

Meeting Minutes

Tuesday, April 9, 2019

Members present: Lisa Lietzke, Michelle Garro, Kara Streets, Amanda Fisher, Amie Porcelli, Susan Ebaugh, Emily Riley

Members absent:

Guests: none

1. Call to Order at 1900 by Lisa Lietzke
 - a. Quorum present
 - b. Welcome/Introductions by Lisa Lietzke
 - c. Review of February & March 2019 minutes

Discussion/Summary: Members sent both February & March minutes for review, no changes

Motion: Motion to accept February & March 2019 minutes as written

Action: Motion carried; motion passed with one abstention

2. **President's Report**-Lisa Lietzke

Discussion/Summary: Lisa discussed DENA donation for the ENA Foundation. Previously decided on \$300 will need to be forwarded to ENA if not already paid. Treasurer will review records and report back to President.

Motion: N/A

Action: N/A

3. **Treasurer's Report**-Amanda Fisher

Discussion/Summary: Annual tax form has been submitted as required to ENA.

Motion: N/A

Action: N/A

4. **Committee Reports**

Government Affairs- Amanda Fisher & Amie Porcelli

Discussion/Summary:

- Amie & Amanda are signed up for Day on the Hill (DOTH), May 21-22, 2019. Working on getting dates with Delaware legislative representatives.
- Amanda spoke with Dawn Culp about human trafficking, she will send next state meeting date to Amanda. Also, working on additional networking opportunities related to issue. The state group is moving forward with proposing all hospitals mandating human trafficking training to the state medical board. More to come.
- Amie suggests we put focus on Workplace Violence bill with the upcoming DOTH event.

Education-Susan Ebaugh

Discussion/Summary: Save the date: Friday, Nov. 8, 2019. 17th Annual Symposium planning is ongoing in separate meetings. Separate minutes available.

Discussion/Summary: Our first 2019 DENA Meet & Greet event at Christiana on March 20th was successful. Fifteen attendees came. Positive feedback from attendee surveys compiled and sent out to board members.

Discussion/Summary: DENA Social & CE event: Tuesday, May 7th in Kent County at Vincenzo's Restaurant, Forrest Ave., Dover from 1800-2030. Speaker Sravya Nimmagadda, PharmD will present Over the Counter Drugs of Abuse, will submit for one contact hour. Lisa will complete paperwork for CNE credits.

Motion: Motion for approval for DENA to provide appetizers and one beverage per person for the DENA Social and education event.

Action: Motion carried; motion passed unanimously.

Discussion/Summary: Save the Date for our Summer DENA event on July 11, 2019 at Bayhealth Hospital-Sussex Campus, Conference Room 1001 from 1800-2100. Amanda will look into a speaker for education presentation.

Our final Christmas event will be on Dec. 10th, place and time to be announced when available.

Motion: N/A

Action: N/A

TNCC

Discussion/Summary: Susan Ebaugh reported that the new 8th Edition TNCC Provider course instructor update and rollout started on April 2nd. All instructors must have their updates completed by no later than August 1st. All TNCC class after 8/1/19 must be in the 8th Edition.

The following 2019 dates are scheduled for TNCC in Delaware. Additional future courses can be found on the ENA website.

Bayhealth: Oct 29 & 30

Beebe: Apr 24 & 25

Christiana: TBA

Christiana Wilmington: Apr 24 & 25, May 10 (Instr), May 21 (Instr), May 23 & 24

Nanticoke: Future classes TBA

Nemours/A.I. DuPont Hospital for Children: July 17 & 18, Oct 24 & 25

Motion: N/A

Action: N/A

ENPC-Susan Ebaugh

Discussion/Summary: First 5th Ed. ENPC Provider courses has been presented at all DE hospitals that hold ENPC courses. Course directors and instructors are encouraged to continue to follow the ENA blog on tips and updates.

The following 2019 dates are scheduled for ENPC in Delaware. Additional future courses can be found on the ENA website.

Bayhealth: May 17 (Instr), May 28 & 29, Sept 24 & 25

Christiana: May 15 & 16

Nemours/A.I DuPont Hospital for Children: May 30 & 31, Aug 21 & 22, Nov 18 & 19

Motion: N/A

Action: N/A

Discussion/Summary: State Chair call was on 3/21/19, review of ENPC & TNCC revision status, Q & A session, recording of call posted on ENA website

Membership/Social Media-Michelle Garro

Discussion/Summary: Current membership=231 with 4 new members, 7 memberships expiring. Michelle has emailed several nursing schools to inquire about speaking with students about ENA and has received positive feedback. Welcome letters for new members and outreach to nursing schools were discussed at Leadership that will be followed up by Michelle. Discussed having a needs assessment form for Meet & Greet 3/20 for attendees to complete, Amie will complete.

Discussion/Summary:

- Currently coordinating the membership drive at Christiana, attempting to get interested people to join
- Josie Robinson won the raffle at the networking event for a free year membership, we will include her form with the group membership deal
- Welcome letters sent to 4 new members by Amie last month

Motion: N/A

Action: N/A

IQSIP (Institute for Quality, Safety and Injury Prevention)-Pam Collins

Discussion/Summary: Pam is waiting for event point of contacts to get back to her with additional information.

Motion: N/A

Action: N/A

Social Media-Michelle Garro

Discussion/Summary: Instagram account for DENA up and running! @enadelaware

Motion: N/A

Action: N/A

5. Unfinished Business

Discussion/Summary:

Motion: N/A

Action: N/A

6. New Business

1. Discussion/Summary: Lisa led discussion of bylaws and policies/procedures review. Currently felt by board and chairs that bylaws do not need revision at this time, but the PROCEDURES document had several areas that needed updating. Suggestions discussed. Due to time limitations of the meeting, the revisions will need to be continued until the next business meeting to accommodate completion and subsequent voting actions.

Motion: N/A

Action: N/A

2. Discussion/Summary: Amie expresses a big thank you to all for helping with the March 20th Meet & Greet event. We received good feedback from surveys to help us produce desirable content/events for our members for the future.



**DENA State Council Meeting
Tuesday, April 9, 2019
Leadership Conference Call
6:00pm Conference Planning &
7:00pm Business Meeting**

3. Discussion/Summary: Succession planning-Amie

discussed that it is important to begin identifying others to bring into DENA for succession planning. Amie has compiled open committees list, please see attached document. CCHS nurse, Amanda Smith, has volunteered to take on Emergency Preparedness Chair.

4. Discussion/Summary: DOTH Attendee-Amie would like to have DENA consider taking a new member to the DOTH conference. Nurse Emily Riley from CCHS has expressed strong interest about government affairs and advocacy.

Motion: Motion to allow Emily Riley to attend DOTH if space available, seconded

Action: Motion carried (5 yeas; 0 nays; 1 abstention); motion passed

5. Discussion/Summary: Amie spoke with Courtney Sheridan from VA Hospital at the CCHS Meet & Greet. Would like to brainstorm ideas with them to celebrate. Would like to discuss at future meeting.

Discussion/Summary: Next meeting, Tuesday, May 7th. Education 1800 & Business meeting 1900.

Motion: N/A

Action: N/A

Discussion/Summary: Meeting Adjourned at 2017

Motion: Motion to adjourn

Action: Motion carried; motion passed unanimously.

Respectfully submitted,

Susan Ebaugh MSN, APRN, ACNS-BC, CEN
DENA Secretary