

WILL COUNTY COMMUNITY HEALTH CENTER
GOVERNING COUNCIL MEETING MINUTES
VIA TELECONFERENCE
6/8/2022

MEMBERS PRESENT

Paul Lauridsen, Chairperson
Cindy Brassea, Vice Chairman
Michael Crowner
Alan Dyche, Treasurer
Judy Easley
Deborah Kornacker-Secretary
Marie Lindsey
Nicole Luebke

MEMBERS ABSENT

Edith Cline-Kabba
Vernice Warren

WCCHC STAFF PRESENT

Mary Maragos, Chief Executive Officer
Dr. Sangita Garg, Chief Dental Officer
Stacy Baumgartner - Director of Operations
Phil Jass - Quality Improvement/Risk Management Coordinator
Bose Oshin, Billing Supervisor
Gayle Andrae, Managed Care Specialist

WCCHC STAFF ABSENT

Dr. Jennifer Byrd, Chief Medical Officer

WCHD STAFF PRESENT

Sue Olenek, Executive Director
Elizabeth Bilotta, Assistant Executive Director
Denise Bergin, Director of Finance/Grants Management
Charles Flood, Compliance Officer

OTHERS PRESENT

Adam Lipetz, ASA

I. CALL TO ORDER - Pledge of Allegiance

The regular meeting of the Will County Community Health Center Governing Council was held virtually, via teleconference due to COVID-19 isolation requirements. Mr. Lauridsen, Chairman, called the meeting to order at 5:00p.m.

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

II. MISSION STATEMENT

Ms. Kornacker read the Mission Statement.

III. Pledge of Allegiance

IV. APPROVAL OF MINUTES

ROLL CALL AND DETERMINATION OF QUORUM – Quorum present.

A **motion** was made by Ms. Easley and **seconded** by Mr. Dyche to accept the minutes from May 4, 2022. **Motion carries.**

Roll Call: Paul Lauridsen “Aye”, Cindy Brassea “Aye”, Michael Crowner “Aye”, Alan Dyche “Aye”,

Judy Easley "Aye", Deborah Kornacker "Aye", Marie Lindsey "Aye", Nicole Luebke "Aye"

V. Public Comment for Agenda Items Only: none

VI. CEO Report

IDPH SBHC Implementation grant – We received a notice of funding opportunity from IL Dept of Public Health regarding grants to implement a school-based health center (SBHC) in IL. The opportunity is only available to those entities who received funding for the planning phase. We ask the Governing Council for its approval to submit for \$150,000 in grant funding, the maximum allowable amount. Applicants are expected to be operational and apply for SBHC certification by the end of June 2023. The Valley View School District administration is supportive. We propose to begin basic operations this summer, to include assisting parents with insurance eligibility and enrollment, and provide school physicals, immunizations, and COVID testing. All of these activities can be performed before space is renovated at Brooks Middle School in Bolingbrook. We are currently seeking Advisory Board members who live in that community; one Will County Board/ Board of Health member has already volunteered. If any Governing Council member is interested, or can recommend someone, we would appreciate your help. One June 9 we plan to visit 2 SBHCs run by Heartland Community Health Center, in Rogers Park near Evanston.

Ms. Kornacker offered to volunteer on the school based Advisory Board which will meet quarterly. Ms. Kornacker will reach out to the MSN Program Director from Louis University and see if there may be a few MSN students interested in working with this Grant.

ARPA supplemental funding – An application was submitted on May 23 to HRSA for \$60,000 for supplementary American Rescue Plan funding. The purpose of the funding is to support enhanced Uniform Data System (UDS) reporting capability, to include population level specificity related to quality metrics and health disparities. We propose to purchase Nextgen Population Health Analytics which will take data from disparate sources such as the electronic health record, insurance claims, hospital discharges, and laboratory results to report on clinical, financial, and care management modalities. We will be able to monitor quality metrics such as vaccinations, appropriate treatment for certain illnesses, chronic health problems, cancer screening, etc. by provider, location, and date. The cost for a consultant to install, implement, and train the staff is \$37,150. The monthly subscription cost is \$2986. The grant period is for 8 months, from Aug.1 2022 through March 30, 2023. After the end of the grant period, the monthly subscription will be supported by revenue from managed care organizations that offer bonuses for meeting quality metrics. The budget line item is called "Managed Care Performance." In 2021 the revenue from this line item was \$28,260 and more is expected as we continue to improve our quality scores.

