

WILL COUNTY COMMUNITY HEALTH CENTER
GOVERNING COUNCIL MEETING MINUTES
VIA TELECONFERENCE
3/3/2021

MEMBERS PRESENT

Marie Lindsey, Chairperson
Cynthia Brassea, Vice-Chairperson
Deborah Kornacker, Secretary
Alan Dyche, Treasurer
Paul Lauridsen
Judith Easley
Vernice Warren
Edith Cline-Kabba
Michael Crowner

MEMBERS ABSENT

WCCHC STAFF PRESENT

Mary Maragos, Chief Executive Officer
Dr. Jennifer Byrd, Chief Medical Officer
Dr. Sangita Garg, Chief Dental 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/Grants Management

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 5:08p.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 February 3, 2021. **Motion carries.**

Roll Call: Marie Lindsey, “Aye”, Cindy Brassea, “Aye”, Deborah Kornacker, “Aye”, Alan Dyche, “Aye”, Edith Cline-Kabba, “Aye”, Paul Lauridsen, “Aye”, Judy Easley, “Aye”, Vernice Warren, “Aye”, Michael Crowner, “Aye”

A **motion** was made by Ms. Brassea and **seconded** by Ms. Easley to accept the minutes from the GC Executive Personnel meeting of 1/6/2021 as amended. Ms. Brassea and Ms. Easley’s titles will be listed, Ms. Easley’s spelling of name will be corrected in the minutes, and Mr. Lipetz name will be corrected. **Motion carries.**

Roll Call: Marie Lindsey, “Aye”, Cindy Brassea, “Aye”, Deborah Kornacker, “Aye”, Alan Dyche, “Aye”, Judy Easley, “Aye”

IV. Chairman's Comments: Ms. Lindsey questioned in the CENTENE grant which provides funding for smart phones to patients, can patients do video visits on them? Ms. Maragos stated Yes, they can, that is the purpose of the grant. Ms. Lindsey questioned if during the Nextgen upgrade could patients download on their portal their annual documentation of income? Ms. Maragos was unsure but would check on that.

V. CEO Report

Finance Committee rescheduled: to April due to inability to produce a financial report from the County's new finance system, D365. As for FY20, we are told the FY20 final expense and revenue report will not be completed "for some time", perhaps not until April or later.

The 2020 Uniform Data System (UDS) report was submitted to HRSA. 2020 Patient Numbers and Visits – Annually, a comprehensive report is due to HRSA showing our patient demographics, staffing productivity, progress on quality indicators, and finances. See attached report comparing some of our 2020 data to previous years. Although our **patient numbers were down 10.82%** compared to 2019, the **number of patient encounters went up by 0.53%**. We saw a dramatic rise in the number of behavioral health and Substance Use Disorder patients and visits, due to the increased demand related to COVID. A new report from Capital Link and the National Association of Community Health Centers (January 2021) shows that of the more than 1400 FQHCs across the US, the average decline in patient visits was **26%**. To adjust to changing conditions, an average of **36%** of FQHC visits were transferred to telehealth. By comparison, the percentage of virtual visits at the Will County Community Health Center was **20.8%**.

Dr. Bansal, DDS - At the February Governing Council meeting, the Board approved a non-renewal of the contract for one of our part-time dentists, Dr. Bansal. Notice was given in a timely manner, and a specific cause for non-renewal was not cited. Dr. Bansal has asked for an appeal to the Governing Council to reconsider, as she has a contract with the National Health Service Corp through August 2021 for tuition loan repayment. This matter will be discussed at the Executive Session this month.

United Way of Will County Application – With 2 weeks' notice, we were asked to reapply for United Way funding. The Will County Community Health Center's mobile dental services were funded by the United Way from July 2012 through June 2020, starting with \$14,000 annually and declining to \$5000 in the last year. Funding supported mobile dental services to uninsured at area shelters, nursing homes, and other community sites. In return for funding, data was collected monthly and semi-annual reports were required. Our Administration is expected to complete a detailed application, attend monthly and annual meetings, perform an annual presentation or host a site visit for program review, and conduct fundraising efforts throughout the year. We ask the GC for a discussion pertaining to the time expense vs benefit of renewing this application.

