

# DOUGLAS COUNTY HEALTH CENTER / COMMUNITY MENTAL HEALTH CENTER

## Board of Trustees Meeting Minutes

Douglas County Health Center  
Town Hall on Main Street

### DOUGLAS COUNTY HEALTH CENTER COMMUNITY MENTAL HEALTH CENTER BOARD OF TRUSTEES



## Meeting Minutes

**Monday, November 18, 2019**  
**4102 Woolworth Avenue**  
**Town Hall Rooms 1 & 2**  
**9:00 A.M.**

#### Board of Trustees Members

##### Members Present

Clare Duda, Chair  
Marc Kraft, Vice Chair  
James Cavanaugh, Trustee  
Chris Rodgers, Trustee

##### Members Absent

Mary Ann Borgeson, Trustee  
Mike Boyle, Trustee  
PJ Morgan, Trustee

#### DCHC Attendees

Erin Nelson, Administrator  
DeDe Will, Director of Finance  
Ranae Manning, CNO  
Jeannine Mulligan, Compliance Officer  
Jan Hankey, Dir. Support Services  
Molly Motsinger, Program Director  
Janet Benkis, Support Services Clerk III

#### CMHC Attendees

Sherry Glasnapp, Director  
Mike Phillips, Director of Outpatient Svcs  
Jessica Woodard, Compliance Officer  
Kymi Black, CMHC Director of Nursing  
Teri Speck, Director of Detox Services

#### Other Attendees

Diane Carlson, DC Commissioners  
Joe Lorenz, DC Commissioners  
Patrick Bloomingdale, CAO  
Kristin Lynch, Deputy County Attorney  
Karen Buche

Advance notice of the meeting was given by publication in The Daily Record, a legal newspaper.  
The notice advised that an agenda kept current was available for public inspection in the  
Office of the Administrator of Douglas County Health Center.

# DOUGLAS COUNTY HEALTH CENTER / COMMUNITY MENTAL HEALTH CENTER

## Board of Trustees Meeting Minutes

Douglas County Health Center  
Town Hall on Main Street

---

- I. Call to Order** Chair Duda called the meeting to order at 9:01 a.m. and stated that the meeting was being conducted in compliance with Nebraska's Open Meetings law, a copy of which is located on the back wall.
- Chair Duda called for the Roll at 9:02 a.m. Trustees Borgeson, Boyle and Morgan were absent.
- II. Consent Agenda** Chair Duda called for a motion to approve the Consent Agenda at 9:08 a.m. Trustee Kraft moved, and Trustee Rodgers seconded. Chair Duda called for the vote. Yeas: Duda, Cavanaugh, Kraft, & Rodgers. Absent were Borgeson, Boyle, and Morgan. Motion passed.
- III. Citizen Comments** Chair Duda called for members of the audience to be heard regarding any item not on the agenda.
- IV. Action** Nothing at this time.
- V. Discussion**
- a. DCHC Nurse Staffing** Speaking: Ranae Manning, DeDe Will, Karen Buche, Judy Delgado, Erin Nelson, Patrick Bloomingdale, Trustee Duda, Trustee Cavanaugh, Trustee Rodgers.
- Regarding the open positions and mandating: There is not enough staff for mandating 31 shifts. Absences happen often due to Sick Time and FMLA usage. Mandating also is occurring due to Staff turnover. Solutions under discussion include using more agency staff, continued mandating, along with revising on-boarding processes and more nursing students.
- Trustee Duda asked where we are now; Ranae Manning responded that we are still mandating; We are increasing on-boarding of other schools, and we are expecting more retirements.
- Trustee Cavanaugh, referencing a handout given to the Trustees, would like the report sent electronically. 21 people left our employment from all nursing subsets. We have 54 Nurses, 151 Nursing Assistants, and 16 Medication Aides for a total of 221. The numbers indicate a 10 % turnover rate which cannot be consistently sustained. DeDe Will said that there were 31 hired in that period. Trustee Cavanaugh asked where we are experiencing the turnover. Ranae Manning went over the numbers from the handouts. Trustee Cavanaugh noticed the frequency of the mandated shifts going up dramatically.
- Trustee Cavanaugh ask more questions about mandating and diagnosing the staffing shortages. Judy Delgado noted that Madating has been in place at least for the six years she has been here. Patrick Bloomingdale responded to the Family Leave act impact saying that this is a 24 hour facility and that is part of the deal. The same with mandating. It is not unusual for a facility of this size.

Advance notice of the meeting was given by publication in The Daily Record, a legal newspaper. The notice advised that an agenda kept current was available for public inspection in the Office of the Administrator of Douglas County Health Center.

# DOUGLAS COUNTY HEALTH CENTER / COMMUNITY MENTAL HEALTH CENTER

## Board of Trustees Meeting Minutes

11/18/2019

9:00 AM

Karen Buche responded to the staffing shortage by saying that postings are processed on a daily basis.

Ranae Manning will make the report quarterly and will be more specific about what jobs all of the numbers represent. Karen will get information about other facilities and what hiring incentives they are offering. Loan Forgiveness and Signing Bonuses are pretty common.

Trustee Rodgers asked about Nursing schools and is Clarkson the only one. Ranae Manning will reach out for more partnerships.

Judy Delgado described current in-boarding (pre-employment) processes. She will work with Staff Development to offer more orientation classes. Twice a month was suggested.

Speaking Further were Sherry Glasnapp, Ranae Manning, Judy Delgado, and Trustee Kraft.

