

## OPEN MEETING MINUTES

### Waukesha County Department of Health and Human Services Joint Conference Sub-Committee Monday, March 6, 2023

**Present Committee Members:** Christine Beck; Vicki Dallmann-Papke; Larry Nelson

**Absent Committee Members:** Mike Goldstone, MD; Christine Howard

**Present HHS Staff:** Crystal Boyd; Julie Callies; Chantel Else; Maureen Erb;  
Andrew Grzybowski; Darryl Kabins, MD; Mary Rueth;  
Lisette Vale; Wade Woodworth; Kirk Yauchler

**Absent HHS Staff:** Liz Aldred; Katie Dedrick; Kristin Tranel

#### Guests:

##### 1. Call to Order

Larry Nelson called the meeting to order at 1:34 p.m.

##### 2. Review and Approval of Minutes

The December 5, 2022 minutes of the Joint Conference Committee (JCC) meeting were reviewed and approved.

MOTION: Christine Beck moved, second by Vicki Dallmann-Papke to accept the minutes from the JCC meeting on December 5, 2022. Motion passed without a negative vote.

##### 3. Business Topics

###### a. Policies and Procedures

###### 1. For Approval

###### A. Abbreviations Used in Documentation

Kirk Yauchler provided an update on the Abbreviations Used in Documentation. He reviewed the handout titled "Waukesha County Department of Health and Human Services; Policy and Procedure; Abbreviations Used in Documentation."

MOTION: Vicki Dallmann-Papke moved, second by Christine Beck to accept the Abbreviations Used in Documentation Policy and Procedure. Motion passed without a negative vote.

###### B. Facility Directory and Patient Inquiries

Wade Woodworth provided an update on the new Facility Directory and Patient Inquiries Policy and Procedure. He reviewed the handout titled "Waukesha County Department of Health and Human Services; Policy and Procedure; Facility Directory and Patient Inquiries."

MOTION: Vicki Dallmann-Papke moved, second by Christine Beck to accept the Facility Directory and Patient Inquiries Policy and Procedure. Motion passed without a negative vote.

**b. Privileging**

**a. Andrew Kordus, DO**

Andrew Grzybowski reported that the Credentialing Committee has met. The initial privilege request is for the time period of June 22, 2023 through June 22, 2024. License has been confirmed to be current, CMEs are up-to-date, and background check has been performed.

MOTION: Vicki Dallmann-Papke moved, second by Christine Beck to accept privileging of Andrew Kordus, DO. Motion passed without a negative.

**4. Reports**

**a. Hospital Services**

**1. Building Updates**

Andrew Grzybowski informed the group of the following building updates: the smoke heads were installed last week based on a survey deficiency, and the white noise in the building is under repair. Kirk Yauchler stated that he is working with various stakeholders including workforce members regarding the updates that will occur when the Mental Health Center (MHC) is remodeled later this year.

**2. Operational Updates**

Andrew Grzybowski stated that MHC leadership is working directly with our contracted security vendor and providing feedback. There have been some challenges with staffing which are being addressed.

**3. Committee Reports**

Andrew Grzybowski provided an update on the committee reports.

- **Clients' Rights Committee**

There were four (4) informal complaints that were investigated during the past quarter, and all were resolved at the supervisory level and informal.

- **Committee of the Whole**

The Committee of the Whole continues to meet monthly. The Committee of the Whole reviews the committee reports, policies, operational issues and QAPI. The information from the meetings is summarized in the reports presented to the Joint Conference Committee.

- **Fire and Safety**

The Fire and Safety Committee met in February. There were no significant issues reported.

- **Infection Control**

The Infection Control Committee will meet on March 15, 2023, and continues to review our COVID procedures. There were no reported hospital acquired infections.

- **Pharmacy and Therapeutic Committee**

The Pharmacy and Therapeutic Committee is reporting no unusual prescribing practices. MHC leadership is in the process of working with

ProHealth Care to gain access to a view only version of their EHR. There would be a limited number of licenses provided. Genoa Pharmacy received their standalone retail certification. This will allow them to assist MHC with samples.

- **Quality Assurance/Performance Improvement (QAPI)**  
The QAPI Committee met in February. All plans for improvement were approved.
- **Shared Governance**  
The Shared Governance team will be focusing on the patient experience in 2023.

**b. Hospital Statistics and Information**

Kirk Yauchler reported to the committee on hospital data points. He presented information on Mental Health Center revenue, Mental Health Center average census, Mental Health Center admission data, and referrals to the State Mental Health Institutes.

**c. Fiscal Post-Discharge Insurance Denials**

Mary Rueth provided the group with a Fiscal Post-Discharge Insurance Denials report. She summarized the department activities including denial rates, initial submission information and who our top payors were over the last six months.

**d. Utilization Review**

Mary Rueth provided the group with a Utilization Review update in which she summarized the department activities including insurance contacts, authorizations and appeals. She reviewed the data for November 2022, December 2022, and January 2023. There were no aberrant physician practice patterns identified and no physician advisor referrals.

**e. Quality Assurance/Performance Improvement**

Wade Woodworth informed the group that QAPI now reports to Corporate Compliance. The group will review all of the current data points and determine those that should continue to be followed in 2023.

**f. Medical and Psychological Staff**

Darryl Kabins, MD informed the group that Jessica Juneau was promoted to the Psychological Services Coordinator.

**5. Announcements and Updates**

There were no items discussed.

**6. Next Meeting Agenda Items**

- See more data on length of stay.

**7. Public Comment**

There were no items discussed.

**8. Adjourn**

MOTION: Vicki Dallmann-Papke moved, Christine Beck second by to adjourn the meeting at 3:02 p.m. Motion carried unanimously.

Minutes respectfully submitted by Maureen Erb

Approved on June 5, 2023