

WILL COUNTY COMMUNITY HEALTH CENTER
GOVERNING COUNCIL MEETING MINUTES
VIA TELECONFERENCE
10/7/2020

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
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 5:04p.m.

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

II. MISSION STATEMENT

Mr. Lauridsen read the Mission Statement.

III. APPROVAL OF MINUTES

A **motion** was made by Ms. Brassea and **seconded** by Mr. Lauridsen to accept the minutes from September 2, 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: Ms. Lindsey reminded GC members of the need to complete the BCBS modules that were sent out by Ms. Andrae and are required by HRSA.

Mr. Lauridsen questioned who at the Center has to complete these modules? Ms. Maragos stated all staff

V. CEO Report

- **Governor's State University MOU:**

We ask the Governing Council for its approval for an MOU with the Family Development Center Early Head Start program at Governor's State University. For the last several years, we have provided on-site dental services to this program in University Park with our mobile unit. We wish to continue our collaborative relationship with GSU for oral care to low income children from birth to 3 years of age.

- **Global security agreement:**

We ask the Governing Council for its approval to renew our contract with Global Security. The current agreement expires on 11/30/20. We have been satisfied with their services in the last year. The Board of Health approved this renewal on 9/16/20.

- **AIDS Foundation of Chicago grantee review on Sept 29, 2020:**

We participated in a virtual site visit with administrators of the AIDS Foundation of Chicago from whom we receive Ryan White funding for primary care and case management services to HIV positive patients. They asked for documentation of policies and procedures in order to review financial operations, staffing, and healthcare operations for compliance with state and federal regulations. This is new grant funding; our first patient was enrolled in this program in May 2020 and to date are actively case managing 16 high risk patients with HIV.

- **IDPH/Project Hope MOU:**

We ask the Governing Council to approve an MOU between the WCHD/ CHC, IDPH, and Project HOPE (The People-to-People Health Foundation, Inc.) for the deployment of rapid response team volunteers to support the containment of the COVID-19 pandemic. It will involve investigation of potential and known clusters of cases in congregate, assessment of infection control practices (IPC), development of action plans to improve IPC, training of staff, monitoring and evaluation of implementation of action plans. Alpesh Patel and the WCHD COVID team is leading the WCHD in this collaboration.

- **IL Children's Healthcare Foundation grant:**

We ask the Governing Council to approve a grant agreement with the IL Children's Healthcare Foundation (ILCHF). In collaboration with Delta Dental of IL Foundation, the ILCHF awarded the WCHC \$50,000 to support general operating costs for the provision of dental services to children and families in Illinois. We plan to use the funds to partially support Dr. Garg's salary, and purchase a HEPA filter for the mobile unit, additional PPE, and dental supplies for the mobile unit.

- **IDPH Oral Health Needs Assessment Grant MOU:**

We have also been accepted to receive an \$8000 grant from IDPH to provide dental care to underserved children in the Will County community. We will collaborate with WCHD Family Health Services programs (WIC, At-risk Teens, Immunizations) to outreach to a new population of needy children. We ask the Governing Council for its approval for this Agreement between IDPH and the Will County Health Dept. and CHC.

- **Center for Asian Health Equity's FluFIT Program:**

We ask the Governing Council for its approval of an agreement with the Center for Asian Health Equity. We will receive \$5000 for FIT test kits for colorectal cancer screening of uninsured patients ages 50-75. The plan is to offer FIT test kits along with influenza vaccinations. In addition to screening, we'll also provide community education on the importance of colorectal cancer screening, risk factors, and lifestyle modifications to minimize risk. We'll also develop a workflow for our clinical staff to incorporate cancer screening questions into every primary care and BH intake. Improving our quality scores for colorectal cancer screening was included in this year's strategic plan.

• **Midwestern University Agreement:**

We ask the Governing Council for its approval to renew our agreement with Midwestern University. We currently host its optometry students for free eye care services to our patients and community. We plan to soon expand the program to 2 days per week due to the increasing demand for services.

• **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.

Ms. Lindsey asked about the GC members receiving the flu vaccine at the Center. Dr. Byrd stated Walgreens is offering free flu vaccines to the GC members at the Center on 11/2 and the hours are 8:00am-12:00pm. Ms. Olenek stated the Immunization clinic at HD is also offering a flu clinic by appointment.

Ms. Kornacker questioned the \$55 charge for those over 65+. Ms. Maragos stated we could set up a payment plan if needed for those who do not have Medicare.

