



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

January 14, 2015 - 11:00 a.m. - 1:00 p.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
Patricia Menoni (Replacement)
Patricia Gibson
Michelle Running
James Wilson
Vistacion Hicks
Nancy Nelson
Michael Melinger
Donna McNally (Replacement)
Denise Schrader

Members Not Present:

Kathleen Kraft
Michael Rohan
Jeffrey A. Workman

Department Staff:

Karen Senger
Kendra Fabish
Karon McGrath
Elaine Huddleston

CALL TO ORDER:

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

APPROVAL OF DRAFT MINUTES

There was a discussion and review of the draft April 10th and October 9, 2014 minutes. Board Member Patricia Gibson commented on a copy of said draft minutes was attached with no revisions or corrections. The minutes for the April 10th board meeting listed Patricia Gibson as absent and she was present for this meeting. Ms. Gibson commented no further corrections were need for the October 9th meeting minutes.

Karen Senger commented that future meeting minutes will be sent to Board members two weeks after the meeting by the new Advisory Board Coordinator Elaine Huddleston to Advisory Board Members.

A motion made to accept the minutes of April 10th and October 9, 2014 and was seconded, motion was unanimously approved.

OLD BUSINESS:

Home Services, Home Nursing, Home Services Placement and Home Nursing Placement Application Streamline

Ms. Kendra Fabish, IDPH, recapped how the Department is trying to manage the workload with many new providers seeking licensure. The contract review process is taking much longer with limited staff. Kendra mentioned that more information is being asked from the applicants on contract reviews prior to licensure as the Department has learned of this need through multiple deficiencies cited during annual and/or complaint survey findings. The need to form a subcommittee would be helpful to help educate the public in regards to the application process and to help safeguard the community and consumers. A recommendation was made by the board to form a workgroup to look over the licensure contract and possibly streamline the contract/application process. The board would form a workgroup as indicated and Chair Fitzgerald would oversee this workgroup process and welcome all volunteers.

Client Service Contract – Home Nursing & Home Services

Karen Senger further commented on the Initial application process requiring the submission of a Client Service contract. There is a need to further educate the consumer on how to write a client service contract. Karen indicated that there is no formatted template out on the Website for applicants to use as an example or a sample of a client service contract.

Update on Educational Material to General Public on Home Nursing & Home Services

Karen Senger mentioned there is a variety of other issues with the application process and how applicants who are applying for licensure do not understand the initial application process. Karen mentioned that there is no particular way to educate the public on the application process. Other limitation for this process is that there is no money, time and /or staff to run a training program yearly. To develop this type of program to get the information out to the public would be a very time consuming process. There also is no central place or location to hold these types of trainings. Patricia Gibson, from Health Care Council mentioned the use of Webinars as one means of a cost effective way to provide training for the public. The use of grant monies could be one source of funding for trainings. Karen Senger mentioned she was not aware of availability of grant money or other monies that could be used for funding issues. The Department would need to hire the expertise of a professional to help develop Webinar trainings in regard to the application process, and this person would be responsible for getting the course up and running.

In addition, a discussion was made in regards to the licensing process and how a new applicant has little to no knowledge of the application process. Shelia McMackin spoke of knowing some contacts with AARP that might help with this project and that will fall under regular training program. Nancy Nelson commented on the need to give this idea some further thought and research prior to the next Board meeting. Chair Teresa Fitzgerald commented on development of core education prior to licensure and decimate by IDPH Board or other Associations to help take on the task. Karen Senger also commented on coming up with a written booklet/handout (after IDPH approval) with step by step process as a tool to use as a guidance for completing the application process that is developed by the Board and Department (IDPH). Ms. Fitzgerald stated that she will send out a message to Board members for formation of a work group.

Michael Melinger remarked that a formation of a work group was not listed in or discussed at last meeting. Karen Senger explained that this topic was discussed and was listed on page 3 at the bottom of the last meeting minutes on October 9th.

Chair Teresa Garcia-Fitzgerald commented that this discussion would be lengthy and a time consuming process, therefore, the Board would need to form/develop a workgroup to further discuss this topic in more details.

NEW BUSINESS:

Board Membership Update:

The Home Health, Home Services, and Home Nursing Advisory Board membership is set at 15 Members.

