

WILL COUNTY COMMUNITY HEALTH CENTER
GOVERNING COUNCIL REGULAR MEETING
MINUTES
10/2/2019

MEMBERS PRESENT

Marie Lindsey, Chairman
Eloy Ramirez, Treasurer
Alan Dyche, Secretary
George Mora
Edith Cline-Kabba - arrived @ 5:45pm
Paul Lauridsen
Judy Easley
Deborah Kornacker

MEMBERS ABSENT

Vernice Warren - excused
Cathi Niewinski - excused
Cindy Brassea - excused

WCCHC STAFF PRESENT

Mary Maragos, Chief Executive Officer
Dr. Jennifer Byrd, Chief Medical Officer
Joyce Wallace-Butler, Director of Nursing
Gayle Andrae, Managed Care Specialist
Mary Kilbride, Executive Assistant

WCHD STAFF PRESENT

Sue Olenek, Executive Director
Elizabeth Bilotta, Director of Administrative Services

OTHERS PRESENT

Adam Lipetz, 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 5:38p.m.

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

Pledge of Allegiance

II. MISSION STATEMENT

Ms. Kornacker read the Mission Statement

III. APPROVAL OF MINUTES

A **motion** was made by Mr. Dyche and **seconded** by Mr. Lauridsen to accept the September 4, 2019 meeting minutes as written. **Motion carries.**

IV. Chairman's Comments

- Dr. Byrd introduced Joyce Wallace-Butler, Director of Nursing.

V. Managed Care Compliance Training

Ms. Andrae presented the annual Managed Care Compliance Training modules. All Governing Council members will need to complete the 6 modules by the end of November.

VI. CEO Report

- **New grant award from HRSA-Oral Health Integration:**
On 9/18/19 we received a notice of award for \$189,320 for dental equipment and supplies. The award is for use between 9/1/19 - 11/30/21, it is for the purchase of dental supplies and equipment (including a panoramic x-ray), as well as wall-mounted TVs, computers, advertising, website enhancements, exterior signage, and Medtrainer staff training.
- **Plan to Address Patient Numbers:**
The Board of Health gave its support for the plan to address declining patient numbers that was developed by Governing Council members. A Compensation Committee has been formed and will start meeting in October. Ms. Lindsey and Ms. Maragos will attend along with the Asst. States Attorney, Ms. Olenek, Mr. Zelko, and Dr. Terrell.
- **Executive Committee of the Governing Council:**
Months ago, a question was raised regarding the Governing Council Executive Committee, its functions and frequency of meetings. This month the Governance Committee will review the language pertaining to the Executive Committee in the Bylaws and make some recommendations for changes, if necessary.
- **Quest Laboratory:**
For the last several years, Quest has offered our uninsured patients discount pricing that is 50% below their usual market fees. In addition, they have written off up to \$12,000 per month in charges for patients with incomes \leq 200% of the federal poverty level. The GC will be asked for approval of an addendum to the original contract to allow this new way of calculating the discounts.
- **HRSA Operational Site Visit:**
Every 3 years we are required to have an on-site visit from HRSA auditors who scrutinize our operations, policies and procedures to be certain we are in compliance with all Bureau of Primary Healthcare requirements. We will be issued a "condition" if there are any discrepancies, with potential loss of federal funding.
- **Basingers' Pharmacy:**
Since Basingers started here in late 2017, they have wanted to implement tele-pharmacy services. While it took more than a year to become profitable, their prescription volume has greatly increased and we are earning a profit from their participation in 340B, as are they. Due to the expense of a full-time pharmacist, they are now requesting to change to tele-pharmacy beginning in November. If approved by the GC, they will have to obtain special licensing from the State of Il, so the date may be later than projected.
- **Ryan White Funding:**
The WCCHC would like to submit a proposal for Ryan White funding from the AIDS Foundation of Chicago for support services for patients with HIV. HRSA provided the funding to AFC which distributes it to area agencies. With this funding, we propose to hire a Clinical Case Mgr. and Non-Clinical Case Manager to assist HIV patients with obtaining wrap-around services. We would provide primary care, gynecological, and behavioral health services to HIV patients, but would receive a per-visit stipend for each visit, in addition to reimbursement from the insurance companies. We propose to request funding for educational expenses for the staff, transportation vouchers for patients, and financial support for the uninsured patients' labs and prescriptions. We would be eligible to expand our 340B program to include costly HIV prescriptions.

- **Patient Numbers:**
Ms. Maragos gave an update of the unduplicated patients: For January through August, 2018 we were at 9440 patients and are currently at 9121 for January through August, 2019 (down -3.40% as of 8/31)

CMO Report

- **Recruitment:**
Dr. Byrd discussed the current unfilled positions open at the Center.
- **Quality Measures:**
We have completed our update report to HRSA regarding our quality measures. To highlight one, our Coronary Artery disease (CAD) diagnosis and treatment measure; we have shown a lower than average number of persons whom have been diagnosed with CAD.

Our plan to improve the diagnosis and treatment of CAD is 1) review the diagnostic criteria for CAD with all providers 2) introduce the use of the "Reynolds Score" as a risk calculator, as this scoring tool can be used on both men and women, and allows for more accuracy when screening women, and 3) we will identify an area of our electronic health record for the documentation of the screening scores such that tracking, monitoring, and reporting is possible.

- **Medication Assisted Treatment Program (MAT):**
Our MAT program now has 45 patients. As you may remember, this is the program wherein oral or injectable medication is used to assist patients suffering with Alcohol or Opioid Substance abuse problems.

The patients are still being seen weekly, with good success. Five (5) patients left the program, being lost to follow up. Two patients relapsed, but quickly returned to the program. We have had no deaths.

- **Compliance:**
We continue to prepare for our upcoming Joint Commission site visit, expected within the next 8 months. Our staff continues to receive weekly educational briefings on a broad range of compliance topics to reacquaint them with a formal presentation of tasks that they perform on a daily basis.

We have updated our Infectious Disease Transmission Precaution process, that is now replete with workflows that respond to a patient presenting to the health center coughing and/or reporting that they have been diagnosed with a communicable disease. This workflow includes the process of isolation, including door signage. The staff also have N-95 masks, with instructions for use and storage, for their personal protection during these potential isolation events.

Dr. Byrd presented our new transmission precaution door signs to the GC for review. Ms. Olenek suggested educating patients on the three (3) door signs that will be hung on door of patient room.

- **Revenue Report:**
Ms. Maragos presented the Revenue report ending in August. Our target is 75.0% and our variance was -5.3%.
- **Expenditure:**
Ms. Maragos presented the Expenditure report ending in August. Our goal was 66.6% and we came in at 64.9%.

- **BOH Statistical Report**

Ms. Maragos presented the BOH Statistical Report. Discussion took place. We are up 1% in visits compared to last year. Mr. Lauridsen questioned if the Optometry appointments are billable? Ms. Maragos stated “No” but it will count as a visit. Ms. Kornacker feels that we should market the Optometry department on our website.

- **Provider Productivity**

Dr. Byrd presented and discussed the Provider Productivity report. Ms. Olenek questioned if in the EDI system if a patient does not confirm their appt. do they stay on the schedule or do they get cancelled from the schedule? Dr. Byrd was unsure but will check on the process of EDI and report back to GC.

VI. **DISCUSSION**

Report from the Governance Committee: Ms. Easley presented a summary of the Governance Committee meeting (see Governance Committee mtg. minutes) which took place prior to GC meeting. The advised change is on pg. 9 of the Bylaws and the suggested change is: Regarding the Executive Committee, change will be “The committee shall meet at least once a year and additionally as needed at the call of the committee chair.....

Governance Committee recommended to GC to accept the bylaws changes.

Discussion took place regarding the number of meetings of the Executive/Personnel Committee meetings. Ms. Maragos suggested that when scheduling the 2020 calendar, Executive Sessions are put on the calendar. GC agreed.

Discussion of FY2020 budget: Ms. Olenek spoke briefly about the FY2020 Expense budget summary. Ms. Olenek spoke briefly about the FY2020 Revenue Budget. Discussion took place.

Remote Basinger pharmacy services: Ms. Maragos spoke again of the request for Basinger’s to implement tele-pharmacy. It was requested that Dr. Byrd research the safety of tele-pharmacy as well as if there are other FQHC’s that are using tele-pharmacy.

VII. **ACTION**

- A **motion** was made by Mr. Lauridsen and **seconded** by Ms. Kornacker to approve Quest Addendum. **Motion carries.**
- A **motion** was made by Mr. Ramirez and **seconded** by Ms. Easley to approve FY2020 budget. **Motion carries.**
- A **motion** was made by Mr. Lauridsen and **seconded** by Mr. Ramirez to approve renewal of Global Security Contract. **Motion carries.**
- A **motion** was made by Mr. Ramirez and **seconded** by Ms. Easley to approve submission of proposal to AIDS Foundation of Chicago for Ryan White funding. **Motion carries.**
- A **motion** was made by Ms. Kornacker and **seconded** by Mr. Ramirez to approve suggested Bylaws changes. **Motion carries.**
- A **motion** was made by Mr. Ramirez and **seconded** by Ms. Easley to approve renewal of contract for Dr. Olubanwo Abejide, DDS. **Motion carries.**
- A **motion** was made by Mr. Ramirez and **seconded** by Ms. Easley to approve credentialing for Susan McErlean, APRN. **Motion carries.**

VIII. PUBLIC COMMENT: No comments stated

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

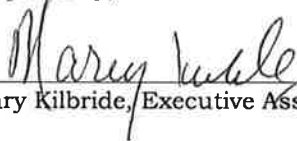
XII. NEXT MEETING

Wednesday, November 6, 2019
Wednesday, November 6, 2019

Quality Committee
Governing Council

4:30pm-5:30pm
5:30pm-7:00pm

Prepared by,


Mary Kilbride, Executive Assistant


Alan Dyche, Governing Council Secretary