

OPEN MEETING MINUTES

Waukesha County Health and Human Services Joint Conference Sub-Committee Monday, June 7, 2021

Present In Person

Committee Members: Larry Nelson

Present Via Conference Call

Committee Members: Christine Beck; Mike Goldstone, MD; Christine Howard; Vicki Dallmann-Papke

Absent Committee Members:

Present In Person

HHS Staff: Liz Aldred, Liz Arndorfer, Maureen Erb, Jeff Lewis, Jennifer Micheau, Kirk Yauchler

Present Via Conference Call

HHS Staff: Marie Joncas, Jenny Rutter, Wade Woodworth

Absent HHS Staff:

Jennifer Beyer, Crystal Boyd, Lisa Davis, Luis F. Diaz, Mireya Garcia, Michael Kopec, Debra Lane, Isha Salva, MD

Guests:

1. Call to Order

Larry Nelson called the meeting to order at 1:36 p.m.

2. Review and Approval of Minutes

The March 1, 2021 minutes of the Joint Conference Committee meeting were reviewed and approved.

MOTION: Chris Beck moved, second by Mike Goldstone to accept the minutes from the Joint Conference Committee (JCC) meeting on March 1, 2021. Motion passed without a negative vote.

3. Business Topics

a. Policies and Procedures

1. *For Approval*

A. Antibiotic Stewardship

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

B. Authorized Prescriber Order

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

C. Evaluation for Hospital Admission at the Mental Health Center

Jeff Lewis verbally provided an update of the Evaluation for Hospital Admission at the Mental Health Center Policy and Procedure. He reviewed the handout titled "Department of Health and Human Services; Policy and Procedure; Evaluation for Hospital Admission at the Mental Health Center."

D. 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."

E. Patient Rights – Denial or Limitation of Rights

Jeff Lewis verbally provided an update of the Patient Rights – Denial or Limitation of Rights Policy and Procedure. He reviewed the handout titled "Department of Health and Human Services; Policy and Procedure; Patient Rights – Denial or Limitation of Rights."

F. Subsequent Hospital Care

Jeff Lewis verbally provided an update of the Subsequent Hospital Care Policy and Procedure. He reviewed the handout titled "Department of Health and Human Services; Policy and Procedure; Antibiotic Stewardship."

MOTION: Christine Howard moved, second by Christine Beck to accept the Antibiotic Stewardship Policy and Procedure, Authorized Prescriber Order Policy and Procedure, Evaluation for Hospital Admission at the Mental Health Center Policy and Procedure, Pandemic Plan Policy and Procedure, Patient Rights – Denial or Limitation of Rights Policy and Procedure, and Subsequent Hospital Care Policy and Procedure. Motion passed without a negative vote.

2. Retired/Obsolete Policy and Procedures

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

b. Amendment to the Bylaws

1. For Approval

Kirk Yauchler verbally provided an update on the amendment to the bylaws regarding use of a psychiatric physician assistant on the Inpatient Units. He reviewed the handout titled "Waukesha County Department of Health and Human Services; Amendment to the Medical and Psychological Staff Bylaws of the Waukesha County Mental Health Center Inpatient Unit; Regarding the Use of Certified Psychiatric Physician Assistant on the Inpatient Units."

MOTION: Mike Goldstone, MD moved, second by Vicki Dallmann-Papke to accept the Amendment to the Bylaws Regarding Use of Certified Psychiatric Physician Assistant on the Inpatient Units from the JCC with correction. Motion passed without a negative vote.

2. For Review

Jeff Lewis verbally provided an update on the amendment to the bylaws regarding use of APNP's on the Inpatient Units. He reviewed the handout titled "Waukesha County Department of Health and Human Services; Amendment to the Medical and Psychological Staff Bylaws of the Waukesha County Mental Health Center Inpatient Unit; Regarding the Use of APNP's on the Inpatient Units."

c. Approval of Infection Control Officer and Lead of Antibiotic Stewardship Plan

Jeff Lewis informed the group that in accordance with the Antibiotic Stewardship Policy, we need to approve an Infection Control Officer and Lead of the Antibiotic Stewardship Plan. Crystal Boyd, RN has been the Waukesha County Department of Health and Human Services Mental Health Center Infection Control Officer to date.