The Department is seeking a candidate to Represent Practicing Licensed Physician. There is a possible vacancy position for a candidate Representing Institution-Based HHA from Board Member Kathleen Kraft. The Department has not received an official resignation letter from Ms. Kraft as of this meeting date. A question was asked if any board member knew of someone that would be interested in serving on the Board to let the Department know.

Reappointment application for Advisory Board member Nancy Nelson, Representing General Public Consumer Advocate, has been received and is now awaiting approval at the Director’s level.

The Department has two Board Members re-appointee applications for: Patricia Gibson, Representing For-Profit Home Health Agency and Michelle Running, Representing General Public/Consumer/Family Member Home Services Advocate that have received Director’s approval of these re-appointee applications.

In addition, two new Board Membership/candidates applicants for: Jeffrey A. Workman candidate that would be Representing HHA Operated by LHD and Denise Schrader candidate Representing Private Not-For-Profit HHA that have received Director’s approval of these new appointee applications.

HHH By-Laws/Updates

Discussion of some of the changes to the by-laws as follows:

- 1) Name of the Advisory Board
- 2) Purpose

ARTICLE I

Membership:

Section 1-2: This section is just a clarification that only 15 members are appointed to the Advisory Board by the Director pursuant to Section 7 of the Home Health, Home Services, and Home Nursing Agency Licensing Act shall be considered voting member.

Section 1-3: This section states except for the staggered terms of those members initially appointed, member shall serve for no more than 3 consecutive terms.

Section 1-4: This section states that a member may be reappointed to a term, but no member may be reappointed to more than 3 consecutive terms.

Section 1-5: This section states that members shall be legal residents of the State of Illinois.

Section 1-6: This section states 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 Board agreed to replace previous Section 1-4 to become Section 1-6 with this section to allow board members to designate a proxy to serve at a specified meeting.

ARTICLE II

Meetings:

Section 2-6: Attendance at Board Meetings is mandatory. If a Board Member misses two consecutive meeting in a row (not counting sending a proxy), that member may be replaced.

Section 2-7: A representative of the Illinois Department of Public Health must be present at all meetings of the Committee and its subcommittees.

Karen Senger reminded the committee that there must be a “representative” from IDPH at all committee and Board member meetings.

ARTICLE III

Board Officers:

No changes listed.

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 Committee. A quorum shall consist of one more than the majority of voting members of the Committee.

Comments

Ms Senger remarked that a copy of the 2010 Bylaws was mailed to Board Members for informational use only. Ms. Senger mentioned that the proposed changes were highlighted in yellow for approval. Ms. Senger mentioned that any proposed changes made to the Bylaws will need to be sent to legal for review and approval.

There was a discussion of the proposed changes to the current Bylaws to allow “Call-Ins” and/or “Audio Conference Calls” for future meetings largely due to low board members attendance. Board members were also reminded that under Section 2.01 of the Opening Meetings Act (OMA) that a quorum must be met prior to approval for “Call-Ins” and/or other means of attending a Board Meeting. Karen Senger commented that a proposed change to the Bylaws under Section 2.6 mentions in part “attendance at the Board meeting is mandatory. If a Board member misses two consecutive meetings in a row (not counting sending a proxy), that member may be replaced.”

Chair Fitzgerald asked if the process is still the same to replace a Board Member. Karen Senger stated that the application process is still the same, and clarified the statement “may be replaced”. The current process is for the applicant/nominee to complete a Board Membership Application and the application is forwarded to the Director for final approval.

The bylaws allow a Committee member to designate a proxy to serve in their place at a specified meeting and to vote in their place. There was a discussion in regard to allowing two (2) Board member proxies received at a time per meeting. Ms. Fitzgerald commented that she would like to receive only two Board member proxy requests at a time per meeting. The Board members agreed on this suggestion to allow two proxies for replacement of Board members, and the replacement would be allowed to vote in place of the absent Board member. Chairperson, Ms. Fitzgerald commented on if this request would violate the Open Meeting Act (OMA). Karen Senger stated that this language would need to be added to the bylaws, and she will need to verify with legal to make sure it does not violate the OMA and/or statute based on the absent Board member position appointment. The only objection from the Board Members was that this change would not encourage attendance from the Board Members.

