

**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, May 20, 2014 at 6:30 PM, in the Health Department Conference Room.

MEMBERS

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

MEMBERS NOT PRESENT

Bernece Hill
Sandy Schadler

STAFF PRESENT:

Nancy Lewis
Marcia Christ
Katie Meusel
Chris Ludescher, Secretary

I. **APPROVAL OF MINUTES**

Motion made by Linda Nobis to approve the minutes of the Home Health Care Advisory Committee meeting from January 21, 2014, seconded by Mary Hesselbacher.

II. **UNFINISHED BUSINESS**

No unfinished business.

III. **NEW BUSINESS**

A) **Advisory Committee Annual Agency Review Evaluation Results:**

Results of member evaluations were reviewed, a few ideas discussed were:

- 1) Offer 24/7 care to better serve clients and compete in the HHC marketplace.
- 2) To be proactive in defining competitive salaries for HHC nurses.
- 3) Electronic medical records.

- B) **HHC Advisory Committee Terms:** Two committee member terms will expire August 2014. Linda Nobis has agreed to another 3-yr term. Bernece Hill was absent; Marcia will send a letter to Bernece to see if she would like to stay on the committee.
- C) **HHC Staff Update:** Meagan Weltzin has been hired as a full-time CNA. Meagan lives in the Stockton area.
- D) **HHC FY2014 Visit Total Reports:** No comments or concerns.
- E) **HHC Fund FY2013 Final Revenue & Expenditures Comparison to Budget Report:** Marcia stated that HHC did very well last year and the revenue and expenses were right on target with the budget estimations. No comments or concerns.
- F) **HHC Fund March 2014 Revenue & Expenditures Comparison to Budget Report:** No comments or concerns.
- G) **Home Health Care Policies & Procedures:** Katie Meusel explained that the State Survey should be done by June 27th. Katie and Marcia reviewed all Patient Care and Administrative Policies and Procedures. Two additional policies were developed; Disinfection of Medical Equipment and the Alere PT INR Testing System Usage.
- H) **Home Health Care Promotions & Education:** Katie Meusel explained that HHC is providing lab coats for nursing staff and CNA with the HHC Logo. A list of promotional visits made by Katie to various healthcare were reviewed; including a meeting with the VA clinic in Freeport, where she handed out HHC brochures and answered questions to educate physicians and staff on HHC policies and guidelines.
- I) **HHC Quarterly Record Review Internal Audit:** A summary of the 1st Qtr. internal audit in which 5 HHC patient records were chosen, was reviewed by committee members. Katie explained that she had completed some of the audits and noted a couple things to be addressed; patient diets are not matching the original plan of care, and charting needs to be more detailed.
- J) **FY2013 Cost Report:** Marcia explained that HHC had an excellent Medicare cost report for FY2013, which was completed by Richard Peelo, Cost Accountant. There were no errors noted or dollars owed to Medicare.

- K) **Midwest Medical Center Physical Therapy Contract:** Contracting with Midwest Medical Center to provide HHC physical therapy services to patients, covering all of Jo Daviess County was discussed and will be presented by Nancy Lewis to the Board of Health at their next June 4th meeting for approval. There would be a \$15.00 rate increase per visit.
- L) **Delay in the implementation of ICD-10 Coding:** Katie explained that implementation of ICD-10 Coding has been delayed from October 2014 to October 2015. Katie then explained that the new Oasis-C charting requirement that was to start October 2014 was delayed until January 2015.
- M) **JDC Health Department 2013 Annual Report:** Nancy Lewis stated that they are looking at revising this report next year. She would like to see more graphs and color on next years report.
- N) **JDC 2014 Quarterly Report:** Nancy stated that due to a shortage on Tubersol, the Health Department can not offer TB skin testing to the public at this time.
- O) **Public Health Administrator Report:** Nancy stated that she is in the process of completed the necessary paperwork for the County Board and Carlson Dettman, allowing her increase the nurse's salaries to a competitive wage. She also stated that if the County Board veto's the request, she will go to the Board of Health to get approval. Nancy stated that she has also been collaborating with Midwest Medical Center on the I-plan. Public Health staff recommends that for the next 5 years we should concentrate on Obesity, Heart Disease and Cancer. Nancy stated that the State of Illinois will be making health departments be more accountable, and needs to show measurable outcomes. Nancy Lewis and Jim Landers, Board of Health president, may be attending the National Public Health Summit in Milwaukee. Also, an AmeriCorps worker will be helping Public Health for 3 months, with emergency planning. In September, an AmeriCorps worker will be employed for 11 months as a Health Educator for Public Health and Midwest Medical Center.
- P) **Revised 2014 Meeting Dates:** Marcia reminded the committee members that the Joint Meeting with the Board of Health has been changed from August 13, 2014 to August 6th at 7PM.
- Q) **Next Meeting Date:** Wednesday August 6, 2014 at 7:00 P.M.
- R) **Other Items:** There were no other items.

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

The meeting was adjourned at 7:15 PM.

Secretary

Date of Approval

Jo Daviess county Home Health Care