

Youth Camp Advisory Committee Meeting Notes & Action Items

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| Purpose or Goal: Annual Advisory Committee Meeting | Location: Department of State Health Services, Exchange Building, N 102 |
| Meeting Date: 10/26/2009 | Time: 10:00 – 5:00 |

| Attendees | | |
|-------------------------------------|--------------------------------------|------------------------------------|
| Beau Biron Committee Member | Dan Dunagan Committee Member | William Hinton Committee Member |
| Patricia Osborn Committee Member | Kathryn Ragsdale Committee Member | Danielle Shaw Committee Member |
| Paula Anderson DSHS | Laura Pfefferle DSHS | Heather Muehr DSHS |
| Michael Minoia DSHS | Joe Contreras DSHS | Lauren McGuire DSHS |
| Mary Hoffman DSHS | Emily Whitehurst DSHS | Courtney Hoffman |
| Blake W. Smith | George Morgan | |

| Minutes |
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| <p>Michael Minoia, youth camp subject matter expert, opened the regular meeting of the advisory committee at 10:00 a.m. by greeting all present and welcoming new committee members. He continued by discussing house keeping items and began the introductions. Committee members, department staff, and other attendees introduced themselves. Committee members Charles Crews and Danny Dawdy were not present. A quorum of five committee members was present.</p> <p>Paula Anderson, Public Health Sanitation & Consumer Product Safety Group manager, gave a brief overview of the Youth Camp Advisory Committee Member Handbook. She also briefly explained the training requirements for committee members and that they would need to complete the training within 90 days after appointment. Paula also mentioned the need for a presiding chair. She then went through the Youth Camp Advisory Committee Member Handbook and explained specific sections.</p> <p>Laura Pfefferle, assistant general counsel, described the future rules process. She also gave a brief review of Roberts Rules of Order, discussed the policies regarding advisory committees, expounded upon the training requirements for Open Meetings and Open Records, and discussed the ethics laws. Ms. Pfefferle reviewed other committee duties and responsibilities, including deciding the following:</p> <ul style="list-style-type: none"> • Elect a Presiding Officer, • Establish the office length of the Presiding Officer, • Elect other committee officers, if desired, • Decide on the duration of the committee, • Establish a reporting mechanism to the agency, and • Decide whether to adopt rules to govern the committee, <p>The committee proceeded to elect a Presiding Officer. Mr. William Hinton was elected to be the</p> |

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Presiding Officer by a unanimous vote.

Mr. Hinton proceeded to Chair the meeting, and had the committee vote on the following items:

- The presiding Officer would be elected annually,
- The duration of the committee would be 12 years,
- The Presiding Officer would make a report of the committee actions to the agency once a year,
- William Hinton was elected to also act as the committee Secretary,
- Beau Biron was elected as the committee Vice-Chairperson..

The next order of business taken up by the committee was to discuss the proposed youth camp rules. The committee made the following recommended changes to the draft proposed rules:

- §265.11(13) Change the definition of playground. This now reads “(13) Playground—A designated outdoor area designed for campers to play freely on equipment as defined in the U.S. Consumer Product Safety Commission Publication Number 325, "Handbook for Public Playground Safety" as amended.”
- §265.11 Add a definition for a municipal water supply. Suggested definition “Municipal Water Supply-- A public water supply owned or operated by or for a city or a corporation having the right of administering local government.” Note: All remaining definitions will need to be renumbered.
- §265.11(15) Add “The January 9, 2008 rules define a public water system as” to the definition of a public water system. This section would read” (15) Public water system, as defined in 30 Texas Administrative Code (TAC) §290.38(63)-- The rules effective January 9, 2008 define a public water system as a system for the provision to the public of water for human consumption through pipes or other constructed conveyances, which includes all uses described under the definition for drinking water (30 TAC §290.38(21)). Such a system shall have at least 15 service connections or serve at least 25 individuals at least 60 days out of the year. This term includes any collection, treatment, storage, and distribution facilities under the control of the operator of such system and used primarily in connection with such system, and any collection or pretreatment storage facilities not under such control which are used primarily in connection with such system. Two or more systems with each having a potential to serve less than 15 connections or less than 25 individuals but owned by the same person, firm, or corporation and located on adjacent land will be considered a public water system when the total potential service connections in the combined systems are 15 or greater or if the total number of individuals served by the combined systems total 25 or greater at least 60 days out of the year. Without excluding other meanings of the terms "individual" or "served," an individual shall be deemed to be served by a water system if he lives in, uses as his place of employment, or works in a place to which drinking water is supplied from the system.”
- §265.11(18) Redefine swim test to read “ (18) Swim test--A formalized test, specific to the body of water utilized, to determine each child’s swimming ability. A swim test includes a skill evaluation, or some equivalent method of determining swimming ability, such as:”
- §265.11(24)(D) Delete the word “legal” so this would read “(D) hosts children who are apart from parents or **[legal]** guardians;”
- §265.11(24)(G) Add the word “and” to the end to read “ (G) operates as a youth camp only during school vacation periods; and”
- §265.11(24)(H) Reword to read “(H) offers one or more skill enrichment, recreational,