Patricia Gibson asked for clarification of how the proxy process works to designate a replacement of a Board member at a specified meeting. Karen Senger explained the current process requires that a Board member submit their request in writing to the appropriate Board Chairperson with the name of a replacement for the member listed and the Department needs to be copied in this request. The Chairperson will respond to the Board member with approval and/or denial of the request. This request can be emailed to the Chairperson and copied to IDPH so the Department is aware of the request. This request will need to be sent and approved/denied prior to the meeting taking place.

Ms. Gibson also questioned about clarification of the definition of what constitutes an emergency. Chairperson, Ms. Fitzgerald and Karen Senger reminded Board members that the definition of an emergency is highlighted under Section 7 of the Open Meeting Acts (OMA). Karen Senger further explained that the definition defines some exceptions and that "other" emergency exceptions are left up to the discretion of the Boards Chairperson and the individual Board members (i.e., weather emergencies, etc).

Karen stated that she will type of some kind of language and present to legal for review and their comments. She will follow-up with the Board at the next scheduled meeting for the Board review and approval.

Under Article 1 -Memberships

A discussion was opened about Board Members terms and re-appointments. Karen Senger explained the Department has developed a document that lists Board members and their expiring term dates. Board members would be able to visualize Board Members terms and which ones were up for re-election and/or their upcoming term expiring. Michael Melinger requested that if the Board could receive a copy of such a list of Board Members and their terms listed. This document would allow the Board members to see which Members terms are expiring and/or up for re-election. Michael Melinger also commented that this information would be a useful tool as it would show that the Board has had a healthy turnover of Members. Patricia Gibson agreed with Mr. Melinger that it would be nice to be able to see a current board list with appointed terms. It was agreed upon that there needs to be new Board members in order to bring new ideas to the Board. The Advisory Board Members terms and the term expiration dates need to stagger in order to make sure the make-up of the Board always meets fifteen (15) members as set by statues. Board Member, Nancy Nelson commented on the status of Board members that sit out a term and is again reappointed to the Board and how they are affected. Karen Senger explained that this Board member then will start the cycle over with a new term. Karen Senger further stated that she will provide the Board member a copy of this document with the Board members terms listed and their term expiration dates to legal along with a copy of the Bylaws for review.

Past Board Members:

Karen reminded Board Members about a vacancy for Medical director on the Board that has not been appointed and/or recommendation of an appointee as of the date of this meeting.

Patricia Gibson mentioned an interest in a more even distribution/representation of Board members to also include members South of Springfield. The current distribution area includes a new Board Member, Jeffrey A. Workman, Patricia Gibson and Kathleen Kraft in the Southern regions of the State with the remaining Board members up North. Ms. Gibson would like to see consideration open-up for replacements to include replacing Board Members with appointees that are more downstate.

Ms. Gibson also commented on having other location (s) to hold the Board meeting in the Southern part of the State, or the use of laptops to connect to a video conference. Ms. Gibson commented on the travel time it takes in order for her and/or other Board Members to travel to attend the Board Meetings.

Chairperson, Teresa Fitzgerald mentioned that there are currently two (2) open vacancies with a possible third (3) one. Mr. Workman is newly appointed and approved to the Advisory Board and is located in the Clay County area. It was further mentioned with the current openings on the Board that Ms. Gibson is welcome to nominate an appointee for membership from the Southern area which would then help with a more representation from the Southern part of the State region.

Home Health Agency Initial Applications Report

This area was presented by Karen Senger, IDPH. The chart indicated a significant decline in the number of application received by the Department since the moratorium. At present 18 applications were received since the first of the year; 4 were licensed; 3 files were closed; 5 were approved; 1 was awaiting survey; 1 is awaiting POC; and 4 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 for her statistical data.

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

This area was presented by Kendra Fabish, IDPH. At present 203 applications were received since the first of the year; 52 were licensed; 1 file was closed; 55 were approved; 10 are awaiting survey; none are awaiting POC; and 84 applications are in review for processing.

Home Services Survey FY13 and FY14

This area was presented by Kendra Fabish for her statistical data.

OASIS Updates

Ms. Aida Trinidad, IDPH was not present to present this information to the Board.

Travel Voucher Updates

Karen Senger reported effective January 1st 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. If there were 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 April 8, 2015. Karen Senger mentioned that on the next meeting Agenda the Board will need to vote on a new Chairperson.

Meeting adjourned: 12:10 p.m.