

**HEALTH SERVICES ADVISORY COMMITTEE  
SOUTH CENTRAL CHILD DEVELOPMENT, INC.  
\*\*\* Meeting Record \*\*\*  
Thursday, November 6, 2018  
Pizza Ranch – Mitchell, SD  
11:30 am**

Committee Members Present:

Carol Rempp – Director, South Central Ed. Cooperative  
Sandra VandenHoek, RN – Governing Board, SCCD, Inc.  
Tami Ambrosan, MA – Lewis & Clark – Youth & Family Serv. Director  
Sister Thecla Holzbauer – MS, RD, LN – Registered Dietician  
Dr. James Torsney – Torsney Ophthalmology  
Dr. C. Nolan Carson III, DDS – Carson Family Dentistry  
Justin Bunn, EHS – Indian Health Services

Staff/Guests Present:

Dr. Tamra Hummel - Head Start Program Executive Director  
Julie Nohr, MSW – Head Start Mental Health Manager  
Dayle Blasius – Head Start Disabilities Manager  
Courtney Brink – Head Start Environmental Safety Manager  
Carrie Reiner, RN – Head Start Health & Nutrition 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 non-employee committee members to the Head Start Program.
3. The proposed meeting agenda and meeting information had been mailed for review and consideration prior to the meeting and distributed as part of the meeting packet. Motion to approve.  
Motion: Sandy VandenHoek  
Second: Tami Ambrosan Motion carried
4. The minutes of the spring April 26, 2018 committee meeting had been mailed for review prior to the meeting and distributed as part of the meeting packet. Motion to approve the minutes and actions of the April 26, 2018 meeting.  
Motion: Sandy VandenHoek  
Second: Tami Ambrosan Motion carried

**Reports**

Written reports were mailed for review prior to the meeting and were printed as part of the meeting packet.

- a) Head Start Health and Nutrition: Carrie Reiner reviewed the written report that was given as a handout. The committee wanted to know what happens when the agency is outside of the 45 days. Dr. Hummel said that you could be found in non-compliance.
- b) Vision, hearing, heights and weights – 45 day requirements – Carrie Reiner reviewed the written report that was given as a handout.
- c) First Aide & CPR: Carrie reviewed the written report that was given as a handout. Dr. Hummel asked about the CPR process for first year and renewal employees. Carrie Reiner indicated that she provides a mini-review for renewals in adult/infant, Heimlich maneuver, stopping bleeding, Epi-pens and AED. Usually 4-6 hours, depending on how many staff members there are for an initial certificate. 1-2 people is much less.
- d) Mental Health Services: Julie Nohr reviewed her written report that was found in the meeting packet. In addition to the handout she shared that all staff including FSW, teachers and teacher assistants would be trained on TBRI on November 30<sup>th</sup>. Further she stated that all but 24 of the Ages and Stages Mental Health screener had been completed. Those remaining were just currently accepted to the program. Further she indicated that Lewis and Clark Behavioral would be at the Yankton Center the following week to do some observations.
- e) Disabilities Services: Dayle Blasius reviewed her written report that was found in the meeting packet. She also presented a draft copy of protocol for Services for Children with Disabilities to be reviewed and approved by the Committee. The number of children identified in the Fall of 2018 was 37 with 6 more pending and at the same time the year prior was 40. According to the performance standards, Head Start must service a minimum of 10% of the overall enrollment to children with disabilities. At the time of the report the agency was servicing 10.7% of children with a disability, meeting that performance standard expectation.

Motion to approve the protocol for Services for Children with Disabilities.

Motion: Sandy VandenHoek

Second: Tami Ambrosan

Motion carried

- f) Environmental Health & Safety: Courtney Brink presented and reviewed the printed report found in the meeting packet. She explained the different forms included in the environmental reviews and shared that only minor corrections needed to be made.
- g) Carrie Reiner discussed with the Committee the need for the Agency to purchase a new hearing machine. The Agency currently has a \$2,000 credit with the company where the previous two machines were purchased and there is money left in the budget for the remaining balance.
- h) Carrie Reiner reported to the Committee that the Child and Adult Nutrition Services has denied our food service contracts for several Head Start sites. Our agreements and contracts will need to be updated and resubmitted before reimbursement would be allowed.

## Old Business

1. There was nothing new to report on the Oral Health Coalition.
2. The Delta Dental Mobile Program Schedule for 2018-19 was included as part of the meeting packet.
3. Courtney Brink reported that the Head Start Health and Safety Screener Tool is being used this fall for the 2018-19 school year. Managers need to notate if areas pass or failed and how to correct.
4. The Self-Assessment process was discussed and how the summary is developed and used. The 2018-19 summary will be completed after the Self-Assessment Committees have completed their reviews.

## New Business

1. The PA 22 Budget report was included as part of the meeting packet and the Director presented. The 2017 and 2018 PA 22 budgets were reviewed and the budget line items specific to the work of this committee was reviewed.
2. The Special Diet Grievance Procedure was included as part of the meeting packet for review and recommended. No changes recommended.
3. The CACFP Purchasing Plan was included as part of the meeting packet for review and recommended. No changes recommended.
4. The Health Protocol and Policies was included as part of the meeting packet for review and recommended. No changes recommended.
5. The DWU Partnership with Mitchell Center was discussed. A select few students are coming to the Center on a weekly basis and presenting on topics such as Stranger Danger and Oral Hygiene.
6. Time of meetings were discussed. Committee affirmed the time worked for the committee and no changes were recommended.
7. The Director asked for recommendation of new committee members, no recommendations.
8. **Next meeting date: April 2, 2018**  
**Time: 11:30 am**  
**Location: Mitchell, SD**
9. There being no further business before the committee the meeting was adjourned.  
Motion: Sandy VandenHoek  
Second: Dr. James Torsney Motion carried

## Handouts Distributed

- a. Carrie Reiner's Written Report to the Committee