

**ST CLAIR COUNTY HEALTH DEPARTMENT
YALE COMMUNITY ADVISORY COUNCIL
MEETING MINUTES
September 11th, 2023**

ATTENDED: Kelly Baker, Alyssa Seidl, Renee Morris, Brittany Palmateer, Melanie Majcher, Kurt Sutton, Karen Monroy, Julia Seaman, Kate Derue

Zoom Link was sent out; no participants attended the virtual option.

Welcome and Introductions

- a. Meeting started at 6:01 PM.
- b. Sign in and introductions.

II. Approval of Agenda

- a. Agenda approved without revisions.

III. Business

a. By-Laws

- i. Alyssa Seidl explains the Community Advisory Councils by-laws including; purpose, objectives, membership, and voting.
- ii. Alyssa explains the process of amending by-laws in accordance with minimum program requirements.

b. Service Delivery Plan

- i. Kelly Baker explains service delivery plan including;
 1. Consent for care which includes parental consent policy
 2. All services provided by clinic
 3. Limitations of clinic
 4. Reinforced the process of confidential services including what can be provided to students with and without parental consent.
 5. Explained at no point does NP write rx for birth control or refer for abortion services.
 6. Kelly explains mandated reporting
 7. Parent/SW questions: Will Nurse Practitioner and Social Worker be available same day or will they run the same schedule. Kelly states this ideally is the case.
 8. Kelly discusses the days (T/WED/THURS) and hours of operation (7:30-4:00), location (JR HIGH SCHOOL) and process of some services, including use of restroom outside clinic for services (lock box). She explains the needs and use for after hours may arise and adjustments may need to be made to days and schedule.
 9. Kelly explains services are year-round through school breaks and summer vacation.
 10. Kelly explains the process of walk-in clients, adolescent only hours that have been drafted for administration and will be set in place to accommodate all age groups.

11. Parent Questions age ranges for these hours: Kelly states age ranges from 5-21 years of age, 5-10 in an age group with hours, and 11-21. Kurt (superintendent) states he believes they wanted adolescent hours earlier and elementary aged later based on school start time, however, either would work.

ii. Review of Policies

1. Review of Consent

- a. Kelly explains and hands out the CONSENT FOR CARE policy (which includes parental consent policy) & copy of Yale general consent form.
- b. Explains this will be an item to review and vote upon.
- c. Kurt hopeful to have consents online to be sent to clinic to streamline process. Alyssa reinforces the consents online will be compliant with HIPAA/FERPA

2. Review of Release of Information

- a. Kelly explains and hands out the RELEASE OF CLIENT INFORMATION (ROI) policy and explains its components
- b. Social Worker Questions: how will students have a collaborative care if they see both in school and health clinic services. Kelly states if they client has an ROI just as that for referring for medical services there can be a sharing of information with client consent and ROI signed enabling the most consistent plan of care for student/client
- c. Kelly explains process of ROI and who can and cannot release records.

3. Review of Child abuse and Neglect

- a. Kelly explains and hands out CHILD ABUSE AND NEGLECT (DHS Form 3200 completion) policy.
- b. Parent questions mandated reporting with parents. Alyssa explains the process of reporting and keeping safety of client in mind.

iii. Voting

1. Kelly brings to vote policies and the Service Delivery Plan that was presented;

- a. Consent for Care (parental consent)
 - i. Parent makes motion, additional parent seconds motion, all in favor to approve Consent for Care.
- b. Service Delivery Plan
 - i. Parent makes motion, additional parents second motion, all in favor to approve Service delivery plan.
- c. Release of Information Policy
 - i. Parent makes motion, additional parent seconds motion, all in favor to approve Release of Information.
- d. Child Abuse and Neglect (DHS Form 3200 completion)

- i. Parent makes motion, additional parent seconds motion, all in favor to approve Child Abuse and Neglect (DHS Form 3200 Completion)

IV. Open Discussion

- a. Parent questions safety of community clients, no longer part of the school posing a threat to school.
 - i. Kelly explains the use of locked doors, and sign in process which was reinforced by Kurt. Discussion of allotted time for clients outside school time was brought to light.
 - ii. Alyssa states most clients post graduate age are usually students that have started in the clinic at a young age and follow until aging out. Empathizes with parent that safety is at the utmost priority for all student and clients who come to the clinic.
- b. Parent questions the use of the clinic for those in elementary schools.
 - i. Kelly explains a few options for safety of clinicians and student when needing to be seen. Agrees that it may be a trial process to find the best solution and is open to suggestions from staff/parents.
- c. Alyssa discusses the use of additional resources available including in class education, staff education etc.
 - i. Staff of elementary school questions the use of staff education for some newly diagnosed diabetics in school.
 - 1. Alyssa states there are education for staff that can be made and presented to supplement the emergency care plan of student. Gathers information to contact school post meeting to make plans for staff education.
- d. Kurt questions the use of mobile dental care.
 - i. Alyssa states she will research and try and source the use of a mobile dental clinic as was in place previously in community. Gathers information to follow up.
- e. Kelly states Nurse Practitioner start date (10/18/2023), offers limited services via nurse as needed
 - i. Questions as to when Social worker will be available. Kelly states it is a work in progress. They are still on the search for Social Worker at this time.

V. Adjournment

- a. Meeting adjourned at 6:55PM.
- b. Will send minutes and additional attachments reviewed during meeting according to bylaws.
- c. Encouraged to contact staff with questions/concerns.

VI. Next meeting

- a. Our next meeting will be Monday January 22nd, 2024 6:00PM-7:00PM PM in the Yale High School Media Center, Zoom option will also be available.