

OPEN MEETING MINUTES

Waukesha County Health and Human Services Joint Conference Sub-Committee Monday, September 14, 2020

Present In Person

Committee Members: Larry Nelson

Present Via Conference Call

Committee Members: Christine Beck, Mike Goldstone, Christine Howard, Adel Korkor, MD

Absent Committee Members: **None**

Present In Person

HHS Staff: Maureen Erb, Marie Joncas, Jeff Lewis, Michael Kopec, Pat Russell, Isha Salva, MD

Present Via Conference Call

HHS Staff: Crystal Boyd, Debra Lane, Mireya Garcia, Jenny Rutter, Jennifer Beyer

Absent HHS Staff:

Lisa Davis, Luis Diaz, Will Emslie, Cliff Hoeft, Sandy Masker, Jennifer Micheau, Antwayne Robertson, Kirk Yauchler

Guests:

1. Call to Order

Larry Nelson called the meeting to order at 1:35 p.m.

2. Review and Approval of Minutes

The July 13, 2020 minutes of the Joint Conference Committee meeting were reviewed and approved.

MOTION: Christine Howard moved, second by Adel Korkor, MD, to accept the minutes from the Joint Conference Committee (JCC) meeting on July 13, 2020. Motion passed without a negative vote.

3. Business Topics

a. Policies and Procedures

1. Lockdown

Jeff Lewis verbally provided an update of the Lockdown Policy and Procedure. He reviewed the handout titled "Department of Health and Human Services; Policy and Procedure; Lockdown."

2. Pandemic Plan

Jeff Lewis verbally provided an update of the Pandemic Plan Policy and Procedure. He reviewed the handout titled "Department of Health and Human

Services; Policy and Procedure; Pandemic Plan.”

3. Presence of Law Enforcement

Jeff Lewis verbally provided an update of the Presence of Law Enforcement Policy and Procedure. He reviewed the handout titled “Department of Health and Human Services; Policy and Procedure; Presence of Law Enforcement.”

4. Presence of Weapons

Jeff Lewis verbally provided an update of the Presence of Weapons Policy and Procedure. He reviewed the handout titled “Department of Health and Human Services; Policy and Procedure; Presence of Weapons.”

5. Samples

Jeff Lewis verbally provided an update of the Samples Policy and Procedure. He reviewed the handout titled “Department of Health and Human Services; Policy and Procedure; Samples.”

MOTION: Adel Korkor, MD moved, second by Mike Goldstone to accept the Lockdown Policy and Procedure, Pandemic Plan Policy and Procedure, Presence of Law Enforcement Policy and Procedure, Presence of Weapons Policy and Procedure, and Samples Policy and Procedure. Motion passed without a negative vote.

6. Retired/Obsolete Policy and Procedures

Jeff Lewis verbally provided an update on the policies that were retired or have become obsolete.

- Accident or Incident Reports – Employee
- Accident or Incident Reports – Patient and Visitor
- Admission and Discharge Log
- Census, Monthly Statistics
- Chart Preparation
- Completion of Inpatient Medical Record
- Court Papers
- Dietary Services Weekly Order Guide
- Dish Breakage
- Drugs Used as a Restraint (Chemical Restraint)
- Employee Health – Hepatitis B Vaccine
- Employee Health – MMR Titre/TB Test
- Employee Health – Pre-employment
- Medical Restraints
- Medication Used as Chemical Restraint
- Ordering Food Supplies
- Physician Certification and Recertification of an Inpatient Stay
- Present on Admit (POA)
- Scraping of Dishware
- Storage of Dishware in Daily Use
- Transcription of Medical Dictation
- Water Pitchers for Medication Pass

b. Privileging

1. *John Christianson, MD*

Jeff Lewis verbally reported that the Credentialing Committee has met. The privilege renewals are for a 2-year time period through December 31, 2022. Licenses have been confirmed to be current, CMEs are up-to-date, and background checks have been performed.

2. *Jeffery Follansbee, MD*

Jeff Lewis verbally reported that the Credentialing Committee has met. The privilege renewals are for a 2-year time period through December 31, 2022. Licenses have been confirmed to be current, CMEs are up-to-date, and background checks have been performed.

3. *Cary Kohlenberg, MD*

Jeff Lewis verbally reported that the Credentialing Committee has met. The privilege renewals are for a 2-year time period through December 31, 2022. Licenses have been confirmed to be current, CMEs are up-to-date, and background checks have been performed.

4. *Manfred Kreuzpaintner, MD*

Jeff Lewis verbally reported that the Credentialing Committee has met. The privilege renewals are for a 2-year time period through December 31, 2022. Licenses have been confirmed to be current, CMEs are up-to-date, and background checks have been performed.

5. *Rada Malinovic, MD*

Jeff Lewis verbally reported that the Credentialing Committee has met. The privilege renewals are for a 2-year time period through December 31, 2022. Licenses have been confirmed to be current, CMEs are up-to-date, and background checks have been performed.

