



The Home Care, Hospice and Palliative Care Advisory Council
Regular Meeting
Wednesday, February 20, 2019 at 10:30 a.m.

Meeting Location: OSDH, 1000 NE 10th Street, Room 314, Oklahoma City, OK 73117-1299

MEETING MINUTES

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, February 19, 2019.

1. Call to Order

Gregory Brooks called the meeting to order at approximately 10:34 a.m.

2. Roll Call

Michelle Steele called roll.

The following members were present: Gregory Bridges, John Hendrix, Gregory Brooks, Rayetta Dominguez, and Karen Vahlberg. Jan Slater and Jennifer Clark were not present at the time of roll call.

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

3. Approval of the May 16, 2018 regular meeting minutes with revisions

• **Approval of the May 16, 2018 regular meeting minutes**

Michelle Fox made a motion to approve the May 16, 2018 regular meeting minutes. Karen Vahlberg seconded the motion. The motion carried as follows:

<i>Aye: 6</i>	<i>Abstain: 0</i>	<i>Nay: 0</i>	<i>Absent: 2</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>Absent</i>
<i>Rayetta Dominguez</i>	<i>Aye</i>	<i>Karen Vahlberg</i>	<i>Aye</i>

(After the meeting, the administrative staff determined that the minutes the council reviewed and approved were from the August 15, 2018 meeting instead of the May 16, 2018 meeting. The May 16, 2018 minutes will be placed on the May 15, 2019 agenda for approval.)

Rayetta Dominguez, Chair, took over the meeting at this time.

4. Election of Chair

Karen Vahlberg made a motion to nominate Gregory Brooks as Chair. Gregory Bridges seconded the motion. The motion carried as follows:

<i>Aye: 5</i>	<i>Abstain: 1</i>	<i>Nay: 0</i>	<i>Absent: 2</i>
<i>Gregory Bridges</i>	<i>Abstain</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>Absent</i>
<i>Rayetta Dominguez</i>	<i>Aye</i>	<i>Karen Vahlberg</i>	<i>Aye</i>

5. Election of Vice-Chair

Michelle Fox made a motion to nominate Dr. John Hendrix as Vice-Chair. Gregory Bridges seconded the motion. The motion carried as follows:

<i>Aye: 5</i>	<i>Abstain: 1</i>	<i>Nay: 0</i>	<i>Absent: 2</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>Abstain</i>
<i>Jennifer Clark</i>	<i>Absent</i>	<i>Jan Slater</i>	<i>Absent</i>
<i>Rayetta Dominguez</i>	<i>Aye</i>	<i>Karen Vahlberg</i>	<i>Aye</i>

6. Election of Secretary

Gregory Brooks made a motion to nominate Karen Vahlberg as Secretary. Michelle Fox seconded the motion. The motion carried as follows:

<i>Aye: 6</i>	<i>Abstain: 1</i>	<i>Nay: 0</i>	<i>Absent:2</i>
<i>Greg 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>Absent</i>
<i>Rayetta Dominguez</i>	<i>Aye</i>	<i>Karen Vahlberg</i>	<i>Aye</i>

7. Reports– Health Department Programs:

- **Nurse Aide Registry and Certification** – Vicki Kirtley, Administrative Programs Manager presented the Nurse Aide Registry’s quarterly reports. Current Certifications- A copy of this report is attached for your information.
- **Home Care Agency Administrator Certification** – Vicki Kirtley, Administrative Programs Manager presented the Nurse Aide Registry’s quarterly reports. Current Certifications- A copy of this report is attached for your information.
- **Home Services Division** - Dr. LaTrina Frazier presented the Home Care Administrator Registry quarterly report. A copy of this report is attached for your information. She also introduced Dawn Lovett-Whitney as new Administrative Program Manager for Home Services Division.

8. Working Group

- **Palliative Care Working Group** – Annette Mays discussed the palliative medicine group and Project ECHO telemedicine that uses evidence-based results.
- **Aide Working Group** – Annette Mays reported that the next meeting of the Aide Working Group will be in early March. Vicki Kirtley asked about the online application/renewal.

9. Statute Update to changes made in Title 63 of the Oklahoma Statutes, Section 1-862 - Dr. Frazier discussed the Hospice Administrator CEU requirement and reported that this is the third attempt to get it changed in the statute.

10. Discussion and action to recommend rulemaking by the Commissioner:

The proposal implements the provisions of [House Bill 1438 \(2015\)](#), which created [Section 1-862 in Title 63](#) of the Oklahoma Statutes, relating to continuing education of hospice program administrators. The proposal defines acceptable curriculum and instructors for meeting the education requirement. The proposal establishes a documentation requirement for educational training and penalties for violation of the proposal.

Karen Vahlberg made a motion to proceed with rule making for the Hospice Administrator CEU requirement.

– Michelle Fox seconded the motion. The motion carried as follows:

<i>Aye: 6</i>	<i>Abstain: 0</i>	<i>Nay: 0</i>	<i>Absent:2</i>
<i>Greg 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>Absent</i>
<i>Rayetta Dominguez</i>	<i>Aye</i>	<i>Karen Vahlberg</i>	<i>Aye</i>

11. Discussion and Action to set the Home Care, Hospice and Palliative Care Advisory Council priorities for Calendar Year 2019 - the council discussed the two priorities for Calendar Year 2019 to include the CNA workforce enhancement and continue with the workgroups. No action taken.

12. Remaining meeting dates for CY 2019

- Wednesday, August 21, 2019 @ 10:30 a.m.
- Wednesday, November 13, 2019 @ 10:30 a.m.

13. Public Comment

- Terri Gouslin – Has offered to work with Oklahoma on the Palliative Care benefits and Medicaid for Palliative Care.

14. Adjourn

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