

WILL COUNTY COMMUNITY HEALTH CENTER
GOVERNING COUNCIL MEETING MINUTES
VIA TELECONFERENCE
7/7/2021

MEMBERS PRESENT

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

MEMBERS ABSENT

Vernice Warren

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
Phil Jass - Quality Improvement/Risk Management Coordinator

WCCHC STAFF ABSENT

WCHD STAFF PRESENT

Sue Olenek, 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. Mr. Paul Lauridsen, Chairman, called the meeting to order at 5:04p.m.

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

II. MISSION STATEMENT

Ms. Lindsey read the Mission Statement.

III. APPROVAL OF MINUTES

A **motion** was made by Mr. Dyche and **seconded** by Ms. Easley to accept the minutes from June 2, 2021. **Motion carries.**

Roll Call: Paul Lauridsen, "Aye", Cindy Brassea, "Aye", Alan Dyche, "Aye", Judith Easley, "Aye", Marie Lindsey, "Aye"

A motion was made by Ms. Lindsey and **seconded** by Mr. Dyche to accept the minutes from May 12, 2021. **Motion carries.** (Voted to approve again, due to lack of recording)

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

Governing Council

IV. Chairman's Comments: Mr. Lauridsen reminded GC members to raise their hand if they have a Question/comment during the meeting.

V. Public Comment for Agenda Items Only: none

VI. CEO Report

CVS-Wellpartner Amendment to add 5 new pharmacy sites. On a quarterly basis, our large partner pharmacies (Walgreens, Walmart and CVS) look at the sites where our patients fill our prescriptions, to ensure all sites are included in our 340B Pharmacy Services Agreement. CVS/Wellpartner has determined there are 5 new pharmacy sites that should be included in our 340B plan. We ask the Governing Council for its approval to add these sites. There are no negative implications for the addition of a new site. If not fully utilized, we will not lose money as the inventory of pharmaceuticals is virtual.

Update on management of patients with hypertension – Early this year we received funding from HRSA to improve our quality scores for hypertension management. This includes the use of home blood pressure monitoring devices. TimeDoc is one vendor that supplies the devices and integrates with our E.H.R. Some questions were raised regarding the Agreement that was recently approved for TimeDoc and certain terms are still under negotiation. Meanwhile we are investigating other vendors for comparable products. We also attend monthly HRSA educational sessions about best practices for hypertension management.

American Rescue Plan Act of 2021 (ARPA) – In addition to funding for Community Health Centers, the County of Will has received significant funding from Congress “to promote economic security” and provide COVID-19 related relief and economic stimulus. The WCHD divisions have submitted projects for consideration. The WCCHC in particular has requested funding for 4 projects:

- 1) Soundproofing the space used by Audiology (\$6270)
- 2) Replacement of window blinds (\$15,100)
- 3) Landscaping improvements (\$33,500)
- 4) Replacement of floor tiles and carpeting in the Joliet facility (\$208,417).

Our current Joliet facility was completed in January 2006. Since then no changes have been made to window treatments or flooring. From the first day of services, the ABHF Audiologist commented on the impact of ambient noise on his ability to evaluate our patient's hearing. We await approval of these projects from the County.

A refresher of Governing Council financial responsibilities – As we plan for the FY2022 budget which begins December 1, 2021, at our July GC meeting we'll briefly review the financial responsibilities our Board members. (See attached handout.) Then, in preparation for FY 2022 budgeting, we will:

- a) Discuss changing WCCHC and patient needs, and changing environment
- b) Establish WCCHC financial priorities for FY2022 (for example, improved payments from cash paying patients and less write-offs, hopefully more provider bonuses for meeting quality indicators, less financial dependence on the levy)
- c) Consider if we have the resources (staff, equipment, time, money) to achieve these priorities?
- d) Consider if we need new sources of revenue? If so, from where?
- e) Consider if we need capital improvements?

Strategic planning for 2022 will take place in December, but since the budget must be established by this September, some forecasting and pre-planning must occur before then. Starting in December, we'll consider long-range planning (3-5 years) so we can better budget for future needs.

National Community Health Center Week – This year National Health Center Week will be celebrated from August 8-14. The theme is “Community Health Centers: The Chemistry for Strong Communities.” We plan to celebrate on Wednesday August 11 from 1:30-3:30 with staff appreciation events. We invite the Governing Council members to join us for outdoor activities. We will also invite local legislators and offer COVID vaccinations on our mobile health unit.

