

WILL COUNTY COMMUNITY HEALTH CENTER
GOVERNING COUNCIL REGULAR MEETING
MINUTES
4/3/2019

MEMBERS PRESENT

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

MEMBERS ABSENT

Deborah Kornacker - excused
Paul Lauridsen - excused

WCCHC STAFF PRESENT

Mary Maragos, Chief Executive Officer
Dr. Jennifer Byrd, Chief Medical Officer
Stacy Baumgartner, 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
Barb Humeridhouse, guest of Cathi Niewinski

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. Dyche read the Mission Statement

III. APPROVAL OF MINUTES

A **motion** was made by Ms. Easley and **seconded** by Ms. Warren to accept the March 6, 2019 meeting minutes as written. **Motion carries.**

IV. CEO Report

- **Medical, BH, and optometry fees for 2019:** HRSA recommended that we not only review our fees annually, but that we base our fees off the 75th percentile of the Usual and Customary fees for our service area. We will be asking the GC to adjust our fees accordingly.

- **340 Corrective Action Plan:** In October, 2018, we had a 2 day site visit from HRSA to examine our 340B operations. Records of hundreds of prescriptions were examined, clinic and pharmacy staff were interviewed, and contract pharmacy locations were visited. They also requested records of clinic-administered medications that were purchased with 340B discount pricing. Their report and our Corrective Action Plan (CAP) are attached. We have not yet received feedback from HRSA since our CAP was submitted. We have contracted with an auditor for an annual self-audit, which will take place in late May.
- **MedTrainer agreement:** We will ask GC for approval to contract with MedTrainer for the use of their product. MedTrainer offers web-based training for new and existing staff, accessible at any time. It also tracks compliance and training for each employee. It includes more than 150 training topics such as HIPAA, Safety, OSHA, Customer Service, Infection Control, and many others.
- **Optometry plan and screening date:** We are preparing the space in Primary Care for Midwestern University optometry students. They will tentatively start seeing patients in late June. On April 13 from 10:00-2:00 they will offer vision screening. Free for all, it will include stations set up in the lower level conference room for the students and faculty.
- **Strategic plan initiatives:** The 2019 Strategic Plan is attached as well as progress on meeting our goals.
- **AllMedical Locums/Placement Agency contract:** The GC will be asked for approval of a contract with AllMedical for temporary physician and nurse practitioner staffing and/or placement. They have agreed to fees that are the same as other agencies with whom we contract. Our last HRSA grant for Substance Use disorder funding stipulated that we must hire a new (temporary or permanent) mental health practitioner within 6 months of award, which was September 1, 2018. We have notified the four other agencies with whom we have a contract, but have been unsuccessful in finding a suitable candidate.
- **Request a change in patient target for 2018:** We were notified by HRSA of the opportunity to request a change in our patient target for calendar year 2019. Initially the number was given by HRSA and we were required to list this in our 3-year renewal for funding that was submitted last September. That number of patients was 14,955. In 2019 we will add optometry services, a bilingual APN, and a new site in Monee. If we showed a 1% increase in patient numbers in 2019, the total amount would be: 11,711; a 2% increase: 11,827; a 3% increase: 11,942. The GC members' input is requested.
- **HRSA-19-079 Funding Opportunity for Oral Health Structural Enhancements:** We ask the GC for its approval for us to apply for up to \$300,000 for a grant to fund minor dental renovations/repairs, equipment, supplies, training, and E.H.R. upgrades. This one-time funding will be available for use from 9/1/19-2/28/21.
- **Current WCHC Management Projects:**
 - Suboxone - see Dr. Byrd's report
 - Integrated Health Homes - no progress this past month
 - Monee expansion - The application to HRSA for a Change of Scope to add this new location has been submitted and approved. We have posted a project plan and hope to begin operations in May. Psychiatric Care will be provided by Dr. Thomas, 2 days a week. We will partner with Senior Services of Will County for marketing.

CMO Report

- **Recruitment/Staffing:**

Dr. Byrd discussed the openings currently available at the Center. Discussion took place.
- **Community Collaboration:**

Dr. Byrd discussed the Medication Assisted Treatment panel presentation she will be taking part in on May 3rd.
- **Compliance**

The health center is preparing for a Family Planning site visit, scheduled for April 23-25. This is their usual and ordinary annual visit.

- **Special Programming/Academics**

We have a doctoral candidate from Rush University college of Nursing implementing her program research project within the health center. She will be screening persons for their risk of diabetes and the process by which these persons are then brought into care. The goal is to stave off the development of Diabetes. The ultimate plan is to incorporate a routine screening tool into our practice to increase awareness of pre-diabetes, increase the frequency of diagnosing pre-diabetes, and lastly to decrease the overall number of persons who develop Diabetes.

Expenditure

Ms. Maragos presented the Expenditure report. Our goal was 16.7% and we came in at 17%. Discussion took place.

