Parent Advisory Board | MINUTES

September 18th 2025 | 6:30 pm – 8 pm | 1430 W Grand Pkwy S Katy Tx 77494

Meeting called by	Ahmed M. Monib
Type of meeting	Parent Advisory Board meeting
Facilitator	Ahmed M. Monib
Note taker	Jessica Lopez, Itzy Contreras

Attendees

Cori Harbuck
Cathy Garcia
Sarah Leifeste
Tia Simmons
Yolanda Smith
Jamisyn Endersen
Kiana Shelton
Erliene Carreon
Melissa Vincent
Ahmed Monib
Yasmine Monib
Jessica Lopez
Itzy Contreras

AGENDA TOPICS

Time allotted | 30 min | Clinical Updates | Presenter Ahmed M.

- Board members gathered and discussed the new clinic update.
- New providers joining the clinic in the fall were introduced.

Time allotted | 30 min | Community/Marketing Engagement | Presenter Ahmed M

- The board discussed ideas to bring the community together and marketing strategies for the clinic:
- Discussed the Grand Opening planned for March (to include volunteers and PAB members).
- Discussed the possibility of hosting a community health event that would bring in specialists from around the area to collaborate.
- Hosting a book club meeting and Storytime for kids.
- Reaching out to community groups and allowing them to use our room for meetings (e.g., Katy Moms).
- Restarting TikTok and possibly getting an intern to help run content and ideas.

Time allotted | 30 min | Tour of the New building | Presenter Ahmed M

Board members were given a final tour of the finished clinic to gain insight into workflow and provided suggestions:

- Instead of MAs calling patients, consider using restaurant-style buzzers to notify patients to enter exam rooms.
- Board members asked if the fire/emergency escape plan has been updated.
- Provide sensory toys for children on the autism spectrum.

- Reopen TikTok and post videos, possibly with intern support.

Action Items

- Make our new fire/emergency plan layout
- Get sensory toys