

WILL COUNTY COMMUNITY HEALTH CENTER
GOVERNING COUNCIL MEETING MINUTES
VIA TELECONFERENCE
11/4/2020

MEMBERS PRESENT

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

MEMBERS ABSENT

Vernice Warren
Cynthia Brassea

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
Denise Bergin, Director of Finance and Grants Mgmt.

OTHERS PRESENT

Adam Lipetz, ASA

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 5:05p.m.

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

II. MISSION STATEMENT

Mr. Dyche read the Mission Statement.

III. APPROVAL OF MINUTES

A **motion** was made by Mr. Lauridsen and **seconded** by Mr. Dyche to accept the minutes from October 7, 2020. **Motion carries.**

Roll Call: Marie Lindsey, “Aye”, Deborah Kornacker, “Aye”, Alan Dyche, “Aye”, Paul Lauridsen, “Aye”, George Mora, “Aye”, Edith Cline-Kabba, “Aye”, Judith Easley, “Aye”

IV. Chairman’s Comments: none

V. CEO Report

• **COVID Testing Update:**

In October we struggled with maintaining outdoor testing in the cold, wind, rain, and snow. Several dates had to be cancelled without prior notice. IDPH began requiring us to input all patient data on their web portal in real time. On October 21 we initiated testing at a Lewis University fieldhouse twice per week, with drive-up testing. These logistical changes drove our testing cycle time from 5 minutes to 10 minutes per person tested. Due to an increased demand for testing, cars started lining up prior to our start time, our capacity was met after 2 hours, and others had to be turned away. Public comments were not complimentary. We plan to establish new testing sites at Governor's State University in University Park on Wednesdays, at Trinity Services in New Lenox on Mondays, and at the WCCHC on Fridays. The WCHD is the recipient of 10,880 COVID point-of-care antigen test kits from IDPH, for distribution throughout Will County. We are planning for how to use these tests in a safe and effective manner.

• **Influenza Vaccine Fees for 2020-2021 Flu Season:**

We ask the Governing Council for approval to set our influenza vaccine fees for this flu season. The fees are based on the purchase cost for the vaccines plus supplies. We will bill patients' insurances and charge the uninsured a flat fee for the vaccine. The proposed fee for Fluzone QIV (for adults and children) is \$20 per dose; and for Fluzone HD (for ages 65+) is \$55 per dose. The Board of Health has approved these fees.

<u>Cost for us to purchase the vaccines</u>	<u>Proposed vaccine charges:</u>
Fluzone HD - \$52.75 per dose	\$55
Fluzone QIV - \$17.79 per dose	\$20

• **Resignation of Quality/Risk Management Program Manager:**

We are sorry to announce the resignation of Brandee Barroso, our Quality/Risk Management Program Manager. As this is a required position for the continuation of our HRSA FQHC grant funding, we are seeking an immediate replacement. If GC members have any potential candidates, please let us know!

• **Review of Co-Applicant Agreement:**

We have been advised by our HRSA Project Officer that we must review the Co-Applicant Agreement between the WCCHC Governing Council and the WCHD Board of Health at least every 3 years. The last time it was reviewed was in 2015. We must perform this review prior to our HRSA site visit in December. Some suggested edits are proposed, and some sections are highlighted for thoughtful discussion. We will bring any suggested edits for approval to our December Governing Council meeting, and then ask the December Board of Health for its approval on 12/16/20.

• **IL Primary Healthcare association (IPHCA):**

This year the annual IPHCA Leadership Conference is virtual, on October 28-20. Stacy Baumgartner, DOO, Joyce Wallace-Butler, DON, and I are attending. Educational content includes Quality Improvement, Operations, COVID testing best practices, Transformational Leadership, 340B compliance and concerns, Best practices for staff communication, Virtual Visits/ Telehealth, and others.

• **FY2020 Revenue:**

At the October Governing Council, the documented revenue from Medicaid for Behavioral Health visits was questioned. Bose, our Billing Supervisor, has investigated and confirmed that all in-person and virtual visits have been billed and are being properly reimbursed. But some of the reimbursements are credited as "adjustments due to capitation." The majority of our Behavioral Health patients have Illinicare/Centene Medicaid Managed Care. Last May we entered into an agreement with Illinicare for capitated monthly payments to equal CY2019 revenue. The projected increase in BH revenue for FY2020 is thus not reflected in the actual revenue. At the end of 2020 a true-up is expected if we have billed for more visits and should have received more revenue in CY2020 compared to CY2019.

