

WILL COUNTY COMMUNITY HEALTH CENTER
GOVERNING COUNCIL REGULAR MEETING
MINUTES
8/1/2018

MEMBERS PRESENT

Marie Lindsey, Chairman
Vernice Warren, Vice-Chairman (arrived @ 5:46pm)
Eloy Ramirez, Treasurer
Judy Easley, Secretary
George Mora
Paul Lauridsen
Cindy Brassea

MEMBERS ABSENT

Cathi Niewinski - excused
Edith Cline-Kabba - excused
Alan Dyche - excused

WCCHC STAFF PRESENT

Mary Maragos, Chief Executive Officer
Jennifer Byrd, Chief Medical Officer
Mary Kilbride, Executive Assistant

WCHD STAFF PRESENT

Sue Olenek, Executive Director
Elizabeth Bilotta, Director of Administrative Services

OTHERS PRESENT

Kevin Meyers, Assistant State's Attorney

I. CALL TO ORDER

The regular meeting of the Will County Community Health Center Governing Council was held at the Will County Community Health Center, 1106 Neal Avenue, Joliet, Illinois. Ms. Marie Lindsey, Chairman, called the meeting to order at 5:39p.m.

ROLL CALL AND DETERMINATION OF QUORUM – **Quorum present.**

Pledge of Allegiance

II. MISSION STATEMENT

Mr. Lauridsen read the Mission Statement

III. APPROVAL OF MINUTES

A **motion** was made by Ms. Easley and **seconded** by Ms. Curl to accept the July 5, 2018 meeting minutes as written. **Motion carries.**

IV. CEO Report

- Ms. Maragos gave an update of the unduplicated patients: In July of 2017 we were at 8919, and are currently at 8321 in July of 2018.
- Ms. Maragos discussed the HRSA Service Area Competition Grant. This grant is due 9/18/18 and we are required to re-apply for our \$2.1 million annual grant from the US Dept. of Health Services, Health Resource Service Administration. Later in the meeting, we will be asking the GC for its approval to reapply for this grant.

- The Will County Health Department division of Family Health Services recently received a grant to improve the care of adolescents, and to assist us in transforming our environment to be “adolescent-centered.” This week we will start a survey of our adolescent patients to document a baseline assessment.
- We are currently developing a collaborative arrangement with several local behavioral health and social services agencies for referral of their patients to us for Vivitrol medication assisted treatment for substance use disorders. We aim to have at least 3 providers trained and certified to prescribe Suboxone by 9/1/18.
- Ms. Maragos spoke of the national conference hosted by HRSA that she attended. This conference was for education on compliance with the 340B discount prescription program.
- Ms. Maragos is actively evaluating and substantiating the need for primary care and behavioral health services at the existing Will County Health Department site at 5601 Monee-Manhattan Road, Monee. On-site interviews have been conducted. Results will soon be tabulated, and we’ll have them ready to share with the Governing Council in September.
- Two students from Lewis University have performed a security risk assessment and penetration testing of our WCHD IT system. Funding was provided by a HRSA grant we received last September. We subsequently installed a new firewall and upgrades to address the minor issues that were identified.

V. CMO Report

- Dr. Byrd spoke of the Family Planning grant application that will be submitted in the next two weeks.
- Dr. Byrd attended the requisite, annual National Reproductive Health conference. It is a requirement for the CMO to attend one Family Planning specific conference per year.
- Dr. Byrd discussed the staffing needs at the Center. She is still actively recruiting as well as attempting to hire a locum tenens Psychiatric Advanced Practice Nurse or Psychiatrist in the interim.
- Dr. Arauz, our new OB/Gyne physician started on 7/16. She is currently working to obtain her staff privileges at Silver Cross Hospital.
- Dr. Byrd took part in a radio announcement on 7/23 and discussed World Hepatitis Day which will be coming up on 7/28.
- School physical exam day is scheduled for 8/10. The Center will be providing school/sports physicals, immunizations, eye screenings, and school form completion.

