

**ST CLAIR COUNTY HEALTH DEPARTMENT  
ALGONAC COMMUNITY ADVISORY COUNCIL  
MEETING MINUTES  
September 18<sup>th</sup>, 2023**

**ATTENDED:** Kelly Baker, Alyssa Seidl, Pauline Licari, Ryan Melrose, Stephanie Morang, David Licari. Zoom Link was sent out; Shannon Porter attended the virtual option.

2 Health Department staff

5 Algonac staff and parents

**Welcome and Introductions**

a. Meeting started at 6:02 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. Youth Miphy Data. Explains the data shows us that a clinic like the one we have put in place would be beneficial to the school.

2. The location (JR/SR HIGH SCHOOL, RM 153) days of operation (Mon/Wed/Thur) and hours of operation (7:30-4:00) and process of some services, including use of restroom outside clinic for services (possibility of using staff bathroom rather than student bathroom to increase discrete nature of sample.) She explains the needs and use for after hours may arise and adjustments may need to be made to days and schedule.

3. All services provided by clinic, explains that there will be a diagnosing Nurse Practitioner that has prescribing abilities.

4. Confidential testing with regards to both medical and mental health capacities including mandated reporting. Reinforcing the use of consent and including family as much as possible if able.

5. Limitations of clinic including no birth control prescriptions or abortion referrals are performed at the clinic even in leu of pregnancy testing.

6. Minimum program requirements, state lays out services to provide to make sure we are meeting all minimum program requirements.

a. Reassures all services we can and cannot provide are in accordance with state laws.

b. Explains both oncoming staff are licensed with state of MI

*ii. Review of Policies*

1. Review of Child abuse and Neglect
  - a. Kelly explains and hands out CHILD ABUSE AND NEGLECT (DHS Form 3200 completion) policy.
2. Review of Release of Information
  - a. Kelly explains and hands out the RELEASE OF CLIENT INFORMATION (ROI) policy and explains its components.
  - b. Explaining HIPAA/FERPA; Ideally to cover all bases all student medical sharing should be accompanied by an ROI so consistent care is given across all jurisdictions.
  - c. Explains we do not need an ROI for referrals for care.
  - d. Explains ROI and non-custodial parents. Gives example.
  - e. Kelly explains process of ROI and who can and cannot release records.
3. Review of Consent with services
  - a. Kelly explains and hands out the CONSENT FOR CARE policy (which includes parental consent policy) & copy of Algonac general consent form.
  - b. Kelly reinforces the use of consent for services including vaccines, medication administration, testing, and mental health services aside from aforementioned confidential testing.
  - c. Assistant Principal questions the consents use of the clinic, is it open to community or only members of school?
    - i. Kelly states consents, links and referrals will be online and able to be used. She states she will make sure paper copies will also be available and sent out ahead of time for clients to have on file in case of walk-in to clinic for services. Explains they can also keep the old referral process (like previous Social Worker) if this works best, however, would like to move to digital to streamline care. Referral is a referral does not mean a student or client will participate.
  - d. Social worker inquires if we have been able to hire a new Social Worker for the clinic.
    - i. Kelly explains that is in the process. She may be a hybrid employee to service both Yale and Algonac until another part time Social worker applies or inquires.

*iii. Voting*

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

- i. Parent makes motion, additional parents second motion, all in favor to approve Service delivery plan.
- b. Release of Information Policy
  - i. Parent makes motion, additional parent seconds motion, all in favor to approve Release of Information.
- c. 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)
- d. Consent for Care (parental consent)
  - i. Parent makes motion, additional parent seconds motion, all in favor to approve Consent for Care.

#### IV. Open Discussion

- a. Principal- concerns about safety of community clients, no longer part of the school posing a threat to school.
  - i. Kelly explains the use of locked doors buzz in process has been installed. Explains clients will ideally be escorted from office to clinic and then back to ensure clients are not loitering in schools. Discusses that this is a priority and a concern for many schools. Discussion of allotted time for clients outside school time.
  - 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 upmost priority for all student and clients who come to the clinic.
- b. Principal agrees with using staff restroom as an alternative to student restroom for urine/samples to assist clients with discrete process.
- c. Principal questions the type of phone line used in clinic, inquires on the possibility of both; ease of appointments and ease of sending a client from class office etc.
  - i. Kelly states, Social work is outside line, will inquire IT.
- d. Principal starts with concerns for additional education in vaping.
  - i. Alyssa offers vape presentation to principal. Alyssa asks if school has looked into vape sensors. School has looked into it.
- e. Alyssa discusses the use of additional resources available including in class education, staff education etc.
  - i. Principal also inquires on LEADS presentation
  - ii. Alyssa discusses LEADS, talks about the length of sessions, how they are paired with Social Work for students in crisis.
- f. Alyssa discusses the use of additional staff education if needed.
- g. Alyssa discussed the use of brochures and pamphlets that are paired with each presentation to continue education or be useful for a client looking to seek additional resources/care.

**V. Adjournment**

- a. Meeting adjourned at 6:43PM.
- b. Will send minutes and additional attachments reviewed during meeting according to by-laws.
- c. Encouraged to contact staff with questions/concerns.

**VI. Next meeting**

- a. Our next meeting will be forthcoming with the possibly combining with Reproductive Health (Early December) in the Algonac High School Media Center, Zoom option will also be available.