Ms. Easley questioned if the expectations are the same regardless of funding? Ms. Maragos stated Yes they are the same expectations.

COVID vaccinations at the WCCHC – President Biden announced last month of his intention to send COVID vaccinations directly to FQHCs for administration to their patients - to target the minorities, uninsured, and underserved populations. Four CHCs from each state will be selected to start, depending on their patient demographics and readiness. We have submitted an application and can expect 300-500 doses per week. Our plan involves immediate staff training, triaging patients based on their medical diagnoses, and adhering to the vaccine rollout plan as defined by the CDC and IDPH. We will personally call our patients to schedule appointments with a provider that will include a review of their healthcare needs. Schedules have been blocked and staff identified, as vaccine may arrive as soon as next week, if we are among the first to be selected.

VI. CMO Report

COVID-19 Update:

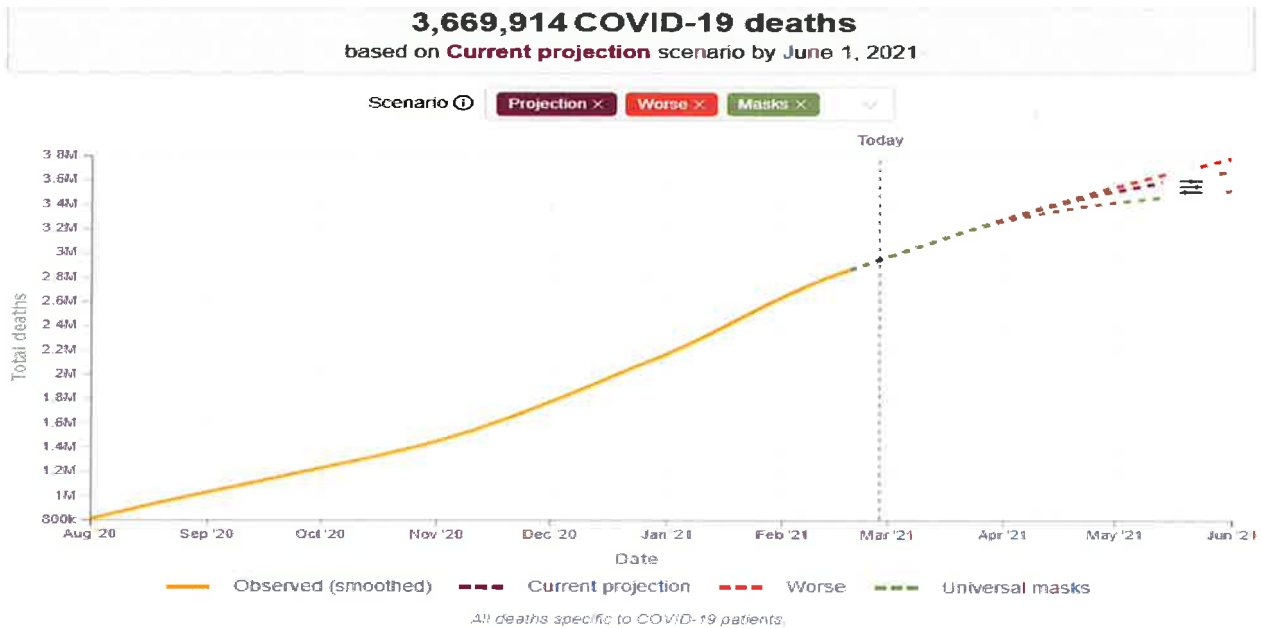
Numbers of Cases (raw numbers)

	<u>Cases</u>	<u>Recovered</u>	<u>Deaths</u>
World	~114.3 million	~89.8 million	~2.53 million
United States	~29.2 million	~19.6 million	524 K
Illinois	~ 1.19 million	~ 1.08 million	~ 23 K

~ worldometer.info (as of 2/27/2021)

Monthly Death Projections - Global (through JUNE 2021):

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



~ healthdata.org (as of 2/27/2021)