Ms. Olenek questioned if Ms. Maragos was able to extend this agreement into 2023? This is due to IT having to many projects scheduled for 2022. Ms. Maragos will ask if we are able to pay for this now with the understanding that we will not work on this until 2023.

HRSA national FQHC employee survey – We have been asked by HRSA to have our staff participate in a national satisfaction survey of FQHC employees. The aim is to improve retention of employees and learn best practices from other entities such as ours. We'll share more information about this as we learn of it.

Purchase of new ultrasound machine for OB – Our current ultrasound machine, used by our obstetricians for basic pregnancy screening, is more than 15 years old and no longer functional. We ask the Governing Council for its approval to purchase a new machine, for no more than \$40,000. The Board of Health has already given its approval. HRSA American Rescue Plan funding from last summer will support this purchase.

Recent resignation of our LCSW – We are sorry to report that our Licensed Clinical Social Worker of only 3 months just resigned, with days’ notice. She received a salary increase from her former hospital employer. Likewise, we are struggling right now with 7 Certified Medical Assistant vacancies, as our salaries are not commensurate with those available at local hospitals. We have proposed changes to the Union for the minimum requirements of CMA hires, to allow us to hire those without prior experience. We have been waiting months for a response, and it is affecting our ability to provide in-person visits after 4:00pm each day, as that is when the need for a CMA is most acute.

Ms. Olenek stated we will have to bargain with the union regarding the possibility of changing minimum qualifications for our CMA positions in order to change this position to allow a new graduate CMA to apply for this position.

CMO Report

COVID Update

COVID-19 Update:

Numbers of Cases (raw numbers)

	<u>Cases</u>	<u>Recovered</u>	<u>Deaths</u>
World	~ 5.33 million	~ 504 million	~ 6.31 million
United States	~ 86.0 million	~ 82.2 million	~ 1.03 million
Illinois	~ 3.31 million	~ 3.09 million	~ 38 K

Increased from 82.6 million in 4 weeks (referring to Recovered cases in US)

Increased from 1.02 million in 4 (referring to Deaths in US)

Total Daily New Cases – Illinois (through May 29, 2022):

~ **increase** in cases as they are up **FROM** 748 in March **TO** 7,775 in May (graph was shown of total new cases in IL)

Active Cases- Illinois (through May 31, 2022):

~ **increased FROM** 39,276 active cases in April 2022 **TO** 174,141 active cases as of May 31, 2022 (graph was shown of active cases in IL)

COVID Summary (as of May 27, 2022; Institute for Health Metrics)

- **South Africa & China:** Cases appear to have peaked and are now declining.
- **United States:** The increase in cases is **slowing and expected to peak by early June**
- **Current recommendations:**
 - Offer boosters to those who want them.
 - Provide antivirals to at-risk individuals who get infected.
 - Continue surveillance for potential new variants.

CASES EXPECTED TO PEAK IN THE US WITHIN A FEW WEEKS IN THE USA

- In the United States, the increase in cases (driven by behavioral relaxation) is slowing.
- It is not these current increases in the US will lead to large-scale increases in death or hospitalization.
- We will see a peak at the end of May or mid - June at the national level

EVIDENCE OF BA.4-5 CROSS-VARIANT IMMUNITY IN SOUTH AFRICA

- In South Africa, the BA.4-5 related increase in cases has peaked and is coming down, which fits with the expectation and projected models

OMICRON UNDER CONTROL IN CHINA

- The control measures of strict lockdown continue to be successful with COVID case numbers declining in general.
- The lingering question will be whether or not there are going to be – as expected (given the large volume of susceptible individuals) *further Omicron outbreaks*, and the need for other efforts at strict lockdown in China, still pursuing a zero-COVID strategy.

