

Jo Daviess County Home Health Care Advisory Committee Minutes  
January 24, 2006

Committee members present: Sandee Callahan, President; Kathy Kautz, RN, Vice President; Norm Harris, Secretary; Pastor Ken Arndt; Evie Fleege; Melody Campbell; Janet Werner, and Helen Kilgore, Board of Health Liaison.

Committee members absent: Howard Rowe and Dr. Michelle Sprengelmeyer

Staff Present, Peggy Murphy, Administrator, Allison Gillies, Home Health Coordinator, Fran Rosenthal, Office Manger.

Staff Absent: Mairi Douglas, DON (vacation)

The meeting was called to order by President Sandee Callahan at 7:05 pm.

#### Unfinished Business

- A. Approval of the minutes: The minutes of the November 22, 2005 were reviewed. Pastor Ken Arndt made the motion to approve the minutes as presented. The motion was seconded by Janet Werner. Those present voted to approve the minutes.

#### New Business

- A. Terms for committee members: Terms for the committee were provided to each member. Fran Rosenthal noted that Norm Harris will complete his third term on the committee in March of 2008 but has decided to leave the committee before his term expires. He has asked Jim Hess of Warren to fill his vacant seat. Peg will send a letter to Jim to ask him if he would be willing to serve. Reverend Ken Arndt's 5<sup>th</sup> year term in expires in March of 2006 and he will try to recommend some one from the Elizabeth area to take his position.
- B. Election of Officers: Sandee reported it is time to elect officers for the year and reported that each office is a one year term. After limited discussion Norm Harris made the motion to nominate Sandee Callahan for president and the motion was seconded by Evie Fleege. It was agreed to close nominations for president and Sandee was re-elected. Nominations for vice president were opened and Sandee Callahan nominated Kathy Kautz for another term. Janet Werner seconded the nomination and all agreed to close the nominations for vice president. Sandee called for the vote and all voted for Kathy for this office. Next nominations were opened for Secretary. Sandee nominated Evie Fleege and the nomination was seconded by Melody

Campbell. It was agreed to close nominations and those present voted Evie Fleege as secretary.

C. State Relicensure Survey: The Illinois Department of Public Health conducted the required Home Health Program review this last week.

Three survey members inspected the Home Health program from January 17 to January 19<sup>th</sup>. They reviewed charts and made home visits for nursing, health aide, and physical therapy services. They conducted their exit conference with the agency on January 19<sup>th</sup>, 2006 and identified 7 various areas where corrective action was needed. Peg has completed the plan of correction report that will be submitted to verify that the agency will intervene to correct the areas of weakness. Most of the issues will be fairly easy to correct through either education to the staff or policy and procedure in-services with the staff. Appropriate documentation is the key to most of the issues needing correction. Typically the inspectors visit at least once every few years and it had been 3 years since the last review.

D. Annual agency review: The committee reviewed all of the following Information:

1. Annual Visit frequencies by home health care discipline including nursing, health aide, medical social work, physical therapy, occupational therapy, And speech therapy were reviewed. In comparing with the previous year the agency seems to be maintaining a steady client census with an average of 32 clients per week.
2. Monthly Budget Print out: To give the committee a better estimate of the of the agency fiscal picture Fran provided a year-end budget comparison for the 2003-2004 fiscal year and the 2004-2005 fiscal year. Sandee Callahan felt this was a cleaner picture and made the comparison much easier for the committee to understand.
3. Staff workshops and seminars: These activities were summarized by month and topic to verify staff trainings and education both in-house and at other locations.
4. Outreach and education to other health care providers, social service and community groups for the year were listed.
5. Clinical audits and the number of record reviews for the year were provided along with information on client satisfaction. Client care was discussed.

6. A list of the 26 Home Health Care policies/ procedures that were revised and updated during the year was presented. Each of these was discussed when presented during previous meetings of the committee.

7. Evaluation form: Peg Murphy requested that each committee member complete an evaluation of the agency and noted that some of the items may be difficult for new members to respond to but encouraged frank input to help the agency improve.

E. Other Items:

Peg noted that Dr. Sprengelmeyer had opened a new family practice office in East Dubuque. She is carrying her own liability insurance. She will see Medicaid (PA) clients for labor and delivery as very few Illinois physicians in Jo Daviess County will see those clients. Evie Fleege suggested the Peg be directed to send Michelle a card to congratulate her for her new office on behalf of the Home Health Care Advisory Committee. Janet Werner agreed.

F. The Committee thanked both Pastor Arndt and Norm Harris for their service to the committee.

G. Next meeting date is May 23<sup>rd</sup>, 2006 at 7pm

H. The meeting adjourned with a motion by Janet and a second by Melody at 8:10 pm.

Respectfully submitted,

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Evie Fleege,  
Secretary

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