

The Home Care, Hospice and Palliative Care Advisory Council
Regular Meeting
Wednesday, August 21, 2019 at 10:30 a.m.

Meeting Location: OSDH, 1000 NE 10th Street, Room 307, Oklahoma City, OK 73117-1299

MEETING MINUTES

Draft

The Home Care, Hospice and Palliative Care Advisory Council regular meeting notice was posted on the OSDH website located at <http://mfs.health.ok.gov> as well as the Secretary of State's website located at www.sos.state.ok.us on December 13, 2018.

The agenda for this Regular Meeting was posted on the OSDH (Oklahoma State Department of Health) website and the building's front entrance on Tuesday, August 20, 2019.

1. Call to Order

Greg Brooks, chair, called the meeting to order at approximately 10:39 a.m.

2. Roll Call

Michelle Steele called roll.

The following members were present: Gregory Bridges, Gregory Brooks, Michelle Fox, John Hendrix, and Karen Vahlberg, Jan Slater and Rayetta Dominguez.

Seven members were present and one member was absent.

Identified OSDH staff members present were: LaTrina Frazier, Assistant Service Director – Medical Facilities; Michelle Steele - Home Services Division; Blaine Ross – Medical Facilities; Vicky Kirtley, Administrative Programs Manager - Nurse Aide Registry; Dawn Lovett—Whitney, Administrative Programs Manager – Home Services Division, Nena West, Programs Manager – Medical Facilities

Identified guests present were: Annette Mays - OAHC; Charlotte Carey - Synergy Home Care; Chris Larlein – Complete Home Care Home Health, Cathy Bright – Bright Home Health

3. Approval of regular meeting minutes with revisions as follows:

- Approval of the May 16, 2018 and February 20, 2019 regular meeting minutes**

Rayetta Domingues made a motion to approve the May 16, 2018 and February 20, 2019 regular meeting minutes. The members were reminded that approval of May 16, 2018 meeting minutes were delayed because the advisory council did not meet in August or November 2018. Gregory Brooks Approved. Michelle Fox Seconded the motion. The motion carried as follows:

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|--------------------------|-------------------|-----------------------|------------------|
| <i>Aye: 7</i> | <i>Abstain: 0</i> | <i>Nay: 0</i> | <i>Absent: 1</i> |
| <i>Gregory Bridges</i> | <i>Aye</i> | <i>Michelle Fox</i> | <i>Aye</i> |
| <i>Gregory Brooks</i> | <i>Aye</i> | <i>John Hendrix</i> | <i>Aye</i> |
| <i>Jennifer Clark</i> | <i>Absent</i> | <i>Jan Slater</i> | <i>Aye</i> |
| <i>Rayetta Dominguez</i> | <i>Aye</i> | <i>Karen Vahlberg</i> | <i>Aye</i> |

4. **Reports– Health Department Programs:**

- **Nurse Aide Registry and Certification** – Vicki Kirtley, Administrative Programs Manager presented the Nurse Aide Registry’s quarterly reports. A copy of the report was provided for review.
- **Home Care Agency Administrator Certification** – Vicki Kirtley, Administrative Programs Manager presented the Home Care Administrator Registry quarterly report. A copy of the report was provided for review. Vicki reported Nurse Aide Registry had been working with 50 percent less staff since January 2019 and they were just getting caught up. Vickie reported Nurse Aide Registry and Administrator registry had been combined for renewals. Vicki further reported that for fiscal year 2019, 46 people had tested for Administrator and 28 have passed. Vicki clarified most failures were the deemed population who were unfamiliar with the financial aspect of managing an agency.

Greg Brooks commented that it may become necessary to tighten the rules on acquiring deemed status.

Vicki reported that 24 of over 1000 long term care aide renewal certifications had criminal barriers.

- **Home Services Division** – Dawn Lovett-Whitney, Administrative Program Manager presented the Top three Federal Deficiencies for Home Health & Hospice and the Top three State Deficiencies for Home Care and Hospices. Karen Vahlberg asked about specific citations and Dawn clarified requirements as specified in the Conditions of Participation and the 661/662.

5. **Strategic Planning Update/Working Groups – Dr. Hendrix**

(Background: Previously Rayetta Dominguez *chair*, invited all individuals present in the room to participate in a Strategic Planning exercise. Participants identified 5 Areas of Interest for the Advisory Council to focus on within its jurisdictional authority. The following two Working Groups identified were established: Clarifying Scope for CHHA/HHA/PCA and Clear Definition of Palliative Care.) Currently, the working groups continue to divide and morph into sub groups. Dr. Hendrix and Annette Mayes talked about combining the groups. The council discussed resolving the groups and Dr. Hendrix stated a desire to add more educated people to the group. Annette Mayes reported her working group had a select few people to show up consistently. Jan Slater asked about group priorities and Dr. Hendrix asked about developing a Palliative Care benefit thru Medicaid. Dr. Frazier was asked about possibilities with this and discussion ensued. Dr. Frazier also explained the original intent of the working groups. Michelle Fox suggested incorporation of working group discussion into Advisory Council Meetings. The council members agreed to table the working group discussion and possible votes to change/combine/resolve until the next regular Advisory Council meeting.

6. **Remaining meeting dates for CY 2019**

- Wednesday, November 13, 2019 @ 10:30 a.m.

7. **Public Comment**

Annette Mayes expressed a need for the council to address SB 388 and how it will affect Home Care and Hospices in the State of Oklahoma when it becomes effective in November 2019.

8. **Discussion topics for next Advisory council meeting:**

Greg Brooks requested discussion of: 1) rulemaking due to new legislation (SB 388) industry changes and infrastructure; 2) building/maintaining the CNA workforce; 3) reducing the number of CNAs working in home care who are not under the auspices of a licensed agency.

Greg Brooks and Dr. Hendrix requested continued conversation and possible changes, combining or resolution of working groups.

9. Adjourn

The meeting adjourned at approximately 11:30 a.m.