



## MESD PROGRAM ADVISORY Meeting Minutes

### *Agreement on Agenda Content/Deadline for Agenda Requests and Calendar of Meetings for Year*

- **Structure of meeting:**
- **Future meetings set for the first Wednesday of the month, 1-3:30 pm**
- Agenda items to Wendy 2 weeks in advance, including time needed for each item
- If necessary, agenda items can be added at the start of the meeting and will be discussed if time allows
- Finalized agenda to members 1 week in advance, with electronic handouts when possible
- Meeting minutes sent to members within 1 week following meeting
- Guest speakers will be at the front end of the agenda
- **Agreements:**
- Start and end on time
- Stick to agenda items and timeframes
- Be present, engaged, and accountable
- Practice professional courtesy:
  - Assume positive intent
  - Respect common and varied interests of members
  - Environment is safe to ask questions
  - Share problems in a manner that focuses on solutions
  - There is process for shared decision making

ξ **ATTENDING:** Lori Silverman, Centennial SD; Desiree Chiu, Corbett SD; Barbara Kienle, David Douglas SD; Lisa Grotting, MECP; John Koch, Gresham-Barlow SD; Kathy Keim-Robinson, Parkrose SD; Michelle Murer, Reynolds SD; Paula Robinson; Riverdale SD; Lisa McConachie, CRP; Todd Greaves, Jeanne Swift, Jeremy Berliss, Joni Tolon, Lizzie Juaniza, Scott Ryan, Margo Lalich, Ann Vrabel, Heather Godsey, Lucy Falau, Wendy Mendez, MESD

## School Health Services

| Person  | Time | Topic   | Info Only | Discuss & Decide | Bring Back | Notes   |
|---|------|---|-----------|------------------|------------|---------|
| Ann V   |      | Introduction of New SHS Staff <ul style="list-style-type: none"> <li>• Angela Kulak (PPS)</li> <li>• Michelle Much (Centennial, Corbett, David Douglas, Gresham-Barlow, Parkrose, Reynolds, Gladstone)</li> <li>• Heather Godsey, Nurse Consultant</li> </ul> | X         |                  |            |         |
| <ul style="list-style-type: none"> <li>• Introduction of Michelle Much, new Nursing Supervisor, who will be covering seven districts.</li> <li>• Heather Godsey, new Nurse Consultant.</li> <li>• Angela Kulak, new Nursing Supervisor for Portland.</li> </ul> |      |   |           |                  |            |         |
| Ann V   |      | Immunization data posting – Update  | X         |                  |            |         |
| <ul style="list-style-type: none"> <li>• As noted in the June 2016 minutes, beginning next year, data must be posted with 30 days of Exclusion Day.</li> <li>• OHA website states it is okay to share from previous school year.</li> </ul>                     |      |   |           |                  |            |         |
| <ul style="list-style-type: none"> <li>• Will update rates after February Exclusion dates</li> </ul>  |      |   |           |                  |            |         |
| Ann V   |      | Communicable Disease Investigation Procedure – Update   | X         |                  |            |         |
| Ann V   |      | Complex Needs Nurse Assignments   | X         |                  |            | Handout |
| <ul style="list-style-type: none"> <li>• Wanted to make sure everyone had the assignment list; no change from last year.</li> </ul>   |      |   |           |                  |            |         |