CMO Report

COVID-19 Update:

Numbers of Cases (raw numbers)

	<u>Cases</u>	<u>Recovered</u>	<u>Deaths</u>
World	45.2 million	32.9 million	1.18 million
United States	9.1 million	5.9 million	233 K
Illinois	400 K	274 K	9,945
~ worldometer.info			

Death Projections - United States (through January 2021)

Ms. Lindsey questioned why there is a variance in the no show rates? Dr. Byrd does not know why there is a variance but will get an answer for that question.

COVID-related Physical Plant Augmentations

The health center, in an attempt to keep the staff safe, has now limited communal dining to one (1) person per enclosed eating space per 30-minute period.

This will begin, Monday, November 2, 2020. Signage will be posted in the lower level of the health center, as well as sign-up sheets for lunch time slots.

This decision was made given the complete inability to protect unmasked individuals during dining events from infection as the infectious disease bubble around an infected person could be up 25 feet.

Dr. Byrd referenced the CDC guidance on restaurant dining. Of note, there is **no** indoor dining option that confers no risk.

COVID-related Community testing

The health center continues to test in the community three days per week.

We are now exploring the options available to us to sustain Coronavirus testing throughout the winter.

Some of our options are:

- Continuing at the Lewis University Field House
- Available office space at Governor's State University
- Purchasing shipping containers that can be augmented to serve as a drive-through testing site

Updates to follow.

Community Collaboration / Service

The health center will host another **Flu Vaccine event** on November 2, 2020. This event will be sponsored by Walgreens and will be co-located within the health center.

The vaccines will be available to most patients and staff.

This is the third and final one of these events.

Illinois Primary Healthcare Association (IPHCA)

The most recent meeting of the IPHCA Clinical Support Committee was on October 20, 2020. The following topics were discussed:

- The 2019 Uniform Data System Clinical Data
- The Healthy People 2030 Objectives
- HRSA Quality Improvement Awards
- The upcoming virtual job fair in February 2021
- The upcoming Clinical Leaders Training Institute in May of 2021

VI. DISCUSSION

POC Antigen Tests were donated to the Health Department. Ms. Lindsey questioned how we will use the antigen tests? Dr. Byrd stated we've chosen not to use them right now. Ms. Olenek stated that a consultant has been hired by the Health Department to roll out this rapid test to the community. Anyone interested should contact Ms. Olenek directly and she will forward the persons information to the consultant.

Ms. Maragos has been elected to the IPHCA Executive Board as the Legislative chairperson.

Revenue Report: Ms. Maragos presented the Revenue report ending in September 30, 2020. Our target was 83.3% and our actual was 71.6%. Our variance was -11.7%. Ms. Lindsey requested that all deficit numbers be marked in red.

Expenditures: Ms. Maragos presented the Expenditure report ending in September. Our goal was 75.0% and at the end of September we came in at 66.3%.

Patients and Visits: Ms. Maragos presented and discussed the Patients and Visits report.

Provider Productivity: Ms. Maragos presented the Provider Productivity report. Ms. Lindsey questioned if a telehealth visit counts as a visit? Ms. Maragos stated Yes. Ms. Lindsey questioned if we have started video visits? Ms. Maragos stated Yes, we have started the video visits but there are still struggles with IT. Ms. Kornacker questioned the security of the video visits? Ms. Olenek stated it is through Nextgen multifactor authentication and so it has many layers of security attached. Discussion took place.

COVID Testing Statistics: Ms. Maragos presented the COVID Testing Statistics report. Discussion took place regarding leaving a negative/positive result message on a patient's phone. Also discussed the possibility of texting the patient their negative results. Ms. Baumgartner will check with the Asst. States Attorney for guidance on leaving negative/positive results.

Governing Council Patient Roster:

The Governing Council Board member patient roster was reviewed. Ms. Kilbride needs to be notified of any changes.

Report from the Quality Committee Chairperson: Ms. Lindsey presented a summary of the Quality Committee meeting which took place prior to Governing Council mtg. Review of Risk Management report was reviewed by the Quality Committee. Clinical Risk Assessment was reviewed by the Quality Committee. Patient Satisfaction Surveys were also reviewed.

Discussion of Strategic Planning mtg. and start time: GC members agreed on meeting on 12/2 @ 4:00pm for the Strategic Planning mtg./Finance Committee mtg.

Board Member Recruitment:

Ms. Easley presented discussions from the Governance Committee mtg. that had taken place on 10/7/20 regarding recruitment of new GC members. Ms. Baumgartner stated she has worked with Steve Brandy to develop a message for social media as well as develops a letter to share with our partners with whom we have been doing COVID testing. Ms. Olenek will mention at the BOH meeting in November.

National Findings on Health Centers Response to COVID-19 was included in the packet.

