

WILL COUNTY COMMUNITY HEALTH CENTER
GOVERNING COUNCIL REGULAR MEETING
MINUTES
6/6/2018

MEMBERS PRESENT

Marie Lindsey, Chairman
Vernice Warren, Vice-Chairman
Eloy Ramirez, Treasurer
George Mora
Cathi Niewinski
Alan Dyche
Paul Lauridsen
Cindy Brassea
Edith Cline-Kabba

MEMBERS ABSENT

Judy Easley, Secretary

WCCHC STAFF PRESENT

Mary Maragos, Chief Executive Officer
Jennifer Byrd, Chief Medical Officer
Thomas Edwards, Director of Operations
Mary Kilbride, Executive Assistant

WCHD STAFF PRESENT

Sue Olenek, Executive Director

OTHERS PRESENT

Kevin Meyers, Assistant State's Attorney
Fran Marcucilli-Intern

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. Ramirez read the Mission Statement

III. APPROVAL OF MINUTES

A **motion** was made by Mr. Dyche and **seconded** by Ms. Niewinski to accept the May 2, 2018 meeting minutes as written. **Motion carries.**

IV. CEO Report

- Ms. Maragos discussed the NACHC Revenue cycle assessment. We have not yet received a formal written report, but have already implemented some suggested changes.
- We applied last month for colorectal cancer screening learning network to help improve our quality of care around colorectal cancer screening, and were accepted. Our first technical assistance webinar was on 5/22.
- Amy Staker is our new Family Nurse Practitioner. Her start date was May 21.

- We are one of 53 health centers selected for HRSA technical assistance to help us improve our diabetes quality measures. A clinical expert will spend 1 ½ days with us on October 23-24. He/she will conduct an assessment of our operations, perform a root cause analysis, and assist us to develop an action plan for which we'll be held accountable in the following 12 months.
- Our Billing Supv. and Managed Care Specialist will attend a training in Springfield on June 14. It is being hosted by IL Primary Health Care Assoc. & IL Assoc. of Medicaid Health Plans.
- Thomas Edwards our Director of Operations will be retiring from WCCHC effective June 8. We will miss him and wish him well.
- We will be asking the Governing Council later in the meeting for approval on the contract addendum for Chicago Biomedical Services. This company inspects our medical equipment annually, and will come out for any repairs as needed. There is also a rate increase, adding charges for inspecting the equipment on the mobile dental unit and at the Bolingbrook satellite office.
- At the time of our HRSA site visit in 2017, it was recommended that we develop a process for sending patients to collections if necessary. We will be asking the Governing Council later in the meeting for approval to contact with this agency.
- As our 340B program matures and continues to expand, it is likely we will be selected for a HRSA/Office of Pharmacy Affairs site audit. It is recommended that we perform an independent audit annually to ensure we are following requirements of the program and in compliance with all regulations. We will be asking the Governing Council later in the meeting for approval to contract with Hudson Headwaters.
- Basingers' Pharmacy has agreed to place a receptacle in our front waiting area for patients to safely dispose of old prescriptions.
- Ms. Maragos presented the unduplicated patient count as of 5/24/2018.
- We will be asking the Governing Council later in the meeting for their approval of a "Funded Partnership Agreement" with the United Way of Will County for fiscal year 2019, beginning July 1, 2018. We have been awarded \$12,200 for mobile dental services to area shelters.

V. CMO Report

- The Joint Commission compliance activities continue to occur weekly, with "walk-throughs" conducted by members of the management team.
- Our upcoming All Staff mtg. will feature the last in a series of Asthma Workflow, Documentation, and disease management educational lectures. This is in preparation for our ThermoFisher partners bringing in free lecturers and staff who will work in the clinic with us, in real time, to refine our Asthma process.
- Dr. Byrd took part in a Teleconference centering on "The Role of Nursing in Behavioral Health Integration".
- A potential collaboration between the Health Center and St. James Hospital is being explored to offer an additional site for obstetrical surgeries and deliveries for our patients.
- Kelli Wall, Advanced Practice Nurse in Family Medicine has resigned her post effective 6/15/18.
- Dr. Byrd presented 6 official patient separations from the health center. Discussion took place.

VI. Reports

- Mr. Edwards presented the expenditure report ending in April. We are currently at 33.5%, well below our target goal of 41.7%.

- Mr. Edwards presented the revenue report. Our target was 41.7% and we are currently at 36.4%. Our variance was at -5.3%.
- Mr. Edwards presented the Family Planning report. We are attempting to do back billing of 6 months and this billing would need to be in by August 16.
- Ms. Maragos presented the BOH Statistical report. Discussion took place.