6. *Malti Patel, MD*

Jeff Lewis verbally reported that the Credentialing Committee has met. The privilege renewals are for a 2-year time period through December 31, 2022. Licenses have been confirmed to be current, CMEs are up-to-date, and background checks have been performed.

7. *Herbert Roehrich, MD*

Jeff Lewis verbally reported that the Credentialing Committee has met. The privilege renewals are for a 2-year time period through December 31, 2022. Licenses have been confirmed to be current, CMEs are up-to-date, and background checks have been performed.

8. *William Seymour, PhD*

Jeff Lewis verbally reported that the Credentialing Committee has met. The privilege renewals are for a 2-year time period through December 31, 2022. Licenses have been confirmed to be current, CMEs are up-to-date, and background checks have been performed.

MOTION: Mike Goldstone moved, second by Christine Howard to accept the

privileging of John Christianson, MD; Jeffery Follansbee, MD; Cary Kohlenberg, MD; Manfred Kreuzpaintner, MD; Rada Malinovic, MD; Malti Patel, MD; Herbert Roehrich, MD and William Seymour, PhD. Motion passed without a negative vote.

4. Reports

a. Hospital Services

1. Building Updates

Jeff Lewis reported that the Mental Health Center has two construction projects. The first is the North parking lot which will be repaved and striped by end of month. The second is that a chlorine dioxide infuser will be installed in the near future.

2. Operational Updates

Jeff Lewis reported on our continued efforts to mitigate COVID by restricting visits, wearing masks, and social distancing. In order to expand our capacity, the Mental Health Center staff would need access to rapid COVID testing.

3. Committee Reports

Jeff Lewis provided an update on all of the committee reports.

Clients' Rights Committee

There was one formal complaint that was reviewed with no rights violation found. There were two informal complaints that were resolved at the supervisor level. There were two rights limitations for phone calls with no issues reported.

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 are summarized in the reports presented to the Joint Conference Committee.

Fire and Safety

The Fire and Safety Committee continues to meet and we are in the process of planning an Evacuation exercise.

Infection Control

The Infection Control Committee continues to meet. They are in the process of reviewing all of their policies and procedures.

Pharmacy and Therapeutic Committee

The Pharmacy and Therapeutic Committee is working on a lean project and they will complete an inventory of the medications that we currently have on hand.

Quality Assurance/Performance Improvement (QAPI)

Deferred

Utilization Review

The Utilization Review Committee met on August 26, 2020. Malti Patel, MD has been added as an MD advisor. No aberrant practices were noted by the reviewer. The committee reviews inpatient stays for level of care. The committee provided recommendations for improvements for discharge planning. The Utilization

Review Committee reports that we are seeing denials in payment for patient stays who have a primary substance use diagnosis. We are exploring certification to provide inpatient substance use treatment. This may provide additional revenue.

b. Hospital Statistics and Information

Mireya Garcia reported on the hospital statistics. She reviewed documents titled “MHC Revenue – Actual vs. Budget 2013-2020,” “Waukesha County Department of Health and Human Services; Mental Health Center Average Census,” “Waukesha County Department of Health and Human Services; Mental Health Center Monthly Admissions,” “Waukesha County Department of Health and Human Services; Mental Health Center Admission Data,” and “Waukesha County Department of Health and Human Services; Mental Health Institute Referrals.”

c. Fiscal Post-Discharge Insurance Denials

Jennifer Beyer provided the Fiscal Post-Discharge Insurance Denials report. When comparing 2019 Year-To-Date and 2020 Year-to-Date statistics, there was a 39% decrease in the charges billed due to the pandemic. In comparison to March of last year to this year, there was an increase in payer turnaround time.

d. Utilization Review

Jenny Rutter provided an update of Utilization Review in which she summarized the department activities including insurance contacts, authorizations and appeals. She reviewed the data for June, July, and August 2020. There were no aberrant physician practice patterns identified and no physician advisor referrals. COVID-19 has limited placement options and extended some patient stays.

e. Quality Assurance/Performance Improvement

Jenny Rutter reviewed the QAPI report. Fifteen (15) departments were reviewed and seven (7) of those met all indicators. Eight (8) departments provided acceptable quality improvement plans. CMS quality reporting was completed in August.

f. Medical and Psychological Staff

Isha Salva reported that the Inpatient unit is currently down one (1) physician. We are in the process of recruiting for the position.

5. Announcements and Updates

None

6. Next Meeting Agenda Items

- None

7. Public Comment

There was no discussion.

8. Adjourn

MOTION: Adel Korkor, MD moved, second by Mike Goldstone to adjourn the meeting at 2:41 p.m. Motion carried unanimously.

Minutes respectfully submitted by Maureen Erb

Approved on 12/7/2020