

OPEN MEETING MINUTES

Waukesha County Health and Human Services Joint Conference Sub-Committee Monday, December 5, 2022

Present Committee Members: Christine Beck; Mike Goldstone, MD; Christine Howard

Absent Committee Members: Larry Nelson; Vicki Dallmann-Papke

Present HHS Staff: Julie Callies; Katie Dedrick; Mary Rueth; Jenny Rutter; Kirk Yauchler

Absent HHS Staff: Liz Aldred; Crystal Boyd; Chantel Else; Maureen Erb; Darryl Kabins, MD; Jeff Lewis; Kristin Tranel; Lissette Vale; Wade Woodworth

Guests: Elizabeth Arndorfer; Robert Greene; Cindy Hilgen

1. Call to Order

Christine Beck called the meeting to order at 1:42 p.m.

2. Review and Approval of Minutes

The September 12, 2022 minutes of the Joint Conference Committee (JCC) meeting were reviewed and approved.

MOTION: Mike Goldstone, MD moved, second by Christine Howard to accept the minutes from the JCC meeting on September 12, 2022. Motion passed without a negative vote.

3. Business Topics

a. Policies and Procedures

1. For Approval

A. Abbreviations Used in Documentation

Julie Callies requested that the Abbreviations Used in Documentation Policy and Procedure be deferred to the next meeting.

B. Caregiver Misconduct Investigations and Reporting

Kirk Yauchler provided an update on the Caregiver Misconduct Investigations and Reporting Policy and Procedure. He reviewed the handout titled "Waukesha County Department of Health and Human Services; Policy and Procedure; Caregiver Misconduct Investigations and Reporting."

MOTION: Christine Howard moved, second by Mike Goldstone, MD to accept the Caregiver Misconduct Investigations and Reporting Policy and Procedure. Motion passed without a negative vote.

C. Client Rights and Grievance and Complaint Procedures

Kirk Yauchler provided an updated on the Client Rights and Grievance and Complaint Procedures Policy and Procedure. He reviewed the handout titled "Waukesha County Department of Health and Human Services; Mental Health

Center; Client Rights and Grievance and Complaint Procedures.”

MOTION: Christine Howard moved, second by Mike Goldstone, MD to accept the Client Rights and Grievance and Complaint Procedures Policy and Procedure. Motion passed without a negative vote.

D. Utilization Review Plan

Kirk Yauchler provided an update on the Utilization Review Plan. He reviewed the handout titled “Waukesha County Department of Health and Human Services; Policy and Procedure; Utilization Review Plan.”

MOTION: Mike Goldstone, MD moved, second by Christine Howard to accept the Utilization Review Plan. Motion passed without a negative vote.

4. Reports

a. Hospital Services

1. Building Updates

Kirk reported the leadership team had a second meeting regarding the planning phase of the MHC remodel. The architects are working with the crisis consultants and reviewing hospital regulations to determine our best options. We have a purchase order in place to install additional smoke detectors in the Inpatient unit. Facilities is working on replacing some of the doors at the MHC.

2. Operational Updates

Kirk Yauchler shared that we have a contract with Securitas for an onsite security staff member. Our first security staff started last week.

We continue to do concurrent reviews of documentation regarding our CMS plan of correction. The reviews are showing compliance.

3. Committee Reports

Kirk Yauchler provided an update on the committee reports.

• **Clients’ Rights Committee**

There were no formal rights violations or caregiver misconduct found during the last quarter. The committee now meets monthly. We review all complaints, grievances, and caregiver misconduct allegations. Training went out to all staff regarding Client Rights and Caregiver Misconduct. There is an updated process and forms for reporting which will improve our process as an agency.

• **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 is summarized in the reports presented to the Joint Conference Committee. We are evaluating who should be reporting at COW to make the meeting more efficient.

• **Fire and Safety**

The Fire and Safety Committee met in September. The committee is

reviewing the agenda moving forward to focus on MHC issues and coordinate with what may be happening at HHS. No significant issues were reported.

- ***Infection Control***

The Infection Control Committee continues to review our COVID procedures. We have no hospital acquired infections. No changes in COVID procedures at this time. With what appears to be an uptick in local cases, we are maintaining our current restrictions on visiting.

- ***Pharmacy and Therapeutic Committee***

The Pharmacy and Therapeutic Committee is reporting no unusual prescribing practices. Our pharmacist consultant is analyzing the medication ordering process to reduce a need for paper scripts. We have developed a new process in Avatar that will improve the admission ordering process.

- ***Quality Assurance/Performance Improvement (QAPI)***

The QAPI Committee met. All plans for improvement were approved. The plan for 2023 is to have QAPI report to Corporate Compliance.

QAPI is moving towards more concurrent reviews. Several departments including Administrative Support, Records and QAPI are working on daily reviews of documentation to assure we meet regulatory standards and can make “in time corrections”.

- ***Shared Governance***

The Shared Governance team is meeting in January with a renewed commitment to development of the team to accommodate the staff turnover.

- ***Utilization Review***

The UR Committee will meet in December 2022.

b. Hospital Statistics and Information

Kirk Yauchler 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

Deferred.

d. Utilization Review

Deferred.

e. Quality Assurance/Performance Improvement

Deferred.

f. Medical and Psychological Staff

Kirk Yauchler informed the committee that Dr. Darryl Kabins will start to see clients in the MHC Outpatient Clinic.

5. Announcements and Updates

Kirk Yauchler announced that Jeff Lewis will be retiring effective December 27, 2022 and Andrew Grzybowski will be joining Waukesha County effective December 19, 2022 as the Mental Health Center Administrator.

Christine Howard mentioned that the full Health and Human Services Board will be addressing the use of Teams so that all members can attend.

6. Next Meeting Agenda Items

- Discussion regarding decreasing the meeting to one hour.

7. Public Comment

There were no items discussed.

8. Adjourn

MOTION: Christine Howard moved, Mike Goldstone, MD second by to adjourn the meeting at 2:58 p.m. Motion carried unanimously.

Minutes respectfully submitted by Cindy Hilgen

Approved on March 6, 2023