Glasnapp noted that graduates often work for their colleges and other more "Glamorous" jobs. Delgado noted that the medical schools associated with hospitals may have a pool of 5000 nursing staff, so mandating is not done as often for them. Nursing grads do not was LTC. Trustee Kraft asked about hiring 50 and over. Ranae Manning added that quite often, we hire 50 and over. Trustee Kraft suggested AARP as an advertising source.

**b. Program Development - Branding Implementation**

Speaking: Molly Motsinger, Trustee Cavanaugh.

Referencing a handout given to the Trustees:  
There will be a special edition of the newsletter  
Partnering with UNO Communication Students for their Capstone Projects  
Ads for Recruiting Nurses and Nursing Students  
Logo Implementation - Marketing Materials/Brochures.  
Transitional Care Partnerships - Meeting with the Hospice Companies favored by residents  
Inter Disciplinary Teams (IDT) - Meets every two weeks  
Focus on Reduce Falls, Increase Activities and engagement  
with more of a preventative/proactive approach.  
Therapy Services including Recreational, Physical, Occupational and Restorative Therapy  
Community Connection - Concentrating on Memory Care

Trustee Cavanaugh would like the report sent out electronically either monthly or quarterly. He also suggests copying UNMC's Media Center for an effective Media Event for the Branding Roll-out in the Beginning of December there will be a Roll-out of branding.

**c. Trends in Behavioral Health Monthly Update**

Speaking was Sherry Glasnapp and Mike Phillips

Mike Phillips reported a high level of recidivism with Corrections, and they have developed a plan of interventions beginning with a long acting injectable Medications for those who are incarcerated with mental health issues. When released they can be introduced to Out-Patient Services so they can continue the service and not miss a dose of required medications.

# DOUGLAS COUNTY HEALTH CENTER / COMMUNITY MENTAL HEALTH CENTER

## Board of Trustees Meeting Minutes

11/18/2019

9:00 AM

---

**i. CMHC General Topics** Speaking was Sherry Glasnapp

**1. Psychiatric  
Emergency Room/  
Crisis Center**

UNMC Selected for the Psychiatric Crisis Center

**2. HFAP - did you  
know?**

Speaking was Sherry Glasnapp and Chair Duda

Jess Woodard and Kymi Black from CMHC attended an HFAP (formerly AOA) training in Chicago, along with Zach Wellman and Jeff McGill from Public Properties. CMHC has been meeting regularly to prepare. HFAP is going to be looking at the policies of the support services to make sure they are meeting accreditation standards. They will meet with staff to make sure the staff understands and are following those policies and procedures. Ms. Glasnapp explained that many of the items on the consent agenda were directly related to HFAP. Chair Duda stated that the changes that need to be made to be compliant with the ligature assessment had the potential to be very costly.

**3. Ligature  
Assessment Update**

Speaking was Sherry Glasnapp, Jerry Leahy, Patrick Bloomingdale, and Chair Duda

CMHC has been working with Jeff McGill and his team in Public Properties to move forward with the ligature assessment. Mr. Jerry Leahy suggest using the same contractor that was used in the Correctional Facility. Mr. Bloomingdale suggests doing the minimum of what is required and deal with the citations. Ms Glasnapp replied that HFAB can come in unannounced anytime from January to May, and if they find something, CMHC will have 60 days to fix it - Keep in mind that doors take 6 weeks to come in once ordered.

Trustee Cavanaugh asked about Ligature hangings and how often this happens here at CMHC. Glasnapp responded that the last one was 20 years ago.  
HFAP (Healthcare Facility Accreditation Program)  
This is a national focus is to reduce the number of successful suicide attempts.  
CMHC, Hospitals and Mental Health Certification.

Per Joe Lorenz This is partially funded with \$350,000 encumbered funds.  
There was further discussion about the funding, evaluations and engineering.

**4. Social  
Detoxification**

Speaking to this topic are: Sherry Glasnapp, Teri Speck, Trustee Kraft and Trustee Duda.

The State would like us to work with the region to reduce the number of staff. Per Ms Glasnapp, Due to the risk & liability you cannot work with one staff on each side. Added to the discussion was the possibility of negotiation with the city for extra staff for guards in the hallway 24/7.

# DOUGLAS COUNTY HEALTH CENTER / COMMUNITY MENTAL HEALTH CENTER

## Board of Trustees Meeting Minutes

11/18/2019

9:00 AM

### 5. CMHC EHR Update

No further discussion

### VI. DCHC/CMHC Routine Reports & Updates

#### a. Admin Update

Speaking was Erin Nelson, DeDe Will and Trustee Cavanaugh  
Deficiency - Safety and Accident prevention.

- Daily Safety Huddles
- 14 new cameras added, 10 cameras updated
- Updated Evacuation Maps
- Adjust Care Plans
- Electronic incident reporting - Can now track in real-time

#### b. Financial Update

Speaking are DeDe Will and Trustee Cavanaugh.  
Trustee Cavanaugh asked for Division of Revenues shown like the expenditures.  
Need comparatives for revenue amounts for 2018 & 2019  
Budgeted for 385 FTE's  
We do not meet the "Special Rate Provider" criteria  
2020 & 2021 can expect this same rate of revenue for reimbursements.  
Behavioral has a special rate - we have a disproportionate share.  
DCHC occupancy down is down this month.

c. CHMC Staffing Report Nothing discussed.

d. CMHC Workload Report Nothing discussed.

e. CMHC Medication Distribution Report Nothing discussed.

### VII. Executive Session

Executive Session not needed

### VIII Adjourn

Chair Duda called for a motion to adjourn at 10:55 am. Trustee Rodgers moved, Trustee Kraft seconded. Chair Duda called the meeting adjourned.

**Next Meeting will be held on Monday, December 16, 2019.**