



**2011 Badger APIC Business Meeting
November 15, 2011
Agrace HospiceCare, Madison**

CALL TO ORDER: at 1005 AM by President Mel Reppen – mel_reppen@ssmhc.com

- Additions to agenda – none
- New Members: None
- Guests:
Barb Walsh, PHN Sauk County Public Health

Thanks to DeAnn Richards and Agrace HospiceCare for hosting the meeting.

APPROVAL OF MINUTES: Approval of minutes with no changes.

Lunch was provided by Agrace HospiceCare at a cost of \$6.00 per person.

BUDGET and FINANCE REPORT – Brian Virgin - Brian.Virgin@dhs.wisconsin.gov (see attached report for details)

- Total Ending balance \$13,645.45
- Regular checking balance is \$1,308.85
- Regular Money Market fund balance is \$8,206.60
- State Reserve Fund - \$3,015.44
- Sister Chapter fund – \$1,114.56
- Scholarship fund: \$4,188.45 still available for scholarships.
 - Brian asked the membership for ideas on how to spend these additional scholarship monies. Please submit suggestions to Brian at Brian.Virgin@dhs.wisconsin.gov.
 - One suggestion was investigating whether the State Conference could be a webinars format so people who could not travel could participate.
- Committees were to finalize their budget request and provide information to Brian prior to the January meeting for the board's approval of the 2012 budget.

MEMBERSHIP COMMITTEE – Diane Dohm – ddohm@meriter.com for Mary Jo Stokes

- Membership hold steady at 89 members.
- Encourage membership by focusing on the benefits of membership.
- Encourage members to join MyAPIC by the end of December. Diane Dohm and Mary Jo Stokes will create an educational tool for members to use to navigate MyAPIC.
- Diane Dohm and Mary Jo Stokes will check on the availability of MyAPIC to be a listserve for Badger APIC only to post questions, instead of using the current format of the recording secretary.
- Mentor/Mentee program sheets available at the check in table.
- Signup sheets for committees available for breakout sections.
- Parking lot questions signup available at the check in table.
- Diane Dohm reinforced the benefits of membership and what new members will receive when they join Badger APIC. Communicable Disease Booklet and the registration fee paid for the Wisconsin State APIC conference.

PROGRAM COMMITTEE – Linda McKinley – Linda.mckinley2@va.gov

- There were 2 sign in sheets and 2 evaluations for this meeting.

- The program presentation for the meeting included a guest speaker from Agrace HospiceCare and their partnership with a community in Kenya. In addition, Bridget Pfaff at blpfaff@gundluth.org presented on how to complete an Infection Control Risk Assessment. See attached from examples.
- January 10, 2012 meeting program will be Quality Improvement in Infection Control at the Dept. of Corrections. Lori Alsum and Jeannie Druckenmiller will be hosting.
- In need of a location for March. Michelle Schmitz will check for availability at UWHC. Speaker will be Tom Haupt on Influenza. The board suggested Maria and Mel provide insight into their change in practice of mandatory influenza reporting to the group.
- July meeting will be in Tomah and the presentation will be on Bed Bugs. In addition, brief reports from National APIC will be presented.
- September meeting will be at Dean Clinic with Anna Hutchings and Nancy Moskal hosting. The topic has not been established yet.
- November meeting will be held at the VA Hospital with Linda McKinley and Kathy Matteson hosting.
- Linda McKinley will discuss with the Program Committee the possibilities of topics to include MDR and how to read a research article.

BYLAWS – Peg Dobrovolny – pdobrovolny@ramchealth.org

Nothing to report.

WORLD WIDE RELATIONS / INTERNATIONAL COMMITTEE – Linda McKinley - Linda.mckinley2@va.gov

- Rose did not get accepted as a speaker for the 2012 National APIC.
- Brian Virgin read a letter of recognition of thank you received from the Nairobi Sister Chapter for sending the financial funds (see attached letter).

NOMINATING and AWARDS COMMITTEE – Bridget Pfaff – blpfaff@gundluth.org

- The 2012 board if finalized. Mel will forward this information to National APIC.
 - Past President – Mel Reppen
 - President – Linda McKinley
 - President Elect – Michelle Schmitz
 - Treasurer – Brian Virgin
 - Treasurer Elect – Anna Hutchings
 - Recording Secretary – Maureen Bruce
 - Membership Secretary – Diane Dohm
 - 1 yr Board of Director (Vendor/Resource) – Kathy Noe
 - 2 yr Board of Director (Bylaws) – Peg Dobrovolny
 - 2 yr Board of Director (Website Maintenance) – Rose Cantu
- The board decided that the board of directors should fill these positions. This information will be communicated at the January meeting for the changing of the positions.
 - 1 year board term – Vendor and Resource Representative from the board
 - 2 year board term – Website maintenance and file backup.
- Michelle and Anna will submit a formal email statement for resignations of their positions in order to fill their new positions of President Elect and Treasurer Elect.

PUBLIC HEALTH REPORT – Gwen Borlaug – Gwen.Borlaug@dhs.wisconsin.gov

See attached document.

LEGISLATIVE REPORT – Brian Virgin - Brian.Virgin@dhs.wisconsin.gov

Nothing to report.

RESOURCES/VENDORS – Diane Dohm – ddohm@meriter.com

3 vendors were available at this meeting. They included:

1. ICU Medical
2. BARD

3. Sanofi-Pasteur

WEBSITE FILE MAINTENANCE – Michelle Schmitz – mschmitz@uwhealth.org

- Annual Webmaster Contract – The board approved a proposed 2012 contract for Cathy Mueller, the webmaster for the Wisconsin APIC Website. The contract includes an extra \$62.50 per chapter per year. The other three chapters are still voting.
- Host Assured Contract for Web Space – We have used the available space on our website and can not make any changes/additions/deletions till we purchase more space. Michelle proposed the below to the chapters.
 - The current annual fee for web space is the Basic plan at \$90.00/yr for 200 MB of space. The proposal is to increase to the Bronze package at \$131.77/yr for 500 MB of space. This would be an increase of \$10.44 per chapter/yr. The board approved this request and in addition, approved paying the additional cost if the other chapters did not want to increase the space. The board also approved the idea of only keeping 1 year worth of meeting information on the website at a time.

2011 STATE SEMINAR – Linda McKinley - Linda.mckinley2@va.gov

- State Conference will be held on May 2 and 3, 2012 in Pewaukee, Wisconsin.
- There will be a new format for oral abstracts. More to come.
- There will be an increased amount of time for speakers.
- Melody Bahr volunteered to be the new member to the State Planning Committee to replace Linda McKinley.

NEW BUSINESS – Maria Leary – learym@uplandhillshealth.org

- Maria raised the concern about Hepatitis B titer checks on employees in conjunction with Hepatitis B vaccination. See attached document which outlines the correct practice for checking immunity to Hepatitis B.

Business Meeting adjourned at 10:59am.

Respectfully submitted,
Michelle Schmitz, CIC
mschmitz@uwhealth.org
Acting Recording Secretary