



MINNESOTA CHAPTER

January Chapter Meeting Agenda

<https://mniafnchapter.org/>

Monday January 9th, 2023 @ 4:00 pm

Microsoft Teams: [Click here to join the meeting](#)

1. Reading of our chapter Mission and Vision:

- a. The mission for the Minnesota IAFN Chapter is to develop and promote excellence in forensic nursing through education and collaborative partnerships.
- b. The Vision for the Minnesota IAFN Chapter is to improve care and long-term health outcomes for victims of violence in Minnesota.

-READ BY JEN BAUMANN

2. Introductions/Attendance: New Chapter Officer Welcome & Introductions (Lillie and Maureen)

-SEE ATTENDANCE ABOVE

3. Mini Education Event:

-ENCOURAGING CERTIFICATION, RECERTIFICATION, EDUCATION IN 2023.

-TWO GRANTS IN MN; HRSA GRANT AND RE LAB (sp?). BOTH ARE POSTED ON MN IAFN WEBSITE. CAN PARTICIPATE IN BOTH GRANTS. REINTRODUCE GRANTS MONTHLY TO CONTINUE TO GENERATE AWARENESS.

-REVIEWED MN IAFN WEBSITE WITH SAVANAH; UPCOMING TRAININGS, EDUCATION EVENTS, RESOURCES, GRANT INFORMATION, INFORMATION LINKS IN FLYERS, PATIENT EDUCATION TOOLS, SAFE HARBOR, IAFN OFFICE HOURS AND MONTHLY TOPICS. IN FUTURE LOOKING TO DEVELOP CALENDAR WITH LINKS THAT ARE CONTINUALLY UPDATED. BREANNA TO LOOK INTO DEVELOPING CALENDAR. WEBSITE RESPONSIBILITY TO FALL ON DIRECTOR AT LARGE GOING FORWARD.

- a. January: Trafficking Awareness Month
 - i. <https://linktr.ee/duluthmntraffickingawareness>
- b. February: Keeping track of your education, updating CVs, and CEU's versus CEUs for recertification
- c. March: Section 4, The Body Keeps the Score – Speaker Breanna
 - i. <https://www.besselvanderkolk.com/resources/the-body-keeps-the-score>
- d. April
- e. May
- f. June: Section 5, The Body Keeps the Score (Final section) - need speaker

- g. July
- h. August: Mary Faulkner, Criminal Justice Services Coordinator
- i. September
- j. October
- k. November
- l. December

4. Additional Education Opportunities

- a. Many education opportunities and information have been added to the MN IAFN website, find more information here: [Upcoming Training/Education Events - \(mniafnchapter.org\)](http://mniafnchapter.org)

-SEE ABOVE FOR MN IAFN WEBSITE INFORMATION.

- b. You can still register for and view the MN IAFN Winter Conference, Thistle and Thorns until 2/2/23 (Free): <http://mniafnchapter.org/thistle-and-thorns-mn-chapter-winter-education-conference/>
 - i. Conference evaluation must be submitted to receive education credits

-REMINDER THAT BOARD MEMBERS ALSO NEED TO COMPLETE AND SUBMIT EVALUATIONS.

5. Member Support/Q&A/Debriefs

6. Updates to MN Track-Kit

- a. There is now a field added for the law enforcement case number/ICR for Unrestricted Reports
 - i. Complete this field if you have the case number/ICR from 911 dispatch, LE officer, or patient
 - ii. If you do not have a case number, then your kit is a restricted kit
- b. There is a patient information sheet located in the Help Center within Track-Kit
- c. For Restricted Kits, check with your programs plan. You will still log this kit into Track Kit
- d. Track-Kit is now available in Spanish, Somali, and Hmong

-DON'T PUT LAW ENFORCEMENT IN FIELD FOR RESTRICTED CASES. BREANNA NOTED THAT LAW ENFORCEMENT WONT PICK UP IF CHECKED THAT KIT IS BEING ATIERED AT MEDICAL FACILITY. SO OK TO PUT AGENCY AS LONG AS ITS CHECKED THAT THEY DOBT NEED TO PICK IT UP AND BEING STORES AT FACILITY AND NOT BCA.