MOTION: Vicki Dallmann-Papke moved, second by Christine Howard to approve Crystal Boyd as Infection Control Officer and Lead of the Antibiotic Stewardship Plan. Motion passed without a negative vote.

4. Reports

a. Hospital Services

1. Building Updates

Jeff Lewis reported the current building updates include bathroom counters, chair rails, and paint.

2. Operational Updates

Jeff Lewis informed the committee of operational updates which include expanding programming with a Substance Use Treatment focus, a CMS survey which showed no deficiencies, and implementation of a Cubex medication storage machine.

3. Committee Reports

Jeff Lewis provided an update on the committee reports.

Clients' Rights Committee

There were seven (7) informal complaints for Inpatient that were evaluated and resolved at a supervisory level. No rights violations or limitations were found during the reporting period of January through May 2021.

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 has met. The committee will complete an environmental scan for safety. The committee reviewed and determined all issues were resolved from the past scan. All drills have been completed and emergency system checks are functional.

Infection Control

The Infection Control Committee continues to meet. The committee continues to review our COVID procedures. There has been no reported hospital acquired infections. The Inpatient Units continue to follow CDC recommended guidance for hospitals.

Pharmacy and Therapeutic Committee

The Pharmacy and Therapeutic Committee is reporting no unusual prescribing practices. The Inpatient Unit is using samples for IM medications. Pharmacy and Nursing workforce members are in the process of implementing and training to use the new Cubex System.

Quality Assurance/Performance Improvement (QAPI)

The QAPI committee added a representative from the Medical /Psychological staff. The committee approved departmental plans for improvement to meet threshold for areas of improvement.

Utilization Review (UR)

The UR functions have been separated from QAPI to better align with the fiscal responsibilities. We will be establishing monitoring parameters for UR in conjunction with corporate compliance. This means there will be reporting n activities and trends to Corporate Compliance. The committee is reviewing and revising the UR plan.

b. Hospital Statistics and Information

Jeff Lewis reported out 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

Jeff Lewis reported for Jennifer Beyer Fiscal regarding the Post-Discharge Insurance Denials report. He informed the group that the New Cross Episode Managed Care Authorization form has been fully implemented. This allows for Fiscal and UR to work more cohesively with authorizations. As of this week, UR staff will be joining the fiscal team.

In comparison of quarter one 2020 and 2021, charges are 8% lower than the previous year. Payor turnaround times have increased in 2021. Both Medicare and Medicaid are returning reimbursements a weeklong than 2020. A few of the commercial payors are returning reimbursements at a lag of three weeks longer than average. This is an industry-wide and should improve as everyone gets back to 'normal' post-pandemic.

d. Utilization Review

Jenny Rutter provided a Utilization Review update in which she summarized the department activities including insurance contacts, authorizations and appeals. She reviewed the data for March, April and May 2021. There were no aberrant physician practice patterns identified and no physician advisor referrals.

e. Quality Assurance/Performance Improvement

Jenny Rutter reviewed the Quality Assurance Performance Improvement (QAPI) report from January through May, 2021. Fourteen (14) departments were reviewed and seven (7) of those met all indicators. Those that were below QAPI thresholds for quality were issues that were identified related to documentation and did not present care or safety concerns.

f. Medical and Psychological Staff

Kirk Yauchler provided an update regarding the medical and psychological staff. Dr.

Rada Malinovic fully transitioned over to the Outpatient Clinic at the Human Services Center as of June 1, 2021.

A Locum Tens Physician Assistant will start the end of June and an APNP will start in September. A decision to has been made to cap the unit between 20 and 22 based on the availability of prescribers and the need for social distancing. MHC Leadership is exploring alternatives to hospitalization including the use of crisis stabilization. There may be grant funding to help support this.

5. Announcements and Updates

Larry Nelson welcomed Liz Aldred as the Director of Waukesha County Department of Health and Human Services.

6. Next Meeting Agenda Items

- None

7. Public Comment

There was no discussion.

8. Adjourn

MOTION: Chris Beck moved, second by Mike Goldstone, MD to adjourn the meeting at 3:05 p.m. Motion carried unanimously.

Minutes respectfully submitted by Maureen Erb

Approved on 9/13/2021