



The Home Care, Hospice and Palliative Care Advisory Council  
Regular Meeting  
Wednesday, February 15, 2017 at 10:30 a.m.

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

MEETING MINUTES

Approved April 26, 2017

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](http://www.sos.state.ok.us) on Tuesday, November 22, 2016.

The agenda for this Regular Meeting was posted on the OSDH (Oklahoma State Department of Health) website and the building's front entrance on Wednesday, February 8, 2017.

**1. Call to Order**

Jan Slater, Vice-Chairperson, Acting Chair, called the meeting to order at approximately 10:30 a.m.

**2. Roll Call**

Chantelle Burton called roll.

**The following members were present:** Gregory Bridges, Gregory Brooks, Michelle Fox, Jan Slater, David Gibson, John Hendrix, Jennifer Clark and Karen Vahlberg. A quorum is present.

**The following member was absent:** Rayetta Dominguez.

**Identified OSDH staff members present were:** LaTrina Frazier, Administrative Programs Manager - Home Services Division; Roderick Taft - Home Services Division; Courtney Finney - Home Services Division; Espa Bowen, Administrative Programs Manager of the Home Care Administrator Program; Dawn Lovett-Whitney – Home Services Division; Brandon Bowen – Emergency Systems; Chantelle Burton – Home Services Division; Vicky Kirtley, Administrative Programs Manager of the Nurse Aide Registry Program

**Identified guests present were:** Teri Howard – Centennial Hospice; Shawn Tipken, RN – Russell-Murray Hospice

**3. Membership Update:**

- **Jennifer Clark** – *Dr. Clark has worked for over six years in the medical field as a Hospice and Palliative Care medicine physician, the Chief Medical Officer in the Hillcrest Healthcare Systems and serving as a member of the Board at Clarehouse. As a recent appointee to the Home Care, Hospice and Palliative Care Advisory Council she now plans to use her insight to bring growth to Oklahoma.*
- **John Hendrix** – *Dr. Hendrix is the Medical Director for the St. John Medical Center Palliative Care Program, as well as the St. John Hospice Medical Director for over two years now. As a recent appointee, recommended by the Oklahoma Palliative Care Association and appointed by Mr. Hickman; he plans to assist with educating the differences between palliative care and hospice.*

**4. Election of Officers:**

Jane Slater opened the floor for nominations and there were no responses made, so she made a motion to continue with current appointees.

- **Chairperson**

**Jan Slater** made a motion to nominate Rayetta Dominguez as Council – Chair. Gregory Brooks Seconded. The motion carried. Rayetta Dominguez is the Council Chair for CY 2017.

Aye: 8	Abstain: 0	Nay: 0	Absent: 1
Gregory Bridges	Aye	Michelle Fox	Aye
Gregory Brooks	Aye	John Hendrix	Absent
Jennifer Clark	Aye	Jan Slater	Aye
Rayetta Dominguez	Absent		
David Gibson	Aye	Karen Vahlberg	Aye

- **Vice-Chairperson**

**Jan Slater** made a motion to approve Jan Slater as Council Vice-Chair. Gregory Brooks Seconded. The motion carried. Jan Slater is the Council Secretary for CY 2017.

Aye: 8	Abstain: 0	Nay: 0	Absent: 1
Gregory Bridges	Aye	Michelle Fox	Aye
Gregory Brooks	Aye	John Hendrix	Aye
Jennifer Clark	Aye	Jan Slater	Aye
Rayetta Dominguez	Absent	Karen Vahlberg	Aye
David Gibson	Aye		

- **Secretary**

**Jan Slater** made a motion to approve Michelle Fox as Council Secretary. Gregory Brooks Seconded. The motion carried. Michelle Fox is the Council Secretary for CY 2017.

Aye: 8	Abstain: 0	Nay: 0	Absent: 1
Gregory Bridges	Aye	Michelle Fox	Aye
Gregory Brooks	Aye	John Hendrix	Aye
Jennifer Clark	Aye	Jan Slater	Aye
Rayetta Dominguez	Absent	Karen Vahlberg	Aye
David Gibson	Aye		

5. **Approval of the November 16, 2017 regular meeting minutes**

The vote for these minutes was not conducted appropriately and will be re-submitted at the August 2016 meeting.

6. **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 this report is attached for your information.
- **Home Care Agency Administrator Certification** – Espaniola Bowen, Administrative Programs Manager presented the Home Care Administrator Registry quarterly report. A copy of this report is attached for your information.
- **Home Services Division** – (37min) LaTrina Frazier, Ph.D., provided in writing a report of the top 3 Home Care and Hospice licensure and federal deficiencies. Also she provided information electronically for the following:
  - HB 1085 - Oklahoma Home Care, Hospice and Palliative Care Advisory Council
  - HB 1467 - Oklahoma Public Health Advisory Council Modernization Act

7. **Remaining meeting dates for CY 2017**

- Wednesday, April 26, 2017 @ 10:30 a.m. in Room 314
- Wednesday, August 16, 2017 @ 10:30 a.m. in Room 314
- Wednesday, November 1, 2017 @ 10:30 a.m. in Room 314

8. **Public Comment**

Discussions were made about poor healthcare practices in the industry.

**9. Adjourn**

The meeting adjourned at approximately 12:00 p.m.