



# Arizona Head Start

## ASSOCIATION

Supporting Head Start quality today, impacting Arizona's tomorrow!

**AHSA Quarterly Meeting**  
**Standing Committee Agenda & Meeting Minutes**  
**Meeting Date: November 21, 2013**  
**Meeting Time: 2-4 pm**  
**Meeting Location: University of Phoenix**

DATE OF MEETING: November 21, 2013  Time: 2:00-4:00 pm		LOCATION OF MEETING: Desert Willow Conference Center 4340 E Cotton Center Blvd. Phoenix, AZ 85040
COMMITTEE MEMBERS PRESENT: Jen Gemma, David Leard, Connie Morrison, Dulce Ruelas, Monica Sante, Chrisanda DeBois, Maureen Mason, Carolyn Willmer, Michelle Nguyen, Liz Hernandez, JoLee Kennedy		
COMMITTEE MEMBERS ABSENT:		
VISITORS: John Fox, Melissa Selbst, Terry Doolan		
NEXT QUARTERLY COMMITTEE MEETING: Date: February 20, 2014 Location: University of Phoenix		
AGENDA ITEM	DISCUSSION/RECOMMENDATION	PERSON(S) RESPONSIBLE/ PRESENTER
I. Call to Order & Welcome	Introduction of the members of the Integrated Health and Safety Committee. The meeting was called to order at 2:00 pm.	Jen Gemma and David Leard
II. Adoption of Agenda	The Agenda was approved by Maureen and seconded by Chrisandra.	Jen Gemma and David Leard



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III. Approval of Minutes	Approve the minutes from the September AHSA Health and Nutrition committee meeting.	
IV. Le Fox Catering	John presented his information packets on his catering service. He provides services for schools and weddings. He can provide refrigerators and stove/ovens at sites. Appliances are only, "just in case." Temperatures are controlled through hot boxes. Costs/meal are: \$1.25 for breakfast, \$2.25 for lunch, and \$1.00 for snacks. Prices include paper products. There are multiple production locations around The Valley. There is no charge for deliveries. He does not provide serving utensils for family style meals. John asked that if his services are used, it be done first on a small scale and then slowly increased. Two weeks before service John is notified of the number of meals required so he can make purchases. He also adds an additional 5 servings to cover unexpected needs. Food allergies/intolerances are handled, labeled and wrapped separately, updates or new children go directly to him.	John Fox
V. EAR Foundation	<p>This was an update on reporting, screening practices, materials and training opportunities. Melissa brought a handout for new tools and resources for us to use. She offered to come to sites to train update staff as needed. There is a new EAR Foundation location near 7<sup>th</sup> Street and Camelback.</p> <p>She spoke about the use of Puretone in our programs and how it is the best practice for 3-5 year olds. She mentioned that equipment is available to borrow and DHS also has these units for loan. Melissa asked for feedback on our other hearing equipment and the Committee said they had not had equipment problems. Tips have been back ordered so if we are getting low it is suggested they be ordered now instead of the beginning of the year.</p> <p>Melissa is continuing to work with physicians and audiologists to gain their support for referral needs. She stated she could provide collection boxes</p>	Melissa Selbst



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	<p>and requested we put them out to collect used hearing aides and glasses. Melissa suggested parents contact EHDI PALS for hearing resources, <a href="http://www.ehdipals.org">http://www.ehdipals.org</a>. Also contact Lylis Olsen at <a href="mailto:lylisolsen@msn.com">lylisolsen@msn.com</a> if you need information on Hear for Kids, to provide hearing equipment for children that are not covered by insurance.</p> <p>It was decided by the committee that Melissa come to our next committee meeting in February because there are still many questions around EPSDTs, Physician responsibilities with screenings, and Head Start mandates.</p>	
VI. WIC MOU	<p>The draft of AHSA WIC MOU was reviewed. The draft that was created by David Leard was comprised using components from the Michigan Head Start Association's MOU. Ultimately recommended that you create your own local directives with minimal structure to allow for flexibility. Terry has discussed this with her lawyer at ADE to determine if the agreement will work with the President of the AHSA signing off with a State Representative. This will streamline action and it can be modified at a later date if necessary. Recommendations were made to include pregnancy and breastfeeding for a referral basis. David will submit updates to ADE to be resubmitted for consideration.</p>	David Leard, Jen Gemma, Terry Doolan
VII. Health and Wellness Symposium	<p>Members were presented with a task chart for the symposium. The topics that were discussed were about the venue and the day of the event. Liz Hernandez will look into the availability at Catholic Diocese and Maureen will look into creating a survey monkey to survey staff about potential health topics.</p> <p>Due to the reviews occurring this program year, the committee agreed that we do a one day event from 9-3. Jen Gemma will set up a time that the committee can meet in January to discuss the health and wellness</p>	Integrated Health and Safety Committee



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	symposium.	
VIII. Special Diets	David Leard provided books and CDs from the CDC about managing food allergies in schools and early care and education programs. It was decided to table a discussion on special diets for the next meeting.	Integrated Health and Safety Committee
X. Announcements	David provide information on modifying the nutrition assessment section. He handed out a dvecdopmental assessment system and they have it broken down by age groups! It takes results from the parents and BMI and plots it over 3 data points over the year.	David Leard
XII. Adjourn	The meeting was adjourned at 3:55 pm	Jen Gemma and David Leard