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CMO Report

COVID-19 Update:

Numbers of Cases (raw numbers)

	Cases	Recovered	Deaths
World	~ 181 million	~165 million	~3.91 million
United States	~ 34.4 million	~ 28.8 million	618 K
Illinois	~ 1.39 million	~ 1.35 million	~ 25 K

~ worldometer.info (as of 6/24/2021)

Daily New Cases - Illinois (through June 19, 2021):
 - Downward trend, the last count being 258 new COVID-19 cases in one day
 (graph of daily new cases was shown)

Daily Deaths - Illinois (through June 19, 2021):
 - Downward trend, the last count being 8 deaths in one day
 (graph of daily deaths was shown)

Daily Deaths - Global (through October 2021):
 - Note a downward trend in general, and there **can be** and even greater decrease in COVID-19 cases if **masking** requirements remained in place (note the **GREEN** line)
 (graph of daily deaths globally was shown)

Summary (Global & United States) (as of June 18, 2021; Institute for Health Metrics and Evaluation)

- * In Europe and North America, due to the rise of vaccination rates and seasonality (* see information on seasonality below) there is a **decline** in cases.
- * However, in certain parts of Eastern Europe (Scotland) and Southeast Asia, there is a **rise and surge** in COVID-19 cases due to:
 - premature relaxation of masking and social distancing measures (even with a high vaccination rate)
 - new escape variants of the COVID-19 virus (making the vaccines less effective)
 - low distribution rate of the vaccines
 - inability of their health systems to contain the surges.
- * Specific to the United States, COVID-19 cases and deaths continue to **decline** due to:
 - the seasonality of the virus
 - rising vaccination rates...it is estimate that about 170 million Americans will be fully vaccinated by September 1, 2021. About **30% of Americans** who are now eligible to receive the vaccine are **still hesitant** and report that they will not take the vaccine.
- * Despite the fact that about 25% of Americans have received the mRNA vaccines, many **people are still susceptible** to getting infected by COVID-19 due to:
 - the presence of new escape variants that are now circulating through many states. For example, the P.1 variant is circulating in several states and has started replacing B.1.1.7 (first discovered in the UK)

- * It is estimated that about **50% of Americans will remain susceptible to COVID-19** because of the presence of these variants, and this may sustain a surge in the winter.
- * The best strategies to prevent a surge in winter are to:
 - address vaccine hesitancy
 - continue to focus on widespread COVID-19 vaccine initiatives
 - **continuing to ask people to wear masks**, especially when we start seeing cases going up at the beginning of winter.

Seasonality of Viruses:

Seasonality of a Virus refers to the peak time of the year, or "season", when a virus/infectious agent is most active and infectious. This is due to factors like:

- "Wintertime immune suppression" wherein people are driven in doors due to cold temperatures causing crowding, the change in winter diets towards less fresh fruits and vegetables, and decreased Vitamin D production in the human body due to less sun light.
(making diet, social distancing, and masking important)
- "Contact Patterns" like travel, shopping (that can peak during certain times of the year), celebration patterns (increased holiday parties in winter and weddings in spring and summer). All to say, when these "**human centered patterns of behavior**" are juxtaposed to vaccination rates, this can also impact the "seasonality" of a virus / infectious agent.

Ultimately, low vaccination rates mean that the infectious agent can interact with and infect more susceptible hosts causing a greater spread of the disease.
(making increased vaccination efforts important)

Vaccine Clinics:

The community health center continues to provide COVID-19 vaccines *five days per week*.

Last week we expanded our vaccine effort to include real time vaccines for patients whom are in the health center for other business, rather than having to schedule a vaccine appointment for a future date.

We are also offering Pfizer vaccine to children **during** the course of their Pediatric Well-Child visits in addition to our ongoing Thursday Pediatric COVID-19 Vaccine Clinic that was started a month ago. This Thursday vaccine clinic allows us to offer the COVID-19 vaccine to community children whom are non-health center patients

Staffing Update:

The following positions remain **vacant** in the health center:

- Family Medicine Physician

One Physician was interviewed last week. This makes a total of three in two months. The most recent interviewee will interview with the CEO and receive a tour this month

- Psychiatry Physician (telehealth, part-time)
- Psychiatry Physician
- Behavioral Health Registered Nurse
- Certified Medical Assistant (3)
- Social Worker (2)
- Medical Secretary
- Patient Registration Clerk

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Ms. Kornacker questioned if children under the age of 12 will be offered a vaccine. Ms. Maragos stated not at this time. She asked Dr. Byrd for clarification about when a person should wear their mask? Dr. Byrd stated at all times when going out of their home.

