

WILL COUNTY COMMUNITY HEALTH CENTER  
GOVERNING COUNCIL REGULAR MEETING  
MINUTES  
5/2/2018

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**MEMBERS PRESENT**

Marie Lindsey, Chairman  
Vernice Warren, Vice-Chairman  
Eloy Ramirez, Treasurer  
Judith Easley, Secretary  
George Mora  
Cathi Niewinski  
Alan Dyche  
Paul Lauridsen  
Cindy Brassea

**MEMBERS ABSENT**

Edith Cline-Kabba

**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  
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 5:44p.m.

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

Pledge of Allegiance

Ms. Lindsey welcomed Cindy Brassea to the Governing Council Board. Ms. Brassea will join the Quality Committee.

**II. MISSION STATEMENT**

Mr. Dyche read the Mission Statement

**III. APPROVAL OF MINUTES**

A **motion** was made by Mr. Dyche and **seconded** by Ms. Easley to accept the April 4, 2018 meeting minutes as amended. **Motion carries.**

**IV. CEO Report**

- Ms. Maragos presented the unduplicated patient count as of 4/26/2018.
- On 4/12, we had a successful site visit from Aetna insurance, which was to verify that we have the required elements for Handicapped Accessibility at 1106 Neal Ave, Joliet.
- We submitted a proposal for a construction project “to remove any physical barriers for handicapped individuals”. We requested \$8900.00 to build a concrete ramp with railings from the parking lot to the suite of offices at 323 Quadrangle, rear entrance in Bolingbrook. We were cited for non-compliance with ADA accessibility from IDPH Family Planning Grant. We are awaiting a response from Illinicare.

- On 4/10, we submitted documentation of adherence to standards for primary care accreditation (the Intracycle Monitoring Profile), an annual requirement, utilizing the Focused Standards Assessment tool. We continue to survey the clinic operations and verify compliance with standards.
- Ms. Maragos spoke of her 3-day conference on April 18-20 about financial operations at an FQHC. The focus was on preparation of meaningful reports that are analyzed and utilized regularly for operational changes.
- Ms. Maragos and Dr. Garg will give a presentation to community members of the United Way on April 30. We applied for continued funding for our mobile dental program and requested \$20,000 for mobile dental services to the uninsured living in area shelters.
- We received recent notification confirming our HRSA patient target number for 2018 which is 14,955. In 2017 we had 12,669 patients. Thus, we need to see 2286 more patients this year, an 18% increase. We propose the following plan to make this happen:
  - Review current scheduling policies to increase slots for new patients in all departments
  - Increase recruitment efforts to hire new OB/Gyn and Family Medicine physicians
  - Review current hours of operation vs. patient demands
  - Review current walk-in demands and availability
  - Move ahead with efforts for a Change of Scope to include 501 Ella
  - Move ahead with efforts for a Change of Scope to include Monee location
  - Implement M.A.T to include Vivitrol and Suboxone
  - Finalize plans for linkages for persons discharged from Will County Adult Detention Facility.
  - Recruit new school sites for the mobile dental unit.
- We have been given the opportunity to receive free vaccines for children with a specific government insurance called Illinois' Children's Health Insurance Program "CHIP" or "Title XXI". There is no upfront cost for participating providers to acquire vaccines for their patients who are covered by CHIP/Title XXI. They would provide us with the vaccines, we bill the insurance companies, and then send reimbursement for the cost of the vaccine to IPHA. We keep the reimbursement for the administration fees and can continue this service to our patients in a more fiscally sound manner.
- A grant proposal to the CDS was submitted for \$5000 to help support the mobile Dental Program. Funding includes support for CDL training and licensing of a part-time van driver. We have a staff person who is willing to enroll in the 4-week training. It also includes funding for a Community Health Educator to provide oral health education 2 hrs. per week to preschools, elementary schools, and shelters. We will be notified in July of the outcome.

#### **V. CMO Report**

- Both our Clinic Coordinator and Clinic Supervisor have been certified as trainers in Cardiopulmonary Resuscitation. This will allow us to maintain our staffs' CPR requirements, and will allow us to do so for no fee to our staff.
- Beginning on May 4<sup>th</sup>, the Health Center will begin to offer Group Diabetes Educational Sessions. This will allow our patients to have increased oversight, education, and provider interaction for the management of their Diabetes.
- Dr. Byrd took part in an Illinois Primary Health Care Assoc. (IPHCA) Clinical Leaders Teleconference. She volunteered to share her revised Advance Directive Policy, as well as several other policies that were germane to the conversation.

#### **VI. Reports**

- Ms. Maragos presented the Divisional Statistical report. Ms. Olenek questioned if the variance was correct? Ms. Maragos will make a correction on the variance. Discussion took place.

