



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: Thursday, July 30, 2015

CALL TO ORDER: Matt Gullone, President of the Home Health Care Advisory Committee, called the meeting to order at 6:30 p.m. at the Jo Daviess County Health Department Conference Room.

ROLL CALL

MEMBERS PRESENT: Matt Gullone, Nancy Grebner, Joann Robinson, Linda Nobis, Mary Hesselbacher, Ron Lubcke

MEMBERS NOT PRESENT:

STAFF PRESENT: Elizabeth Kane, Marcia Christ, Katie Meusel, Chris Ludescher

OTHERS PRESENT: None

AGENDA ITEMS:

1. **MINUTES APPROVAL:** Linda Nobis made a motion to approve the minutes from the May 28, 2015 committee meeting. Seconded by Mary Hesselbacher. Motion carried.
2. **CITIZENS' COMMENTS:** None
3. **UNFINISHED BUSINESS:**
 - a) **Discussion concerning committee members needed to represent East Dubuque and/or Elizabeth area:** Mary Hesselbacher recommended Kathleen Knauer from the Elizabeth area who is interested in becoming a member. Kathleen is planning starting her term and attending the meeting in November. Committee members will continue to search for a member to represent the East Dubuque area.
4. **NEW BUSINESS:**

- a) **Discussion regarding department and staffing updates:** Elizabeth stated that the home health care coordinator has resigned from her position, and has agreed to stay in the role until the position has been filled. Elizabeth also stated that we are in a critical situation with only 2 nurses at this time. Due to liability concerns and in order to continue providing quality patient care, she has requested Home Health staff to limit the number of patients served to 15, until another nurse is hired. She stated that employment ads for both a full-time nurse and a home health coordinator have been posted in the Galena Gazette, the TH and Access Dubuque, and the Freeport Journal. Elizabeth explained that there is a nursing shortage in the home care field, that other agencies in the area are also looking to fill nursing positions. She stated the Board of Health has approved a wage increase for qualified nursing staff, hoping to attract and retain potential candidates. Elizabeth asked for any suggestions on how to proceed; Linda Nobis recommended advertising into Wisconsin, and Matt Gullone suggested possibly advertising in the Rockford area.
- b) **Discussion and possible action concerning HHC Aide position:** Committee members reviewed a 5-year comparison spreadsheet that Marcia had prepared showing the total number of patients served, visit totals, and the monthly averages for each home health care service provided since 2010. The statistics showed that the number of bath aide visits had consistently decreased. Marcia explained that due to Medicare regulation changes, often patients no longer qualified for long term home care, and limiting the number of patients eligible to receive bath aide services. Throughout FY2015, at times the HHC Aide provided services to 1 or 2 patients a couple of times a week, which is about 2 to 4 hours of work, the rest of the time is spent in the office doing other duties. Elizabeth asked for committee input on whether to keep the bath aide position full-time, part-time or to eliminate the position. Katie explained that she feels we need to keep the bath aide position to stay competitive. Linda Nobis agreed; that a bath aide is needed and asked if we could look into offering the service on a private pay basis. Linda stated that she gets numerous calls from residents that just need help with bathing, and she feels there is a need in the area. Marcia and Elizabeth agreed, and would look into the state requirements in offering this program. Committee members all agreed that the bath aide position should remain full-time. A motion was made by Mary Hesselbacher to budget the bath aide as a full-time position in FY2016, and was seconded by Linda Nobis. Motion carried
- c) **Discussion and possible action regarding HHC Personal Appearance and Demeanor Policy:** Elizabeth explained that she has updated the personal appearance and demeanor policy for committee members to review. She explained some of the changes made for health department personnel who are providing direct patient care; that they will be required to wear scrubs in a color of their choice, proper footwear to stay OSHA compliant, as well as their health department name tag in order to look neat and professional. Matt Gullone suggested wearing one color to distinguish HHC but Elizabeth explained that she wanted it to be cost effective for the nurses. It was

motioned to recommended the updated policy to the Board of Health for approval by Linda Nobis and was seconded by Joann Robinson, motion carried.

- d) Discussion and possible action regarding approval of Home Health Care FY2016 Budgets:** Linda Nobis made a motion to forward the HHC Fund, the Capital Equipment Fund, and the Memorial Fund Budgets, and recommend approval by the Board of Health. Motion was seconded by Joann Robinson, All in favor, motion carried.

- 5. COMMITTEE MEMBER CONCERNS:** None
- 6. CITIZEN COMMENTS:** None
- 7. SCHEDULE OF NEXT MEETING:** The next scheduled Home Health Care Advisory Committee Meeting is November 3, 2015 at 6:30 P.M.
- 8.** Meeting adjourned at 7:20 P.M. following a motion made by Mary Hesselbacher and seconded by Matt Gullone, motion carried.

Chris Ludescher, Secretary

Date