Ms. Cline-Kabba questioned if we have any information about the Lambda variant? Dr. Byrd stated "No"

CDO Report

BinaxNOW Rapid COVID Testing in Dental

Dental clinic will continue to perform BinaxNOW COVID testing for every patient, every visit before aerosol producing procedure.

Dental staff is encouraging dental patients to get vaccinated and giving information about scheduling an appointment with WCCHC.

As more patients are getting vaccinated and screening done at the front door for any symptoms, dental clinic did not have any positive case.

For the month of June 1-28, 2021, dental clinic performed **277** tests with **NO** positive cases.

Dental staff is wearing N95 masks, face shields, head caps, gloves and disposable gowns for each patient.

BinaxNOW is a rapid test with results in 15 minutes that detects COVID-19 antigens to help identify patients who may be currently infected without any symptoms.

Mobile Dental Visits

Our IT staff is assisting with installing and configuring dental x-rays on the mobile unit laptops. The Mobile Dental Unit will be scheduled for dental visits as soon as IT completes the required work.

We are in the process of interviewing for a medical secretary in Dental. This person will coordinate and schedule mobile visits, send the required paperwork, and follow up and help in the dental clinic by scheduling patients with internal referrals.

Internal Referrals

From May 1-June 28, 2021, Dental received 129 internal referrals from our WCCHC medical providers. It includes children, pregnant women and adults referred to Dental for oral health care.

Revenue: Ms. Maragos presented the revenue report as of June 30, 2021. This report came from a finance person at the County who put it together for us. The report is very similar to last month. Ms. Maragos stated until we can catch up for this whole year, the revenue will appear under budget.

Ms. Bergin stated previously we were reporting on a cash basis but now it is on an accrual basis report. When we look at this report, we are not seeing the revenue. As soon as FY20 has closed, it will clarify how CHC did.

Ms. Olenek stated we are going to have to modify how we look at revenue going forward.

Ms. Maragos confirmed with Ms. Oshin that payments are still coming in are from FY2020 services. She stated that is correct.

Ms. Lindsey questioned how often do we have to submit our reports to HRSA and how are we going to explain this to HRSA? Ms. Bergin stated we are required to submit our annual UDS report and the other requirement is the single audit. This audit is submitted for the entire county. HRSA is expecting revenue for FY2020-21 but are unaware that we are under a new financial system. Ms. Bergin stated we would be ready if HRSA questioned us.

Expenditure: Ms. Maragos stated our expenditures are right in line with where they need to be.

COVID Vaccinations: CHC has administered 1160 doses. 69% were to ethnic or racial minorities.

Patients & Visits: Ms. Maragos presented the Patients & Visits report. Discussion took place. Ms. Kornacker asked how many visits telehealth visits vs. regular visits. Ms. Maragos explained the spreadsheet.

VII. DISCUSSION

Reports from the Governance Committee Chairperson: Ms. Easley discussed the fiscal responsibility of the Governing Council board. Mr. Dyche requested that we consider budgeting for PPE for the winter months. Discussion took place regarding budgeting for digitizing or disposing of medical records in the Center. Further discussion to follow.

The Governance Committee approved Nicole Luebke as a new Governing Council member.

Governing Council Board member training: Ms. Maragos spoke of the need for the GC members to consider long range financial planning. She spoke of the Strategic Planning that takes place in December and the long-term financial plans that will be discussed. An example she gave is looking for additional revenue sources for our BH providers. She spoke of basing our spending decisions on preplanning that took place from the GC.

Ms. Kornacker spoke of the possibility of looking into further locations outside of EBO/NBO.

Mr. Lauridsen spoke of additional staff for Population Health Management.

National Health Center week celebration 8/11 from 1:30pm-3:30pm: Ms. Maragos spoke about the National Health Center week celebration. Further information will be sent.

