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**HOSPICE AND PALLIATIVE CARE ADVISORY BOARD COMMITTEE MEETING  
APPROVED MEETING MINUTES**

February 9, 2015 – 10:30 a.m.

**VIDEO CONFERENCE**

525 West Jefferson Street, 4<sup>th</sup> FL, Springfield, Illinois  
122 S. Michigan Avenue, Room 711, Chicago, Illinois  
4212 St. Charles, Bellwood, Illinois

**Members Present**

Daniel Holste  
Marijo Letizia  
Rick Kasper  
Mary Runge  
Nancy Flowers  
Ronda Dudley  
Kim Pieczynski  
David Lockhart, MD

**Department Staff**

Debra Bryars  
Karen Senger  
Elaine Huddleston  
Siji Varghese  
Sarah Ross-Williams  
Connie Jensen  
Karen McGrath

**Members Not Present**

Ronette McCarthy

**CALL TO ORDER:**

The meeting was called to order at 10:35 a.m. Committee members, guests and Department staff were asked to introduce themselves.

The minutes for November 7, 2013 were reviewed and approved.

**OLD BUSINESS:**

**Follow up on the use of antipsychotics for Hospice Patients in Nursing Facilities**

Ms. Ronda Dudley previously drafted and presented information on the subject of antipsychotics for Hospice Patients in Nursing Facilities to the Board at a prior meeting for

review and discussion in order to get a position on this topic from the Board. Ms. Dudley has made some changes to the previous copy of this document since its original presentation to the Board. Ms Dudley mentioned that some facilities are fearful of not wanting to use antipsychotic medication and/or other medications for hospice patients due to being penalized and deficiencies being cited because of the use of antipsychotic medications to hospice patients in a Nursing Home setting. Karen Senger has invited Connie Jensen, who is the Section Chief for Education and Training and the Acting Division Chief for Long Term Care of Field Operations who deals with Long Term Care (LTC) Facilities, to address some of the concerns addressed in the document. Connie Jensen discussed on the Long Term Care (LTC) side of the investigation survey process by Nursing Home Surveyors in regards to some ways that the LTC Surveyors monitor the facilities for use of antipsychotic medications during their LTC Facility survey. There was a discussion on some of the deficiencies being cited on medications that are prescribed and recommended for treatment of nausea, pain and end of life restlessness with hospice patients in Nursing Home settings. Other concerns discussed are how some pharmacies and physicians do not understand the relationship and effects with other medications and other non-medications have on Hospice patients. Ms. Dudley mentioned that the position of this document is to bring attention in regards to the understanding for the use of antipsychotic medications for Hospice patients. Ms Dudley explained that they have recently conducted some in-house training with their staff in regards to the use of pain medication to hospice patients. Connie Jensen and Karen Senger mentioned in regards to possibility opening a Hospice training in order to help educate professional staff on this topic. Karen Senger addressed Board members to mail or e-mail any other details or questions on this topic to Connie Jensen for further response. (SEE ATTACHMENT 1).

### **Proposed Training needs for Surveyors of LTC and Hospice Programs**

Ms. Connie Jensen, who is the IDPH Training Coordinator for the State (SA) shared with the Board members in regards to providing an opportunity for the industry to come in and present at various training programs from their perspective the benefits and interactions of hospice in LTC. Board members further discussed the need for continued education training with facilities regarding the use of pain medication and their effects on Hospice patients. It was agreed that there is a need to reach out to different outside Associations and other programs for discussions and to help provide extra assistance in training. Training could begin at the Supervisor Level at the LTC Quarterly Supervisor Meeting. This training could be a starting point and the educational information could then be passed onto to different regions. Ms. Jensen will get back to the board with some scheduled dates of the LTC Quarterly Supervisors Meeting.

### **Utilization of Automated Dispensing System in Hospice Residence**

An update was given to the Board members in regards to the status of the changes to the proposed rules under Administrative Code Title 68, Section 1330.680 b 1) “Automated dispensing and storage systems” for routine and emergency admission in licensed hospice

inpatient units and/or hospice residences that is regulated with the Illinois Department of Finance and Professional Regulation (IDFPR). A draft copy of the proposed regulation was given to the Board members listing the proposed rewrites to this section for informational purposes. The final stage of this proposal was forwarded to JCAR for approval (See attachment 3).

## **NEW BUSINESS:**

### **Under Article 1 –Memberships**

The Department is seeking a candidate to represent the General Public. The Board was asked if any Board Members knew of someone that would be interested in serving on the Board and to let the Department know.

A discussion was opened about Board Members terms and re-appointments. The Advisory Board Members terms and the term expirations dates need to stagger in order to make sure the make-up of the Board always meets the twelve (12) members as set by statutes. Karen Senger commented on the status of some of Board members dates of reappointment that should have been set to expire two to four years from the date of actual reappointment. This will have a staggering term effect so all the Board members were not expiring at the same time. Karen will review all the reappointment applications with legal for their correct length of expiring term date. Once the review of new appointees/reappointment application for Board members is completed a new/revised letter will be sent to Board members along with a new term expiration date.

### **Draft Hospice By-Laws/Updates**

A discussion of some of the changes to the by-laws was as follows:

A copy of the Proxy Vote Form, Section 7 of the Open Meetings Act (OMA), and Duties and Responsibilities of the Co-Chair were attached to the proposed copy of the Draft Bylaws for review.

