

**JO DAVIESS COUNTY HEALTH DEPARTMENT
HOME HEALTH CARE**

9483 US 20 West, P.O. Box 318 Galena, IL 61036 (815) 777-1040

Advisory Committee Meeting Minutes

The Jo Daviess County Health Department Home Health Care Advisory Committee held a meeting on Tuesday, January 21, 2014 at 6:30 PM, in the Health Department Conference Room.

MEMBERS

Dr. Matthew Gullone, President
Mary Hesselbacher
Bernece Hill
Linda Nobis, Vice-President
Sandy Schadler
Nancy Grebner
Ron Lubcke, Board of Health Liaison

MEMBERS NOT PRESENT

Bernece Hill
Nancy Grebner

STAFF PRESENT:

Nancy Lewis
Marcia Christ
Katie Meusel
Chris Ludescher, Secretary

I. APPROVAL OF MINUTES

Mary Hesselbacher motioned to approve the minutes of the Home Health Care Advisory Committee meeting from November 5, 2013, seconded by Sandy Schadler.

II. UNFINISHED BUSINESS

No unfinished business.

III. NEW BUSINESS

- A) **Terms for Committee Members:** All committee member terms are current.
- B) **Annual Election of Officers:** Dr. Matt Gullone was elected and agreed to stay on as President, and Mary Hesselbacher as Vice-President.
- C) **Agency Review:**

- 1) **HHC Staff Updates and Promotions:** Allison Gillies has retired from Jo Daviess County Health Department as Home Care Coordinator, and it was announced that Katie Meusel has accepted the position. Tana Jones, RN was hired to fill Katie's full-time position, Tana is from the Stockton area and has been a nurse for over 25 years. Home Health is also advertising to add an additional part-time nurse.
Letters have been sent out, announcing Katie as the new coordinator along with an article and photo in the Galena Gazette.
Home Health has also redesigned the department brochure which has been distributed throughout the county.
Home Health will also be providing lab coats for the nursing staff, which will be embroidered with the department Logo and employee name.
- 2) **Agency Fiscal Year Visit Totals:** Reviewed by committee members, no comments or concerns.
- 3) **Year End Monthly Budget Printout:** No comments or concerns.
- 4) **Year End Expense Report:** Marcia explained that after receiving the Home Health final year end report, net revenues over expenditures should total approximately \$75,000, meeting 98% of the estimated budget.
Nancy Lewis congratulated staff for a job well done.
- 5) **CAHPS; Patient Survey Reports:** No comments or concerns.
- 6) **Annual review of HHC Policies & Procedures:** Nancy Lewis asked to go over the current process of reviewing HHC departmental policies, and wanted to be sure the previous Coordinator and Administrator names are removed and the current names are noted.
- 7) **Committee Members Annual Agency Review:** Marcia asked the committee members to fill out and turn in their annual agency evaluation, which she will tally for committee members to review and discuss at the next scheduled Advisory meeting.

- D) **4th Quarter External Audit Reports:** Katie Meusel explained that her biggest concern is the RN charting the education part of the visit. Also, the signatures by the doctors within Medicare guidelines. Both will be reviewed with staff.
- E) **JDC Updated Employee Performance Evaluation form:** Carlson Dettman was hired by the county to review all job descriptions and compare staff wages in this area. The County Board approved that all employee raises will be given February 1st instead of staff anniversary dates.
- F) **PH Administrator Report:** Nancy Lewis reported that The League of Women Voters was given a water protection grant, which we contracted to do the sealing of abandoned wells. The Health Department was also involved in the Affordable Care Act Outreach that was held at Midwest Medical Center. There was a great turnout. A navigator explained the Affordable Care Act and that she would be returning to Midwest Medical Center, and would be available by appointment to anyone who needed help filling out the application.

G) **Jo Daviess County Health Department Quarterly Report:** there were no comments or concerns.

H) **Other Items:** There were no other items.

I) **Next Meeting Date:** May 20, 2014 at 6:30 PM in the Health Department conference room.

J) **Adjournment:** Motion made by Linda Nobis.
Seconded by: Mary Hesselbacher

The meeting was adjourned at 7:15 PM.

Secretary

Date of Approval

Jo Daviess county Home Health Care