VIII. ACTION

- A **motion** was made by Ms. Lindsey and **seconded** by Ms. Brassea to approve CY2022 FTCA Redeeming Application. **Motion carries.**
Mr. Lauridsen “Aye”, Cindy Brassea “Aye”, Deborah Kornacker “Aye”, Alan Dyche “Aye”, Edith Cline-Kabba “Aye”, Michael Crowner “Aye”, Judy Easley “Aye”, Marie Lindsey “Aye”.
- A **motion** was made by Ms. Easley and **seconded** by Ms. Kornacker for approval of Risk Management Training Plan. **Motion** was made by Mr. Dyche and **seconded** by Ms. Cline-Kabba to use the previous roll call. **Motion carries.**
Ms. Lindsey questioned how the annual training takes place for a staff member. Ms. Baumgartner responded we utilize Medtrainer for ongoing training with staff.
- A **motion** was made by Ms. Lindsey and **seconded** by Ms. Kornacker to approve renewal of contract for Dolly Agba, APRN. **Motion** was made by Ms. Lindsey and **seconded** by Mr. Dyche to use the previous roll call. **Motion carries.**
- A **motion** was made by Ms. Kornacker and **seconded** by Mr. Dyche to approve amendment to add CVS Pharmacy sites to our 340B program. **Motion** was made by Ms. Cline-Kabba and **seconded** by Mr. Dyche to use the previous roll call. **Motion carries.**
- A **motion** was made by Ms. Lindsey and **seconded** by Ms. Brassea to approve policy QRM-0070 Managing Medical Malpractice Claims. **Motion** was made by Ms. Kornacker and **seconded** by Mr. Dyche to use the previous roll call. **Motion carries.**
- A **motion** was made by Ms. Lindsey and **seconded** by Mr. Dyche to approve Nicole Luebke as GC member effective 7/7/2021. **Motion** was made by Mr. Dyche and **seconded** by Ms. Cline-Kabba to use the previous roll call. **Motion carries. (Mary – did you notify Nicole – or will Paul?)**
- A **motion** was made by Ms. Lindsey and **seconded** by Ms. Easley to approve policy QRM-0052 Diagnostic Tracking. **Motion** was made by Mr. Dyche and **seconded** by Ms. Kornacker to use previous roll call. **Motion carries.**
Ms. Kornacker questioned is it getting harder to contact patients vs. before? She was referring to “after 3 unsuccessful attempts to contact a patient....”. Dr. Byrd stated it is about the same to contact patients and that the policy needed to be updated.
- A **motion** was made by Ms. Lindsey and **seconded** by Ms. Cline-Kabba to approve policy QRM-0002 Internal Event Reporting. **Motion** was made by Ms. Kornacker and **seconded** by Ms. Easley to use previous roll call. **Motion carries.**
- A **motion** was made by Ms. Kornacker and **seconded** by Ms. Brassea to approve renewal of contract with Midwestern University for clinical educational experiences for Optometry students. **Motion** was made by Ms. Lindsey and **seconded** by Ms. Brassea. **Motion carries.**

- A motion was made by Ms. Lindsey and **seconded** by Mr. Dyche to approve renewal of contract for Dr. Veronica Arauz. **Motion** was made by Mr. Dyche and **seconded** by Ms. Brassea. **Motion carries.**

IX. BOARD MEMBERS' CONCERNS AND COMMENTS:

PUBLIC CONCERNS AND COMMENTS: No comments stated

- X. A **motion** was made by Ms. Kornacker and **seconded** by Ms. Brassea to adjourn the meeting at 5:00pm. **Motion** was made by Ms. Lindsey and **seconded** by Ms. Cline-Kabba to use the previous roll call. **Motion carries.**

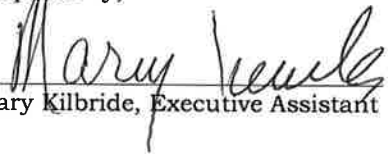
XI. Executive Committee

XII. NEXT MEETING

Wednesday, August 4, 2021	4:30pm	Quality Committee mtg.
Wednesday, August 4, 2021	5:00pm	Governing Council mtg.

(Meetings will be conducted virtually, through Microsoft Teams)

Prepared by,


Mary Kilbride, Executive Assistant


Deborah Kornacker, Secretary of Governing Council