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CURRENT RECOMMENDATIONS

Excluding the emergence of new variants that are more severe than Omicron, the current strategies of continuing to offer *boosters* to those who would like to get a booster, making sure that *antivirals are available* for those who are at risk who do get infected with Omicron, and *continuing surveillance*, are the most important aspects of monitoring the ongoing COVID-19 pandemic.

Staffing Update:

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

- Family Medicine Physician (1)
- Mental Health Advanced Practice Registered Nurse (1) OR
- Psychiatry Physician (1)
- Registered Nurse (1)
- Patient Registration Supervisor (1)
- Licensed Clinical Social Worker (resignation just received)
- Nurse Population Health Manager (1)
- Patient Registration Clerk (2)
- Certified Medical Assistants (7)
- Outreach Specialist/ Insurance Navigator (1)

CDO Report

BinaxNOW Rapid COVID Testing in Dental

For the month of May 1-30, 2022, the dental clinic performed 288 tests in clinic, 48 in mobile with **one** positive case.

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

Mobile Dental Success Story

Nicole Luebke, our GC member helped to schedule the dental mobile at Catholic Charities to see children.

Dr. Garg received an email from Laura Vysniauskaite, Parent Child Educator, Early Head Start, that the mobile dental van was very successful!
She wrote:

“A family I am working with has never taken their 19-month-old daughter to the dentist. Mom was always worried and concerned since her child has a tendency to bite. The mom had a lot of anxiety and fear around taking her daughter to the dentist and would always tell me she's not ready to go. When I invited her to the mobile dental van, she was very hesitant, but she agreed to bring her daughter and give it a try. Mom was very anxious before, but after the appointment she expressed how happy she was that she decided to come! She stated that she felt safe and relieved because the staff were very knowledgeable and friendly. She even mentioned that she will definitely call and make future appointments for her daughter!”

Internal Referrals

From May 1-30, 2022, dental clinic received 91 internal referrals from our WCCHC medical providers. It includes children, pregnant women and adults referred to Dental for oral health care.

VII. Expenditure FY2021:

We came in 9% under budget for 2021.

Mr. Lauridsen stated it looked like the contractual services took up quite a bit of the budget. Are these contracts for services? Ms. Maragos stated it is mainly contracts for medical services.

Revenue FY2021

The final revenue for 2021 was presented and discussed. We came in at 10.2% over budget.

Expenditure FY22 as of May 2022:

Expenditures for FY22 were presented and discussed. The goal is to be one month behind at 41.7%. Our expenditures came in at 42.2%.

Revenue FY22 as of May 2022:

Revenue for FY2022 was presented and discussed. The variance is 2.8%.

Ms. Bilotta stated journal entries are still taking place for 2021 and there may be one more expense and revenue report for FY2021.

Ms. Olenek discussed the category of Personnel-Benefits from May 2022 and that 47.1% is still high considering we have increased some of the provider salaries and have also brought in staff at higher salaries than in the past. She stated if all personnel positions were filled, we would be overbudget.

Ms. Lindsey stated she wanted noted that the providers are revenue generators.

Ms. Bergin clarified we have 26.1 payroll periods. We've paid out 11.8 payroll periods and therefore our target for payroll and benefits is 45.21%. We're not much above that benchmark. Also, our higher compensated providers will cap out on their FICA and IMRF so that will level off.

Ms. Kornacker questioned if we ever fill all positions? Ms. Olenek stated we have not in the past which is how we handle our budget. She stated we will fully fund our budget at 97%.

Patient & Visits: Ms. Maragos presented the Patients and Visits report.

Mr. Lauridsen questioned if the increase in patients is throughout all departments? Ms. Maragos stated it is in Behavioral Health and Dental.

