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**HOME HEALTH, HOME SERVICES AND HOME NURSING ADVISORY
BOARD COMMITTEE MINUTES**

October 9, 2014 - 11:00 A.M.

VIDEOCONFERENCE

535 W Jefferson, Springfield, Illinois
122 S Michigan, Room 711, Chicago, Illinois
4212 St Charles Road, Bellwood

Members Present:

Teresa Garcia-Fitzgerald, Chair
Sheila McMackin
Michael Rohan
Patricia Menoni
Patricia Gibson
Michelle Running
James Wilson

Members Not Present:

Michael Melinger
Nancy Nelson
Vistacion Hicks
Kathleen Kraft
Donna McNally

Department Staff:

Aida Trinidad
Karen Senger
Kendra Fabish
Karon McGrath
Susan Meister
Sean Dailey
Maurice McAllister

CALL TO ORDER:

The meeting was called to order at 11:10 a.m. Committee members, guests and Department staff were asked to introduce themselves.

APPROVAL OF DRAFT MINUTES

This meeting was informational only. No minutes were approved at this meeting. The draft minutes for April 10, 2014 will be carried over to the next meeting scheduled for January 14, 2015.

OLD BUSINESS:

Membership Update:

The Department is seeking a candidate to Represent Practicing Licensed Physician.

There are currently three board members who membership lapsed: Patricia Gibson, Representing For-Profit HHA; Nancy Nelson, Representing General Public Consumer Advocate; and Michelle Running, Representing General Public/Consumer/Family Member Home Services, all applications are awaiting the Director's approval.

Jeffrey A. Workman is the prospective candidate that would be Representing HHA . Operated by LHD and Denise Schrader is the prospective candidate Representing Private Not-For-Profit HHA. These two candidates are still awaiting the Director's approval.

NEW BUSINESS:

Bylaws:

This item was addressed by Chair Teresa Fitzgerald. Ms. Fitzgerald is proposing changes to the current Bylaws largely due to board members attendance. At this time, there are four meetings per year and the ability to capture a quorum is difficult. Therefore, Ms. Fitzgerald is proposing that members notify the Department of any immediate change or emergency that may prevent them from attending a scheduled board meeting. She is proposing to add as follows:

Section 1.5 - A board member should attend all scheduled board meetings in a calendar year or at least a majority of board meetings. A majority of meetings would be determined by arranged meetings during the calendar year. Example would be 3 out of 4 meetings would constitute a majority of meetings.

It was reminded by Ms. Rebecca Zuber that Section 1.4 says in part "A Committee member may designate a replacement to serve at a specified meeting and to vote in place of the member, by submitting a letter of designation to the Chairman prior to the Committee meeting." The enforcement of Section 1.4 would remain in place and board members shall use this avenue when unable to attend the open meetings

ADDITIONAL COMMENTS:

There was a question raised about the feedback sound from the polycom system. In speaking with the video conferencing center coordinator, the television and polycom volume can not be on at the same time nor should the microphone be place forward of the television monitor. The coordinator suggests that the television volume be muted; all microphones are placed away from the monitors; and all video conference centers polycoms are muted until someone has to speak.

There was a question raised as to webcasting the advisory board meetings. According to the video conference coordinator, the stream is not beneficial because the audio portion is one sided and therefore comments are not heard from the person screening the webcast. Webcasting is mostly used with the desktop to desktop concept and not video conference to desktop approach.

Open Meeting Act (OMA)

The OMA documents were provided to all board members for information use only. No comments were made relative to the OMA information document.

Rulemaking Procedures under the Illinois IAPA and the Home Health, Home Services, and Home Nursing Agency Licensing Act

This information was presented by Ms. Susan Meister, IDPH. The rulemaking process is put together by a panel of 12 State Representatives: 6 Republicans and 6 Democratic Senators which makes up the Joint Committee on Administrative Rules (JCAR); and is governed by the Illinois Administrative Procedures Act (IAPA) [5 ILCS 100]. The Home Health, Home services, and Home Nursing Agency Licensing Act [210 ILCS 55] also requires the Home Health and Home Services Advisory Committee to "provide input and recommendations to the Department on the Development of rules for the licensure of home services agencies and home nursing agencies operating in this State". SEE ATTACHMENT 1 of Ms. Meister's presentation.

Home Health Agency Initial Applications Report

This area was presented by Karen Senger, IDPH. SEE ATTACHMENT 2. The chart indicated a significant decline in the number of application received by the Department since the moratorium. At present 15 applications were received since the first of the year; 1 was licensed; 3 files were closed; 4 were approved; 2 are awaiting survey; and 5 applications are in review for processing. Note. The closures of agencies indicated are a direct result of financial funding and a decrease in volume of patients in special locations.

Home Health Survey FY13 and FY14

This area was presented by Karen Senger. SEE ATTACHMENT 3, for her statistical data.

ADDITIONAL COMMENTS:

Ms. Rebecca Zuber, President of Consultants in Healthcare indicated that the new survey process in general has received positive feedback in the industry. This is largely due to the surveying process which is focused on the care delivery to patients; reflects interdisciplinary view of patient care; allow home health agencies greater flexibility in meeting quality care standards and eliminates unnecessary procedural requirements which ultimately are important but not the focus. Ms. Zuber has included the most recent copy of the Federal Register, SEE ATTACHMENT 4.

Home Services, Home Nursing, Home Services Placement and Home Nursing Placement Applications Received and Licensed

Ms. Kendra Fabish, IDPH indicated that there are no statistical data to present at this time. As staff is put in place, the consolidation of statistics would resume. The Department is trying to manage what is currently in place and as new providers are seeking licensure, the review process is taking much longer with limited staff. A recommendation was made by the board to form a workgroup to look over the licensure contract and possibly streamline the contact/application process. As Karen Senger

mentioned that the Department would have to approval all applications during the final draft. The board would form a workgroup as indicated and Chair Fitzgerald would oversee this workgroup process and welcome all volunteers.

Concerns relative to Home Nursing Agency

Ms. Sheila McMackin, Board Member opened the discussion. Ms McMackin attended an event and to her amazement no one knew the home nursing licensure process and how Illinois is defining the process. Ms. McMackin hopes to put together discussion and education to the general public relative to contacts and services in Illinois.

OASIS Updates

Ms. Aida Trinidad, IDPH presented this information to the board. SEE ATTACHMENT 5 of these minutes for her updates.

Future Meeting Dates for 2015

The future meeting dates for 2015 are posted to the Department's web calendar. The next meeting for this board will be January 14, 2015.

Meeting adjourned: 12:50