VI. Reports

- Ms. Maragos presented and discussed the BOH Statistical report.
- Ms. Maragos presented the revenue report. Our target was 58.3% and we are currently at 53.7%. Our variance was at -4.6%.
- Ms. Maragos presented the expenditures report ending in June. We are currently at 53%, which is below our target goal of 58.3%.
- Provider Productivity report was presented and discussed.

VII. Discussion

- Ms. Lindsey presented a summary of the Quality Committee meeting which took place prior to GC meeting.
- Ms. Maragos addressed GC members on the possibility of shortening the meeting times of the committee meetings or start the meeting ½ earlier. GC would like to leave the time as is.
- Ms. Maragos discussed the NACHC report from Gervean Williams. Ms. Olenek questioned if manager huddles are done in the morning in the Center. Ms. Maragos stated we have informal communications among the managers that take place in the morning. Ms. Olenek questioned if the Saturday hours concern was reviewed. Ms. Maragos stated there would be a problem staffing if we extended the hours and also had a concern of losing patients by eliminating Saturday hours. Ms. Easley showed concern about a conversation being overheard in waiting area. Ms. Maragos stated the TV in the waiting area is now working which is giving privacy to those work stations involved.

VIII. Action

- A **motion** was made by Ms. Easley and **seconded** by Ms. Brassea to approve renewal of the contract with OSIS for E.H.R. hosting and support. **Motion carries.**
- A **motion** was made by Mr. Ramirez and **seconded** by Ms. Easley to approve the contract with eSolutions for automated patient billing **Motion carries.** ASA did not agree with their disclaimer of all warranties but we are able to cancel the contract if needed. Governing Council agreed with the approval of contract.
- A **motion** was made by Mr. Ramirez and **seconded** by Ms. Brassea to take contract with GSK Buying Group off of the table. **Motion carries.**
- A **motion** was made by Mr. Ramirez and **seconded** by Ms. Easley to approve GSK Buying Group. **Motion carries.**
- A **motion** was made by Ms. Warren and **seconded** by Mr. Ramirez to approve the application for renewal of HRSA Bureau of Primary Health Care 330 grant. **Motion carries.**
- A **motion** was made by Mr. Lauridsen and **seconded** by Mr. Ramirez to approve wording on the Dental Sliding Fee Scale. **Motion carries.** Discussion took place regarding the discrepancy of wording in Dental Sliding Fee Scale vs. wording in Medical Sliding Fee Scale. Decision was made to have the Dental Sliding Fee Scale reviewed again when due next year. A **motion** was made to approve wording on the Dental Sliding Fee Scale. All in favor - none. Opposed - all.
- A **motion** was made by Mr. Ramirez and **seconded** by Ms. Brassea to take Credits' Discount & Audit Company agreement off the table. **Motion carries.**
- A **motion** was made by Ms. Easley and **seconded** by Mr. Ramirez to remove Credits' Discount and Audit Company from the agenda. **Motion carries.** HRSA had suggested that we use a collection agency. ASA has concerns about the language and we will consult with the ASA from Lake County.
- A **motion** was made by Mr. Ramirez and **seconded** by Ms. Easley to approve recredentialing for Tracy Vera, MD. **Motion carries.**
- A **motion** was made by Mr. Ramirez and **seconded** by Ms. Brassea to approve recredentialing for Cynthia Vera, MD. **Motion carries.**

IX. PUBLIC COMMENT: No comments stated

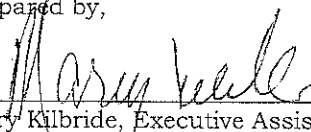
- X.** A **motion** was made by Ms. Easley and **seconded** by Mr. Ramirez to adjourn the meeting at 7:02pm. **Motion carries.**

XI. NEXT MEETING

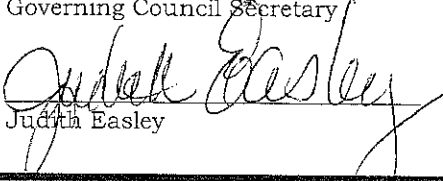
Wednesday, September 5, 2018
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Finance Committee 4:30pm-5:30pm
Governing Council 5:30pm-7:00pm

Prepared by,


Mary Kilbride, Executive Assistant

Governing Council Secretary


Judith Easley