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JO DAVIESS COUNTY HEALTH DEPARTMENT
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Home Health Care
Advisory Committee Meeting Minutes
Date: November 3, 2015

CALL TO ORDER: Matthew 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: Matthew Gullone, Nancy Grebner, Mary Hesselbacher, Linda Nobis, Joann Robinson, Ron Lubcke

MEMBERS NOT PRESENT: Kathleen Knauer

STAFF PRESENT: Elizabeth Kane, Marcia Christ, Gretchen Carroll, Chris Ludescher, Ryan Vondra

OTHERS PRESENT:

AGENDA ITEMS:

1. **MINUTES APPROVAL:** Linda Nobis made a motion to approve the minutes from the July 30, 2015 committee meeting. Seconded by Mary Hesselbacher. Motion passed.
2. **CITIZENS' COMMENTS:** None
3. **UNFINISHED BUSINESS:**
 - a) **Discussion and possible action to recommend to the Board of Health all unchanged Home Health Care policies:** Mary Hesselbacher made the motion to recommend moving the Home Health Care unchanged policies to the Board of Health for approval. Seconded by Linda Nobis, motion carried.
 - b) **Discussion and possible action to recommend to the Board of Health all updated Home Health Care policies:** Following a correction made by Ron Lubke to the abbreviation ADN for Associate Degree, Nurse, Mary

Hesselbacher made the motion to recommend moving the Home Health Care updated policies to the Board of Health for approval. Seconded by Linda Nobis. All in favor.

Linda Nobis made the motion to recommend dissolving Home Care Policy No 11-360 and move to the Board of Health for approval. Seconded by Joann Robinson, motion carried.

- c) **Discussion and possible action to recommend to the Board of Health all new Home Health Care policies:** Following a spelling correction noticed by Ron Lubke, Linda Nobis made the motion to move to the Board of Health all new Home Health Care policies for approval. Seconded by Mary Hesselbacher, motion carried.

4. NEW BUSINESS:

- a) **Welcome Gretchen Carroll as Home Health Coordinator:** Elizabeth Kane introduced Gretchen Carroll. Gretchen comes here with 17 years of home care experience. Gretchen moved back to the area a little over a year ago.
- b) **Discussion and possible action concerning a reclassification request for the Home Health Care Coordinator position:** Elizabeth Kane explained that Gretchen has agreed to assume the role of Coordinator but much prefers to be in the field providing patient care. Elizabeth feels the agencies current needs as coordinator should also include marketing our services and staying on top of Medicare regulations. She explained that she would like to update the job reclassification as a Home Health Care Outreach and Nurse Coordinator. Elizabeth stated that the Board of Health will be meeting December 2, 2015, and if approved, she would like to start advertising in January 2016. Matthew Gullone made the motion to move to the Board of Health a reclassification of the Nurse Coordinator position. Seconded by Joann Robinson, motion carried.
- c) **Discussion and possible action concerning the Home Health Aide position:** Elizabeth Kane explained that there is not enough work for the full-time Home Health Aide who is currently averaging 2-3 patients per week. Elizabeth is recommending making the Home Health Aide position part-time, estimating 15-20 hours per week. Matthew Gullone made a motion to move to the Board of Health making the Home Health Aide a part-time position. Seconded by Mary Hesselbacher, motion carried.
- d) **Discussion concerning overtime for the nurses:** Elizabeth Kane discussed that with 2 new nurses, overtime may be necessary for training purposes and allowing time to complete required documentation. She has approved overtime hours for the nurses until December 1, 2015.
- e) **Discussion concerning HHC Revenue and Expenditures with Comparison to Budget:** Marcia Christ explained that HHC staff is doing what is necessary to keep department expenses down. She would like to see the patient census at least double, which would increase revenue and cover expenditures, and

would be manageable for the current nursing staff. Elizabeth stated that there is opportunity, but with changes. No comments or concerns.

- f) **Discussion concerning the HHC Clients Served and Visit Totals:** Elizabeth stated that reading the current report, statistics were a little confusing; she would like to see this report done in a graph at the next meeting. Members agreed; no other comments or concerns.
- g) **Discussion concerning the quarterly Internal Record Review:** Gretchen Carroll explained that the general inconsistency reported was the nurses documentation of the coordination of care with Physical and Occupational Therapy staff – “we do communicate with the therapists, we are just not always documenting it, Ryan and I are working on being more consistent”.
- h) **Discussion concerning the FY2016 HHC Budgets:** Elizabeth explained that the budgets are moving forward to the County Board. No comments or concerns.
- i) **Discussion and possible action to approve the pursuance of Electronic Medical Records:** Gretchen Carroll explained that even though we are a small agency, she feels electronic medical records would be more efficient than hand written documentation. Marcia explained that EHR has been discussed in the past, but it was agreed to wait for ICD-10 coding changes and the new Oasis documentation to be implemented. Elizabeth is asking for permission to pursue and look at the cost. Matthew Gullone made the motion to approve the pursuance of Electric Health Records. Seconded by Mary Hesselbacher, motion carried.
- j) **Discussion concerning the “November is Home Care” Press Release:** The article was sent to the Galena Gazette to be published as Public Notice.
- k) **Discussion and possible action concerning Advisory Committee Member Terms:** Matthew Gullone’s term as a member of the HHC Advisory Committee is due to expire this month and has agreed to another 3-year term.
- l) **Discussion concerning Public Health Quarterly Reports:** No comments.
- m) **Discussion concerning Health Department program updates:** Elizabeth Kane was excited to say that, on November 1st, Jo Daviess County Animal Control has been moved to the Health Department. She also stated that as of July 1, 2016, Jo Daviess County Health Department will be taking over WIC and Family Case Management.
- n) **Discussion and possible action concerning the proposed 2016 Advisory Committee meeting schedule:** Joann Robinson made the motion to accept the proposed meeting schedule for FY2016. Seconded by Matthew Gullone, motion carried.

5. **COMMITTEE MEMBER CONCERNS:** None
6. **CITIZEN COMMENTS:** None
7. **CLOSED SESSION:** None
8. **SCHEDULE OF NEXT MEETING:** The next Home Health Care Advisory Committee Meeting is scheduled for January 19, 2016 at 6:30 P.M.
9. Meeting adjourned at 7:45 P.M. following a motion made by Mary Hesselbacher and seconded by Joann Robinson, motion carried.