

**NORTH CENTRAL COMMUNITY SERVICES PROGRAM
QUALITY COMMITTEE MEETING MINUTES**

September 10, 2013 3:00 p.m.

NCHC - Wausau Campus

Present: Gretchen Thuot, Darren Bienvenue, Laura Scudiere

Excused: Jean Burgener

Also present: Becky Schultz, Toni Simonson, Paula Hawkins

The meeting opened at 3:05pm; roll call was noted.

Joint Commission Update – Leadership Standards

- This chapter covers oversight of the organization with an emphasis on quality.
- Leadership includes members of the board and executive leaders.
- This committee will review and assure the elements of performance are in place.
- The committee discussed how to go about the review. Staff will provide guidance on individual elements, as to what is in place, what needs to be put in place, etc. for committee approval. Individual sections will be reviewed at committee meetings.
- The committee, with staff, will review bylaws and policies to assure elements are addressed.
- The organization is looking at processes across all programs, and identifying inconsistencies to make processes consistent organization-wide.

Safety

- Emergency Management Plan
 - The plan is in alignment with Joint Commission requirements. It has been approved by the Safety Committee.
 - Staff continue working with local hospitals in getting a Memorandum of Understanding for them to take our patients if our facility was not able to continue being used in a disaster situation.
 - A team is in place working on training related to the plan.
 - **Motion** Scudiere, 2nd Bienvenue, to approve the Emergency management Plan as presented. Motion carried.

Meeting Frequency/Time

- The committee will move from quarterly meetings to bi-monthly meetings.

Motion Bienvenue, 2nd Scudiere, to adjourn at 4:00PM. Motion carried.