

Illinois Department on Aging

Fatality Review Team Advisory Council Meeting via WebEx

2:00 p.m., October 29, 2020

Members Present:

Chair Diane Michalak (Area 02), Co-Chair Teva Shirley (Area 08), Yvonne Anderson (Area 1); Telly Papanikolaou (Area 03); Loren Carrera (Area 02); Holly Kozinski (Area 04), Nancy Hinton, (Area 09), Brenda Fleming (Area 06), Jamie Farrell (Area 13), Scott Kinley (Area 11); Beverlee Hiestand (Area 10)

Members Absent:

Duane Northrup (Area 05); Clarissa Palermo (Area 12); Amy Brown (Area 05); David Mitchell (Area 11), Jim Allmon (Area 7)

IDoA:

Director Paula Basta, Division Manager Sue DeBoer, Deputy Division Manager Dana Wilkerson, Legislative Director Samantha Brill, Rhonda Armstead, Office of General Counsel.

APS staff: Lois Moorman, Maureen Squires, Claudia Kemple, Holly Zielke, Cicely Johnson, Kimberly Tiley, Melody Willis, Kaitlyn Eaton, Jeanice McDade

Guests: Rebecca Cook, DHS-DDD

Meeting called to order at 2:00 p.m.

Motion made by Scott to approve minutes from August 27, seconded by Teva. Meeting minutes unanimously approved.

Introductions:

IDoA staff introduced themselves. Beverlee Hiestand introduced as newest member of Council. Beverlee serves as APS Program Director for SWAN covering Areas 9 and 10. She will replace Tammy Boose as Council representative for Area 10, upon Tammy's retirement.

Training Requirements

Maureen reminded Council members they are responsible for completing both Ethics and Sexual Harassment training on an annual basis. Certificates of completion need to be returned to her by December 1 per IDOA Office of General Counsel. They are to be kept on file with the Department.

Data Collection/Root Cause Work Group

Previously, Dana shared with the Council that the Root Cause Work Group recently met and discussed cause and effect methodology that could be adapted for the Council to better gauge data and come up with appropriate solutions to fatalities.

Link to the Fishbone process is:

https://www.mindtools.com/pages/article/newTMC_03.htm

Scott gave a presentation for the Council on the Fishbone Root Cause approach as it can be adapted to FRTs.

The process is recommended in going forward to elicit more information on cases and the root causes of why someone died. The model forces questions to consider to "drill down" into a matter very deeply in order to understand the underlying issues. Examples were shown as part of the presentation and the Council was asked for feedback.

Holly K., a member of the workgroup, noted it should help streamline the case-study process. She asked how the model will intersect with Data Collection.

Dana responded that that discussion will be tabled until the forthcoming meeting, along with how to roll out the model for use by Teams. Beforehand, the

workgroup recommended showing the Council a mock case to explain how the process will actually be implemented.

Scott noted it may be wise to have a train-the-trainer session prior to rolling out to the FRTs so someone on the team can lead them through the process with a full understanding of how it is intended to help case discussion.

The Council voted in unanimous favor to pursue the Fishbone tool for use in statewide FRT discussions.

Adjournment

Meeting was adjourned at 2:42 p.m.

Next meeting is scheduled for 2 p.m., November 19.

