

OPEN MEETING MINUTES

Waukesha County Department of Health and Human Services Joint Conference Sub-Committee Monday, June 5, 2023

Present Committee Members: Christine Beck; Vicki Dallmann-Papke; Mike Goldstone, MD; Larry Nelson

Absent Committee Members: Christine Howard

Present HHS Staff: Liz Arndorfer; Julie Callies; Maureen Erb; Andrew Grzybowski; Darryl Kabins, MD; Mary Rueth; Wade Woodworth; Kirk Yauchler

Absent HHS Staff: Liz Aldred; Crystal Boyd; Katie Dedrick; Chantel Else; Kristin Tranel; Lissette Vale

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 6, 2023 minutes of the Joint Conference Committee (JCC) meeting were reviewed and approved.

MOTION: Vicki Dallmann-Papke moved, second by Christine Beck to accept the minutes from the JCC meeting on March 6, 2023. Motion passed without a negative vote.

3. Business Topics

a. *Waukesha County (WC) Department of Health and Human Services (DHHS) Mental Health Center (MHC) Bylaws, Rules, and Regulations*

1. *For Approval*

A. **WCDHHS MHC Bylaws, Rules, and Regulations**

Wade Woodworth provided an update on the WCDHHS MHC Bylaws, Rules, and Regulations. He reviewed the handout titled "Waukesha County Department of Health and Human Services; Medical and Psychological Workforce Members; Mental Health Center Bylaws, Rules, and Regulations."

MOTION: Vicki Dallmann-Papke moved, second by Mike Goldstone to approve the WCDHHS MHC Bylaws, Rules, and Regulations including recommendations for changes. Motion passed without a negative vote.

b. *Privileging*

a. **James Billings, MD**

Kirk Yauchler reported that the Credentialing Committee has met. The privilege renewals are for a 1.5-year time period from June 23, 2023, through January 1, 2025. Licenses have been confirmed to be current, CMEs are up-to-date, and background checks have been performed.

b. Shawn Johnson, PsyD

Kirk Yauchler reported that the Credentialing Committee has met. The initial privilege request is for the time period of June 22, 2023 through June 22, 2024. License has been confirmed to be current, CMEs are up-to-date, and background check has been performed.

c. Darryl Kabins, MD

Kirk Yauchler reported that the Credentialing Committee has met. The privilege renewals are for a 1.5-year time period from June 23, 2023, through January 1, 2025. 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 Beck to accept privileging of James Billings, MD; Shawn Johnson, PsyD; and Darryl Kabins, MD. Motion passed without a negative vote.

4. Reports

a. Hospital Services

1. Building Updates

Kirk Yauchler informed the group that work has begun on the Crisis Resource Center. Once work on the Crisis Resource Center is complete, then work on the Inpatient unit will begin. Andrew Grzybowski provided the group with the following building updates: the smoke heads were installed last week based on a survey deficiency, and the white noise system in the building is under repair. Kirk Yauchler stated that he is working with various stakeholders including workforce members regarding the updates that will occur when the Mental Health Center (MHC) is remodeled later this year.

2. Operational Updates

Kirk Yauchler stated that we are investigating a proximity-based safety check system.

3. Committee Reports

Kirk Yauchler and Maureen Erb provided an update on the committee reports.

- **Clients' Rights Committee**

There was one (1) informal and one (1) formal complaint 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 in February. There were no significant issues reported.

- ***Infection Control***

The Infection Control Committee will meet on June 21, 2023, and continues to review our COVID procedures. There were no reported hospital acquired infections.

- ***Pharmacy and Therapeutic Committee***

The Pharmacy and Therapeutic Committee reports no unusual prescribing practices. MHC leadership is in the process of working with ProHealth Care to gain access to a view only version of their EHR. There would be a limited number of licenses provided. Genoa Pharmacy received their standalone retail certification. This will allow them to assist MHC with samples.

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

The QAPI Committee met on April 24, 2023. All plans for improvement were approved.

b. Hospital Statistics and Information

Kirk Yauchler reported 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

Mary Rueth provided the group with a Fiscal Post-Discharge Insurance Denials report. She summarized the department activities including denial rates, 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 reviewed the data for April and May 2023. There were no aberrant physician practice patterns identified and no physician advisor referrals.

e. Quality Assurance/Performance Improvement (QAPI)

Wade Woodworth informed the group that QAPI now reports to Corporate Compliance. The group will review all of the current data points and determine those that should continue to be followed in 2023.

f. Medical and Psychological Staff

Kirk Yauchler provided the group with an update regarding Medical and Psychological staff. The MHC is currently working to recruit another psychiatrist to provide weekday and weekend coverage.

5. Announcements and Updates

There were no items discussed.

6. Next Meeting Agenda Items

- There were no items discussed.

7. Public Comment

There were no items discussed.

8. Adjourn

MOTION: Mike Goldstone moved, second by Christine Beck to adjourn the meeting at 3:24 p.m. Motion carried unanimously.

Minutes respectfully submitted by Maureen Erb

Approved on September 11, 2023