

WILL COUNTY COMMUNITY HEALTH CENTER
GOVERNING COUNCIL REGULAR MEETING
MINUTES
3/14/2018

MEMBERS PRESENT

Marie Lindsey, Chairman
Paul Lauridsen, Vice-Chairman
Alan Dyche, Treasurer
Judith Easley - Secretary
George Mora
Cathi Niewinski (arrived 5:50pm)
Vernice Warren (arrived 6:03pm)
Edith Cline-Kabba
Eloy Ramirez

MEMBERS ABSENT

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

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 5:42p.m.

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

Pledge of Allegiance

II. MISSION STATEMENT

Ms. Easley read the Mission Statement

III. APPROVAL OF MINUTES

A **motion** was made by Mr. Lauridsen and **seconded** by Ms. Easley to accept the February 7, 2018 meeting minutes as written. **Motion carries.**

IV. CEO Report

- Congressman Bill Foster hosted a panel discussion on the opioid crisis in Will County here at the WCCHC on 2/23/18. Approximately 65 people attended, it was good exposure for us.
- The Center will have our first-ever site visit by a HRSA/NHSC representative on March 14, to review employee records and our policies related to care for the uninsured and under-insured. They will also conduct a site review at the Will County Health Department.
- The SAMHSA/NIH grant FY2018 Minority AIDS Initiative. This application is on target for submission on or before 3/5/18. Meanwhile we are establishing an agreement with Dr. Garganara (WCHD Medical Advisor) of Southwest Infectious Disease to see our patients diagnosed with HIV or hepatitis here at the WCCHC for 3 hrs. per month. If funding is approved, we will ask the GC for their approval to apply for a Change of Scope to add these services.

- Nextgen software upgrade will take place on March 16-19, 2018.
- Included in GC packet today is a table of WCCHC metrics from 2017 UDS report. It is compared to previous years' performance.

V. CMO Report

- The health center has begun a training and education program that is centered around "Trauma Informed Care". It teaches about the profound effects of Adverse Childhood Experiences (ACE) and the results that manifest in adult life.
- Dr. Byrd has begun developing a training manual for our on-boarding process.
- In collaboration with Quest Diagnostics, we will be offering our staff an educational refinement of our *Asthma deliverables*. We will be bringing in an outside Pulmonology expert and her team.
- Our Medication Assisted Treatment (MAT) program, wherein we prescribed medication to assist patients with opioid and alcohol addiction, is still pending the hire of a Licensed Clinical Social Worker.
- We have the following open positions at the Center: Obstetrician, Family Medicine Physician, Psychiatrist, Psychiatric Advanced Practice Nurse, and a Licensed Clinical Social Worker.

VI. Reports

- Mr. Edwards presented the expenditures report. Our target was 16.7% and we are at 10.7%. Mr. Edwards wanted it noted the County is still doing adjustments for FY17 until approx. end of March.
- Mr. Edwards presented the revenue report. We are 3.6% above where we should be. Ms. Lindsey questioned why our revenue is up but patient visits are down? Mr. Edwards stated Behavior Health has helped the revenue numbers and Dr. Byrd stated we are down 5 providers which has affected our patient numbers. Revenue listed is from billing done months ago and Bose Oshin (Billing Supervisor) has helped increase those numbers.
- Mr. Edward presented the Family Planning report. He stated revenue is at 38% and we should be at 58.3%.
- Ms. Maragos presented the BOH Statistical Report.
- Ms. Maragos presented the Patient Cycle Time. Discussion took place.
- Ms. Maragos presented the Provider Productivity Report. Discussion took place.
- The UDS Quality Indicators Report was presented and discussion took place.

VII. Discussion

- Mr. Dyche presented a summary of the Finance Committee meeting which took place prior to GC meeting. The Finance Committee is recommending that GC table the approval of Fees for 2018 until we are able to run a report to gather more data on what is the cost to the Center overall if fee schedule costs are lowered.
- Ms. Easley discussed the slate of officers created by the Governance Committee. All GC members were asked if they were interested in running for any office. The following will be on the slate of officers at the April 4 GC mtg. for the 2018-2019 GC Executive Committee: Chairperson-Marie Lindsey, Vice Chairperson-Vernice Warren, Treasurer-Eloy Ramirez, Secretary-Judy Easley.
- Dr. Byrd presented an overview of WCCHC Services offered at the Center.

VII. Action

- A **motion** was made by Mr. Dyche and **seconded** by Ms. Warren to approve Cindy Brassea as GC member. She will begin her term with GC on May 2, 2018. **Motion carries.**
- A **motion** was made by Mr. Dyche and **seconded** by Ms. Niewinski to approve slate of officers. **Motion carries.**
Chairperson: Marie Lindsey was nominated by Governance Committee and Ms. Lindsey accepted.

Vice Chairperson: Vernice Warren was nominated by Governance Committee as Vice Chairperson. Ms. Warren accepted.

Treasurer: Mr. Dyche was nominated by Mr. Ramirez for Treasurer but declined. Mr. Ramirez was nominated for Treasurer by Mr. Dyche. Mr. Ramirez accepted.

Secretary: Ms. Easley was nominated by Governance Committee as Secretary. Ms. Easley accepted.

- A **motion** was made by Mr. Dyche and seconded by Mr. Lauridsen to table the CHC 2018 Fee Schedule approval. **Motion carries.**
- A **motion** was made by Mr. Dyche and **seconded** by Ms. Niewinski to approve Policy QRM-0056 WCHD/WCCHC Staff Regarding Access to Care and Related PHI. **Motion carries.**
- A **motion** was made by Mr. Ramirez and seconded by Ms. Niewinski to renew the contract for Christine Foster, APN. **Motion carries.**
- A **motion** was made by Mr. Lauridsen and seconded by Mr. Ramirez to renew the contract for Dr. Minhas, MD, Hospitalist. **Motion carries.**
- A **motion** was made by Mr. Ramirez and seconded by Ms. Niewinski to renew the contract for Dr. Mouradi, MD, Hospitalist. **Motion carries.**

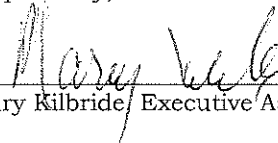
VII. PUBLIC COMMENT: No comments stated

VIII. A **motion** was made by Ms. Niewinski and **seconded** by Mr. Ramirez to adjourn the meeting at 7:10pm. **Motion carries.**

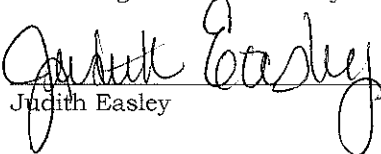
X. NEXT MEETING

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|---------------------------------|-----------------------------|----------------------|
| Wednesday, April 4, 2018 | Finance Committee | 5:10pm-5:30pm |
| Wednesday, April 4, 2018 | Governance Committee | 4:30pm-5:10pm |
| Wednesday, April 4, 2018 | Governing Council | 5:30pm |

Prepared by,


Mary Kilbride, Executive Assistant

Governing Council Secretary


Judith Easley