

**ST CLAIR COUNTY HEALTH DEPARTMENT
COMMUNITY ADVISORY COUNCIL
MEETING MINUTES
February 25, 2025**

ATTENDED:

Sarah C. – ST CLAIR COUNTY HEALTH DEPARTMENT – REGISTERED NURSE

Karen Monroy – PARENT

Kurt Sutton – YALE PUBLIC SCHOOL DISTRICT, SUPERINTENDENT

Alyssa S. – ST CLAIR COUNTY HEALTH DEPARTMENT – SUPERVISOR, REGISTERED NURSE

Caitlin C. – ST CLAIR COUNTY HEALTH DEPARTMENT – YALE, CLERK

Sandy M – ST CLAIR COUNTY HEALTH DEPARTMENT – NURSE PRACTITIONER

I. Welcome and Introductions

- a. Meeting started at 4:05 PM.
- b. Sign in and introductions.

II. Approval of Agenda

- a. Agenda approved without revisions.

III. Business

a. *Staffing*

- i. Caitlin taking over Gina's position as Clerk.
- ii. Liz the NP on leave, three nurses present covering.
- iii. Counselor Carrie on leave, reached out to patients to pause services. Still accepting referrals and 31N counselor on site very helpful. Search ongoing for new hire.

b. *Quarterly Numbers*

- i. Discussed breakdown of clinic numbers, many returning patients.
- ii. Outreach information
 - 1. Flu clinic, contraception presentation, CAC Meeting
- iii. Discussed breakdown of Counseling numbers. Increase in numbers from last year. All in person sessions, no tele-health.
- iv. Sutton raised thoughts about adding Monday or replacing other day.

c. *Newsletters*

- i. Made quarterly with important dates & events, fun information, QR code for websites and forms, and services offered.

d. *Construction*

- i. Alyssa said they had a great meeting. Will see more "clinic" look, same color scheme.
- ii. Kurt discussed layouts, arrangements/replacements. Unsure of timelines & temporary space, aware it needs to be completed by September 30.
- iii. Sandy said State will allow services still be provided as long as at the same address.

e. *Physical Clinics*

- i. Busy time of the year. If received after April 15, good for Spring, Winter and Fall. Last year, events went over 30 students per event.
 - ii. See about getting one event prior to construction and getting more appointments in advance. Possibly add third event suggested.
 - iii. Agreed to send Kurt reminder with forms to remind parents about physical & immunization services.
 - iv. Sarah explained how clinics trickle in other services.
 - v. Kurt suggested adding pricing options to flyers.
- f. *Kindergarten Round Up*
 - i. Planning to be at all events to talk with parents.
 - ii. Sarah contacted all schools. All suggested attending orientation nights. Scheduled to attend mid-March.
 - iii. Kurt complimented clinic and how it's helpful for parents struggling to get appointments with PCP. Alyssa said numbers are seeing more Capac students.
 - iv. Kurt complimented attendance at Round Up events. Sarah discussed different programs available to students (dental, Health on Wheels, Vision & Hearing). V&H gets a lot of necessary tests, clinic has more physical portions of tests.

IV. Open Discussion

- a. Parent suggested more information during Parent Info Night/ Kid Orientation. Junior High event is in the first few days before school, High School event is one to two weeks before school.
- b. Discussion about Monday clinic days tabled to next meeting (After April but before school's out).
- c. Parent asked about more signage, not very visible, and putting more signs on walls.
 - i. Sutton contemplated putting clinic on "Roundabout" directions and near correct door. Sandy suggested more "plaque" like signs on building. Sutton said he will put it on his list for the next logo meeting. Alyssa will reach out to Health Education Department for specs.
- d. Discussion about NHS coming in to do more volunteering, as a focus group or taking surveys. Sutton will ask at next student advisory meeting.

V. Adjournment

- a. Adjourned at 4:42 PM.
- b. Will send minutes to those that attended and those whom initial meeting notice was sent to.
- c. Encouraged to contact staff with additional questions/concerns.

VI. Next meeting

- a. Date and time for next meeting wasn't scheduled, but will be located in Bulldog Clinic.
- b. Zoom option will also be available.