

WILL COUNTY COMMUNITY HEALTH CENTER  
GOVERNING COUNCIL REGULAR MEETING  
MINUTES  
11/7/2018

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**MEMBERS PRESENT**

Marie Lindsey, Chairman  
Vernice Warren, Vice-Chairman  
Judy Easley, Secretary  
George Mora  
Edith Cline-Kabba  
Paul Lauridsen  
Cathi Niewinski

**MEMBERS ABSENT**

Eloy Ramirez - unexcused  
Cindy Brassea - excused  
Alan Dyche - excused

**WCCHC STAFF PRESENT**

Mary Maragos, Chief Executive Officer  
Dr. Jennifer Byrd, Chief Medical Officer  
Stacy Baumgartner, Director of Operations  
Mary Kilbride, Executive Assistant

**WCCHC STAFF ABSENT**

**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**

Mr. Lauridsen read the Mission Statement

**III. APPROVAL OF MINUTES**

A **motion** was made by Ms. Easley and **seconded** by Ms. Warren to accept the October 3, 2018 meeting minutes as written. **Motion carries.**

**IV. CEO Report**

- We now have one of our ACA Counselors at NBO helping to assist with insurance eligibility and enrollment, including instant Medicaid enrollment for pregnant patients. Services will be available to all WCHD patients, including those using WIC, BH, and CHC services.
- There was an on-site audit of our 340B program on October 16-17. This included audits of patient records to ensure we were complying with rules against duplicate discounts and avoiding diversion. Site visits were also conducted at Basingers' pharmacy and Joliet Professional Pharmacy, two of our partners in the program. We recognize our shortcomings of documentation of drugs administered to patients in the clinic, and will likely be cited in that regard. A full report will be sent within 8-12 weeks.

- Dr. Allison Roby facilitated discussion about a diabetes clinical improvement plan but also assisted us to develop SMART goals. She also provided tools/templates and suggestions for improvements in other areas such as dashboards for all performance measures and documentation of Governing Council minutes as expected by HRSA. Specifically, we need to document in the GC minutes ex: of when decisions were made by the board based on the quality improvement/risk management data presented to them by leadership. Going forward, GC will be asked for specific examples of how they suggest we improve our operations.
- In 4<sup>th</sup> quarter, 2018, groups of 2 managers are tackling the following initiatives:
  1. Suboxone/Medication Assisted Treatment
  2. Integrated Health Homes
  3. Monee expansion;
  4. Meaningful Use;
  5. Recruitment; and
  6. UDS/HEDIS

Each group will report weekly to each other on their progress. Ms. Maragos and Ms. Perez attended a community group about Substance Use Disorder collaboration on 10/31/18. We are formulating a plan to increase access to care for Detention Center inmates with substance use disorders. This introduction to Family Guidance Center is fostering a relationship for primary care referrals in the near future.

- Ms. Andrae attended sessions about the upcoming Integrated Health Homes at the IPHCA conference. We still await final rules on participation. We are planning to post for a Care Coordination Supervisor, a position required for participation in the IHH initiative.
- Ms. Maragos will be applying for a Change of Scope to HRSA to add the Monee location within the next week. A project plan for opening the new site is being developed.
- Mr. Cirullo has developed biweekly reports, so providers can be kept aware if they are meeting their targets such as patient portal use, patient education, electronic prescribing, etc.
- Ms. Baumgartner is working on a recruitment plan to help us organize our staffing needs, communicate with HR, and develop a proactive approach to filling our positions.
- The UDS annual report for HRSA is due in February; for the first time this year we can develop monthly reports on our progress and head off last-minute problems with reporting and data collection. HEDIS measures are similar; they provide objective documentation of improved quality of care and patient health outcomes. Ms. Andrae and Ms. Montemayor monitor these and report to the providers on a quarterly basis. We can get annual bonuses from the various insurers for meeting and exceeding quality benchmarks. Updates will be given to GC on each provider at the Strategic Planning session in December.
- Ms. Maragos gave an update of the unduplicated patients: In October of 2017 we were at 11304, and are currently at 10,617 in October of 2018.

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

- Dr. Byrd presented the staffing updates for the Center. Ms. Lindsey questioned if there is anything we can do to increase salaries for the providers to make the Center more marketable? Ms. Bilotta stated we need to stay within the levy budget. Mr. Lauridsen questioned the possibility of getting residents/medical students program together. Dr. Byrd stated she will be meeting with U of C soon.
- There will be four (4) providers that will be prescribers for MAT. A local FQHC Chief Medical Officer is planning an education conference and sharing lecture for our staff. This discussion will include general information about Suboxone, lessons learned in setting up

their Suboxone clinic, and practical prescribing guidance.

- Dr. Byrd attended the Annual Illinois Primary Health Care Association conference in St. Louis.

#### VI. Reports

- Ms. Maragos presented the revenue report ending in September. Our goal was 83.3%, and we are currently at 79.3%. A -4% variance.
- Ms. Maragos presented the expenditures report. Our target was 75% and we are currently at 76%.
- Ms. Maragos presented the BOH Statistical Report. Discussion took place.

