



Older Adult Services Advisory Committee

Executive Committee Meeting

Date: November 7, 2005

Location: Illinois Department on Aging, Chicago, and conference call

IN ATTENDANCE:

Executive Committee Members:

Charles Johnson, Illinois Department on Aging
Stephanie Altman, Health and Disability Advocates
Darby Anderson, Addus HealthCare
Pat Comstock, Illinois Health Care Association
Donna Ginther, AARP
Jonathan Lavin, Suburban Area Agency on Aging
David Lindeman, Mather LifeWays Institute on Aging
Phyllis Mitzen, citizen member over the age of 60
Enrique Unanue, Illinois Department of Public Health
Cathy Weightman-Moore, Catholic Charities Long Term Care Ombudsman Program

Department staff:

Michael Gelder
Molly Spengler
John Eckert
Joseph Lugo
Leann Dolan

Absent:

Sydney Bild, Metro Seniors in Action
Dennis Bozzi, Life Services Network
Ann Marie Murphy, Illinois Department of Healthcare and Family Services
Flora Johnson, SEIU Local 880

SUMMARY:

Welcome

Director Johnson welcomed the members and thanked them for coming.
The minutes were approved.

Workgroup Meetings Issues

Open Meetings Act Issues

Deputy Director Gelder informed the committee that the Department's legal counsel had determined that the OASAC as well as the executive committee fall under the open meetings act. This will require the Department to follow the guidelines of the open meetings act for proper notice of meetings, posting of agendas, minutes and formal approval of agendas and minutes.

The Department's legal counsel determined that workgroups would not fall under the open meetings act. Deputy Gelder explained that while we do not have to follow the act the Department does recommend a tightening up of the process some of the workgroups follow. This would include having a roster of workgroup members, posting meetings on the Department's website two weeks ahead, which would require workgroup chairs to send meeting information to the Department three weeks in advance if possible, posting an agenda on the Department's website two weeks ahead, as well as workgroups keeping minutes and a record of attendance. Some workgroups are already doing some of these things. This is a suggestion to make all workgroup procedures consistent and to make meetings as public and accessible to the public or other interested parties as possible.

The committee discussed this suggestion and examples of scheduling meetings on a last minute basis when necessary. Deputy Gelder explained that the goal is to try to avoid workgroups meeting simultaneously without all members being informed. It was further explained that the Department is not trying to prevent workgroups from meeting more often, but, to the extent possible, allow there to be notification to those that would like to attend and that they were given ample notice. Minutes and agendas can be sent to Leann Dolan at the Department to be posted on the web.

Deputy Gelder explained that the Department's legal counsel also recommended that the OASAC develop by-laws to establish procedures for giving notice regarding workgroup meetings, attendance, membership and minutes.

Pat Comstock moved to accept the suggestion made by the Department requiring workgroups to provide notice of meetings, agendas, minutes and keep a roster of members.

David Lindeman seconded the motion.
All members voted in favor.

Participation of committee members on workgroups

Director Johnson sent out a letter to those members not on a workgroup encouraging them to join one. Some members had responded and were placed on the workgroup they requested. Staff is following up with the members that have not responded inviting them to join a workgroup.

Terms and Open Slots

Letters were sent to members with a one year term. Those members were given until November 25 to respond. The Department is receiving responses. No one has declined another term.

Stephanie Altman reported that she contacted the county officials as discussed at the last meeting and she spoke with Randal Mark. He was not familiar with the county officials association and did not have a member to serve on OASAC. Molly Spengler volunteered to follow up with the county officials. Molly will also work with Donna Ginther to fill the pharmacist vacancy on OASAC.

Work Plan

Health and Medicine Policy Research Group (HMPRG) and AARP had each developed and submitted to the Department a work plan. Deputy Gelder and Molly Spengler will merge those two documents to create a master work plan to keep track of who is assigned to do what and allow the Department to visually and on a regular basis cross reference what each workgroup, association, etc, is working on. The Department's work plan will be ready next week. The Department will use this document as a master work plan of tasks.