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| Ann V/Heather   |  | <ul style="list-style-type: none"> <li>• Updates from Nurse Consultant</li> <li>• Update to Oregon Medication Law and training</li> <li>• CD and BBP district contact information – updates needed</li> <li>• Update on adrenal insufficiency requirements</li> </ul> | X |   |  | <p>Handouts:</p> <ul style="list-style-type: none"> <li>• District Billing Information for BBP Contracted Services</li> <li>• (Individual) School District Initiated Report</li> <li>• Tip Sheet How to Complete</li> <li>• MCHD Initiated Report</li> <li>• Adrenal Insufficiency Protocols and Medication Law Updates</li> </ul> |
| <ul style="list-style-type: none"> <li>• Heather Godsey, SHS Nurse Consultant needs updated contacts on the District Billing Information sheet; if there are any changes, please return to Heather (<a href="mailto:hgodsey@mesd.k12.or.us">hgodsey@mesd.k12.or.us</a>).</li> <li>• Also, updates are needed for the Communicable Disease Investigation Procedure. This includes the (Individual) School District Initiated Report, the Tip Sheet, and the MCHD Initiated Report; please fill out the forms and return them to Heather. Heather will send the templates out electronically for completion.</li> <li>• Heather Godsey reviewed law updates related to Adrenal Insufficiency (AI). Issues of concern include no training equipment is available, plus training is not widely permitted nationally. Students will be managed by nurses on a case-by-case basis; the condition is very rare. Students with AI will have an individualized plan developed by the nurse; staff needing to know will be informed of the emergency plan. These students are on oral meds; if an injection is needed for a crisis, trained staff would call 911.</li> <li>• Medication Law Updates; CHANGE: Nonprescription medication <b>must now be FDA Approved</b>. Also, prescription medications <b>must be prepared and labeled by a registered U.S. pharmacist</b>.</li> </ul> |  |   |   |   |  |  |
| Ann V   |  | Reminder: Training Required for Unlicensed Assistive Personnel (UAP)  |   | X |  | Handout  |
| <ul style="list-style-type: none"> <li>• Unlicensed Assistive Personnel need mandated and recommended training, depending on the student health needs requiring health assistance. SHS can provide the initial and renewal training; nurses require at least two weeks' notice in advance of planned field trips. Koch noted it is part of Gresham's contract that coaches receive this training. After school programs must</li> </ul>   |  |   |   |   |  |  |

have their own system to secure, administer, and document all medication needed before and after school.

Topic for Next Meeting: For discussion, each district will bring to Advisory information related to non-district staff that may have training needs, describe what the needs are, and how training requirements are being met (or not), (i.e. bus drivers, coaches, and outside agencies). SHS will bring the wording in the medication law describing training requirements.

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| Margo  |  | 2017-18 Local Service Plan   |   | X |  |  |
| Margo  |  | Director's Report:<br><ul style="list-style-type: none"> <li>• SB 698</li> <li>• NAME Conference</li> <li>• Health Education Attendance</li> </ul> | X |   |  |  |
| <ul style="list-style-type: none"> <li>• Presented the Task Force on School Nursing Recommendations with ODE to the Interim Subcommittee on Health Care three weeks ago. Recommendations include: 1) Immediate and sustained funding for underserved school districts; 2) immediate and sustained funding to implement and maximize school-based Medicaid billing processes throughout the state; 3) immediate and sustained funding to create and sustain an Oregon Department of Education and Oregon Health Authority interagency work group.</li> <li>• Margo attended NAME Conference; a primary focus of the conference was on changes to the "free care" rule. Four states have revised their state Medicaid plan to expand eligible services beyond the IEP. There is discussion at ODE about how to proceed in Oregon.</li> <li>• Health Education courses are often reserved at full capacity with significant "no shows". Based on these anticipated reservations, we turn away other people wanting to attend the same day, when they could have been included. Nurses put in a lot of time preparing for the course, setting up the room, often the day before, only to have a smaller number of participants attend. What systems are in place to assure and encourage expected participation will happen.</li> <li>• Note: SHS supplied final for 2015-16 school year dashboard at this meeting.</li> </ul> |  |  |   |   |  |  |
| Ann V/Margo  |  | CRP Nursing Contracts  |   | X |  |  |
| <ul style="list-style-type: none"> <li>• CRP is interested in purchasing nursing services for a 4 year old in a CRP program who needs a nursing assessment. Margo suggested CRP contract with MECF.</li> <li>• We do not provide nurses to MECF; Multnomah County Health Department does.</li> </ul>   |  |  |   |   |  |  |