

**WAUKESHA COUNTY HEALTH AND HUMAN SERVICES  
JOINT CONFERENCE SUB-COMMITTEE  
MINUTES  
Monday, March 3, 2008**

**Board Members Present:** Richard Wutt, Dennis Farrell

**Staff Members Present:** Dr. Michele Cusatis, Dr. Thomas Wilson, Cindy Buchholz, Pat Russell, Mike DeMares, Joe Vitale, Dennis Farrell, Janet Rasmussen

**Staff Members Excused:** Dr. James Rutherford, Mary Lu Visauer, Peter Schuler, Janet Koller, Dan Maurer, Elizabeth Doria, Michael O'Brien

Mr. Richard Wutt called the meeting to order at 1:33 PM.

**Announcements**

Mr. Richard Wutt announced his upcoming retirement after 20 years of service on the HHS Board. He will stay on until his replacement is selected, however, his last meeting should be April 10, 2008.

Joe Vitale asked if it was required to be a supervisor member or citizen member of this committee. He raised the question because he will no longer be on the board after April 8, 2008. Dennis Farrell explained that this committee did not require anybody being on the board. It is the board's responsibility to appoint people. Mike DeMares will review the bylaws for confirmation and review it at the next meeting.

**Approval of the December 2007 Minutes**

Mr. Wutt asked for any additions or corrections to the December 2007 minutes. Dennis Farrell moved to approve the minutes as published and Joe Vitale seconded the motion. The minutes were unanimously approved as published.

**Hospital Statistics**

Dr. Michele Cusatis updated the statistics for 2007 Year End. For 2007 there was a total of 1125 admission, 1110 discharges, an average length of stay of 6.4 days, an average daily census of 20, and beds occupied were 23. the total revenue for 2007 was \$2,130,000, ahead of budget.

Dr. Cusatis handed out and reviewed the Historic Admissions, and the Overflow and Diversions charts. Discussion followed.

Dr. Cusatis then handed out the January 2008 statistics. There were 91 admissions and 104 discharges. The average length of stay was 8.3 days. The average number of beds occupied was 25 and the average daily census was 22. The revenue collected for the month was \$205,126.74. Discussion followed.

Dennis Farrell moved to approve these reports. Joe Vitale seconded the motion. The reports were unanimously approved.

**Performance Improvement**

Janet Rasmussen gave the report for December 2007, and January and February 2008.

The departments that met all of their Performance Improvement standards for this quarter were: Vehicle on Premises, Housekeeping, Lab, Social Work, Pharmacy, Nursing, and Seclusion and Restraint.

The following departments did not meet their threshold in one or more areas for this quarter:

- Inpatient Psychiatry was below compliance in Discharge Summaries dictated within 10 days of discharge – 78%, Informed Consents signed by patient for psychotropic meds – 83%, Telephone orders dated and timed when signed – 74%, Telephone orders signed within 48 hours – 82%, Discharge meds listed correctly on Discharge Summary – 81%, and Discharge date listed on Discharge Summary – 89%.
- Medical Services Peer Review was below compliance in Telephone orders signed within 48 hours – 43%, Telephone orders dated and timed when signed – 66%, and Treatment of infections supported by abnormal labs and active symptoms – 88%.
- Facilities Management was below compliance in Documentation of inspection of the automatic sprinkler system – 83% and Documentation of weekly boiler inspections – 85%.

- Psychology was below compliance in Assessment initiated within 2 working days – 94% and Final report completed within 5 days – 81%.
- Occupational Therapy was below compliance in Weekly documentation in charts – 90%.
- Health Information was below compliance in Transcription spelling errors – 91% and Housekeeping to clean records room while records staff present – 94%. Plan of correction has been received.
- Medically Managed Detox of Chapter 51.45 patients was below compliance in Nursing detox database used – 80%, Initial Plan and Intervention form used – 80%, and H & P completed within 24 hours – 70%.

Discussion followed. Dennis Farrell made a motion to approve the report. Joe Vitale seconded the motion. The report was unanimously approved.

### **Utilization Review**

Elizabeth Doria, the new Nursing Supervisor was not in attendance to give the report today. This topic is tabled until June.

### **Medical and Psychological Staff**

Dr. Wilson announced Dr. Jean Oelschlager would be leaving MHC effective April 18, 2008. The process to find her replacement has begun. A farewell gathering will be held on April 17, 2008 at MHC. The CCS and CSP staff will hold a public gathering, which will include clients.

Dr. Michele Cusatis handed out page 12 of the Bylaws, Rules and Regulations, Medical and Psychological Staff.

Dr. Wilson explained the pending change to this document in item number 11, which reads:

*“A handwritten psychiatric database or interval summary will be completed by the psychiatrist/psychologist within 24 hours of inpatient admission followed by a detailed typed comprehensive psychiatric evaluation within 60 hours of admission. A discharge note or summary will be completed on patients as soon as possible after discharge but in no instance later than **10 days** after discharge.”*

The physicians would like to change **10 days** to **14 days**. Discussion followed. Dennis Farrell made a motion to approve the change from 10 to 14 days. Joe Vitale seconded the motion. The motion passed unanimously. The request to change this section of the Bylaws will now be taken to the Health and Human Services Board for approval.

### **Hospital Services Update**

Dr. Michele Cusatis updated the group that Janet Koller was promoted to Nursing Director, replacing Deanie Orth. Elizabeth Doria replaced Janet Koller as Nursing Supervisor. Back fill of positions followed. Additional P.M. Night Nurse has been hired to cover the Seclusion and Restraint change, which was contracted with physicians. Now two RN's are on 3<sup>rd</sup> shift. Policies and Procedures regarding Seclusion and Restraint were rewritten. Initial training was held by Rita Lofy, RN for the nursing staff on Seclusion and Restraint.

Dr. Cusatis stated United Behavioral Health (UBH) did a chart review, credential review and reviewed Policies & Procedures. MHC passed with 97% and 98%. UBH suggested that the MSDS Hazard Policy be included in the Fire and Safety Manual. On March 18<sup>th</sup> a two-year survey will be done by the State of Wisconsin on the Inpatient Program, Medically Managed Detox Program, and Day Treatment Program. Outpatient Clinic Mental Health, AODA and Crisis licenses will be reviewed at the same time.

Dr. Cusatis gave an update of the two remodeling projects at MHC: The confidential interview room on the unit should begin in a couple weeks. Last measurements were taken for the additional shelf space in the Medical Record Room.

There was no other business or discussion. A motion was made by Dennis Farrell to adjourn the meeting. Joe Vitale seconded the motion. The meeting ended at 2:00 p.m.

Respectfully submitted,

Barb Sylvester, Recorder

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Chairperson

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Date