#### Article I

##### Membership:

**Section 1-4:** This section states that member may be reappointed to a term, but no member may be reappointed to more than two consecutive terms. **Note was voted against revote to add in.**

Karen Senger mentioned that the previous Chairperson did not want this section. Other Boards have this section to read two to three consecutive terms. Specifying a certain number of terms to this section would allow a healthy turnover of Board members. The Board has the option to leave this out or change the number of consecutive terms of reappointments.

**Section 1-6:** This section a board member may designate a proxy 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 replacement/proxy member must represent the same general interests as the member being replaced as per the Act [210 ILCS 60/15 c]**

The Board was in unanimous agreement that a replacement/proxy member must represent the same general interests as the member being replaced. In addition, at a past Board meeting in February, the Board approved a proxy form for the purpose of establishing quorum. The Board is requesting the use of this form if a Board member will anticipate that they are unable to leave the office or an emergency comes up. A copy of the Proxy Vote Form was attached to the proposed copy of the Draft Bylaws.

## ARTICLE II

### Meetings:

There were no changes listed in this section.

**Section 2-4:** This section of the by-laws clarifies the duties and responsibilities of the Co-Chairman of the Advisory Board. Acting Deputy Director of IDPH, Debra Bryars will replace past Chairperson, Lorraine Bearrows. The Board will also need to recommend/nominate a Board member to accept the position as the Co-Chairman of the Board. Mary Runge nominated Board member Ronda Dudley for this position. Rhonda Dudley accepted the position to serve as Co-Chairman for two consecutive terms.

## ARTICLE III

### Board Officers:

No changes listed in this section.

## Article IV

### Conducting Business:

**Section 4-1:** This section of the by-laws clarifies that a quorum must be present in order to conduct the business of the Board. A quorum shall consist of one more than the majority of voting members of the Board. A member is present to conduct business if attending a meeting in person, ~~or by audio or video conference~~ **in accordance with Section 2.01 the Open Meetings Act [5 IL, C.S. 120]. Physical presence at the Board meetings, however, is strongly encouraged and is preferred by the Board.**

A discussion was raised to this section to whether Board members could appear telephonically to establish a quorum. Per the Open Meetings Act 5 ILCS 120/7, states in part that a quorum must be established through members at a physical place. All the video conference locations are considered public places and public buildings so they all count towards a quorum. The Department currently has multiple video conference locations in order to conduct Advisory Board Meetings. Some of these locations are several sites at the 525 or 535 W. Jefferson in

Springfield, 122 S. Michigan Avenue in Chicago, and 4212 W. St Charles in Bellwood. Therefore, all Board members must call in at a physical meeting location in order to establish a quorum. The Board members agreed to remove this section in regards to clarification of attending board meetings by audio or video conference.

#### ARTICLE V

##### Committees:

No changes listed in this section.

#### ARTICLE VI

##### Remuneration and Reimbursement

No changes listed in this section

#### Article VII

##### Bylaws:

No changes listed in this section.

The Board members recommended to leave the changes as noted for Section 1-4 and remove the last sentence in Section 4-1 to the bylaws. A final review of the changes was completed, and the Board unanimously approved this motion and recommendation of the changes to the bylaws. Motion carried.

### **MEDICARE RECERTIFICATION SURVEY FREQUENCY**

This item was presented by Karen Senger. Karen Senger explained the new regulation (IMPACT Act 2014) from Centers for Medicare and Medicaid Services (CMS) that mandates that Medicare certified hospices be surveyed no less frequently than every 36 months (3 years). The current cycle is that Medicare certified hospices are surveyed every 52 months (6 years). Karen Senger further explained that CMS requests that the States plan to conduct surveys of approximately one-third of non-deemed licensed Hospices in their states to every three years beginning April 6, 2015 in order that by April of 2018 all non-deemed licensed Hospices will have been surveyed within the preceding 36 months. The States plan to implement the new 36-Month Maximum Survey Interval for Hospice Agencies is to conduct at least twenty-five surveys the first year with twenty-three surveys the second year, and the final twenty-three the third year to bring the surveys' up to the time frame of every three years. The survey process will start with the Department surveying the facilities that have been longest surveyed last, then conducting surveys on the facilities that are most problematic, and ending with the least problematic ones.

### **Hospice Statistical Data (Licensure and Certification totals)**

This area was presented by Karen Senger for her statistical data.

## **Travel Voucher Updates**

Karen Senger reported effective January 1, 2015; mileage reimbursement will increase to 57.5 cents per mile, per official notice from the Governor's travel coordinator's office. Board members can find the revised travel voucher on the Department's website. See attached copy of a revised travel voucher for future use by Board members for their travel expenses. If anyone has any further questions, or would like to receive a copy of the travel voucher by email, please contact the Advisory Board Coordinator, Elaine Huddleston, for further assistance.

## **Future Meeting Dates for 2015**

The future meeting dates for 2015 are posted to the Department's web calendar. The next scheduled meeting for this board will be May 14, 2015. Acting Deputy Director/Chairman, Debra Bryars commented on that that the meeting timeframe for this Advisory Board is from 10:30 a.m. to 1:00 p.m. (three hours). The standard allotted time for most Board meetings covers a two hour timeframe. Ms Bryars recommended changing the running time of the Board meeting to 10:30 a.m. to 12:30 p.m. (two hours).

## **COMMENTS:**

Ronda Dudley made a request to receive an updated copy of all Board members and their contact information provided by the next meeting.

**Meeting adjourned: 12:10 p.m.**