

**ST CLAIR COUNTY HEALTH DEPARTMENT
YALE COMMUNITY ADVISORY COUNCIL
MEETING MINUTES**

March 13, 2024

ATTENDED:

Karen M. – PARENT

Melanie M.- PARENT HCW

Kate D. – PARENT

Kurt S. – SUPERINTENDENT

Sally M. – STAFF/PARENT (ZOOM)

Alyssa S. – ST CLAIR COUNTY HEALTH DEPARTMENT- SCHOOL BASED CLINICS, RN

Liz H. – ST CLAIR COUNTY HEALTH DEPARTMENT- YALE, NURSE PRACTITIONER

I. Welcome and Introductions

- a. Meeting started at 4:03pm.
- b. Sign in and introductions.

II. Approval of Agenda

- a. Agenda approved without revisions.

III. Business

- a. *Reintroduction to clinic and services*
 - i. Some staff joining the meeting today have not seen the clinic so tour was offered post meeting.
 - ii. Summary of services was briefly discussed. (attached PPT for clarification in minutes)
- b. *Introduction of Nurse Practitioner*
 - i. Liz introduced herself and we clarified days and hours of operation to clinic.
 - ii. Tuesday- Thursday 7:30am-4:00pm (attached getting to know staff for clarification in minutes)
- c. *Upcoming events and services*
 - i. Alyssa discusses the use of online consent forms.
 1. The consent forms are working well online, confidentiality is retained via HIPAA compliant service. Liz states it has been working great for walk in clients for parents to easily fill out for students.
 - ii. Alyssa discusses the opportunity to schedule full physicals in clinic with later hours over summer vacation. Physicals would include full head to toe assessments, risk reduction survey, eye, ears, cholesterol, hemoglobin (iron) and urinalysis (if indicated). These sports physicals would be more encompassing to students and more thorough.
 - iii. Discussion with staff brought us to brainstorm advertisement ideas, best flyer placement and media timing. Alyssa states that all promotional items are prepared for when dates and times are set in place.
- d. *Educational/Services utilized- Data Review*

- i. Alyssa discusses the Medical and Counseling numbers for Q1 and Q2 to clinic. These numbers are from October 1- March 8 of 2023-2024. (attached health center infographics to meeting minutes emailed to attendees and members)
 - 1. Both medical and counseling have shown interest and increased visitation since opening of clinic.
 - 2. Reinforced that these numbers are well rounded based on other clinics in area and established clinics alike.
 - 3. Discussed the continued coverage by Kelly Baker in counseling center on Friday's until new employee is trained and placed.
 - 4. Kurt states when new employee starts she will be present Monday, Wednesday, Friday to allow proper office space for all entities.
- ii. *Alyssa discusses the outreach and education portion of infographics and is pleased to see presentations being utilized in schools. Discussion was elaborated to program menu and educator's curriculum.*

IV. Open Discussion

- a. *Alyssa inquires about how to get more students to participate with CAC meetings*
 - i. Discussion was had to possibly contact NHS students looking for more hours and the leadership committees to see if they could utilize that make the council more well rounded with student interest and input.
- b. *Liz inquires on high school student confidentiality when "walk-in" appointments are needed for clients.*
 - i. Kurt and staff engage in conversation to try and keep confidentiality and client/student safety. Continued work following this meeting will be taken to iron out pass/calls over for clients in need of confidential services.
- c. *Alyssa confirms the route for advertisements, ads, both media and flyer based so they may get to all schools, parents, staff, and student.*
 - i. All ads will be sent to Kurt and filtered through other posting entities. Postage will be approved as needed and depended on type of flyer.
- d. *Alyssa inquiries about incoming 7th graders and the need for possible vaccine clinic closer to school starting.*
 - i. No return dates have been scheduled as of yet. Will table this until next meeting to discuss possible overlap for parents, staff, community in need/want of vaccines before start of school.
- e. *New telephone numbers discussed and some issues with retrieving voicemail were brought to light.*
 - i. Liz states the phone (yale school phone) is set up but she is unable to check voicemail.
 - ii. Alyssa and Kurt will get with IT's respectfully to see how/who is needed to fix problem.
- f. *Kurt discusses the possible future plans for clinic including possible expansion and renovations to middle school to accommodate. No modular at this time.*
 - i. Members of meeting ask some logistic questions, regarding movement of rooms and spaces. All tentative nothing concrete at this time. Further expansion to come as clinic progresses.

V. Adjournment

- a. Adjourned at 4:45PM.
- 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. Planned for early spring before school is dismissed for summer. Date to come following these minutes posting.
- b. Zoom option will also be available.