

**WAUKESHA COUNTY HEALTH AND HUMAN SERVICES
JOINT CONFERENCE SUB-COMMITTEE
MINUTES
Monday, June 4, 2018**

Board Members Present: Christine Howard, Larry Nelson, Mike O'Brien

Staff Members Present: Crystal Boyd, Cindy Buchholz, Heidi Danko, Maureen Erb, Jeff Lewis, Lisa Riggle, Pat Russell, Jenny Rutter, Dr. James Rutherford, Dr. Isha Salva, Joan Sternweis, Mary Lu Visauer

Excused Absence: Jennifer Beyer, Luis Diaz, Will Emslie, Cliff Hoeft, Laura Kleber, Debra Lane, Sandy Masker, Antwayne Robertson

Chairperson Supervisor O'Brien called the meeting to order at 1:33 p.m.

Minutes:

The April 25, 2018 minutes of the Joint Conference Committee meeting were reviewed and approved.

MOTION: Supervisor Howard made a motion, second by Supervisor Nelson to accept the minutes as published. All voted and the motion carried.

Announcements:

The group went around the room and introduced themselves.

Hospital Services Update:

a. Overview of Hospital Operations

Jeff Lewis verbally provided the group with an overview of hospital operations utilizing a PowerPoint presentation.

b. Building Updates

Jeff Lewis verbally reported that the new beds, which the board approved, have been installed. Jeff Lewis discussed the installation of the new ligature resistant doors. The new roof is being replaced for the Mental Health Center (MHC).

c. Committee Reports

Jeff Lewis verbally reported the Clients Rights Committee have been meeting. Over the last quarter, there were eleven complaints and one rights limitation. All were investigated and no rights violations were found.

The Infection Control Committee met and no hospital acquired infections were reported. We have seen an increase in influenza immunizations among staff.

Jeff Lewis reported that the Fire and Safety committee will be meeting on June 13, 2018 and they will be reviewing an Environmental Scan.

MOTION: Supervisor Nelson made a motion, second by Supervisor Howard to accept the Hospital Services Report. All voted and the motion carried.

Hospital Statistics:

a. Admissions, Discharges, Length of Stay, Average Census

Lisa Riggle provided an update on the Mental Health Center Statistics and reviewed a packet of information that was provided to the group. The packet was comprised of the Mental Health Center Revenue– Actual vs. Budget 2013–2018, Mental Health Center Average Census, Mental Health Center Monthly Admissions, the Mental Health Center Admission Data, and Mental Health Institute Referrals.

The group discussed why some patients require a longer length of stay. Average length of stay has historically reported at this meeting.

MOTION: Supervisor Howard made a motion, second by Supervisor Nelson to accept the Hospital Statistics Report. All voted and the motion carried.

Utilization Review (UR)/Insurance Denials:

Jenny Rutter provided an update on the Utilization Review/Insurance Denials and reviewed a packet of information that was provided to the group. The packet was comprised of the following documents: Insurance Calls – March, April, and May 2018, Discharges Stays 14 Days or Longer – March – May 2018, Insurance Type by Month Admissions – March – May 2018, and Commercial Insurance Discharges – March – May 2018.

MOTION: Supervisor Nelson made a motion, second by Supervisor Howard to accept the Utilization Review/Insurance Denials Report. All voted and the motion carried.

Fiscal Post-discharge Insurance Denials:

Deferred to next meeting

Quality Assurance/Performance Improvement

Heidi Danko verbally provided an update of the Quality Assurance/Performance Improvement (QAPI) team. She reviewed the handout titled Waukesha County Mental Health Center Quality Assurance Performance Improvement. There are 178 indicators that QAPI monitors. She informed the group that the QAPI Committee met and reviewed the Quality Improvement Plans (QIPs) to determine if they were trying to meet the thresholds.

MOTION: Supervisor Howard made a motion, second by Supervisor Nelson to accept the Quality Assurance/Performance Improvement Report. All voted and the motion carried

Medical and Psychological Staff:

James Rutherford, MD verbally reported that Dr Mustansar Raza started this weekend. One of physicians from community Dr. Mohammad Mallick will no longer be coming in on weekends. There are three medical physicians who complete history and physicals on patients.

MOTION: Supervisor Nelson made a motion, second by Supervisor Howard to approve the Medical and Psychological Staff Report. All voted and the motion carried.

Policies and Procedures:

Jeff Lewis verbally reported that the Mental Health Center are in the process of working on the structure for policies and procedures. We will be adding new policies and procedures over the course of time. The Department of Health and Human Services is looking at various online products for policies and procedures.

Other:

a. Avatar Update

Jeff Lewis verbally provided the group with an update on Order Entry/Order Connect. Dr. Isha Salva stated MHC staff are working with the Business Application Support (BAS) unit and making sure Order Entry/Order Connect is working correctly. If there are issues, MHC staff is working with BAS on resolution to issues.

b. Updates

Jeff Lewis verbally reported that the new beds, which the board approved, have been installed. Jeff Lewis passed around a sample of the new ligature resistant doors. New ligature resistant doors have been ordered for the bathrooms in the hospital. The new roof is planned for the Mental Health Center (MHC) in the spring and the front lobby will be painted. Jeff noted we are looking at resurfacing at least one of our seclusion rooms to make it a softer surface. There was damage to one of the employee entryways, which was caused by an accident. No one was injured in the accident. This entryway has been closed.

The State Survey for Chapter 61/94 was completed on Monday, April 23, 2018. We passed with no citations although there were suggestions for improvement.

MOTION: Supervisor Howard/Nelson made a motion, second by Supervisor Howard/Nelson to accept the Avatar Update and other Information provided. All voted and the motion carried.

Next Meeting Agenda Items:

The next meeting will be on Monday, August 27 2018. Agenda items for the next meeting include:

- Use of Institutes – State partnership
- Privileging

- Policies and Procedures

Adjournment:

The meeting adjourned at 3:22 p.m.

MOTION: Supervisor Howard made a motion, second by Supervisor Nelson to adjourn the meeting. All voted and the motion carried.

Respectfully submitted,
Maureen Erb, Recorder

Approved on 12/3/18