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

Ms. Bergin questioned if not having CMA's impact the Provider's Productivity? Ms. Maragos stated "Yes it does. We are unable to schedule appointments after 4:00pm which impacts patient access to care.

VIII. Discussion

Mr. Dyche presented the Finance Committee meeting. The meeting had taken place prior to the Governing Council meeting. Mr. Dyche spoke of the exceptional receivables report that was presented. We made it to 90% of expenditures and 110% of revenues. Mr. Dyche felt the numbers in general were very good.

IX. Action Items

- A **motion** was made by Mr. Dyche and **seconded** by Ms. Lindsey to approve the purchase of an ultrasound machine for the OB department. **Motion carries.**
Paul Lauridsen "Aye", Cindy Brassea "Aye", Michael Crowner "Aye", Alan Dyche "Aye", Judy Easley "Aye", Deborah Kornacker "Aye", Marie Lindsey "Aye", Nicole Luebke "Aye". **Motion carries.**
Ms. Bilotta stated this was an emergency procurement and therefore it did not have to go out to bid.
- A **motion** was made by Ms. Lindsey and **seconded** by Mr. Dyche to submit application to HRSA for ARP-UDS + Supplemental funding grant. **Motion** was made by Ms. Brassea and **seconded** by Ms. Easley to use the previous roll call. **Motion carries.**
Ms. Olenek stated the IT has many projects that they are working on and will not be able to take this project on (Nextgen Population Health Analytics) in the near future. Ms. Maragos stated we will wait for implementation but want to ask for approval at this time in order to use the funding.
- A **motion** was made by Ms. Brassea and **seconded** by Ms. Lindsey to submit application to IDPH for SBHC Implementation grant. **Motion** was made by Ms. Kornacker and **seconded** by Ms. Brassea to use the previous roll call. **Motion carries.**
- A **motion** was made by Mr. Dyche and **seconded** by Ms. Lindsey to approve policy QRM-0066 Patient Follow-up on Missed or Cancelled Appointments. A **Motion** was made by Ms. Brassea and **seconded** by Ms. Kornacker to use previous roll call. **Motion carries.**
- A **motion** was made by Mr. Dyche and **seconded** by Ms. Lindsey to approve policy PCS-0012 Hospitalized Patients and Follow-Up. **Motion** was made by Mr. Crowner and **seconded** by Mr. Dyche to use the previous roll call. **Motion carries.**
- A **motion** was made by Ms. Easley and **seconded** by Ms. Lindsey to approve policy PCS-IC-0022 Autoclave. **Motion** was made by Ms. Lindsey and **seconded** by Ms. Kornacker to use the previous roll call. **Motion carries.**
- A **motion** was made by Ms. Easley and **seconded** by Ms. Brassea to approve policy Lab-0019. **Motion** was made by Mr. Dyche and **seconded** by Ms. Lindsey to use the previous roll call. **Motion carries.**
- A **motion** was made by Ms. Kornacker and **seconded** by Ms. Lindsey to approve contract for Ngozi S. Uwadiale, MSN, APRN. **Motion** was made by Mr. Dyche and **seconded** by Ms. Brassea to use the previous roll call. **Motion carries.**

- X. BOARD MEMBERS' CONCERNS AND COMMENTS:** None
PUBLIC CONCERNS AND COMMENTS: No comments stated

- XI.** A **motion** was made by Ms. Lindsey and **seconded** by Mr. Dyche to adjourn the meeting at 5:58pm.

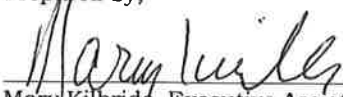
- XII. Executive Committee/Executive Session:** None

NEXT MEETING

Wednesday, July 6, 2022
Wednesday, July 6, 2022

4:30pm Governance Committee
5:00pm Governing Council

Prepared by,


Mary Kilbride, Executive Assistant


Cynthia Brassea, Vice Chairperson Governing Council