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- athletic, religious, or educational activities, in indoor or outdoor settings.”
- §265.11(24)(I) Delete.
 - §265.12(f) Delete “located at a specific site within Texas, and shall **[must]**”. This would read “(f) Criminal conviction and sex offender background check **[registration record]** requirements. The camp management shall have on file a record of any criminal conviction and a sex offender registration check for all adult staff members and all adult volunteers working at the camp before the staff member or volunteer has unsupervised contact with children at the camp. **[Camp management shall also have on file a written evaluation for an adult staff member or volunteer, showing that management has determined the person is suitable for a position at the youth camp despite a criminal conviction.]** If the records are located off-site, a letter from the national or regional headquarters of the camp organization stating the names of individuals at the camp site for whom background **[these]** checks have been conducted, shall **[must be located at a specific site within Texas and must]** be available at the camp site. All records of criminal convictions and written evaluations for a camp or camping organization shall **[must]** be made available to department personnel within two business days upon request. Youth camps are responsible for ensuring that criminal and sex offender background checks have been conducted for international staff obtained through the J-1 visa process, and that documentation of these checks are located with other staff background checks **[at the specific site within Texas]**. Records of criminal convictions and sex offender status shall **[may]** be obtained by:”
 - §265.13(a) Delete “common areas adjoining camp facilities,” to read “(a) Safety of camp facility. The buildings, structures, and grounds shall not present a fire, health, or safety hazard. **[the location. The location of a camp shall not present a fire, health, or safety hazard.]**”
 - §265.13(v) Add “Equipment that does not meet these standards may not be used by campers.” This would read “(v) Playgrounds and equipment. Playgrounds and playground equipment shall meet the standards set forth in the U.S. Consumer Product Safety Commission Publication Number 325, "Handbook for Public Playground Safety" as amended. Equipment that does not meet these standards may not be used by campers.”
 - §265.15(d)(2)(A)(ii) Add contact information. This would read “(ii) the Department of Family and Protective Services Abuse Hotline, which may be contacted at 1-800-252-5400 or through the secure web site <http://www.txabusehotline.org/>; or”
 - §265.15(l) Add “sharps” to read” (l) Storing and dispensing prescription medication to campers. If a child is taking a prescription medication when he or she reports to camp, the medication shall **[must]** be in the original container with the prescription label, and the medical staff shall place that medication, sharps, and other related paraphernalia or devices in a lockable cabinet or other secure location that is not accessible to campers. The medication shall be administered by the Camp Health Officer or camp counselor, if authorized in writing by the Camp Health Officer. At no time shall **[will]** the child be allowed to self-administer the medication without adult supervision. Medications needed for immediate use for life-threatening conditions (e.g., bee-sting medication, inhaler) and limited medications approved for use in first-aid kits may be carried by a camper or staff person. The camp shall have on file a written statement of medical necessity from the prescribing doctor or the written approval of the Camp Health Officer for any camper to carry medication and related paraphernalia or devices.”

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- §265.16(d) Add “ by the camp’s written swimming test policy”. This would read “(d) Camper's swimming ability shall [must] be determined by the camp’s written swimming test policy. Camps shall test to determine each child's swimming ability. Children shall then be confined to the limits of swimming skills for which they have been classified. Also, the swimming area shall have areas for non-swimmers, intermediate swimmers [intermediates], and swimmers clearly marked.”
- §265.16(f)(1) Change requirement to read “(1) a rescue tube or rescue buoy with strap, or a ring buoy that is approved by the United States Coast Guard that has an outside diameter of 15 to 24 inches attached to a throwing rope that is 20 feet or greater with a diameter of 1/4-inch to 3/8-inch.”
- §265.16(f)(1) Delete references to Occupational Safety and Health Administration (OSHA) requirements and include specific items in the first aid kit. This would read “ (3) first aid kits shall include the items in Figure: 25 TAC §265.16(f)(1).”

