



DRAFT **Meeting Minutes**

School Health Advisory Committee Meeting Program: SHAC - School Health Subject: Quarterly Meeting	Date: Thursday, December 12, 2013
	Time: 2:00 p.m. – 3:30 p.m.
	Location: School District Professional Development Services Center
Facilitator: Chastity Choulat	Note taker: Kim Thompson
Attendees: Noureen Amin, Tina Baker, Tony Boselli, Patricia Cepeda, Chastity Choulat, Stephanie Geoghagan, Pam Hughlett, Cyndy Jackman, Belinda Johnston, Dotty Morford, Kim Thompson, Linda Turner, Donna Wethington, Leigh Wilsey	
Agenda items:	
Approve September 12, 2013 Meeting Minutes – Approved	
School District Anonymous Bullying Reporting Forms – Donna indicated that Tina Baker has been working on an electronic anonymous bullying form. Information on bullying/harassment is available on the school district website (http://oneclay.net), under the Parents and Students section. In addition, victims of bullying or harassment can complete the form online and submit it anonymously. Once submitted, the form goes directly to Student Services. Within 2 days of its receipt, an investigation into the complaint is started.	
Healthy Schools Flu Mist Update – Tony gave a brief history of how the program came to be. Duval County was a flu mist pilot program. During a conversation about the Duval program with Superintendent Van Zant, Tony offered to have his company (Healthy Schools) provide the flu mist to the 41 public schools in Clay County. A total of 4,355 students received the flu mist. Although they had not planned to do so initially, they will return to the elementary schools in January to provide the second recommended booster dose to students who are 8 years old and under who had not been previously vaccinated before they received their first dose from Healthy Schools. They hope to return next year and double the vaccination participation results. In addition, next year, they plan to offer the vaccine to any school staff and faculty who want to receive it. The program is being offered in 12 other counties now.	
Flu Mist After Action Report – Leigh explained that after action reports are typically done after community outreach programs of this type. She provided a draft copy of the report. It provided an Executive Summary, Event Overview, Event Details, Event Outcomes and Participant Feedback. The FDOH in Clay County and CCSD nursing staff provided survey feedback on the event. The flu mist was provided to 4,355 of 35,139 students (12 percent of the total student population). Some of the strengths were: 1) Free flu vaccine for all schools, 2) Outside agency (Healthy Schools) provided the service and was responsible for funding, liability, etc., 3) Paperwork delivered directly to schools, 4) Cooperation of all organizations involved; School District, Healthy Schools, FDOH – Clay, and 5) Flow - process between mist/paperwork/bracelets/etc. worked like clockwork. Some of the areas for improvement included were: 1) Need better identification of students by vaccinators, 2) Need to follow 5 Rights of medication administration, 3) Better communication between the CHD and Healthy Schools in the planning stages; all details need to be communicated between Healthy Schools, FDOH – Clay and all schools, 4) Provide detailed information (paperwork, processes, resource needs, etc.) to all schools and 5) School personnel, familiar with the students should give the students the permission slips. A copy of the draft report is attached.	



School Health Advisory Committee Meeting
March 13, 2014
Agenda Item I

Agency Reports – Clay Action Coalition – Stephanie just relocated her office to Orange Park High School. She picked up more educational information from Skeeterhawk. She also indicated there are now medication drop boxes at both the Orange Park and Green Cove Springs Police Departments. She reported that the drop boxes had been emptied and 60 pounds of pills, etc. had been collected, of which there were 250 pill bottles. She indicated that Walgreens is interested in hosting a drop box; however, the boxes can only be placed at locations monitored by law enforcement. **Clay County School District** – Donna said a four hour “Struggles of the Military Families” seminar is being offered at the Thrasher Horne Center on January 7, 2014 from 8:00 a.m. until noon. A copy of the agenda is attached. St. Leo’s will be providing refreshments. Space is limited to 80 people (about 40 remain). Tina Baker will check to see if CEUs are available or not. There are now 21 schools being funded by Department of Defense Education Activity (DODEA) grants. **Epi** – Sue was unable to attend the meeting; however, she asked that it be reported that influenza is “out there” and is not specific to any age group. **Healthy Start** – Patricia stated they hired a new nurse, who had to quit because she moved out of the area. She also indicated 12 people attended the baby shower for high risk clients – half were clients and half were support people. They were able to give great educational information at the event. They have also started a “moms” meeting. The Clay County Sheriff’s Office (CCSO) presented an educational program on safety advice to new moms on handling a new baby and packages at the same time during the holidays. In addition, in April 2014, HS and WIC will host a joint event at the Fleming Island library. **School Health** – Cyndy reported that Belinda is the new School Health Coordinator, and gave a brief description of her experience (education, informatics and clinical pediatric, pediatric mental health and school health nursing). **Teen Clinic** – Cyndy reported there has been 100 percent parent participation for the eight clinic program attendees. Also, there will be a new 4ME Teen Program at Bear Run in early 2014. Five teens were selected from the original group, with the potential to receive a \$400 - \$500 incentive depending on their participation level. They will begin the Teen Leadership Council beginning in March 2014. Cyndy stated they are seeking new patients at Bear Run. The LIP clinic hours in Green Cove have been expanded to try to help local patients with transportation issues. They accept clients who are underinsured or have Medicaid/Medicare. If they filled all of the appointment slots for each provider, they could see up to 100 clients each day. And, lastly, Cyndy commented that the Bear Run Clinic has 40 doses of the flu vaccine for children between the ages of 3 and 18 if anyone knows of someone who needs/wants to receive it. **Tobacco Free Clay** – Stephanie stated the Town of Orange Park passed the e-cig ordinance after changing the language a bit. The new ordinance prohibits the sale or use by anyone under the age of 18, but also prohibits use by anyone (of any age) in places where cigarettes are banned. **WIC** – Doretta was unable to attend; however, Patricia gave a brief update on her behalf. Beginning in March, WIC will be changing their current electronic system to EBT WIC. The transition will begin in March and go through May. Also, the WIC formulas will be changing from Carnation to Enfamil. And, lastly, they are steadily building their clients since their moved from Loch Rane to Fleming Island.

Set Next Meeting Date – March 13, 2014 at 2:00 p.m., at the CCSD PDC, if it’s available.

Discussions: Tony asked if the School Health staff could survey and resend his dinner invitation to the School District nursing staff as he had received only a few RSVPs. He needs to know by Saturday, December 14th, so he can cancel and reschedule the event if needed. (Note, this was done December 12, 2013, and the School Health nurses followed up with a phone call to the School District nurses on December 13, 2013.)

Conclusions:

Action Items:	Responsible Parties:	Expected Completion Date:
Finalize the Chair letter to the School District regarding updating the G & D Policy	Chastity/Donna	March 1, 2014
Send e-mail to SD nurses regarding Healthy Schools dinner event – attend or reschedule it	Kim	December 13, 2013

Follow Up Items: None