

OPEN MEETING MINUTES

Waukesha County Department of Health and Human Services Joint Conference Sub-Committee Monday, September 11, 2023

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

Absent Committee Members: Vicki Dallmann-Papke;

Present HHS Staff: Liz Arndorfer; Crystal Boyd; Julie Callies; Katie Dedrick; Chantel Else; Maureen Erb; Andrew Grzybowski; Darryl Kabins, MD; Mary Rueth; Kirk Yauchler

Absent HHS Staff: Liz Aldred; Kristin Tranel; Lissette Vale; Wade Woodworth

Guests:

1. Call to Order

Larry Nelson called the meeting to order at 1:37 p.m.

2. Review and Approval of Minutes

The June 5, 2023 minutes of the Joint Conference Committee (JCC) meeting were reviewed and approved.

Discussion regarding the Waukesha County Department of Health and Human Services (WCDHHS) Mental Health Center (MHC) Bylaws, Rules, and Regulations which are being re-written based on the need to review the topic around the wording of executive committee within the document and the requirement to include Medical Doctors and Doctors of Osteopathy. It is anticipated that the WCDHHS MHC Bylaws, Rules, and Regulations will be presented at the December 2023 meeting.

MOTION: Mike Goldstone moved, second by Christine Beck to accept the minutes from the JCC meeting on June 5, 2023 with correction. Motion passed without a negative vote.

3. Reports

a. Hospital Services

1. Building Updates

Kirk Yauchler informed the group that work has begun on the Crisis Resource Center. The physical construction is anticipated to be completed October 27, 2023.

2. Operational Updates

Andrew Grzybowski stated that the MHC transitioned our food service three weeks ago to ProHealth Care. This has been an area where patients have stated dissatisfaction on surveys.

Staffing

Dr. Kevin Hansen has been hired as a weekend psychiatrist, as well as to provide some weekday coverage. Mollie Klein will be out on leave of absence.

We have a locum tenens provider coming in to provide coverage. Nursing has two open positions and we will have those filled by the end of the week.

3. **Committee Reports**

Andrew Grzybowski provided an update on the committee reports.

- ***Clients' Rights Committee***
There were seven (7) informal and no formal complaints that were investigated during the past quarter, and all were resolved at the supervisory level informally.
- ***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.
- ***Fire and Safety***
The Fire and Safety Committee met. With the remodel we will go from having two entries to the unit to one door. There is a second fire door. We have tripled the strength of the magnet on the fire door.
- ***Infection Control***
The Infection Control Committee reports that there were no reported hospital acquired infections.
- ***Pharmacy and Therapeutic Committee***
The Pharmacy and Therapeutic Committee reports no unusual prescribing practices.
- ***Quality Assurance/Performance Improvement (QAPI)***
The QAPI Committee met on August 23, 2023. All plans for improvement were approved.

b. Hospital Statistics and Information

Katie Dedrick and Kirk Yauchler reported to the committee on hospital data points. They 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

Mary Rueth informed the group regarding the Fiscal Post-Discharge Insurance Denials report. She summarized the department's activities including denial rates, payor guidelines request, coordination of benefits, initial submission information, and who our top payors were over the last six months.

d. Utilization Review

Mary Rueth provided the group with a Utilization Review update in which she summarized the department activities including insurance contacts, authorizations and appeals. She noted there may be a delay in discovering insurance information based on

status of patient upon admission. She reviewed the data for June, July, and August 2023. There were no aberrant physician practice patterns identified and no physician advisor referrals.

e. *Quality Assurance/Performance Improvement (QAPI)*

Andrew Grzybowski informed the group that all QUIPs were reviewed.

f. *Medical and Psychological Staff*

Dr. Darryl Kabins provided the group with an update regarding Medical and Psychological staff. Dr. Chaz Johnson and Dr. Kevin Hansen will be providing coverage for Dr. Kabins to complete administrative tasks.

4. Announcements and Updates

There were no items discussed.

5. Next Meeting Agenda Items

- Bylaws
- Dr. Hansen Credentialing
- Potential Tour of Crisis Resource Center

6. Public Comment

There were no items discussed.

7. Adjourn

MOTION: Christine Beck moved, second by Mike Goldstone to adjourn the meeting at 2:57 p.m. Motion carried unanimously.

Minutes respectfully submitted by Maureen Erb

Approved on December 4, 2023