-CAN NOW PUT CASE NUMBER IN. IF CASE NUMBER THEN PUT IN THIS FIELD AO LE CAN CONNECT TO THIS CASE.

-IF NON-SANE EXAM PROVIDED BY PROVIDER THEN WHAT IS PROCESS FOR GETTING KIT ENTERED ON THEIR BEHALF.

-PUT COMMENTS IN COMMENT SECTION STATING LAW ENFORCEMENT NOT TO PICK UP.

-POSSIBLE MINI EDUCATION EVENT FROM BCA OR TRACK-IT REP ON HOW TO COMPLETE ACCURATELY.

-WOULD BE HELPFUL FOR MN BCA TO PUT OUT ANNUAL REPORT.

-FOR PATIENTS AND PROVIDERS, ON LOG IN PAGE, UPPER RIGHT HAND CORNER.

-WOULD BE USEFUL TO KNOW WHAT OTHER DISCIPLINES SEE FROM THEIR END SO SANES CAN ASSIST WITH ANSWERING QUESTIONS SO IT'S MORE STREAMLINED.

-SAVANAH TO ADD TRACK IT INFO TO MN IAFN WEBSITE IF NEEDED.

7. **2023 IAFN Scholarships**

-TABLED FOR NEXT MEETING

8. **2023 Education Scholarships** – nonspecific to IAFN conference

-TABLE FOR NEXT MEETING.

9. **Housekeeping**

- a. All board members must attend 75% of annual meetings (9 of the 11 scheduled meetings)
- ADDRESSED
 - b. Notify president ASAP if known unable to attend – attendance is important and please make this a priority

-ADDRESSED

- c. We have cancelled the July meeting for the past two years – do we want to plan for this again?

-ALL IN FAVOR OF CANCELLING JULY MEETING.

- d. September meeting pushed to second Monday of the month due to Holiday for the past two years – do we want to plan for this again?

-ALL IN FAVOR OF THIS AGAIN

- e. Jen taking over MNIAFN email communications

-ADDRESSED

- f. Savanha will continue to update website – will work with Breanna on transitioning this role to Director at Large for future sustainability

-ADDRESSED

10. **Member Contact List(s)**

- a. Need this to be up to date to ensure all members receive communications
- b. Katie to add in new members within 1 week of receiving notice from Christina
- c. Katie to notify president when this has been completed
- d. Quarterly review of member email lists – done by Katie, please notify president when completed

-KATIE TO UPDATE MEMBER LIST AND GENERAL CONTACT LIST, MOVE MEMBERS THAT ARE NO LONGER MN IAFN OVER TO GENERAL CONTACT LIST.

11. Winter 2022 Conference

- a. Savanha sent reminder email regarding access closing 2/2/23 and reminder to submit evaluations on 1/7 (only 20 submitted so far)
- b. Savanha will remove website access 2/3/23
- c. Evaluations
 - i. All board members must complete
- d. Can we automate this process in the future?

-CAN STILL REGISTER FOR CONFERENCE.

-SEE ADDITIONAL NOTES ABOVE REGARDING WINTER CONFERENCE.

12. Planning for Spring 2023 Education Conference

-KELLY OUT ON MEDICAL LEAVE, POSSIBLY PUSH SPRING EDUCATION EVENT OUT SO WE CAN MEET THE 2 MONTH DEADLINE FOR APPLICATION.

- a. Date:

-NEED TO APPLY 2 MONTHS IN ADVANCE.

-PROPOSED DATE IS 05/19/23, TENTATIVE DATE.

- b. Location: With the few evals we have back so far, most prefer current format, some interest in meet-up the night before

-NEED TO DETERMINE OF FUTURE SHOULD BE IN PERSON, VIRTUAL, PRIOR EVENING MEET UP OPTION. POSSIBLE TO DO LIVE AND VIRTUAL, NEED TO ADDRESS.

