

Youth Camp Safety Advisory Council

Google Meet Meeting
Thursday, March 7, 2024
Minutes

YCSAC Member Attendance

Name	Representation	Attendance
Allison Abbondante	Camp Owner/Manager-For Profit	Present
Cassandra Casey	Camp Owner/Manager	Present
LaPortia Barrows	Maryland Department of Health	Absent
Meena Suri	Camp Owner/ACA Accred.	Present
Anne Irwin	Camp Leader	Absent
Virgil Boysaw, Jr.	Local Health Department	Present
Vacant	Public	Vacant
Vacant	Local Health Department	Vacant
Vacant	Camp Owner/Manager - Nonprofit	Vacant
Vacant	National Camping Organization	Vacant
Vacant	National Camping Organization	Vacant

MDH Staff Present

Brian Flynn
Tylvia Koromah

Introductions

Allison called the meeting to order 10:01 am. and requested a motion to start the meeting. Motion approved by Virgil and Cassandra. Council members introduced themselves and stated their representation on the council. Allison has been a council member for six years. This is her final year on the council. Amy M. Schisler from Girl Scouts will join the council. She will fill the National Organization council position.

Allison requested for a motion to approve the agenda, with the addition of the FBI updates. Agenda approved by Virgil and Cassandra.

Allison requested council's approval of October Minutes - Approved by Virgil and Cassandra. Allison commented that the December meeting was canceled due to technical issues. In February, we did not have a quorum. Minutes were not required. Discussions were interesting. No minutes were taken. Minutes will be posted to the council webpage.

Update on Open Council Positions/Attendance

Allison reported and Brian and Tylvia confirmed that there are 3 open positions. The vacancies are on the webpage. Amy will join the council.

- National Camp Organization - The individual shall be a camping leader with professional experience, but who is not a youth camp owner or manager.
- Public - The individual shall be a member of the public.
- Camp Owner/Manager - The individual shall be actively engaged in the ownership or management of a nonprofit youth camp.

Selection of Vice Chair for Council - Cassandra requested to be co-chair. Her request was accepted by Virgil and Allison.

Annual Report Data and Letter 2023 - Allison will make changes to the list of council members. The AR and changes were accepted by Virgil and Allison.

2024-2025 Meeting Dates Proposal - Allison announced the following meeting dates: All are on Thursdays - October 10, December 5, February 6, April 3, May 2. The May meeting is to approve minutes only. No new business.

We will keep google meet as our meeting format. Someone from the public asked about the council term to serve. Allison responded that council members hold office for three years. If you take over for someone's position, that term is finished and if the person chooses to return, they will apply for a full term.

She requested that a report be given on the council member term dates, whose term will end in 2025.

Discussion of Medication Administration - COMAR information was shared. Allison reported that someone from the public mentioned the concern of the frequency and cost of the yearly refresher course. This is a regulatory change, which has to go through a process for the change. Cassandra stated that she did some research and found some states, such Connecticut, that have put together a refresher course with a registered nurse or doctor. She believes that this is under the current state regulation that could approve this course. This may be more cost effective.

Allison agreed that it sounds like a great in between. Brian will confirm if there is already an approved refresher course and ask what is the cost. Cassandra responded that the cost of \$60.00 per person was the cheapest she could find. Each of her staff members have to take the refresher. Allison will add the Medication Administration refresher course to the April agenda.

FBI Fingerprinting Status - Allison gave a brief history of the FBI/CJIS audit. CJIS was audited by the FBI. CJIS is not authorized to release background checks to the camps. MDH is the conduit for CJIS and camps. This change is not for this camp season. Brian reported that there has been no movement. There are many factors that are out of MDH control. The FBI has to approve the MDH application. We are working on the database and with HR for staffing. This season there will be no change to CJIS background checks for the camps.

New Business

Virgil requests for the information regarding the council member term end dates. Tylvia responded in the chat that the information was emailed in January. Allison added that the ethics report is due by April 30.

Public - Camps reported that they had not received their camp certificates for 2023. Brian requested that the individuals contact him. Michael McNeely commented that the personal administrations can retrieve their certificates from the portal. Contact MDH staff, if certificates are not received and for any camp related questions. Allison added the link to the MDH Youth Camp website and the MDH office contact emails. T

Greg Joseph commented the Office of Child Care offers refresher courses that are approved for camps. Mike added that the OOC requires medication refreshers every 3 years. MDH requires medication refreshers annually.

Amy Schisler commented that a resolution is needed for CJIS regarding how to obtain and report to the FBI for volunteers. CJIS requires you to report the hiring status of employees within 2 weeks at the end of camp. Every year camps have to get background checks for the same people. Brian commented that returning staff, from one year to the next is not considered a lapse of employment. No need for background checks. He will look into this with CJIS.

Adjournment

Allusion requested motion to adjourn the meeting at 10:41. Accepted by Cassandra and Virgil.

Next meeting is Thursday, April 11.

Respectfully Submitted By,

Tylvia E. Koromah, Secretary of CRCEHS
Youth Camp Safety Advisory Council

Approved on April 11 by: Cassandra Casey and Anne Irwin
And

Allison Abbondante, Chair
Youth Camp Safety Advisory Council

Cassandra Casey, Co-Chair
Youth Camp Safety Advisory Council