Figure: 25 TAC §265.16(f)(1)

| Item | Quantity |
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| AN-101: 1"x3" Fabric bandages, 16/bx | 1 |
| AN-146: 1"x3" Adhesive plastic bandages, 16/bx | 3 |
| A-187: Fingertip fabric bandages, 8/bx | 1 |
| A-188: Knuckle fabric bandages, 8/bx | 1 |
| AN-205: 32 sq. in. Absorbent gauze compress, 1/bx | 1 |
| AN-266: 3" Compress bandage, off center, 2/bx | 1 |
| AN-5071: Triangular sling/bandage, 1/bx | 2 |
| AN-206: 3"x3" Gauze dressing pads, 4/bx | 2 |
| AN-337: Antiseptic cleansing wipes (sting free), 10/bx | 1 |
| A-338: Povidone-iodine infection control wipes, 10/bx | 2 |
| AN-5111: 1/2"x2.5 yd. Adhesive tape, 2/bx | 1 |
| AN-5112: Exam quality gloves, 2pr/bx | 1 |
| AN-404: Burn relief packs, 6/bx | 2 |
| A-5113: Rescue Breather™ CPR one-way valve faceshield, 1/bx | 1 |
| B-503: 4"x5" Instant cold compress, 1/bx | 1 |
| B-717: 2 Sterile eye pads, 1 oz. eye wash, 1/2"x5 yd. first aid tape roll, 1/bx | 1 |
| BK-009: 96 pg. AMA First Aid Guide booklet | 1 |

- §265.23(a)(1)(C) Change “required” to “requested”. This would read “(C) any other requested documents and information; and”
- §265.23(a)(3)(C) Insert “ or has demonstrated a plan for compliance”. This would read “(C) is in compliance, or has demonstrated a plan for compliance, with all provisions of the Act and the rules prior to operation as determined by:”
- §265.23(a)(3)(C)(ii) Insert “ using the standard youth camp inspection form that may be found

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at <http://www.dshs.state.tx.us/youthcamp/forms.shtm>” This would read “(ii) passing a pre-licensing inspection conducted by the department, using the standard youth camp inspection form that may be found at <http://www.dshs.state.tx.us/youthcamp/forms.shtm>.”

- §265.23(j)(4) Change “two years” to “one year”. This would read “(4) A license holder whose license has been denied or revoked may not reapply for a new license for one year from the date of final denial or revocation.”
- §265.24(c)(1)(C) Change “required” to “requested”. This would read “(C) any other requested documents and information; and”
- §265.24(h) Change “two years” to “one year”. This would read “(h) Reapplication for license upon denial or revocation. A license holder whose license has been denied or revoked may not reapply for a new license for one year from the date of final denial or revocation.”
- §265.29(c) Add new sections dealing with the committees.
 - (6) Presiding officer. Each committee shall annually select from among its members a chair who will serve as the presiding officer of the committee. The presiding officer of the committee shall preside over the committee.
 - (7) Reports. The presiding officer shall file an annual written report with the department.
 - (A) The report may list the meeting dates of the committee and any subcommittees, the attendance records of its members, a brief description of actions taken by the committee, a description of how the committee has accomplished any specific tasks officially given to the committee, the status of any rules that were recommended by the committee, and anticipated activities of the committee for the next year.
 - (B) The report shall cover the meetings and activities in the immediate preceding 12 months and shall be filed with the department each [choose month]. The report shall be signed by the presiding officer.
 - (8) Committee abolished. By October 1, 2021, the executive commissioner will initiate and complete a review of the committees to determine whether the committees should be continued, consolidated with another committee, or abolished. If a committee is not continued or consolidated, the committee shall be abolished on that date.
- §265.30 Delete section.

During the discussion of the rule changes the committee voted, at approximately 4:30 p.m., to continue the meeting past the scheduled adjournment time of 5 p.m. in order to conclude business.

The committee voted to recommend making the changes to the draft proposed rules.

The committee voted not to propose rules to govern the committee.

Other topics proposed for future meeting were new rules.

The date of the next meeting was tabled. This will be determined after the Council Meeting discussing the proposed youth camp rules.

The meeting was adjourned at 6:10 p.m.

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Minutes approved: _____
William Hinton, Chair, Presiding Officer