World Map of COVID-19

The US, India, and Brazil have seen the highest number of confirmed cases, followed by Russia, the UK. The following countries have no reported cases of COVID-19: North Korea, Turkmenistan, Kiribati, Tonga, Palau, Tuvalu, Nauru; this is largely due to immediate response in boarder closings, travel restrictions, and airport closures. (map had been included for review)

Operational Update:

We continue to re-evaluate our **Single Occupancy dining spaces**. In a recent meeting with the Union Leadership, the CMO and Director of Operations had a mutually fruitful meeting wherein the following changes will be made:

Create an additional single occupancy dining space

- Create a communal break space wherein staff can take their daily 15-minute breaks without taking up the single occupancy dining spaces. The staff will need to wear masks.
- Staff scheduled to begin their work day at 7:30 am will be asked to take their lunches earlier in the day rather than clustering around the most common lunch times, similarly staff scheduled to begin their work day at 10 am will be asked to take their lunch later.

Our plan is to meet in two weeks to re-assess the effectiveness of this plan with the mutual goal being to provide the staff with a comfortable break and lunch experience that is also a low risk infectious disease experience. The advice being given to the group is to continue stay focused on **Dose/Duration/Distance** as we continue to put together safe dining plans for the staff; and stave off the urgency to return to normalcy with communal dining.

Quality Improvement:

The Community Health Center is involved in a collaboration centering around improved Colorectal Cancer screening. This project is led by the CDC, and we are working directly with the Center for Asian Health Equity at the University of Chicago and the Hope Light Foundation (a public charity that employs evidence-based medicine principles to help develop programs in the fight against cancer.

The program is called the "Flu-fit" program. We are to tether a Flu Vaccine with the distribution of a Colorectal Cancer home screening kit.

Upon meeting with the team, a week ago, we have decided to tether the screening kits to our COVID-19 vaccine as this project is eminent.

The ultimate goal being to increase screening, detection, and referrals for advance testing and treatment.

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Staffing Update:

The following positions are vacant in the health center:

- Quality Assurance Program Manager
- Family Medicine Physician
- Mental Health Advanced Practice Registered Nurse
- Psychiatry Physician (telehealth, part-time)
- Behavioral Health Registered Nurse (2)
- Certified Medical Assistant (2)
- Social Worker
- Health Care Liaison (2)

VII. CDO Report

February is Children’s Dental Health Month.

Oral Health is an important part of overall good wellbeing and February is a special time to focus on the dental health of children. It is so true, you cannot have “Good Health with Bad Teeth”

We had a press release from our Will County Executive Bertino-Tarrant who encourages residents to visit the Community Health Center, Dental Clinic for regular services and treatments.

“I am proud of the superior dental care services the Will County Community Health Center offers to our residents,” said County Executive Bertino-Tarrant. “Regular dental checkups are key to maintaining good quality of life.”

Two social media posts were posted to Facebook and Twitter during the month of February for Children’s Dental Health Month. Kathleen Harkins, our Community Health Educator have created a dental poster that will be laminated and mailed to area pediatricians, schools, and daycares. This poster includes oral health educational information for parents and information about the CHC dental clinic

This is also the month for a Chicago Dental Society’s Midwinter Meeting and Dental conference, “Heart of Dentistry”.

This year dental conference is virtual and LIVE continuing education courses are available. All our dentists are registered to attend this meeting for continuing education and to be in touch with technology advancements in the field by visiting virtual exhibits.

We are also in process to set up mobile dental unit appointments with community organizations, including schools and daycares. We anticipate scheduling mobile dental visits in April.

VIII. DISCUSSION

Expenditure Report: The expenditure report was not available due to the upgrade to a new financial system and our inability to pull reports.

Revenues: The revenue report was not available due to the upgrade to a new financial system and our inability to pull reports.

COVID Testing Stats: Ms. Maragos reviewed the COVID Stats report. 7,905 people have been tested and the overall test positivity rate is 10.6%.

Reports from the Governance Committee Chairperson: Ms. Easley spoke of the Governance Committee meeting that took place prior to the GC meeting.