• **HRSA Virtual Site Visit:**

a 3-day virtual site visit with the US Dept of Health and Human Services Bureau of Primary Healthcare reviewers is planned for December 8, 9, and 10. They will perform a thorough review of operations, policies and procedures to ensure compliance with all FQHC program requirements. A portion of the review will include interviews with our Governing Council members. Executive Board members will be asked to be present at the opening and closing sessions. Once we receive a schedule and complete agenda we will share it with the Governing Council.

• **IL. Dept. of HFS COVID Relief Funding:**

We received a notice of funding from the IL Dept. of Healthcare and Family Services to support unbudgeted expenses from March 1 to December 30, 2020 due to the Coronavirus pandemic. The award amount is \$348,432.93, based upon our number of active Medicaid patients. A budget was submitted that includes support for a physician's salary, temporary front door screeners, and telephone interpreting services.

• **CARES Funding for Special Projects:**

The County of Will received a very sizeable amount of money for COVID-related expenses, to be dispensed to county agencies and businesses. The WCCHC is the very fortunate recipient of \$395,000 for a whole-clinic generator and \$52,000 for security cameras. The money must be spent by 12/30/20 so we can expect to see these very soon!

CMO Report

COVID-19 Update:

Numbers of Cases (raw numbers)

	<u>Cases</u>	<u>Recovered</u>	<u>Deaths</u>
World	34.1 million	25.3 million	1.02 million
United States	7.4 million	4.6 million	211 K
Illinois	295 K	207 K	8,916

~ worldometer.info

Death Projections - United States (through January 2021)

Noted is a ***continued rise in projected deaths*** through ***January 2021***.

Necessary intervention:

- mask wearing
- prohibition of gathering (with persons that do not live in one's home)
- prohibition of travel
- hygiene (hand, home)

- distancing

Dr. Byrd presented a graph of death projections in Illinois through January 2021

Medication Assisted Treatment (MAT) Program

Our MAT program continues to admit new patients for Suboxone and Vivitrol medication (used to treat their Opioid and Alcohol Use Disorders).

We continue to collaborate with area treatment programs for the other necessary component of their overall treatment, that being the Substance Abuse Therapy / Treatment component.

We look forward to the development and **start of our internal treatment program** for the **cross-referral collaboration**, the health center for the medication component and the administration's Behavioral Health Treatment Program for the therapeutic component.

There are 34 patients in our MAT program, 3 of which are actively pregnant.

We continue to have 5 prescribers and have now added Suboxone prescribing to the hiring request for all new providers. Of note, to prescribe Suboxone a special training program and certification exam must be completed, and thereafter a second DEA number must be obtained.

The MAT program participants continue to be closely monitored by regular (at least weekly) follow up calls by our Case Manager and Recovery Coach, regular office visits with instant urine drug screening tests, and a weekly review of each patient's case in a Case Review meeting between the CMO and Recovery Coach.

Special Populations / Programs

*Behavioral Health Long-term **Antipsychotic Injection program***

We continue to have excellent show rates in our injection program, even during the Pandemic.

Of note, the average no show rate in the U.S. for Behavioral Health Patients is ~ 31%

Below are our show & no-show rates as compared to previous years:

2016 (09/16 to 12/16)

# Appt. Scheduled	Show (%)	No Show (%)
180 Pts	90%	10%

2017 (01/17 to 12/17)

# Appt. Scheduled	Show (%)	No Show (%)
632 Pts	87%	13%

2018 (01/18 to 12/18)

# Appt. Scheduled	Show (%)	No Show (%)
780 Pts	80%	20%

2019 (01/19 to 12/19)

# Appt. Scheduled	Show (%)	No Show (%)
957 Pts	82%	18%

2020 (01/20 to 09/20)

# Appt. Scheduled	Show (%)	No Show (%)
757 Pts	82%	18%

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.

Mr. Lindsey questioned if BH patients come in for injections? Dr. Byrd stated every 2-3 weeks the patient will come in and then come in every 3 months for their Psychiatry appts. Approximately 85% are in person Psychiatry appointments.

Compliance

The health center will have a Health Resources and Services Administration (*HRSA*) *virtual site visit* on December 8th, lasting until December 10th. These oversight meetings are replete with a review of our programs/services, operating policies/procedures, clinical practices and oversight, privileging and credentialing of professional staff, financial practices, contracts and collaborations, and governance.

We also expect to have a follow up *Joint Commission site visit* within the next 2 – 4 months. This visit will focus on the higher risk findings and our corrective actions around them.

Staffing & Recruitment

We will have a *new Advanced Practice Registered* Nurse (APRN) beginning on November 2nd, and another APRN whom is in the contract review process.

