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JO DAVIESS COUNTY HEALTH DEPARTMENT
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Home Health Care
Advisory Committee Meeting Minutes
Date: January 19, 2016

CALL TO ORDER: Matthew Gullone, President of the Home Health Care Advisory Committee, called the meeting to order at 6:27 p.m. at the Jo Daviess County Health Department Conference Room

ROLL CALL

MEMBERS PRESENT: Matthew Gullone, Mary Hesselbacher, Linda Nobis, Joann Robinson, Kathleen Knauer, Ron Lubcke

MEMBERS NOT PRESENT: Nancy Grebner

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

OTHERS PRESENT: None

AGENDA ITEMS:

1. **MINUTES APPROVAL:** Linda Nobis made a motion to approve the minutes from the November 3, 2015 committee meeting. Seconded by Joann Robinson. Motion passed.
2. **CITIZENS' COMMENTS:** None
3. **UNFINISHED BUSINESS:**
 - a) Welcome Kathleen Knauer as the newest member of the HHC Advisory Committee who was unable to attend the November 2015 meeting.

4. NEW BUSINESS:

- a. **Discussion concerning Committee Member Terms:** Mary Hesselbacher agreed to another term of 3 years. Ron Lubcke stated that he will be serving another 3-year term as Public Health Liaison.
- b. **Discussion and possible action concerning the annual election of Advisory Committee Officers:** Joann Robinson made a motion to re-elect the current Advisory Committee Officers; Matthew Gullone as President, Linda Nobis as Vice President and Chris Ludescher as Secretary. Mary Hesselbacher seconded the motion, motion carried.
- c. **Discussion concerning the HHC Advisory Committee Annual Agency Evaluation:** Marcia asked that committee members complete and turn in their annual evaluation and she will compile the results and have them available at the next scheduled meeting.
- d. **Discussion and possible action concerning the Home Health Coordinator position:** Elizabeth Kane explained that the position has been advertised in the Telegraph Herald, Freeport Journal Standard, and the Galena Gazette. She stated that there was 1 applicant that she will be meeting with later this week. If the applicant is not a good candidate for the position, Elizabeth asked committee members for advertising suggestions and input on how long the agency continue to advertise? Committee members suggested the internet, Facebook, and possibly Indeed.com. Elizabeth also stated that an intern, Nikki Pham, will be working on a marketing plan for Home Health. Linda Nobis suggested looking for grant money to help with the marketing cost. It was also suggested to consider looking into the possibility of a Home Health Care website, separate from the County website, which Elizabeth stated she would look into.
- e. **Discussion concerning the Home Health Aide position:** Elizabeth made members aware that the full-time Home Health Aide had resigned, suggesting that due to a decrease in bath services, not to fill the position at this time. That the agency will continue to offer the service, which will be provided by the nursing staff when needed.
- f. **Discussion regarding August Advisory Committee meeting date:** Marcia made members aware that the joint meeting in August of the Board of Health and Advisory Committee has been moved from August 3rd to August 10, 2016 at 7:00 P.M.

5. REPORTS:

- a. **Discussion concerning the HHC November 2015 Visit Total Report:** Reports were reviewed by committee members. Marcia and Chris were thanked for creating graphs making the statistics more clear. It was agreed upon that the graphs are easier to follow.
 - b. **Discussion concerning the Budget Comparison Report:** Reports were reviewed by committee members. No comments or concerns.
 - c. **Discussion concerning the Year End Expense Report:** Report was reviewed by Committee members, Marcia explained that the year-end report cleared shows the monthly expense for each individual line item; the year-end totals, the budgeted amount, and the remaining balance.
 - d. **Discussion concerning HHC Education/Promotions:** Elizabeth discussed the Home Care Across Illinois Annual Conference in Springfield that she and Marcia had attended in November 2015.
Gretchen explained to committee members that she met with Tracy Frank, Case Manager at Midwest Medical Center in January in order to discuss and educate Tracy on the Medicare requirements needed when making a home care referral for services, and what recommended documents might be most beneficial in order to meet those requirements, in order to stay within Medicare guidelines.
 - e. **Discussion concerning HHC 4th Quarter External Audit Review:** Gretchen reviewed the report with committee members, explaining the minor deficiencies that were noted.
 - f. **Discussion concerning the Public Health Quarterly Report:** no comments or concerns.
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 May 17, 2016 at 6:30 P.M.
 10. Meeting adjourned at 7:10 P.M. following a motion made by Kathleen Knauer and seconded by Mary Hesselbacher, motion carried.