

**HEALTH SERVICES ADVISORY COMMITTEE
SOUTH CENTRAL CHILD DEVELOPMENT, INC.**

***** Meeting Record *****

Tuesday, November 7, 2017

Pizza Ranch – Mitchell, SD

11:30 am

Committee Members Present:

Dr. James Torsney, OD – Torsney Ophthalmology

Staff/Guests Present:

Richard Thaler - Head Start Program Director

Carrie Reiner, RN – Head Start Health & Nutrition Manager

Dayle Blasius – Head Start Disabilities Manager

Julie Nohr, MSW – Head Start Mental Health Manager

Sandy Baker – Head Start Environmental Safety Manager

Discussion/Action

1. The meeting was called to order by Carrie Reiner followed by a welcome and introductions.
2. The attendance/in-kind sheet was circulated and served as the roll call and documentation of in-kind services of the committee members to the Head Start Program.
3. The proposed meeting agenda and meeting information had been mailed for consideration prior to the meeting and distributed as part of the meeting packet. Motion to approve.
Motion: Dr. Torsney
Second: _____
4. The minutes of the spring April 4, 2017 committee meeting had been mailed for review and consideration prior to the meeting and were printed as part of the meeting packet.
Motion: _____
Second: _____

Reports

Written reports were presented to the committee in attendance and mailed to those who were absent for consideration.

- a) Head Start Health and Nutrition: Carrie Reiner distributed a written report. Noted that all but one nutrition observation have been completed and that one will be done this week. The health services report shows that the completion level of services has been low. This is due to a change in software programs and all data and information has not yet been entered in the data base.
- b) First Aide & CPR: Renewals were completed in August for returning staff. There are still 3 new staff hires that need to complete the certification process before the end of their 90 day new hire evaluation period. The certification cards have not been printed for those done in August due to an issue with our agency access registration with

American Red Cross. This should be corrected this week.

c) Mental Health Services: Julie Nohr gave an update on the level of Mental Health referrals made this fall. Six referrals made, working with the Regional Mental Health Agencies to schedule on-site observations at the Yankton, Mitchell and Chamberlain Centers. Has been calling on the contracted Regional Mental Health Agencies to introduce herself. Had a staff in-service at the Yankton Center updating available resources for children, parents and staff.

d) Disabilities Services: Dayle Blasius distributed and presented an overview of the levels of services being provided this fall along with comparative data from the prior 4 years.

e) Child and Environmental Safety: Sandy Baker reported that the environmental reviews for the fall have been completed within the first 45 days of services. The Health and Safety Screener Tool was not used this fall but will be again the fall of 2018.

Old Business

1. Carrie Reiner reported that after checking the S.D. Oral Health Coalition web-site there has been no updates to the 2015-2020 Coalition Written Plan (distributed at the 2016 fall meeting).
2. Carrie noted that the 2018 Delta Dental Foundation's dental van schedule has not yet been posted. Utilization at the Wagner & Lake Andes locations will be much lower going forward since a change in prioritization of who is seen and treated. A greater emphasis is being made on doing a dental health screening by a hygienist and not having the children seen by the dentist on the van/bus, as a result our completed dentals will be much lower as we are not able to convince families to schedule a dental appointment once the screenings is done by the hygienist.
3. Once again it was noted that the Head Start Health and Safety Screener Tool was not used again this fall. It was done the fall of 2016 and will be done again the fall of 2018.
- 4-5. The Director reviewed the Written Plans which include the H.S. Performance Standards for Health, Mental Health, Nutrition, Child Safety and Disabilities Service; the 2016-17 Self-Assessment Summary and current Program Goals (printed as part of the meeting packet).
6. There was follow-up to the discussion at the April 4th meeting about seeking a standing order from a physician that would allow Carrie to continue to do lead screenings when needed. The group further discussed how problematic this could be when considering the size of the geographic service area of the program. Carrie will follow-up by talking with Dr. Tegethoff who was not able to attend today's meeting.

New Business

1. The Committee reviewed the current Health, Nutrition, Mental Health and Disabilities Protocols and Procedures (mailed and distributed for consideration). Julie Nohr distributed a copy of revisions to the current Mental Health Protocols and Policies. There were some clarifications addressed and a notation to be sure to maintain the process of first making referrals to the local LEA or Education Cooperatives for Mental Health concerns to ensure that those concerns are not developmental issues that may need to be addressed by the LEA. Julie will incorporate those steps back into the proposed protocol.

The other current protocols were not changed and there were no recommendations to change them.

2. The Director presented and reviewed the current 2017 and proposed 2018 budgets (copy printed as part of the meeting packet) for consideration and comparison.
3. The committee reviewed the current committee structure and membership.

It was recommended that Tamie Ambrosen be invited to join the committee. She is a member of the staff at Lewis and Clark Behavioral Health Services in Yankton.

It was recommended that contacts be made with all current professional committee members to review their current level of interest in continued service on the committee. It was also recommended that there be added communications with the committee to remind members of the meeting besides the written notice such as emails and calls.

4. **Next meeting date: April 3, 2018**
Time: 11:30 am
Location: Mitchell, SD
5. There being no further business before the committee the meeting was adjourned.

Handouts Distributed

- a. Health & Nutrition reports and Health Protocols & Policies - Carrie
- b. Mental Health Protocols and Referral request form – Julie Nohr
- c. Disabilities Services – Dayle Blasius