Regarding our nursing staff, we have hired a second Registered Nurse to serve as a Coordinated Care Nurse for our Obstetrics & Gynecology unit.

Community Collaboration / Service

Student Rotators:

We have accepted *14 APRN students* from the University of St. Frances. They will be training from September 2020 through December 2020. They will be posted through the health center; every specialty is participating.

This is an unprecedented number of students, however due to the COVID-19 pandemic many colleges and universities are struggling to find training sites for their students; and given our historic partnership with St. Frances we have extended ourselves to ensure that these young providers receive timely clinical training such that may graduate. 95% of our provider staff is assigned at least one student, and several have two or more.

Community COVID-19 Testing:

Our Mobile Health Unit continues test throughout the county of Will five days per week. This pace is planned to continue through mid-October.

Thereafter we will re-evaluate the number of days and sites necessary to continue this service need.

VI. DISCUSSION

Revenue Report: Ms. Maragos presented the Revenue report ending in August. Our target was 75.0% and our actual was 66.1%. Our variance was -8.9%. Ms. Olenek stated that revenue is running short in BH billings and asked if we are properly billing due to the revenue falling short? Ms. Maragos stated that all visits were properly billed but will check into this.

Expenditures: Ms. Maragos presented the Expenditure report ending in August. Our goal was 66.7% and at the end of August we came in at 59.8%.

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

COVID testing: Ms. Maragos presented the COVID testing statistics spreadsheet. Discussion took place.

Provider Productivity: Ms. Maragos presented the Provider Productivity report. Discussion took place.

COVID Testing Statistics: Ms. Maragos presented the COVID Testing Statistics report. Discussion took place.

Ms. Kornacker asked where patients get their healthcare if they are turned away due to possibility of having COVID. Dr. Byrd stated they should go to the hospital.

Ms. Kornacker questioned if our numbers reflect testing at nursing homes? Ms. Maragos stated IDPH has a van that is going to skilled facilities for testing.

Report from the Governance Committee Chairperson: Ms. Easley presented a summary of the Governance Committee meeting which took place prior to Governing Council mtg. Discussion took place regarding evaluation of the GC Chairperson. Further discussion will take place at the next Governance Committee meeting. Discussion also took place regarding ways to recruit additional GC board members. Review of suggestions of recruiting will take place at the next GC meeting. Also reviewing of the bylaws will take place.

VII. ACTION

- A **motion** was made by Mr. Dyche and **seconded** by Ms. Kornacker to approve MOU with Project HOPE-The People-to-People Health Foundation, Inc. **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. Warren to approve Linkage Agreement with Amita St. Joseph Medical Center. **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. Kornacker to approve Illinois Children's Healthcare Foundation 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 Global Security Services Contract. **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. Brassea to approve MOU with Governor State Univ. Family Development Center. **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 FluFIT Program Agreement with the Center for Asian Health Equity. **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 renewal of contract with Midwestern University. **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. Kornacker and **seconded** by Mr. Lauridsen to approve agreement with IDPH to address maternal-child oral health needs. **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 renewal of contract for Dr. Cynthia Vera, MD. **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. Brassea to approve renewal of contract for Dr. Sonal Gandhi, DDS. **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. Kornacker and **seconded** by Ms. Brassea to approve contract for Richard Yenkong, MSN, APRN. **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. Kornacker and **seconded** by Ms. Warren to approve contract for Amanda LeMay, MSN, APRN. **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 Mr. Dyche to approve temporary Service Agreement for Dr. Dalvina Sharma, DDS. **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. **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.**

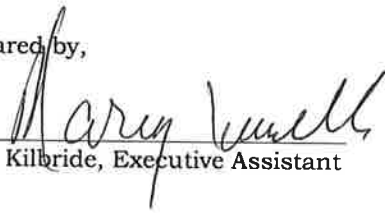
Roll Call: Marie Lindsey, "Aye", Cindy Brassea, "Aye", Deborah Kornacker, "Aye", Alan Dyche, "Aye", Vernice Warren, "Aye", Paul Lauridsen, "Aye", George Mora, "Aye", Edith Cline-Kabba, "Aye", Judith Easley, "Aye"


XI. **NEXT MEETING**

Wednesday, November 4, 2020	Quality Committee	4:15pm-5:00pm
Wednesday, November 4, 2020	Governing Council	5:00pm-6:30pm

(Both to be conducted virtually, through Microsoft Teams)

Prepared by,


Mary Killbride, Executive Assistant


Deborah Kornacker, Governing Council Secretary