

**WAUKESHA COUNTY HEALTH AND HUMAN SERVICES  
JOINT CONFERENCE SUB-COMMITTEE  
MINUTES  
Monday, September 14, 2009**

**Board Members Present:** Michael O'Brien, Pauline Jaske, Janel Brandtjen, Dennis Farrell

**Staff Members Present:** Dr. James Rutherford, Dr. Michele Cusatis, Cindy Buchholz, Mary Lu Visauer, Janet Rasmussen, Janet Koller, Pat Russell, Elizabeth Doria

**Staff Members Excused:** Peter Schuler, Donald Mauer,

Mr. Michael O'Brien called the meeting to order at 1:32 PM.

**Announcements**

There were no announcements.

**Approval of the June 2009 Minutes**

The June Minutes were reviewed. Dennis Farrell moved to approve the minutes. Janel Brandtjen seconded the motion. The minutes were approved as published.

**Hospital Statistics**

Dr. Cusatis reviewed the statistics through July of 2009. Through July there were 644 admissions and 643 discharges, an Average Daily Census of 18, Average Length of Stay is 6 days and the average number of beds occupied was 21. Revenue for July was \$254,793.16. Dennis Farrell moved to approve the Hospital Statistics Report. Janel Brandtjen seconded the motion. The report was approved.

**Performance Improvement**

The following departments have met all of their Performance Improvement standards for this quarter: Lab, Psychology, Housekeeping, Seclusion and Restraint, Pharmacy, Medically Managed Detox, Vehicle on Premises, Infection Control.

The following departments did not meet their threshold in one or more areas for this quarter: Facilities Management, Health Information, Nursing, Social Work. Plans of correction have been received.

Monitoring of the sign, date and time requirement of all chart entries was started with charts discharged in January. Ten charts are reviewed each month and the results are shared with department heads for them to address with their staff as needed.

Discussion followed. Dennis Farrell moved to approve the Hospital Statistics Report. Janel Brandtjen seconded the motion. The report was approved.

**Utilization Review**

Beth Doria reported the census has continued to remain high over the past few months. She is spending 20-25 hours per week on utilization review.

She also discussed working with the new CMOs for the Family Care program, and the added step in arranging discharge placements. Janel Brandtjen asked if the placement issues were due to lack of facilities or response time issues. Discussion was held on funding and the new Family Care model. Janel Brandtjen thanked to committee for the discussion and indicated that she would like further information. Committee members Mike O'Brien and Dennis Farrell concurred and requested that Dr. Cusatis provide summary information to the committee members.

Janel Brandtjen moved to accept the Utilization Review report with the request for information noted above. Dennis Farrell seconded the motion. The vote was unanimous the motion passed.

### **Medical and Psychological Staff**

Dr. Rutherford reported the following changes to the medical staff:

Dr. Rutherford is now the Clinical Director. Dr. Rada Malinovic has accepted the position of Chief Psychiatrist.

Dr. Cusatis stated that the Credentials Committee had met and are recommending the following:

A status change from Associate to Active status for Dr. Rada Malinovic.

An initial appointment to the General Medical staff - Associate status for Dr. John Christianson.

She asked the members of the Joint Conference Committee to review and approve these recommendations and forward them to the HHS Board for approval.

Dennis Farrell moved to approve the above. Janel Brandtjen seconded the motion. The motion passed.

### **Hospital Services Update**

Dr. Cusatis handed out a policies & procedures update list and copies of some individual policies and procedures to the committee. Some of them have minor changes, two are new. The P&P's were discussed individually.

- Adverse Reaction to Medication - new
- Medication Used as a Chemical Restraint – new
- Visitor Log
- Overflow of Admissions
- Admission Non-Discrimination Policy
- Insurance – Non-Coverage Notice
- Wireless Handheld Devices

Discussion followed and included the protection of the forms on the network drive. Dennis Farrell moved to approve these policies and procedures. Janel Brandtjen seconded the motion. These policies and procedures were approved.

Other updates include:

The Addiction Resource Council will offer a weekly educational program on Monday nights in October.

A new bulletin board has been placed in the front lobby for consumer information of upcoming events.

The hospitals pandemic plan has been reviewed by Dr. Rutherford, Janet Koller, Beth Doria and Dr. Cusatis. The plan will be modified as county-wide policies and procedures are developed. Dr. Rutherford will consult with Dr. Christianson and Janet Koller will work with Leila Leisch as needed to develop and modify the plan as state or CDC recommendations change.

Two seasonal flu clinics will be held at MHC. One will take place at the Health Fair on September 23<sup>rd</sup>, the other is scheduled for October 21.

N-95 mask Fit Testing continues. Two staff members are now trained to perform the testing. Med Teams, our personnel contractor, will be going out of business. The staff are transitioning into ProHealth and it should be a seamless transition.

The WI Donor Network has moved from Froedtert Memorial Lutheran Hospital to the Blood Center.

A county-wide Drug Collection Program on October 3 will collect expired drugs at several locations around the county. Cards will be placed in all staff mailboxes and available for clients in the lobby. A flyer will also be posted in the new bulletin board in the lobby.

Dr. Cusatis is among a group of staff who will make a site visit to see the NetSmart/Avatar system for electronic records and accounts payable/contract services in October.

NAMI will offer the "In Our Own Voice" program for the outpatient consumers in October and would be willing to do another program for inpatient staff at a future date.

Dennis Farrell stated that on September 24<sup>th</sup> the HHS Board will meet at the Courthouse, Room 179 at 11 a.m. to view a PBS video of the 1918 flu epidemic and the committee members are welcome to attend.

Next Meeting: December 7, 2009 at 1:30 p.m.

Agenda items: Influenza update, H1N1 update, 2010 calendar approval, Medical Staff appointments and reappointments.

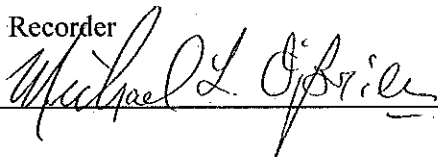
There was no other business. Dennis Farrell moved to adjourn. Janel Brandtjen seconded the motion. The meeting ended at 2:42 p.m.

Draft 2010 JCC Meeting Calendars were handed out and will be approved at the December Meeting.

Respectfully submitted,

Barb Sylvester, Recorder

Approved by:



Date:

