

**WILL COUNTY COMMUNITY HEALTH CENTER**  
**GOVERNING COUNCIL MEETING MINUTES**  
**VIA TELECONFERENCE**  
7/1/2020

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**MEMBERS PRESENT**

Marie Lindsey, Chairman  
Cindy Brassea, Vice Chairman  
Deborah Kornacker, Secretary  
Alan Dyche, Treasurer  
Vernice Warren  
Paul Lauridsen  
George Mora  
Edith Cline-Kabba  
Judith Easley

**MEMBERS ABSENT**

**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**

Sue Olenek, Executive Director  
Elizabeth Bilotta, Assistant Executive Director

**OTHERS PRESENT**

Adam Lipetz, Assistant State's Attorney

**Pledge of Allegiance**

**I. CALL TO ORDER**

The regular meeting of the Will County Community Health Center Governing Council was held virtually, via teleconference due to COVID-19 isolation requirements. Ms. Marie Lindsey, Chairman, called the meeting to order at 4:32p.m.

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

**II. MISSION STATEMENT**

Ms. Warren read the Mission Statement.

**III. APPROVAL OF MINUTES**

A **motion** was made by Ms. Warren and **seconded** by Ms. Easley to accept the revised minutes from May 6, 2020.

A **motion** was made by Mr. Lauridsen and **seconded** by Ms. Brassea to accept the minutes from June 3, 2020. **Motion carries.**

**Roll Call:** Marie Lindsey, "Aye", Cindy Brassea, "Aye", Deborah Kornacker, "Aye", Alan Dyche, "Aye", Vernice Warren, "Aye", Paul Lauridsen, "Aye", George Mora, "Aye", Edith Cline-Kabba, "Aye", Judith Easley, "Aye"

**IV. Chairman's Comments:**

**V. CEO Report**

• **IL Dept of Public Health Grant:**

Due to our successful collaboration with the Dental Sealant grant, the Oral Health Division of IDPH has selected the Will County Health Dept. & Community Health Center for an \$8000 grant to implement activities to positively impact the oral health of our community's residents. We have collaborated with WCHD Family Health Services staff to develop a plan to bring

services to their clients (WIV, Better Birth Outcomes, Immunizations, Foster Children) (see attached Project Plan.). Subsequent GC board member discussion took place.

- **Agreements for locum tenens providers:**

We ask the Governing Council for its approval of 2 agreements with locum tenens agencies, as we continue to seek a full or part-time psychiatrist, mental health nurse practitioner, and family medicine physician. The agencies are CompHealth and Delta Locums Tenens Services. If we do find a suitable candidate, we prefer to engage only someone who is willing to hire on as a permanent employee in order to maintain patient care continuity and allow time for insurance enrollment and reimbursement.

- **IPHCA group purchasing agreement:**

The CHC has collaborated with the IPHCA for several years for group purchasing discounts for medical and dental supplies. The agreement has been updated and approved by our attorney. We will be asking the Governing Council for its approval.

- **Successful Financial Audit of CHC:**

The WCCHC was selected for a single financial audit for its 330 HRSA grant program. In FY2019 we received \$2,186,334 in HRSA grant funds to support CHC operations. Compliance requirements tested included allowable activities, allowable costs, cash management, client eligibility, and reporting. The results of the compliance testing showed “no findings or deficiencies were identified.

- **HRSA Operational Site Visit:**

Originally scheduled for mid-July, the HRSA Operational site visit has been postponed due to COVID-19. We have not been informed of an alternate date but were told we can expect it will occur within the next couple of months, depending on COVID circumstances. In preparation for the HRSA meeting with our Governing Council members, Stacy Baumgartner, DOO, will give a presentation at our July meeting about expectations of GC members and questions we can anticipate.

- **Additional Medicare Funding:**

The US Centers for Medicare/Medicaid Services (CMS) sent us a third supplemental payment as COVID relief for any shortfall we may incur regarding Medicare payments. The amount received on 6/22/20 was \$17,741.69.

- **AMITA St. Joseph Medical Center Collaboration:**

With gratitude to Dr. Byrd and Dr. Lipinski (CMO of AMITA St. Joseph Medical Center), we finally, have at least an informal agreement with the AMITA Hospitalist group!!! They have agreed to accept our WCCHC Medical patients instead of having the patients go to “group call.” This means we will be able to directly communicate our patients’ health issues and they in turn will notify us of hospital admissions and patient records. A process for data share between our electronic health records is in process. A formal agreement will be forthcoming

- **COVID Updates:**

In mid-June we began to gradually re-introduce dental appointments for adults, including those considered at higher risk due to the use of the high-speed drill for procedures. More time is allotted between patients to allow for increased sanitation requirements. More patients are returning for in-person clinical visits in primary care. Pediatricians are reaching out to bring back children who are behind in their immunizations and well-child examinations. We have planned for special school physical days in August. Our 6 COVID temps have been working out very well in assisting with community testing and processing the results. As we have expanded to testing 5 days a week (as weather permits) we simply could not continue to do that without their assistance.

**WCCHC COVID testing in community**

<u>Dates</u>	<u>Persons Tested</u>	<u># Persons Positive</u>	<u>% Positive</u>	<u>Hispanic +</u>	<u>Non-Hispanic Blacks +</u>	<u>Non-Hispa Whites</u>
April 28-30	106	5	4.70%	40%	0%	60%
May 5-7	147	8	5.40%	40%	13%	47%
May 12-14	120	22	18.30%	91%	9%	0%
May 19-21	83	13	15.70%	85%	15%	0%
May 26-28	196	29	14.80%	62%	28%	10%
June 1-5	77	9	11.69%	56%	33%	11%
June 8-12	132	16	12.12%	38%	19%	19%
June 15-19	239	10	4.18%	70%	20%	10%
June 22-26	238	17	7.14%	41%	18%	29%

IDPH positivity rate for week of June 22-26 = 3%

Ms. Warren questioned if we were doing the virus detection test or the antibody test or both on COVID?  
Mr. Maragos stated we are doing the PCR test.

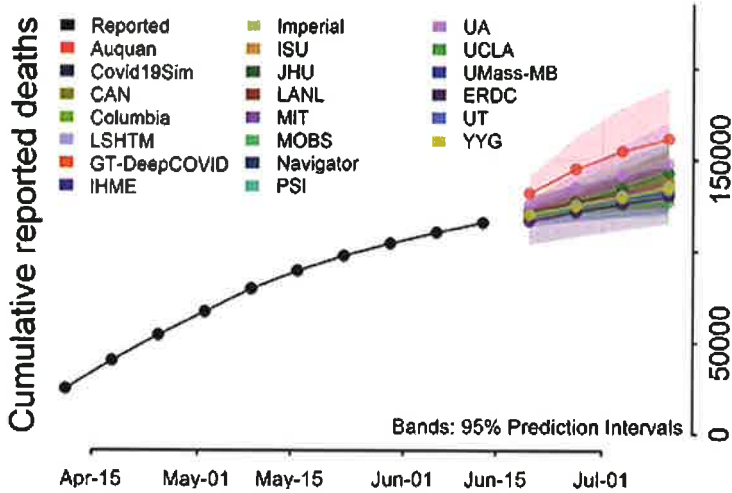
Mr. Lauridsen questioned how long it is taking to get results back? Ms. Maragos stated due to the State switching us to Riverside Medical Center in Kankakee, IL it is taking longer to get the results.

Ms. Kornacker questioned are goggles/face masks recommended? Dr. Byrd stated Yes, it is recommended that persons testing wear hair covering, gloves, shoe covers, goggles, N95 face masks and face shield. She then questioned if we have run out of any of the supplies? Ms. Maragos stated we have run out of the Clorox Hydrogen Peroxide wipes. Ms. Baumgartner stated she is monitoring the supplies well.

Ms. Olenek stated she received a question from a County board member regarding COVID testing signage for the Bolingbrook location? Ms. Baumgartner stated she is looking at getting electronic signage at Rt. 53 and Lily Cache.

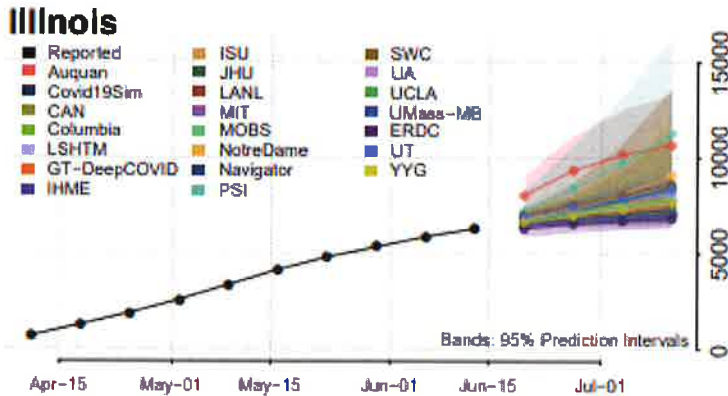
**VI. CMO Report**

**National Forecast**



Update: 2020-06-16

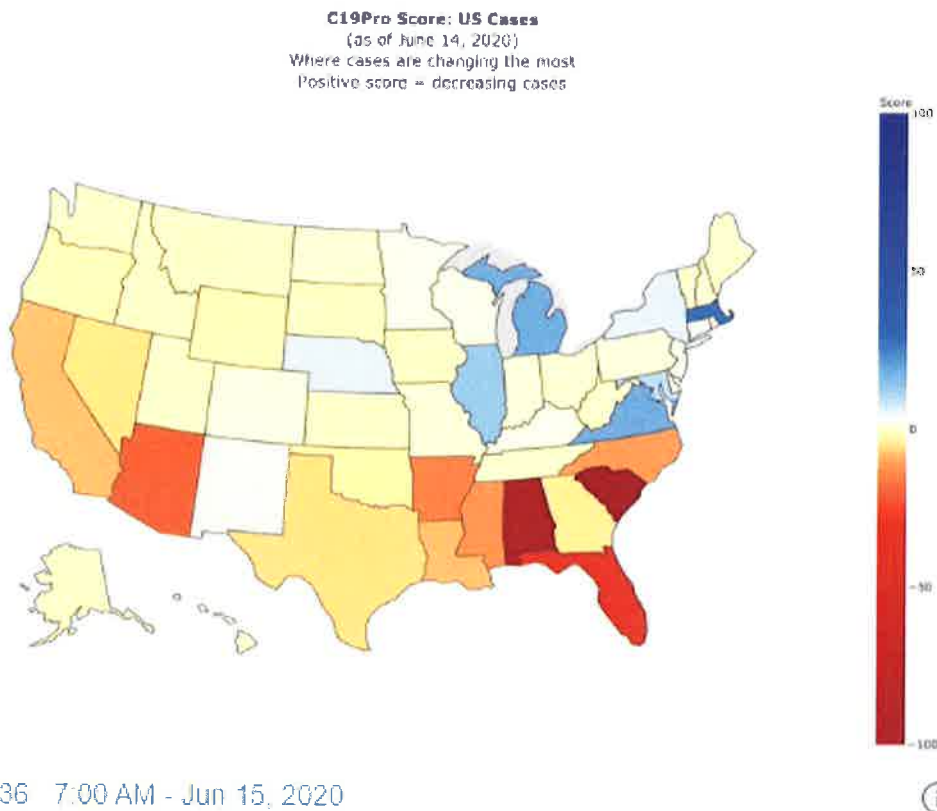
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The preceding graphs are from the **CDC website** and show both the **National and State forecasting data** for the projected COVID-19 death rates. Mr. Youyang G’s data is colored in pea green. His data shows an overall increase in deaths Nation-wide, and a decrease in the death rate in Illinois. It is of note, that his Illinois death rate projections are only slightly increased from June 1<sup>st</sup> through July 1<sup>st</sup>. The decrease in the slope (i.e. – number of deaths) is due to the slowing of the number of cases in Illinois. You will also note that the **National death rate trend is increasing**. This is due to the spike in new COVID-19 cases throughout the country; the more cases lead to an increased chance that these new cases will exist in persons who will become very ill and die due to complications of the Coronavirus.

Below is a color-coded snapshot of which states in the nation are showing increases vs decreases in COVID-19 cases. You will note that the Northeast and Midwest are showing a decline in cases, while the South and West are showing a steady rise in cases. This is due to re-opening rates and non-compliance with mask wearing and social distancing.

The Northeast and Midwest continue to see a steady decline in cases, while the South and West see a steady rise.



**Health Center Announces new COVID “Universal” Precautions (additional procedures):**

**Goal – Increasing awareness and bolstering Infectious Disease prevention vigilance during this Pandemic phase of “Caution Fatigue”**

We have done the utmost to keep the health centers, patients, and staff safe...but have developed the following stratagem to further refine our processes...

- 1) Temperature collection will begin for all staff and patients at the front door within the next two weeks
  - A registry for names and temperatures will be placed at the front door
  - All front door screening staff will be trained on the use of the thermo-scanning thermometer.
- 2) Enrich proper use of Masks
  - Re-educate the managers on the importance of mask wearing
  - Empower all managers to give Counseling and Coaching’s to any staff not wearing a mask appropriately
  - Re-educate staff on the importance of mask wearing in this phase of “Caution Fatigue”
  - Fit – Test all staff for the proper fit of their N-95 mask

3) Improve Sanitation

- Cleaning Staff: *Weekly call* with Cleaning Management  
Require a published Duty Roster by Cleaning Management  
Add Saturday deep cleaning of exam rooms
- Staff: Complete hand hygiene post-test  
Re-educate on hand hygiene

**School Physical Fair - Upcoming:**

**Goals – Service delivery**

- **Safety**
- **Decreased crowding**
- **Increase distancing**
- **Decreased contact**

We have planned for the School Physical Fair to take place every Thursday in August from 9 am – 6 pm. The geographic structure will center around decreasing the points of contacts with individual patients, by having individualized appointments rather than the usual and ordinary set-up of “stations”.

The appointments will be in 30-minute blocks of time to increase social distancing. There will be two Pediatricians working full-time, and one Family Medicine provider whose appointments will be reserved for Walk-in patients, this will allow us to increase the service delivery to patrons who did not pre-schedule an appointment.

We will allow only one adult per family, and no additional family members will be allowed to attend these appointments, all done to decrease crowding.

Marketing will take place on our website and through our contracted social media outlets. Community flyers have already been created, mass produced, and distributed.

**Community Resources:**

**Silver Cross Hospital out-patient Drive-Through Testing Began June 24<sup>th</sup>**

Silver Cross Hospital will begin offering drive-through outpatient COVID-19 testing by appointment outside Pavilion D starting mid-next week.

Testing will be for symptomatic or exposed patients only, and a physician order from a member of our medical staff will be required.

As several of the health center providers are on staff at Silver Cross, we will provide any staff member who is interested in being tested with an order, should they desire to do so.

Drive-through testing will begin Wednesday, June 24, during the following hours of operation:

- Mondays 1:00 – 5:00 p.m.
- Tuesday 7:00 – 11:00 a.m.
- Wednesday 3:00 – 7:00 p.m.
- Thursday 3:00 – 7:00 p.m.
- Friday 7:00 – 11:00 a.m.
- Saturday 7:00 a.m. – 12 p.m.

Silver Oaks First Responder and Healthcare Worker Support Group has begun

This is a support group that has begun to respond to the increased stress or anxiety that healthcare workers and first responders are undergoing as the result of the COVID-19 Pandemic. They are offering this service free to **First Responders and Healthcare Workers**. It will occur every Wednesday at 6 p.m. via Zoom. It will be facilitated by a licensed counselor and is offered in a confidential manner. Topics promote “staying connected”, “managing stress” and “maintaining safety”.

**Infection Control Plan:**

The health center’s *Infection Control Plan* has now been written and published. It is an eighty page document that outlines the organization’s management of an Annual Infectious Disease risk assessment, responsible parties and all policies and procedures related to Infectious Disease, Transmission-based Precautions, Personal Protective Equipment, storage of supplies, cough etiquette, hand hygiene, communicable disease reporting, appropriate disinfecting, isolation of patients with suspected communicable diseases, construction and remodeling Infectious Control, and an embedded Exposure Control Plan.

It is of note, that this was procedural necessity, but was also recommended by the Joint Commission.

**VI. DISCUSSION**

**Revenue Report:** Ms. Maragos presented the Revenue report ending in May. Our variance is -6%. Ms. Lindsey questioned what the green meant on spreadsheet. Ms. Maragos stated it means we exceeded our expectations. Ms. Olenek questioned why there hasn’t been any revenue received on the Family Planning Grant? Ms. Maragos stated IDPH did not implement that grant until May and so we will be catching up on billing and cost reports very soon.

**Expenditures:** Ms. Maragos presented the Expenditure report ending in May. Our goal was 42% and we came in at 41%.

**Patient Statistics Report:** Ms. Maragos presented the clinic/patient visits. Discussion took place.

**HRSA Training:** Stacy presented the HRSA Board Authority report. Discussion took place regarding the expectations of the GC members. Ms. Kilbride will send the board members the Health Center Program Compliance Manual for reference.

**Infection Control Plan:** Dr. Byrd presented the Infection Control Plan to the GC members. Discussion took place.

**VII. ACTION**

- A **motion** was made by Mr. Dyche and **seconded** by Ms. Warren to approve IPHCA Group Purchasing Participation Agreement. **Motion carries.**  
**Roll Call:** Marie Lindsey, “Aye”, Cindy Brassea, “Aye”, Deborah Kornacker, “Aye”, Alan Dyche, “Aye”, Vernice Warren, “Aye”, Paul Lauridsen, “Aye”, George Mora, “Aye”, Edith Cline-Kabba, “Aye”, Judith Easley, “Aye”
- A **motion** was made to approve changes from the May 6, 2020 GC minutes. Approved during approval of minutes.
- A **motion** was made by Mr. Dyche and **seconded** by Ms. Brassea to approve Comphealth Agreement for psychiatry locums. **Motion carries.**  
**Roll Call:** Marie Lindsey, “Aye”, Cindy Brassea, “Aye”, Deborah Kornacker, “Aye”, Alan Dyche, “Aye”, Vernice Warren, “Aye”, Paul Lauridsen, “Aye”, George Mora, “Aye”, Edith Cline-Kabba, “Aye”, Judith Easley, “Aye”
- A **motion** was made by Ms. Easley and **seconded** by Ms. Brassea to approve Delta Locum Tenens Service Agreement. **Motion carries.** Ms. Olenek questioned if we have any additional documentation of the cost per provider? Ms. Maragos will ask the company for their range of cost per provider and it will then be brought to the Board of Health.  
**Roll Call:** Marie Lindsey, “Aye”, Cindy Brassea, “Aye”, Deborah Kornacker, “Aye”, Alan Dyche, “Aye”, Vernice Warren, “Aye”, Paul Lauridsen, “Aye”, George Mora, “Aye”, Edith Cline-Kabba, “Aye”, Judith Easley, “Aye”

- A **motion** was made by Ms. Warren and **seconded** by Mr. Dyche to approve AIDS Foundation of Chicago/Ryan White Part B Subaward Agreement. **Motion carries.**  
**Roll Call:** Marie Lindsey, "Aye", Cindy Brassea, "Aye", Deborah Kornacker, "Aye", Alan Dyche, "Aye", Vernice Warren, "Aye", Paul Lauridsen, "Aye", George Mora, "Aye", Edith Cline-Kabba, "Aye", Judith Easley, "Aye"
- A **motion** was made by Mr. Lauridsen and **seconded** by Ms. Kornacker to approve the Infection Control Plan, 2020. **Motion carries.**  
**Roll Call:** Marie Lindsey, "Aye", Cindy Brassea, "Aye", Deborah Kornacker, "Aye", Alan Dyche, "Aye", Vernice Warren, "Aye", Paul Lauridsen, "Aye", George Mora, "Aye", Edith Cline-Kabba, "Aye", Judith Easley, "Aye"
- A **motion** was made by Ms. Easley and **seconded** by Ms. Brassea to approve recredentialing for Dr. Efrain Flores, M.D. **Motion carries.**  
**Roll Call:** Marie Lindsey, "Aye", Cindy Brassea, "Aye", Deborah Kornacker, "Aye", Alan Dyche, "Aye", Vernice Warren, "Aye", Paul Lauridsen, "Aye", George Mora, "Aye", Edith Cline-Kabba, "Aye", Judith Easley, "Aye"
- A **motion** was made by Mr. Lauridsen and **seconded** by Ms. Warren to approve recredentialing for Dr. Veronica Arauz, M.D.. **Motion carries.**  
**Roll Call:** Marie Lindsey, "Aye", Cindy Brassea, "Aye", Deborah Kornacker, "Aye", Alan Dyche, "Aye", Vernice Warren, "Aye", Paul Lauridsen, "Aye", George Mora, "Aye", Edith Cline-Kabba, "Aye", Judith Easley, "Aye"
- A **motion** was made by Mr. Dyche and **seconded** by Ms. Warren to approve recredentialing for Dr. Dexter Arrington, M.D. **Motion carries.**  
**Roll Call:** Marie Lindsey, "Aye", Cindy Brassea, "Aye", Deborah Kornacker, "Aye", Alan Dyche, "Aye", Vernice Warren, "Aye", Paul Lauridsen, "Aye", George Mora, "Aye", Edith Cline-Kabba, "Aye", Judith Easley, "Aye"

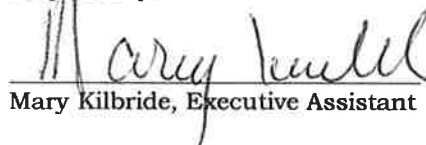
**VIII. PUBLIC COMMENT:** No comments stated

- X. A **motion** was made by Mr. Lauridsen and **seconded** by Ms. Easley to adjourn the meeting at 5:50pm. **Motion carries.**  
**Roll Call:** Marie Lindsey, "Aye", Cindy Brassea, "Aye", Deborah Kornacker, "Aye", Alan Dyche, "Aye", Vernice Warren, "Aye", Paul Lauridsen, "Aye", George Mora, "Aye", Edith Cline-Kabba, "Aye", Judith Easley, "Aye"

**XI. NEXT MEETING**

<b>Wednesday, August 5, 2020</b>	<b>Quality Committee</b>	<b>4:15pm-5:00pm</b>
<b>Wednesday, August 5, 2020</b>	<b>Governing Council</b>	<b>5:00pm-6:30pm</b>

Prepared by,

  
Mary Kilbride, Executive Assistant

  
Deborah Kornacker, Governing Council Secretary