

OPEN MEETING MINUTES

Name of Governmental Body: Committee on Resident Deaths			Attending: Justin Kuehl, Judith Stych, Don Anderson, Shary Bisgard, Holly Audley, Gynger Steele, Rose Kleman, Kevin Laetsch, Emily Mickelson, Michelle Bradley-Glenn, Rana Tabassum, Jodi Carbajal, Daniel Kattenbraker, Walton Schalick
Date: 10/28/2020	Time Started: 10:00 am	Time Ended: 10:17 am	
Location: Zoom			Presiding Officer: Justin Kuehl
Minutes			

- Welcome and Introductions:** Justin Kuehl, CORD Chair, welcomed everyone and introduced himself. Each CORD member and facility staff introduced themselves.
- DCTS Facility Staff sheet updated:** document screen shared during meeting. It was noted to fix spelling errors in names and date the document.
- CORD restructure updates:** Emily Mickelson, CORD Coordinator, shared that as part of the restructure, OLC was asked a series of questions. OLC has provided responses to each of the questions and we are able to move forward with the next step in the restructure, which is to update the Administrative Directive. The most relevant OLC guidance provided was that CORD would need to comply with the open meeting law requirements. Therefore, each meeting going forward will start in open session.
- 2021 Meeting Dates:** The 2021 meeting dates are as follows: January 20, April 1, July 14, and October 24.
- Condolence letter discussion:** the 2002 condolence letter template was screen shared. The CORD members agreed that condolence letters sent to families should be consistent across the DCTS facilities. The CORD members stated the 2002 template being shared would need to be updated, but it would be good to use as it contained all of the relevant information to share with families. Rose Kleman, DCTS Administrator, agreed to have the facilities use a consistent letter to send to families. The letter will be updated and reviewed at the next meeting.
- Motion to convene in closed session:** Justin Kuehl made the motion to enter into closed session pursuant to Wisconsin Statutes sections 19.85(1)(c), 19.85(1)(f), and 146.38 to review and evaluate the services of health care providers, including a medical staff matter, and the confidential medical data of specific persons, motion seconded by Shary Bisgard and motion passed, 4-0.

Prepared by: Emily Mickelson on 11/3/2020.

These minutes are in draft form. They will be presented for approval by the governmental body on: 1/20/2021