- The Governing Council Chairperson evaluation was reviewed and discussed, and further changes will be made once complete.
- Bylaws changes were reviewed. Minor edits were made, and suggested changes will be presented at the April 7 GC meeting.

Joint Commission report: Dr. Byrd presented the Joint Commission report. The two requirements for improvement were presented and discussed:

- Waive testing data collection form will be changed and programmed into EHR.
- The sterilizer (autoclave) policy and procedures need to be corrected.

United Way application: Mr. Lauridsen questioned if we had applied for and received funding in 2020? Ms. Maragos stated we were notified that we would not receive funding after June 2020.

Ms. Lindsey requested that “approval of GC board to accept not applying for U/W application” will be put on April GC agenda.

UDS comparison 2020 vs. 2019: Ms. Maragos presented the UDS comparison report 2020 vs. 2019. A few items were discussed: The total encounters have gone up by .53%. The Mental Health Patients went up by 77%. Mental Health Encounters have gone up by 41%. By hiring an extra Pediatrician, the number of infant visits went up by 11%.

Presentation of slate of officers for 4/2021 and request for any additional nominations:

Ms. Easley presented the slate of GC members for renewal in 2021 as well as the slate of officers for 2021. Voting will take place at the GC April 2021 meeting.

Discussion of COVID vaccinations: Dr. Byrd spoke of the first day of the vaccine rollout at the Center. The Colorectal Cancer Screening Fit Test was handed out to all patients who came in for the vaccine.

Ms. Kornacker questioned if the Health Center could mimic the Health Department’s process? She wondered if we could also recruit through the patient portal? Ms. Maragos stated due to senior citizens struggling to sign up through the computer, we chose to call them and set up an appointment.

Going forward the weekly email update from Ms. Olenek will be forwarded to the Governing Council.

Ms. Cline-Kabba questioned how long it is anticipated that we will stay in the 1b group for COVID vaccinations? Ms. Olenek stated we have to make sure that we have covered as many of the 1A and 1B and then move to the 1B+ before moving to the next group.

VII. ACTION

- A **motion** was made by Mr. Lauridsen and **seconded** by Ms. Cline-Kabba to approve renewal of contract with Dr. Adel Mouradi M.D. **Motion carries.**

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

- A **motion** was made by Mr. Dyche and **seconded** by Ms. Warren to approval renewal of re-credentialing for Dr. Adel Mouradi, MD. **Motion carries.**

Motion to use the previous roll call: A motion was made by Mr. Dyche and **seconded** by Ms. Easley.

- A **motion** was made by Mr. Dyche and **seconded** by Ms. Kornacker to approve renewal of contract for Christine Foster, APRN. **Motion carries.**

Motion to use the previous roll call: A motion was made by Mr. Dyche and **seconded** by Ms. Brassea.

- A **motion** was made by Ms. Kornacker and **seconded** by Mr. Dyche to approve contract with Dalvina Sharma, DDS. **Motion carries.**

Motion to use the previous roll call: A motion was made by Ms. Easley and **seconded** by Ms. Brassea.

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

PUBLIC CONCERNS AND COMMENTS: No comments stated

- X. A **motion** was made by Mr. Dyche and **seconded** by Ms. Warren to adjourn the meeting at 6:38pm. **Motion carries.**

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

- XI. **Meeting of Executive Committee at the Executive Session took place following the GC meeting.**

XII. NEXT MEETING

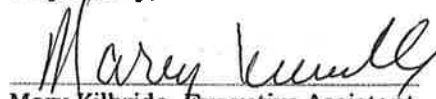
Wednesday, April 7, 2021
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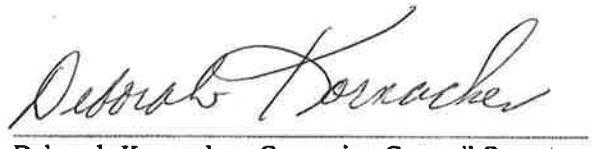
4:30pm
5:00pm

Finance Committee mtg.
Governing Council mtg.

(Meetings will be conducted virtually, through Microsoft Teams)

Prepared by,


Mary Kilbride, Executive Assistant


Deborah Kornacker, Governing Council Secretary