

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

**\*\*\* Minutes \*\*\***

**Tuesday, April 4, 2017**

**Pizza Ranch – Mitchell, SD**

**11:30 am**

Committee Members Present:

Carol Stewart, PA, MMC – Graduate Nursing Program  
Sr. Thecla Holzbauer, MS, RD, LN – Registered Dietician  
Dr. Cheryl Thaler, EdD – Director South Central Cooperative  
Dr. James Torsney, OD – Torsney Ophthalmology  
Kari Rettig, LPN – Grantee Gov. Board, P.C. parent

Staff/Guests Present:

Richard Thaler - Head Start Program Director  
Carrie Reiner, RN – Head Start Health/Mental Health & Safety Manager  
Michelle Muller, RN – Head Start Nutrition Mgr./ Family Day Care Program Director  
Dayle Blasius – Head Start Disabilities Services Manager

**Discussion/Action**

1. The meeting was called to order by Carrie Reiner followed by a welcome and introductions as needed. Seated Carol Stewart and Joe Sarisky.
2. The attendance/in-kind sheet was circulated and served as the roll call and documentation of in-kind services to the Head Start Program as a committee member.
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 the agenda as presented.  
Motion: Dr. Torsney  
Second: Sr. Thecla Holzbauer Motion carried
4. The minutes of the Fall November 1, 2016 committee meeting had been mailed for review and consideration. Motion to approve the minutes as presented.  
Motion: Dayle Blasius  
Second: Sr. Thecla Holzbauer Motion carried

**Reports**

Written reports were printed as part of the meeting packet as prepared by the Head Start Management for the committee's consideration.

- a) Head Start Nutrition and Environmentals and Family Day Care Food Program: Michelle Muller reviewed the written report found in the meeting packet and also announced her retirement effective 5-31-17 and details of the non-continuation of the Family Day Care Food Program sponsorship by SCCD, Inc.

- b) First Aide/CPR – Health/Mental Health & Safety: Carrie Reiner reported that currently 2 staff needed First Aide/CPR certifications.

The data report found in the meeting packet was reviewed and served as the written report along with discussion of a brief written report distributed. Also discussion of transportation related to needed health services.

- c) Disabilities Services: Dayle Blasius presented and reviewed the data report found in the meeting packet. Currently 80 enrolled children have an IEP. The program is required to serve a minimum of 10% of it's funded enrollment (36).
- d) Other: Lead screenings if not done by a physician cannot be counted as done and the program can no longer out source this as we had done in the past – must be done by a doctor or have a standing order to perform the lead screenings by a doctor. Could possibly go through the Wagner Community Hospital/Clinic. Need to contact hospital administrator and/or clinic administration.

No action taken on the team reports as presented.

### **Old Business**

1. Carrie reported that there is no current activity of the S.D. Oral Health Coalition posted on its web site. The 2015-2020 Coalition Written Plan distributed at the November meeting is still the same.
2. Carrie distributed the 2017 Delta Dental Foundation of S. Dak. Dental Van schedule and reviewed the utilization reports from September 2016 for Wagner and Lake Andes.
3. Michelle informed the Committee that the Head Start “Health & Safety Screener” tool was used this fall along with our environmental checklist.
4. The revised 2016 Head Start Performance Standards were printed as part of the meeting packet (Subpart D – Health Program Services page 35 through 43). The Committee reviewed the content and staff described how the program is meeting the standards. Each section was covered with comments offered on:
  - Child Nutrition: There are also USDA changes that will have an impact effective 10-1-17 covering food serving requirements. The program had implemented these this school year.
  - Mental Health and Social & Emotional Wellbeing: The program continues to use the “Ages and Stages” program. The program will need to change the wording on its release form used at the time of enrollment as well as keeping our current practice of obtaining a parental release prior to any specific referrals or observations.
  - Family Support Services for Health, Nutrition and Mental Health: The staff and committee discussed current strategies, practices and challenges of the program addressed to meet the Performance Standards.

The Committee also reviewed and discussed the sections on Health Services Advisory Committees, Child Health status & care (timelines), Oral Health Practices and Safety Practices (Program's current protocols & policies last reviewed by the committee 4-7-15, next review by 4-18).

5. The staff explained the present self-assessment process and progress with this school year self-assessment review. The Director discussed the current Program Goals and how the goals are tied to the Self-Assessment process and funding applications.

Committee discussed how to obtain more Community Assessment feedback from physicians.

### **New Business**

1. The Program Director presented and reviewed the 2016 and 2017 Head Start budgets as printed in the meeting packet. Focus was on the specific budget line items related to the Committee's oversight.
2. The updated affiliation agreement with the USD School of Nursing was presented. The committee asked if other nursing schools could enter into an agreement with the Agency. This is a possibility. The program also has an agreement with the Mt. Marty College Pediatric Nursing Program.
3. The Committee reviewed the current committee structure. Committee member Dr. Garcia was removed and replaced by Carol Stewart. Member Dr. Cheryl Thaler, Director at S. Central Education Cooperative will need to be taken off after June 30<sup>th</sup> and replaced by the new Cooperative Director representative. Committee members were asked to forward names and contact information of possible members to the Program Director.
4. **Next meeting date: November 7, 2017**  
**Time: 11:30 am**  
**Location: Mitchell, SD**
5. Motion to adjourn.  
Motion: Sr. Thecla Holzbauer  
Second: Dr. James Torsney Motion carried

### **Handouts Distributed**

- a. Health report - Carrie
- b. Delta Dental bus schedule - Carrie