



Public Health
Prevent. Promote. Protect.

JO DAVIESS COUNTY HEALTH DEPARTMENT
9483 US RT. 20 WEST □ P. O. BOX 318 □ GALENA, ILLINOIS 61036 □ (815) 777-1040

Home Health Care
Advisory Committee Meeting Minutes
Date: Wednesday, February 4, 2015

CALL TO ORDER: Matt Gullone, President of the Home Health Care Advisory Committee, called the meeting to order at 6:00 p.m. at the Jo Daviess County Health Department Conference Room.

ROLL CALL

MEMBERS PRESENT: Matt Gullone, Linda Nobis, Joann Robinson, Sandy Schadler, Ron Lubcke

MEMBERS NOT PRESENT: Mary Hesselbacher and Nancy Grebner

STAFF PRESENT: Lori Stangl, Katie Meusel, Marcia Christ, Chris Ludescher

OTHERS PRESENT: None

AGENDA ITEMS:

1. **MINUTES APPROVAL:** Linda Nobis made a motion to approve the minutes from the November 4, 2014 committee meeting. Seconded by Sandy Schadler. Motion passed.
2. **CITIZENS' COMMENTS:** None
3. **UNFINISHED BUSINESS:** None
4. **NEW BUSINESS:**
 - a) **Welcome Joann Robinson;** committee member representing the Stockton area replacing Bernece Hill. Joann is director of the Volunteer Hospice of NW IL.
 - b) **Discussion and possible action regarding Committee Member Terms:** All Committee member's terms are current.
 - c) **Discussion and possible action concerning the annual election of Advisory Committee officers:** Matt Gullone agreed and was elected another

term as President. Linda Nobis agreed and was elected as Vice-President. Chris Ludescher will continue as Secretary. Joann Robinson made a motion to approve elected officers. Seconded by Sandy Schadler. Motion passed.

- d) **Discussion concerning the HHC Policies and Procedures will be tabled until the Public Health Administrator position is filled, for review and approval.**
- e) **HHC Advisory Committee Annual Agency Evaluation:** Marcia had sent committee members the annual agency evaluation for them to fill out and return. Marcia will have a compiled report at the next meeting, May 19, 2015.
- f) **Discussion concerning November 2014 HHC Press Release:** In November 2014 there was a press release celebrating Home Care month, which included an interview and photo with a past patient, in the Galena Gazette. Committee members were very pleased with the well written, informative article, and the positive feedback received by Home Health staff.
- g) **Discussion and search committee update regarding PH Administrator position.** Lori Stangl stated that the job application has been posted and will be accepted through February 16th. Ron Lubcke mentioned that the Search Committee's next scheduled meeting is Thursday, February 5, 2015.

5. REPORTS:

- a.) **Discussion concerning the November 2014 Visit Total Report:** Katie Meusel noted that the total number of patients served were down in FY2014 due to several factors; administration, nurse staff shortage, and Medicare MD Face to Face documentation regulations, "it has been a challenging year".
- b.) **Discussion concerning the Budget Comparison Report:** FY2014 Expenses slightly exceeded revenue due to low census and visit totals.
- c.) **Discussion concerning the Year End Expense Report:** Marcia stated that she would have the final report for the year at the next meeting. Marcia also mentioned that our cost accountant should be here sometime late February or March.
- d.) **Discussion concerning 2014 DHHS State Survey:** The state survey was completed July 2014 and is done every 3 years. 3 deficiencies were noted and discussed; the 60-Day summary, a more specific Plan of Care, and physician communication. Katie Meusel also mentioned that it is possible to have a surprise survey, due to several administrative changes in a short time.
- e.) **Discussion concerning Home Health 4th Quarter External Audit Review:** Audit reviews are done quarterly. Four patient charts were reviewed by a

Physical Therapist, Occupational Therapist, and a Public Health nurse. Deficiencies found were; the nurses need to record weights on the daily visit notes, need copies of all patient labs, and charting patient education.

f.) Discussion concerning the Public Health Quarterly Report: Lori Stangl mentioned that they are looking at revising the annual reports. She also mentioned that they are being pro-active on the measles outbreak, they have sent education material to the area schools.

- 6. COMMITTEE MEMBER CONCERNS:** None
- 7. CITIZEN COMMENTS:** None
- 8. CLOSED SESSION:** None
- 9. SCHEDULE OF NEXT MEETING:** The next scheduled Home Health Care Advisory Committee Meeting is Tuesday, May 19, 2015 at 6:30 P.M.
- 10.** Meeting adjourned at 6:31 P.M. following a motion made by Linda Nobis and seconded by Sandy Schadler, motion carried.