

## HCAB Minutes Mar. 15, 2012

**Meeting called to order** by Chair, Charlotte Mitchell at 3:30 PM

**Motion passed approving Minutes** of Feb. 16, 2012.

**Attending:** Charlotte Mitchell, Myra Rolerson, Linda Gillies, Donna Seymour, Alex Hodges, Allie Wood, George Evans, Jan Harmen. **Absent:** David Runnion-Bareford, Maura Michael, Brenda Thomas, Janet Anderson, Owen Howell, Gordon Murphy.

**Administrator's Report:** None.

**PA's Report:** Allie reported the following: The 2012 Health Center Budget was presented to the Board of Selectmen; 2 new signs, donated by Linda Gillies, are in place highlighting Health Center Services; Health Center Policy Manual is being updated. Changes requiring HCAB signatures: Counseling services now being offered by on-island counselors, Michael and Kathleen Kerr; Vaccine handling and storage; Housekeeping policy; Policy created on how to create policies, and identifying the necessary personnel to be involved; Job descriptions for Health Center Administrator and Director.

**New Business:** Alex reported on plans for the **Health Fair 2012**, the 30<sup>th</sup> anniversary of PAs at the Health Ctr. Past PAs are being invited and Allie suggests a booth to recognize the anniversary and PAs attending. Charlotte regrets not being able to attend the Fair, as she will be out of town at that time.

1. Date/Time/Location: Sat. April 28, 10 AM – 2 PM, Kinnicutt Ctr.
2. Alex has confirmation of 24 exhibitors, most from mainland.
3. Alex has confirmed most of the prizes to be raffled and will coordinate the raffle procedure and display. A few more prizes are being sought.
4. Class of 2013 will sell Healthy Snacks as a fundraiser.
5. Alex will check with Sewing Circle re serving lunch to Exhibitors.
6. Alex will follow up on contacting a nutritionist Linda knows, for another exhibit.
7. Allie will coordinate Health Services (eg. blood pressure) on site at the fair.

**Deer Reduction Committee:** Linda reported that the DRC submitted its request to the IFW. The Staff there has read the report carefully and suggested some revisions. The amended request will be considered by IFW's Advisory Committee on Mar. 29.

**The meeting was adjourned** at 4:05 PM.

**Next HCAB meeting:** April 12.

Respectfully submitted,

Donna Seymour, Acting Secretary