- c. Title:
- d. Cost:

-CONSIDER THAT PEOPLE MAY HAVE ALREADY PAID TO LISTEN TO CERTAIN SPEAKERS.

-COST DEPENDENT ON VIRTUAL VS IN PERSON.

-DEFINITELY NEED TO CHARGE FOR FUTURE EDUCATION EVENTS. HENNEPIN GRANT TO GIVE \$1000 TO CHAPTER ANNUALLY TO SUPPORT EDUCATION OF NURSES.

- e. Topics:

-REQUESTS FOR PEDIATRIC EXAM PRESENTATION.

-MCRC, HART, AND CENTER FOR HEALTHY CHILDREN DOES PEDIATRIC EXAMS. POSSIBLY DO PREPUBESCENT EXAM PRESENTATION.

-POSSIBLY PRESENTATION ON MANDATED REPORTING.

-PRESENTATION ON WHERE PREPUBESCENT EXAMS ARE DONE, RESOURCES, EDUCATION FOR PEDIATRIC/PREPUBESCENT.

-PREPUBESCENT AND MANDATED REPORTING TOGETHER OR SEPARATE PRESENTATION?

- PROPOSED A VISIAL AID OR FLOWSHEET WITH PEDS AND MANDATED REPORTING INFORMATION.
- ANNA MAHER AT DULUTH EMERGENCY ROOM WOULD LIKE GUIDANCE ON WHAT TO DO WITH PEDS FOR EXAMS.
- HRSA GRANT OFFERS SANE-P TRAININGS.
- JULIA AT CORNERSTONE WOULD BE A GOOD OPTION FOR PRESENTERS FOR PEDS PATIENTS.
- SUSPECT EXAMS. HOW THEY WORK; DRIVEN BY LAW ENFORCEMENT REQUESTS.
- TRANSGENDER- AMY HAS SUGGESTION FOR PRESENTER THAT IS METRO LAW ENFORCEMENT.

Treasurer's Report – Maureen

- \$4700 CURRENT BALANCE
- \$13.39 RECURRING CHARGE FOR MICROSOFT MONTHLY FEE
- WATCH SPENDING.
- DISCUSS HAVING A BASELINE BALANCE.
- FUNDS NEEDED FOR RECURRING CHARGES FOR MICROSOFT, SCHOLARSHIPS, AND SPEAKER/PRESENTER FEES. PROPOSED KEEPING \$1000 BASELINE. MAUREEN TO DISCUSS WITH CHARITY AND BRING BACK A GUESSTIMATE OF EXPENSES TO DETERMINE BASELINE.
- WAITING TO HEAR FROM STACY ROBINSON AT IAFN.

13. Approval of minutes – November 2022, December 2022

- SAVANAH VOTES TO APPROVE MINUTES, SECONDED, ALL IN FAVOR. APPROVED.
 - a. Minutes are to be sent to board members and uploaded into the one drive within 1 week of meeting
- NO LONGER NEEDED IF UPDATED IN DRIVE LIVE.
 - b. Need to make a copy of all 2022 minutes and remove attendee names so Savanha can remove the password protection from this link on the website – Katie - Still need**
- KATIE TO SEND TOMORROW, 1/10/23.
 - c. Will need this to be ongoing task so they can be uploaded to the website for members to view
- MINUTES ALL BEING DONE IN DRIVE DURING MEETING.

14. Annual Chapter Renewal Paperwork

- a. [Renewal Checklist / Due Dates](#)
- b. <https://www.forensicnurses.org/page/ChapterRenewal>
- c. Charity and Maureen to work on this together

- d. Savanha, Jen, and Lillie to work on this together - meeting 1/17 @ 2pm via Teams
15. **Additional business**
- a. Savanha unable to attend February meeting – on vacation

-ADJOURNED AT 1745