication, it was agreed to begin each general meeting with each member briefly introducing themselves.  D.Caccavale discussed the possibility of an abbreviated financial report to save time at the meeting and offer membership a better accounting of chapter funds. P. Kabigting will follow up with this request.</p>	<p>members</p>
<p><b>IV. Member Introductions</b>  <b>Job openings</b></p>	<p>Current and new members introduced themselves.  A job opening and Manhattan Eye and Ear was reported. Members are reminded to check the Chapter website for current job openings</p>	<p>All members</p>
<p><b>IV. Committee Reports</b></p> <ul style="list-style-type: none"> <li>• Gov't Affairs</li> <li>• Education</li> <li>• Membership</li> <li>• Library</li> <li>• Nominating</li> <li>• Marketing</li> <li>• Website</li> <li>• Newsletter</li> <li>• Fundraising</li> <li>• Acute Care</li> <li>• Long Term Care</li> </ul>	<p>Gov't affairs- NYSAAC issues discussed by C. Shannon included Hep B CMS Standard used by NYSDOH regarding isolation rooms in out patient dialysis units, etc. Chapter 38 requests help with staffing ratios for number of ICPs required per number beds in facilities. State budget cuts and saving IC positions was also discussed as a NYSAAC issue. Cathy and Ita will bring our issues to NYSAAC, as always.  Education – K. DeBenedetto requests suggestions for vendors, speakers and sponsors for lunch.  Membership –N. Barrett reports 108 members and no lapsed members.  Library – National conference contribution to Library was discussed. New books were added.  Nominating –no report  Marketing and PR –no report. D. Caccavale to follow-up with chairs.  Website –. Josie offered to revise the inclement weather policy. Info will be available on the chapter website when meetings are cancelled due to weather.  Newsletter – no report. D.Caccavale will follow-up.  Fundraising – Debbie will report on the final conference fundraising proceeds once reconciled.  Acute care – issues discussed included Hand Hygiene monitoring, mixing bleach solutions and how long they last, CLABS prevention programs, National Patient Safety Goals 2010, annual Infection Control reviews, Storage of cardboard boxes that supplies are shipped in, Norovirus outbreaks, influenza prevalence and antiviral medication recommendations.  Long term Care – Susan reported GI outbreaks in 3 facilities present, Influenza A in one facility, peanut butter product recall, and discard date for multidose vials. Smoking in LTC has become an important survey issue.</p>	

**\* Members are encouraged to look at our Chapter Website frequently for important Infection Control information and resources. Go to [www.apic-longisland.com](http://www.apic-longisland.com) . Save it as a Favorite.**

**\*\*\*In case of Inclement Weather or Meeting Cancellation, please see Chapter Website or call (631) 632-SNOW for information.**

**Next Meeting: Tuesday, March 17, 2009 12 noon  
South Oaks Hospital Chapel Auditorium  
Amityville, New York**

**Educational Session for March 17, 2009: Dialysis Overview**

**Presenter: Tamie Gobbie RN, ICP Huntington Hospital**

**Lunch provided by: Frank Potucek, New England Regional Manager, Rochester Medical Corporation**

Respectfully submitted,

Josie Padrone for Patrice Fitzsimmons  
Donna Caccavale