Board chair evaluation tool:

Discussion took place regarding suggested evaluation tools for evaluating the Chairperson of Governing Council. All board members were asked to review the tools attached to the packet and send feedback to Ms. Kilbride. Mr. Dyche will send a google doc to Ms. Kilbride for any GC members interested in reviewing the evaluation questions that were combined into one tool.

Review of the Co-Applicant Agreement:

The Cooperative Agreement was presented, and Ms. Maragos reviewed some suggested changes. Discussion ensued. Suggested changes were agreed upon by GC. Ms. Olenek will present at the November BOH meeting.

VII. ACTION

- A **motion** was made by Mr. Dyche and **seconded** by Ms. Easley to approve Governing Council meeting schedule for 2021. **Motion carries.** Executive Session date for 2021 will be discussed at the December meeting.

Roll Call: Marie Lindsey, "Aye", Deborah Kornacker, "Aye", Alan Dyche, "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. Cline-Kabba to decline Governing Council meeting schedule for 2021. **Motion carries.**

Roll Call: Marie Lindsey, "Aye", Deborah Kornacker, "Aye", Alan Dyche, "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. Easley to approve amendment of Governing Council meeting schedule for January 6, 2021 and February 3, 2021. **Motion carries.**

Roll Call: Marie Lindsey, "Aye", Deborah Kornacker, "Aye", Alan Dyche, "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 revised ABHF Agreement. **Motion carries.**

Roll Call: Marie Lindsey, "Aye", Deborah Kornacker, "Aye", Alan Dyche, "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. Kornacker to approve influenza vaccine fees for 2020-2021 flu season. **Motion carries.**

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

- A **motion** was made by Mr. Lauridsen and **seconded** by Mr. Dyche to approve policy PCS-IC-0016 Employee exposure, Post-Exposure and Follow-Up. **Motion carries.**

Roll Call: Marie Lindsey, "Aye", Deborah Kornacker, "Aye", Alan Dyche, "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. Kornacker to approve policy PCS-IC-0022 Universal Masking. **Motion carries.**

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

- A **motion** was made Mr. Dyche and **seconded** by Ms. Kornacker to approve policy PCS-IC-0021 Foam In/Foam out. **Motion carries.**

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

- A **motion** was made by Mr. Dyche and **seconded** by Mr. Lauridsen to approve policy EC-0004 Hazardous Materials Management Plan. **Motion carries.**

Roll Call: Marie Lindsey, "Aye", Deborah Kornacker, "Aye", Alan Dyche, "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. Easley to approve policy DN-0042 Autoclave Policy and Procedure. **Motion carries.**

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

- A **motion** was made by Mr. Dyche and **seconded** by Mr. Lauridsen to approve policy HR-013 Working Remotely. **Motion carries.**

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

- A **motion** was made by Mr. Dyche and **seconded** by Mr. Lauridsen to approve credentialing for Amanda LeMay, APRN. **Motion carries.**

Roll Call: Marie Lindsey, "Aye", Deborah Kornacker, "Aye", Alan Dyche, "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. Kornacker to approve credentialing for Richard Yenkong, APRN. **Motion carries.**

Roll Call: Marie Lindsey, "Aye", Deborah Kornacker, "Aye", Alan Dyche, "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 recredentialing for Dr. Sterling Baumwell, M.D. **Motion carries.**

Roll Call: Marie Lindsey, "Aye", Deborah Kornacker, "Aye", Alan Dyche, "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. Kornacker to approve recredentialing for Dr. Tracy Vera, M.D. **Motion carries.**

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

- A **motion** was made by Ms. Kornacker and **seconded** by Mr. Lauridsen to approve recredentialing for Dr. Cynthia Vera, M.D. **Motion carries.**

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

VIII. BOARD MEMBERS' CONCERNS AND COMMENTS: No comments stated
PUBLIC CONCERNS AND COMMENTS: No comments stated

X. A **motion** was made by Mr. Lauridsen and **seconded** by Ms. Warren to adjourn the meeting at 6:22pm. **Motion carries.**

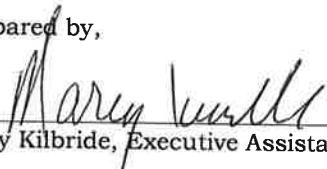
Roll Call: Marie Lindsey, "Aye", Deborah Kornacker, "Aye", Alan Dyche, "Aye", Paul Lauridsen, "Aye", George Mora, "Aye", Edith Cline-Kabba, "Aye", Judith Easley, "Aye"


XI. NEXT MEETING

Wednesday, December 2, 2020 @ 4:00pm:
(Strategic Planning meeting which includes Finance Committee mtg.)

(The meeting will be conducted virtually, through Microsoft Teams)

Prepared by,


Mary Kilbride, Executive Assistant


Deborah Kornacker, Governing Council Secretary