VII. Discussion

- Mr. Ramirez presented a summary of the Finance Committee meeting which took place prior to GC meeting.
- Ms. Montemayor presented an overview of "What is the CQIPM".
- The NACHC Revenue Cycle Assessment report will be presented next month.
- Ms. Maragos presented the Mystery Caller survey. Ms. Maragos asked all GC members to call randomly into the Center. Fill out the attached form and hand into administration office.
- The provider productivity report was presented and discussed.

VII. Action

- A **motion** was made by Mr. Dyche and **seconded** by Mr. Ramirez to approve the contract with Amy Staker, APN. **Motion carries.**
- A **motion** was made by Ms. Warren and **seconded** by Ms. Niewinski to approve the contract with Dr. Jeffrey Williams, D.O. **Motion carries.**
- A **motion** was made by Mr. Dyche and **seconded** by Ms. Brassea to approve contract renewal for Chicago Biomedical Services Contract Addendum. **Motion carries.**
- A **motion** was made by Mr. Dyche and **seconded** by Ms. Warren to approve DN-0031 Dental Extraction Protocol and New Consent form policy. **Motion carries.**
- A **motion** was made by Mr. Dyche and **seconded** by Mr. Ramirez to approve DN-0039 Pre-Surgical Cardiac Risk for Dental Procedures policy. Ms. Lindsey requested that in section 3 of policy we change "prosthetic cardiac valve" to "prosthetic cardiac valve to include any prosthetic material". A **motion** was made by Mr. Dyche and **seconded** by Ms. Niewicki to accept the changes from Dr. Byrd. **Motion carries.**
- A **motion** was made by Mr. Dyche and **seconded** by Ms. Warren to approve the BCBS MMAI Amendment. **Motion carries.**
- A **motion** was made by Mr. Ramirez and **seconded** by Mr. Ms. Niewinski to table the approval of GSK physicians' buying group agreement, for CHIP vaccines for further review from ASA. **Motion carries.**
- A **motion** was made by Mr. Dyche and **seconded** by Mr. Ramirez to approve the agreement with Creditors' Discount & Audit company, a Collections Agency. Mr. Meyers (ASA) requested the this be tabled until he is able to review further. A **motion** was made by Mr. Dyche and **seconded** by Ms. Warren to table the approval of agreement with Creditors' Discount & Audit company, a Collections Agency. **Motion carries.**
- A **motion** was made by Mr. Ramirez and **seconded** by Ms. Brassea to table the approval of agreement with 340B audit with Hudson Headwaters. **Motion carries.**
- A **motion** was made by Mr. Dyche and **seconded** by Mr. Ramirez to approve the contract with Walmart for inclusion in our 340B program. **Motion carries.**
- A **motion** was made by Mr. Lauridsen and **seconded** by Ms. Warren to approve the partnership agreement with United Way of Will County. **Motion carries.**
- A **motion** was made by Mr. Ramirez and **seconded** by Ms. Brassea to approve the CY2019 FTCA Redeeming application (for malpractice coverage). **Motion carries.**

A **motion** was made by Mr. Lauridsen and **seconded** by Ms. Warren to go into Executive Session. **Motion carries.**

Attendees: Marie Lindsey, Paul Lauridsen, Eloy Ramirez, George Mora, Vernice Warren, Edith Cline-Kabba, Cathi Niewinski, Alan Dyche, Cindy Brassea

VII. Governing Council went into Executive Session for personnel matters.

VIII. A **motion** was made by Mr. Lauridsen and **seconded** by Ms. Warren at 7:35pm to leave Executive Session and return to Regular Session. **Motion carries.**

IX. A **motion** was made by Mr. Dyche and **seconded** by Ms. Niewinski to accept the evaluation of CEO Mary Maragos. **Motion carries.**

X. PUBLIC COMMENT: No comments stated

XI. A **motion** was made by Ms. Warren and **seconded** by Mr. Ramirez to adjourn the meeting at 7:38pm. **Motion carries.**

XI. NEXT MEETING

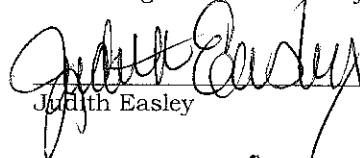
Wednesday, July 5, 2018
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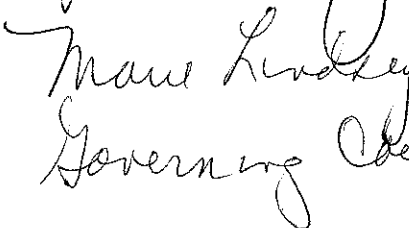
Governance Committee 4:30pm-5:00pm
Governing Council 5:00pm-6:30pm

Prepared by,


Mary Kilbride, Executive Assistant

Governing Council Secretary


Judith Easley


Marie Lindsey
Governing Council Chairperson