



Parent Advisory Board | MINUTES

March 28, 2019 | 6:30 pm – 8 pm | 23530 Kingsland Blvd. Ste 100, Katy, Texas 77494

Meeting called by Ahmed M. Monib
 Type of meeting Parent Advisory Board meeting
 Facilitator Ahmed M. Monib
 Note taker Valerie Anderson

Attendees
 Valerie Anderson Ahmed Monib
 Jessica Barrera Yasmine Monib
 Cori Harbuck Peatria Spells
 Nzinga Harper Jose Delapena
 Sarah Leifeste Erliene Carreon

AGENDA TOPICS

Time allotted | 10 min | Review of Previous Actions | Presenter Ahmed Monib

- T-Shirts made for board members- Completed
- Categorize improvements by priority- Completed
- Develop Strategy plan and presentation- Completed
- Set date for next board meeting- Completed

In addition, several office improvements that were suggested have been implemented:

- Nursing room is now set-up
- More classes for older children: teen depression, puberty....more to come
- Toys/books for older kids added to waiting room

Time allotted | 30 min | Strategy Presentation | Presenter Ahmed Monib

Reviewed the Practices 3 year strategy. Several focus areas were presented, and PAB members added several suggestions that need to be considered:

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| <ol style="list-style-type: none"> 1. Partnerships with Katy ISD for community education of important health issues (depression, flu shots, vaccines, etc.) 4. Innovate ways to get around space constraints. Such as scribe for doctor to increase number of visits. | <ol style="list-style-type: none"> 2. Work towards earlier hours (opening at 7am) 5. Need to maintain better database of existing patients and who has transferred out | <ol style="list-style-type: none"> 3. Need to promote the portal more |
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Action items	Person responsible	Deadline
Do a periodic scrub of patient data to better anticipate missed appointments	Ahmed Monib	May 1, 2019
Setup regular CPR classes (twice per year)	Ahmed Monib	May 1, 2019

Time allotted | 20 min | Community Day & Flu Clinic | Presenter All

Discussed with the group ideas for a community day& Flu Clinic:

1. Target 1st week of October
2. Games and activities
3. Game ideas: balloon tying, magician, face painting, ring toss, cornhole, coloring book, parachute games, princess characters, home-made crafts

Action items	Person responsible	Deadline
Set Date	Ahmed Monib	May 30, 2019
Secure key vendors	Ahmed Monib	May 30, 2019
Investigate how to make a coloring book	Valerie Anderson	June 5 th , 2019
Booth layout and action item list	Ahmed Monib	June 15, 2019

Time allotted | 30 min | Audio & Video Recording of Office Visits | Presenter All

There is growing evidence that more and more parents (not just at Springtime) discreetly record appointments on their cell phones. Does this trend point to a need to have an audio/video recording of office visits? Perhaps parents need a more detailed recall of their discussion with the provider to share with their spouses, relatives, or simply to review later on?

The board discussed the pros/cons. Concerns were raised about liability, although there is data to suggest recording could actually provide better protection to providers. Privacy is also a concern. How would the camera be set-up? What if the parent loses the recording?

Ultimately, the board's consensus was to start slow. Allow parents to record the visit if they like, with an understanding (stated in writing), that the recording is not the responsibility of Springtime to protect.

If the demand for better quality recordings grows, then we can look into how to provide that service.

Action items	Person responsible	Deadline
Send out a survey to get more input from our parents	Ahmed Monib	April 20, 2019
Develop waiver for parents to freely record the visit	Ahmed Monib	May 15, 2019