#### VII. Discussion

- Ms. Lindsey presented a summary of the Quality Committee meeting which took place prior to GC meeting.
- Ms. Lindsey spoke to GC regarding the need for more detailed and documented information on Quality measures and the processes.
- The last quarter of 2018 will be to examine the providers not meeting MU objectives specifically how they engage their patients. If all of the providers are able to interact with 5% of their patients via the patient portal, and met all the other objectives then each provider will earn \$8,500.00 each or a total of \$119,000.
- Discussion took place regarding what is an Incident Reports vs. Complaints. Not every complaint end in an Incident Report. Three Incident Reports were discussed.
- The UDS Report was presented. The report is cumulative. Discussion took place regarding those measures that are not being met and the recommendations as follows:
  - Cervical Cancer is below the standard and goal.
  - Children Adolescent Weight was discussed. The child is supposed to be counseled and there should be charting of the discussion. This process is a matter of the provider using the EHR correctly. There will be one on one training to help those providers who struggle with using the EHR system.
  - Colorectal Screening was discussed. Dr. Byrd stated the screening will be worked on going forward.
  - Diabetes poor control numbers need to be lower.
  - Childhood Immunizations will also need to be worked on. Dr. Byrd believes that the second flu shot is causing our numbers to be lower.

#### VIII. Action

- A **motion** was made by Ms. Warren and **seconded** by Ms. Easley to approve new contract with Katlyn Dean, APN. **Motion carries.**
- A **motion** was made by Mr. Lauridsen and **seconded** by Ms. Warren to approve credentialing for Katlyn Dean, APN. **Motion carries.**
- A **motion** was made by Mr. Lauridsen and **seconded** by Ms. Easley to approve renewal of contract for Dr. Husam Marshah M.D. **Motion carries.**
- A **motion** was made by Ms. Easley and **seconded** by Ms. Warren to approve renewal of contract with Dr. Daniel Gutierrez, M.D. **Motion carries.**
- A **motion** was made by Mr. Lauridsen and **seconded** by Ms. Easley to approve the renewal of contract with Dr. Jing Lee, M.D. **Motion carries.**
- A **motion** was made by Ms. Niewinski and **seconded** by Ms. Warren to approve the security bid by Global Security. **Motion carries.**
- A **motion** was made by Mr. Lauridsen and **seconded** by Ms. Warren to approve Nextgen EDI for appointment reminders. Vote was 4 approvals vs. 2 nays. **Motion carries.** Mr. Meyers (ASA) is unable to advise or approve this contract.
- A **motion** was made by Mr. Lauridsen and **seconded** Ms. Warren to approve agreement with National Council for Behavioral Health. **Motion carries.**

- A **motion** was made by Mr. Lauridsen and **seconded** by Ms. Easley to approve Illinois Department of HFS - addendum to Medicaid HMO contracts concerning Integrated Health Homes. **Motion carries.**
- A **motion** was made by Ms. Easley and **seconded** by Ms. Niewinski to approve Change of Scope application for Form 5A: addition of Optometry services. **Motion carries.**
- A **motion** was made by Ms. Easley and **seconded** by Ms. Niewinski to approve Genomind Laboratory Services contract. **Motion carries.**
- A **motion** was made by Mr. Lauridsen and **seconded** by Ms. Easley to approve CompHealth - locums staffing agencies. **Motion carries.**
- A **motion** was made by Mr. Lauridsen and **seconded** by Ms. Niewinski to approve the 2019 Expense Budget. **Motion carries.**
- A **motion** was made by Mr. Lauridsen and **seconded** by Ms. Niewinski to approve the 2019 Revenue Budget. **Motion carries.**
- A **motion** was made by Ms. Easley and **seconded** by Mr. Lauridsen to table approval of 2019 GC Meeting Schedule
- A **motion** was made by Ms. Easley and **seconded** by Ms. Niewinski to table approval of 2019 GC Committee Schedule. **Motion carries.**
- A **motion** was made by Ms. Easley and **seconded** by Ms. Niewinski to approve the revised policy BR-0003 Fee Schedule and Sliding Fee Discount Scale. **Motion carries.**

**IX. COUNCIL MEMBERS' CONCERNS AND COMMENTS:**

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

**XI.** A **motion** was made by Ms. Niewinski and **seconded** by Ms. Warren to adjourn the meeting at 7:29pm. **Motion carries.**

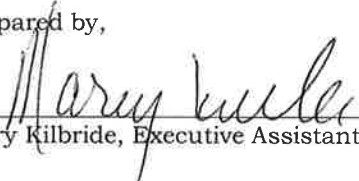
**XII. NEXT MEETING**

**Wednesday, December 5, 2018**  
**Wednesday, December 5, 2018**

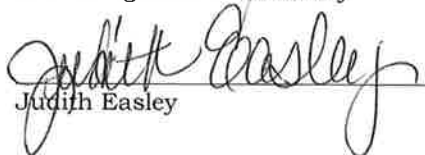
**Finance Committee**  
**Governing Council**

**4:00pm-4:30pm**  
**4:30pm-7:00pm**

Prepared by,

  
 Mary Kilbride, Executive Assistant

Governing Council Secretary

  
 Judith Easley