



Cumberland District Public Health Council
Full Council Meeting
University of New England, Portland Campus
November 20, 2009
Minutes

Attendance: Denise Bisailon, Lynn Brown, Jim Budway, Faye Daley, Dick Farnsworth, Stephen Fox, Shane Gallagher, Colleen Hilton, Valerie Landry, Eben Marsh, Becca Matusovich, Rebecca Miller, Bernice Mills, Lucie Rioux, Naomi Schucker (Deb Deatrck), Bethany Sanborn, Pamela Smith, Toho Soma, Peter Stuckey, Julie Sullivan, Meredith Tipton, Steven Trockman, Carol Zechman

Absent: Anita Anderson, Maryanna Arsenault, Leslie Brancato, Tom Gordon, Sandra Hale, Paul Hunt, Chris Quint, Lois Reckitt, Malory Shaughnessy, Barbara Shaw, Susan Stiker, Ted Trainer, Lisa Villa

Topic	Discussion	Actions
Annual Report	Julie Sullivan gave a brief overview of the report. Hard copies were distributed to members.	None.
Financial Report	Julie Sullivan reviewed the CDPHC budget including previous expenses and projected revenues and expenses for 2009-2010. An estimation error was found during review.	Julie Sullivan will correct estimated shortfall calculation error.
MOUs	Colleen Hilton reviewed importance of MOUs between member organizations and CDPHC. Funding donations are not required but any amount is welcomed.	Shane Gallagher will send electronic MOU document to Council Members.
By-law Amendments	Shane Gallagher reviewed proposed amendments to the CDPHC By-laws. Changes included renaming Nominating	Motion for Vote: Dick Farnsworth Motion Seconded: Denise Bisailon Vote: Yea 20 / Nay 0

	Committee, removal of outdated language, clarification of Executive Committee powers and creation of committees.	Amendments approved. Shane Gallagher will make approved changes to the By-laws.
Slate of Officers and New Members	Membership Committee presented slate for open officer positions. Chair: Colleen Hilton. Secretary: Julie Sullivan. The committee also presented one name for membership on the Council: Darryl Fournier (Freeport Fire Department).	Motion for Vote: Dick Farnsworth Motion Seconded: Carol Zechman Vote: Yea 20 / Nay 0 Slate approved.
2009-2010 Council Work Plan	Becca Matusovich reviewed the draft work plan, which was well received. Discussion brought up a discussion on how the CDPHC receives feedback from SCC. Becca also briefly reviewed the results of the LPHSA. Top four priorities were 10.3 Capacity to Initiate or Participate in Research, 3.2 Health Communication, 4.2 Community Partnerships, 7.2 Assuring Linkage of People to Personal Health Services.	Becca Matusovich will add SCC Representative to work plan key. Executive Committee will discuss at next meeting. Executive Committee will discuss priority areas and next steps at December Executive Meeting.
Committees	Julie Sullivan provided a brief overview of each CDPHC standing committee. Members were encouraged to join.	None.
H1N1 Taskforce Update	Meredith Tipton provided a status report on vaccination efforts in the district. Cases are surging and vaccine supply is limited.	None.
Medication Collection Report	Med collection was not discussed because of time constraints.	None.