



# MEDICAL TRAINING SOLUTIONS

1501 HUNTMASER CT. HUGHSON CA. 95320

## Board Meeting Minutes

May 2021

**Present:** Kim Bohannon-CEO, Brianne Benton-Office Manager, Lisa Mendez-Instructor, Kayla Lane-Instructor

**Bills:** voted to paid

**Old Business:** School starts with COVID regulations

### **New Business:**

1. Update to the lab test book for the classrooms
2. Confirm new CPPT form for LFS as of June 2021
3. LFS updated for 2021/22 class dates
4. Brianna will be doing student class completion folder check
5. Confirm all Instructor binders are updated
6. First run through of the updated curriculum went very well for Kayla and Lisa. Will make a few adjustments to grade book in regards to the Top Ten

### **School Report:**

**MJC-** Working with the 2019/2020 students. Dates set. Will be doing skills evaluation on 6/21/21

### **CEO Report:**

1. Lyn will not be returning to work this year. Kyndall will take care of class curriculum totes
2. New video out from Center for Phlebotomy. Will need to get information to the schools to purchase.