- Mr. Edwards presented the expenditures report ending in March. Our target was 33% and we are currently at 26%. Ms. Easley questioned what the refunds are for? Ms. Maragos explained that at times a patient may pay us and then we may owe them money back due to insurance paying.
- Mr. Edwards presented the revenue report. We are 3% under our goal.
- Mr. Edwards presented the Family Planning report. Our current revenue goal for March is 75% and we are at 50.3%.

#### VII. Discussion

- Ms. Lindsey presented the following from the Quality Committee mtg. which took place prior to the GC meeting: The Clinical Competency Summation Report (Skills Day), which included a summary of the different skills that each clinical support staff were tested on, was presented to GC members and discussion took place. Ms. Olenek commended Ms. Maragos and Dr. Byrd on creating Skills Day, which serves to improve the required skills of the clinic support staff. Ms. Lindsey spoke about Meaningful Use which is how well the EMR system is used by the Providers to achieve quality patient care. For 2017, Center was able to meet the Modified Stage 2 objectives for 14 providers. The EHR incentive money awarded was a total of \$119,000. A summary report of the CQIPM Indicators was discussed. Ms. Lindsey spoke about the measures and how the target goals were met. Employee Engagement Survey was presented. Monthly Brown Bag Lunch meetings for managers and the CQI Staff meetings were discussed. The Summary of the Critical Incident report was briefly discussed. Focus was on the corrective action taken to prevent specific incidents from happening (e.g. the vaccines refrigerator temperature excursion).
- Ms. Maragos discussed what MAPP Collaborative is and what the goals are.
- Ms. Maragos discussed progress on the Strategic Directions and Goals for 2018. She will present the progress on meeting the Strategic Directions quarterly to GC members. Ms. Olenek suggested having Mr. Brandy put out a press release regarding the addition of Saturday hours for Dental Clinic.
- Ms. Maragos presented the IPHA CHIP/Title XXI Vaccine Program MOU. Ms. Easley questioned how many children w/CHIP come into the Center. Ms. Maragos approximated about 3-5 a day. Ms. Maragos will be asking for the boards approval of the MOU later in the meeting. Ms. Niewinski questioned what is CHIP? It's the name for the Federal Program which gets implemented through the State.
- Ms. Easley presented the proposed Bylaws changes which will be asked of the board for approval later in the meeting.
- The GC board members were given the flyer from NACHC about board members training.
- The GC board members were given a form requesting them to sign an attestation form.

#### VII. Action

- A **motion** was made by Mr. Ramirez and **seconded** by Ms. Easley to approve renewal of CHG Management contract for credentialing. **Motion carries.**
- A **motion** was made by Ms. Easley and **seconded** by Mr. Ramirez to approve GC member renewal for Mr. Dyche. **Motion carries.**
- A **motion** was made by Ms. Easley and **seconded** by Ms. Warren to approve Nomad Health Client Agreement for temporary Providers and recruitment pending minor edits by Council. **Motion carries.** Ms. Olenek showed concern regarding the open-ended terms of the contract. She stated the County generally prefers 3 yr. contracts. Mr. Meyers (ASA) will review the contract.
- A **motion** was made by Mr. Ramirez and **seconded** by Ms. Easley to approve IPHA CHIP/Title XXI Vaccine program MOU. **Motion carries.**

- A **motion** was made by Mr. Dyche and **seconded** by Mr. Ramirez to approve removal from table of the Bylaws. **Motion carries.**
- A **motion** was made by Mr. Dyche and **seconded** by Mr. Ramirez to approve Bylaws changes. **Motion carries.**
- A **motion** was made by Mr. Dyche and **seconded** by Ms. Easley to approve AD-0027 Employee Education Plan and Policy. **Motion carries.**

Ms. Maragos requested the 7/11 Governing Council meeting be changed to 7/5. She will be at a conference on 7/11. All GC members were in agreement to changing GC date to 7/5. Agreement is to have the Governance Committee mtg. start at 4:30pm and end at 5:00pm. GC will immediately follow.

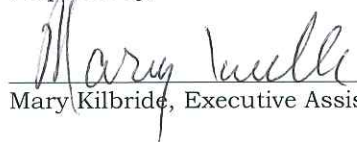
**VII. PUBLIC COMMENT:** No comments stated

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

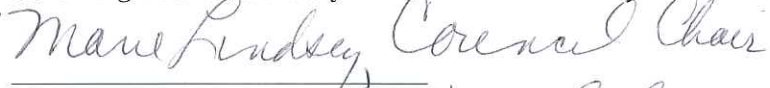
**X. NEXT MEETING**

<b>Wednesday, June 6, 2018</b>	<b>Finance Committee</b>	<b>4:30pm-5:00pm</b>
<b>Wednesday, June 6, 2018</b>	<b>Governing Council</b>	<b>5:00pm-6:30pm</b>

Prepared by,

  
 Mary Kilbride, Executive Assistant

Governing Council Secretary

  
 Judith Easley  
 for Judy Easley.