Revenue Report

Ms. Maragos presented the Revenue report ending in February. Discussion took place.

BOH Statistical Report

Ms. Maragos presented the BOH Statistical Report. Discussion took place. OB/Gyne visits have increased by 7% which Ms. Maragos believes are due to Dr. Arauz being here.

Provider Productivity

Dr. Byrd presented the Provider Productivity report. The marketing plan will be reviewed and discussed this coming week. Reminder calls may possibly change from 48 hrs. in advance to 24 hrs. Dr. Durr's number should be changed to 1.33 patients seen per hour.

V. DISCUSSION

- **Governance Committee:** Ms. Easley presented a summary of the Governance Committee meeting which took place prior to GC meeting. At a future mtg., Ms. Maragos will present the responsibilities of the GC board, vs. the BOH vs. the Will County board. The organizational chart will also be presented and discussed at the May 1 GC meeting.
- **2019 Medical, BH & Hospital Fees:** The 2019 Medical Fees were presented and discussed. Mr. Dyche questioned why in 2019 the Usual and Customary is in the 75th percentile? This was recommended by HRSA. The GC discussed the fees and due to the minimum fees and sliding fee scale, there is no barrier to care. Ms. Maragos wanted it noted that we have listed fee schedules for Optometry even though we will not be charging patients. We want the ability to give discharge paperwork to patients to show them the value of the services being offered.
- **340B Corrective Action Plan:** Ms. Maragos presented the 340B Corrective Action Plan. Ms. Maragos has submitted the action plan to HRSA but has not heard back from them.
- **2018 Meaningful Use Report:** The Meaningful Use report was presented and discussed.
- **Medtrainer agreement:** The Medtrainer agreement has not been approved from ASA yet.
- **Optometry Screening Date:** Ms. Maragos discussed the vision testing event taking place on Saturday, 4/13 @ the Center.
- **Strategic Plan update:** Dr. Byrd discussed the 3 UDS measures that are currently being worked on: colorectal screening, childhood immunization and diabetes. The CQI team has been working on these measures since we believe they are actually lower than our true performance. We are researching to see if there is a computer glitch or possibly data entry error. We have also been working with Quest laboratory. Ms. Niewinski questioned if the numbers stated for these measures are from the hospital or only the office. Dr. Byrd stated just the office.
- **Request to change 2019 patient target:** Ms. Maragos discussed the patient target #'s. By the end of the year we will need to have 14,955 patients and if our numbers this year went up by 2-3% compared to last year, that would bring our numbers up to 11,942 which is 80% of the target. We would receive 1.5% funding. Ms. Maragos asked GC if they are interested in lowering the numbers or keep the numbers. Ms. Olenek stated if we're targeting lower patient number and lower grant reimbursement, then we would have less to spend. It was agreed to keep the 2019 patient target as is.

VI. ACTION

- A **motion** was made by Mr. Dyche and **seconded** by Ms. Niewinski to approve Medical, BH, and Hospital fees for 2019. **Motion carries.**

- A **motion** was made by Ms. Warren and **seconded** by Mr. Dyche to approve change of GC meetings from June 5 to June 3rd. **Motion carries.**
- A **motion** was made by Mr. Ramirez and **seconded** by Mr. Dyche to table approval of changing Finance Committee meeting. **Motion carries.**
- A **motion** was made by Mr. Dyche and **seconded** by Ms. Niewinski to approve changes to the 2019 patient target. **Motion denied.**
- A **motion** was made by Mr. Dyche and **seconded** by Ms. Niewinski to approve application for HRSA-19-079 Oral Health Infrastructure grant. **Motion carries.**
- A **motion** was made by Mr. Ramirez and **seconded** by Mr. Dyche to approve the renewal of contract for Dr. Dexter Arrington, MD. **Motion carries.**
- A **motion** was made by Mr. Ramirez and **seconded** by Ms. Niewinski to approve the contract for Marisa Ruiz, MSN, APRN. **Motion carries.**
- A **motion** was made by Mr. Ramirez and **seconded** by Mr. Dyche to table approval of MedTrainer agreement. **Motion carries.**

VII. COUNCIL MEMBERS' CONCERNS AND COMMENTS:

VIII. PUBLIC COMMENT: No comments stated

IX. A **motion** was made by Ms. Niewinski and **seconded** by Mr. Ramirez to adjourn the meeting at 6:59pm. **Motion carries.**

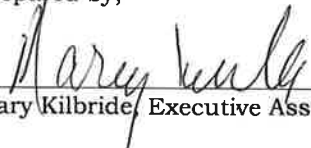
X. NEXT MEETING


Wednesday, May 1, 2019
Wednesday, May 1, 2019

Finance Committee
Governing Council

5:00pm-5:30pm
5:30pm-7:00pm

Prepared by,


Mary Kilbride, Executive Assistant


Alan Dyche, Governing Council Secretary