**Town of Old Saybrook**

Public Health Nursing Board

Town Hall, 302 Main Street, Old Saybrook, CT 06475

Annual Meeting Town Hall, 302 Main Street, Second Floor Conference Room,

 Online via Zoom Meeting Room

6:30pm, Tuesday, December 6, 2022

**Minutes**

1. Call to Order - Chairperson D. Aldi DePaola called the meeting to order at 6:37pm.
2. Attendance - D. Aldi DePaola, E. Owen, M. Briscoe, J. Termine, S. Craft, P. Funck and S. Makowicki (Recording Clerk). Absent: M. Iadarola, M. Kennedy

Audience of citizens: Karen DeSantis from the VNA attended the meeting. From July to November the VNA visited the Estuary for 48 hrs with 16 new patients and 111 ongoing patients, Saybrook Village for 48 hrs with 5 new patients and 95 ongoing patients, Home Visits for 26.75 hrs with 3 new patients and 24 ongoing patients, and Saybrook Village Foot Care Clinic for 29 hrs with 31 patients. Ms. DeSantis stated there was a dip in visits for November that may continue in December because of the holiday season. There are still ongoing staffing problems at the VNA, but it is getting better, a Speech Therapist is still needed. The Treasurer Joe Termine advised on the budget, stating that the VNA budget for 2023-24 would stay the same as 2022-23. The Board asked that Ms. DeSantis provide them with a wellness report at the end of the year with the visitation totals and a breakdown of what type of visit.

1. Meeting Minutes - A motion to approve the November 1, 2022 meeting minutes was made by E, Owens and seconded by M. Briscoe. D. Aldi DePaola, E. Owen, M. Briscoe were in favor. J. Termine, S. Craft, P. Funck abstained. No objections. Motion carried.
2. Treasurer’s Report - J. Termine provided an update on the financials including status of the budget and each of the endowments, highlighting that VNASC spending is under-utilized at the moment. J. Termine announced that the CT Short Term Investment fund has already earned about $400 and inquired if the Board wanted to put some of the Nightingale Funds into the CT Short Term Investment Fund. A motion to approve the Treasurer’s Report was made by E. Owen and seconded by S. Craft. All were in favor. No objections. Motion carried.
3. Correspondence - D. Aldi DePaola announced that the Board received a $5,000 donation for the Nightingale Scholarship Fund.
4. Old Business
	1. Update on ARPA Application

D. Aldi DePaola stated that the Boards APRA application was approved. The Board discussed the steps to moving forward with the hiring of a Psych APRN.

1. New Business

A. Recording Clerk’s time & task invoice - A motion to approve up to $130.00 for clerking services was made by P. Funck and seconded by J. Termine. All were in favor. No objections. Motion carried.

B. J. Termine went over the FY 24 budget which will be kept that same as last FY with $36, 287 for the VNA, $14,636 uncontracted funds, $1000 for admin, $1200 for secretarial, which totals $53,123. A motion to approve the FY 24 budget was made by J. Termine and seconded by P. Funck. All were in favor. No objections. Motion carried.

C. 2023 Meeting Schedule

A motion to approve the 2023 Meeting Schedule was made by P. Funck and seconded by E. Owens. All were in favor. No objections. Motion carried.

D. Election of Officers

 S. Craft presented the slate of PHNB officers- Diane Aldi DePaola as Chairman, Elizabeth “Betsy” Owens as Vice-Chairman, Priscilla Funck as Secretary, and Jay Termine as Treasurer. A motion to approve the 2023 PHNB Officer Slate as presented was made by S. Craft and seconded by E. Owens. All were in favor. No objections. Motion carried.

1. Flanagan Fund - None.
2. Nightingale Fund – E. Owens agreed to coordinate the scholarship applications again this year. The Board decided that all applications need to be in by April 18, 2023. The board discussed the quote to be added to the appeal letter. The final draft with quote will be ready by the end of the year.
3. Morris Fund - None.
4. Adjournment - A motion to adjourn was made by J. Termine and seconded by P. Funck. All were in favor. No objections. Motion carried. Chairperson D. Aldi DePaola adjourned the meeting at 8:11pm.

Respectfully Submitted,

Sarah Makowicki

Recording Clerk