

**WAUKESHA COUNTY HEALTH AND HUMAN SERVICES
JOINT CONFERENCE SUB-COMMITTEE
MINUTES**

Monday, September 14, 2015

Board Members Present: Mike O'Brien, Lori Cronin, Dr. Steven Kulick, Duane Paulson, Christine Howard

Staff Members Present: Mary Lu Visauer, Jeff Lewis, Joan Sternweis, Crystal Boyd, Dr. James Rutherford, Heidi Danko, Janet Koller

Excused Absence: Janel Brandtjen, Cliff Hoeft, Jennifer Beyer

Mike O'Brien called the meeting to order at 1:30 p.m.

Minutes:

The June 1, 2015 minutes of the Joint Conference Committee meeting were reviewed.

MOTION: Christine Howard made a motion, second by Duane Paulson to accept the minutes as published. All voted and the motion carried.

Hospital Statistics:

Lewis reported on the first eight months of 2015. The average census for the months of June, July, and August have averaged around 20. This is up from calendar year 2014 which was approximately 17.6. Average beds occupied is higher because when someone is being discharged, another individual is being admitted on that same day. In addition, there are times when the Mental Health Center is near full capacity and may only have an opening for a female individual, thus, we utilize our local resources, or depending on an individual's' aggression or volatile behaviors, diversion is required to Winnebago. Clients are monitored weekly at Winnebago.

Lewis shared a report that 621 out of 753 admissions to the Mental Health Center were unduplicated for calendar year 2014.

MOTION: Duane Paulson made a motion, second by Dr. Steven Kulick to accept the Hospital Statistics report. All voted and the motion carried.

Performance Improvement

Danko reported on the period of June, July, and August 2015. The following departments have met all of their performance improvement standards for this reporting period. They include: Dietary, Facilities, Housekeeping, Lab, Occupational Therapy, Pharmacy, Psychological Groups, Psychological Testing, and Social Work. The departments not meeting their threshold in one or more measures for this reporting period include: Health Information Department, Infection Control, Inpatient Psychiatric Services, Medical Services, Nursing, Seclusion and Restraint, and Medically Managed Detox (Chapter 51.45). Danko reviewed the detailed findings and plan of correction for each department noted.

The Mental Health Center began a new process of doing concurrent reviews with contracted providers to audit records as they are being completed. Danko, the Quality Assurance Performance Improvement Registered Nurse (QAPI RN), submits the Inpatient Psychiatric Facility Quality Reporting statistics to CMS. She has also worked on the chart closing process so that the doctor can submit their discharge summary dictation within five business days.

MOTION: Lori Cronin made a motion, second by Duane Paulson to accept the Performance Improvement report. All voted and the motion carried.

Utilization Review (UR):

Boyd presented that the Mental Health Center continues to be busy with a high census and more individuals have presented with insurance due to the Affordable Care Act. A total of three patients have been at the hospital longer than two weeks. One patient is expected to be discharged this week. These patients continue to exhibit symptoms and receive active treatment. A meeting has been scheduled in October to review and update the utilization review process. Insurance reviews are going well.

MOTION: Duane Paulson made a motion, second by Lori Cronin to accept the Utilization Review report. All voted and the motion carried.

Medical and Psychological Staff:

The Medical & Psychological Staff Credentials Committee met on September 9, 2015 and made the recommendation to approve appointment of Dr. E. Rackley Ivey. Dr. Ivey is a psychiatrist who began work on a contractual basis with staff at the Mental Health Center in August 2015. Rutherford reported Dr. Ivey does a good job of evaluating situations, attends to patients in crisis and documents well. Staff at the Mental Health Center are positive about the addition of Dr. Ivey. The Credentialing Committee did a thorough review of Dr. Ivey's credentials and references. Dr. Rutherford noted all items checked were in compliance. Caregiver and criminal background checks were completed by law enforcement through the State Department of Justice. Dr. Ivey received extensive orientation and completed corporate compliance training.

MOTION: Christine Howard made a motion, second by Lori Cronin to approve appointment recommendation of Dr. E. Rackley Ivey. All voted and the motion carried.

Hospital Services Update

Lewis provided an update from the Committee of the Whole in addition to various subcommittee meetings.

1. A locum tenens doctor from Amsterdam, Dr. Kaufmann, has been providing assistance at the Mental Health Center.
2. We received word from the State on further requirements to fill for the build of an interview room in the lobby area. This project is moving forward.
3. We are working on the air conditioning project. The chillers will be replaced in October.
4. New fascia has been installed around the Mental Health Center facility.

5. There were some issues with our card readers. Some are being checked to see if the problem was with the wiring or if the card reader system needs to be replaced.
6. The Fire and Safety Committee continues to meet and run drills. All alarms are working. Signage has been updated to reflect new alarms. We are planning for a lock down drill.
7. Housekeeping – pest control has treated the area.
8. Various annual in-service trainings have been completed by staff. We are currently working on corporate compliance training.
9. We have a contract with Walworth County to provide inpatient psychiatric care. We are starting to see some referrals.
10. The electronic records implementation is progressing with a target start date of November 1 to open a patient to the hospital and be discharged in the new system.
11. Staff training on the electronic records system continues.

MOTION: Duane Paulson made a motion, second by Lori Cronin to accept the Hospital Services update. All voted and the motion carried.

Insurance Denials

Report was deferred to next meeting.

Policies and Procedures

Lewis reported no new policies needed review by the JCC. He stated that internal reviews by staff are almost complete. The last batch of policies is scheduled to be sent out next month to the internal workgroup for review. Additionally, Lewis noted that the majority of these policies only had a change in word or name, thus they do not need to be reviewed by this committee. The infection control policies are scheduled to be reviewed at the end of September.

MOTION: Dr. Steven Kulick made a motion, second by Christine Howard to accept the Policies and Procedures update. All voted and the motion carried.

Next meeting Agenda Items:

The next meeting will be on Monday, December 7, 2015. Agenda items for the next meeting include:

- Annual reviews for credentialing
- Update on electronic medical records

Adjournment:

The meeting adjourned at 2:23 p.m.

MOTION: Duane Paulson made a motion, second by Christine Howard to adjourn the meeting. All voted and the motion carried.

Respectfully submitted,
Linda Johnson, Recorder

Approved on 12-7-15