Taxonomy

Deputy Gelder explained that he would like to develop a consistent list of definitions for the committee to use to assist in everyone's understanding of what is being discussed. Donna Ginther had created a list of definitions that was distributed previously to the committee. The workgroups can add to the list of definitions as needed. The definitions document will be updated and modified as needed and each revision will contain the date of that revision. Deputy Gelder agreed that we must be flexible when determining how these definitions apply to us. The definitions will be added using the law, administrative rule definitions, and the waiver.

Review of OASAC priority items

At the last executive committee meeting it was agreed the workgroup chairs would work with their groups to determine cost estimates with the department staff serving as resources.

David Lindeman reported that the workforce/caregiver workgroup met that morning and has subgroups working on action items. The priority item of providing health benefits for CCP workers is the farthest along. The workgroup has completed a fiscal note and agreed the next step is to send the document on to the finance workgroup and move it ahead as a model. David agreed to circulate an example of the workgroup's proposal to allow the other chairs to review and make changes. Once the chairs agree on a format, all workgroup's can use the same format for their section of the report to be sent to the report writers.

David Lindeman complimented Department staff for being involved and responsive to the committee's efforts.

David Lindeman asked what the expectations are of the workgroups and when the priority items will be moved forward. The workgroups would like guidance and parameters from the Department.

Deputy Gelder responded that the cost estimates are the next step in determining what items to move forward.

Director Johnson explained that it is important to have cost figures in our report even if it is outside of what we think is possible. The Department is working with the Governor's Office of Management and Budget (OMB). The Department's report should identify to the degree that we can the cost estimates of the proposals. The Department has the responsibility to report what we are working on and what we think is possible. We should have specific costs to the degree that we can but should not let the cost be a deterrent in the process.

Report to General Assembly

Director Johnson requested that the dollar amounts for the first year only be included with the priority items.

Enrique explained the conversion workgroup has been coming up with a budget that reflects what needs to be done to develop the final proposal. For example, the workgroup is working on a set of

questionnaires to assess nursing facility services, physical condition of buildings, etc. Once that survey is completed the information needed to develop a work product for the next year will be available.

Enrique explained that currently the workgroup is unsure how many nursing facilities will be converted. A decision will have to be made if we are going to pay nursing facilities to close. Some may fit that category, or others may convert to Assisted Living, or a branded environment that provides specialty care or some as long term care hospitals. The information would be available that tells us whether or not they fit into one of those categories.

Enrique explained that it is difficult to approximate how many homes were built due to additions on current facilities that are unaccounted for.

A time frame could be estimated based on an IDPH report from 2 years ago. Bed inventory and other data stopped being collected two years ago.

Pat Comstock explained that there is legislation that requires a new method for determining inventory.

The Department is required to submit this report by January 1st. Due to the printing process, we must have the report to CMS by December 16. Therefore, each workgroup is required to send their report to the Department by noon on November 21st. The Department will then send the information to the report writers to compile and send a first draft in time for the December meeting. After the December meeting, any additional comments can be sent to the Department until close of business of December 14th to allow the Department to turn it in to CMS by December 16th.

Where do we go from here?

The committee agreed to cancel the next meeting of the full OASAC on November 14 since the meeting was to review the report and it will not be ready at that time.

Director Johnson suggested and the committee agreed to meet in early December at the Governor's conference. Once a date and time are reserved at the Governor's conference, the Department will let the committee know.

If anyone has suggestions on the report outline, they can be sent to Deputy Gelder.

Members discussed the report outline and the portion related to what is being done in other states.

Director Johnson explained that OMB is looking at comparable states and it is appropriate to include this information in the report.

Members requested to review this section of the report before it is finalized and possibly change the section to best practices.

OASAC Retreat

Deputy Gelder explained that we are looking for consultants to help us move on to the next stage. The Department has received six recommendations from members on consultants.

The purpose of the retreat would be to allow for more dialogue between committee members and team building. The committee hasn't formed much of an identity and meetings have consisted of hearing reports.

Members asked what the goals and the outcomes of such a retreat would be and if any decisions would be made at such a meeting. Deputy Gelder agreed that the Department won't make any commitments until the executive committee meets and agrees on the process of the retreat.

The meeting was adjourned.