

**WILL COUNTY COMMUNITY HEALTH CENTER**  
**GOVERNING COUNCIL MEETING MINUTES**  
**VIA TELECONFERENCE**  
7/6/2022

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**MEMBERS PRESENT**

Paul Lauridsen, Chairperson  
Cindy Brassea, Vice Chairman  
Michael Crowner  
Alan Dyche, Treasurer  
Marie Lindsey  
Nicole Luebke  
Vernice Warren

**MEMBERS ABSENT**

Edith Cline-Kabba  
Judy Easley  
Deborah Kornacker

**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  
Heather Forbes – Front Desk Supervisor  
Mike Cirullo – EHR Project Manager  
Denise Sitasz – Administrative Assistant

**WCCHC STAFF ABSENT**

**WCHD STAFF PRESENT**

Sue Olenek, Executive Director  
Elizabeth Bilotta, Assistant Executive Director  
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 5:02p.m.

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

**II. MISSION STATEMENT**

Ms. Lindsey 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 Mr. Dyche and **seconded** by Ms. Warren to accept the corrected minutes from June 8, 2022. The word “Louis University” will be changed to “Lewis University”. **Motion carries.**

**Roll Call:** Paul Lauridsen “Aye”, Cindy Brassea “Aye”, Michael Crowner “Aye”, Alan Dyche “Aye”, Marie Lindsey “Aye”, Nicole Luebke “Aye”, Vernice Warren “Aye”

**V. Public Comment for Agenda Items Only:** none

**VI. CEO Report**

**CAREMINDr award** – Due to our huge success with CAREMINDr and home blood pressure monitoring, CAREMINDr gave us a \$250 award. Renee Foster-McFarland, Director of Nursing, and Michelle Budzinski, Healthcare Liaison, presented to a national audience about how we garnished provider support, collaborate with patients, and assisted our patients to normalize their blood pressure readings. A link to this presentation was shared with all staff as well as Governing Council and Board of Health members.

Ms. Olenek and Mr. Lauridsen congratulated the CAREMINDr team on their hard work.

**Approval to submit FTCA application** - The Federally Supported Health Centers Assistance Acts of 1992 and 1995 (FSHCAA) provides that certain person, referred to as covered individuals (i.e., governing board members, officers, employees, and certain individual contractors) of Federal Tort Claim Act covered entities (e.g., health centers that receive section 330 funds and have been approved for coverage or “deemed” as employees of the Public Health Service (PHS)) be treated as PHS employees for purposes of medical malpractice liability coverage. Covered activities are acts or omissions in the performance of medical, surgical, dental, or related functions resulting in personal injury, including death, and occurring within the scope of employment (including within the approved scope of project). This means that a covered entity or individual is immune and will not be financially liable for any claims arising from covered activities. Congress’ intent was to increase the availability of funds to health centers to provide primary health care services by reducing or eliminating health centers’ malpractice insurance premiums. Annually we are expected to provide re-apply for this coverage and provide documentation to HRSA of provider licensure, continuing education, fitness for duty, and compliance with credentialing, among other requirements. We ask the Governing Council for its approval to submit this application.

**IDPH Family Planning grant** – The IL Department of Public Health has awarded us \$240,000 to renew a federal pass-through grant for family planning services. With it we can provide visits for family planning and testing for sexually transmitted infections, health education, and supply contraceptives to uninsured patients. Minors at least 12 years old can be seen without parental permission. This is the same amount as awarded last year. We are prohibited from providing any abortion services. We ask the GC for its approval to participate in this program from July 1, 2022, through June 30, 2023.

**Approval for Family planning sliding fees**- The IL Dept of Public Health requires us to have a separate and more generous sliding fee scale for family planning services. We ask the Governing Council for its approval of this sliding fee scale.

**IDPH SBHC Implementation grant** – We received a notice of funding award of \$150,000 from IL Dept of Public Health regarding grants to implement a school-based health center SBHC at Brooks Middle School in Bolingbrook! Applicants are expected to be operational and apply for SBHC certification by the end of June 2023. See attached documents for grant deliverables, as stated in our application. We plan to begin school physicals and vaccinations at Brooks Middle School in August. We will partner with Lewis University Colleges of Nursing and Social Work for their graduate students’ participation.

**Illinois Children’s Healthcare Foundation Grant** – We received a grant award of \$10,064 to purchase new nitrous equipment for our dental clinic, plus education for all dental staff. This is the amount that we requested. We plan to purchase this equipment and obtain the training in this fiscal year.

**VNA to build a new 14,000 sq ft health center in Joliet** – We recently noticed a news article announcing this new FQHC facility at 1501 Jefferson St., to be completed by 2023. In years past other FQHCs in the community were asked if they supported a new FQHC location near theirs; evidently HRSA requirements have changed. This facility will be within 3.5 miles of our Joliet location and will compete for patients and personnel. We will have to keep this in mind as we consider our strategic plan in the coming years.

Mr. Lauridsen questioned what services the VNA will be offering? Ms. Maragos was unsure. Mr. Lauridsen questioned if the letters of support are no longer a requirement? Ms. Maragos was unsure.

Ms. Maragos introduced Heather Forbes, our new Front Desk Supervisor. Ms. Forbes spoke about her background.

### **CMO Report**

Dr. Byrd spoke briefly about the update of COVID-19.

### **CDO Report**

#### **BinaxNOW Rapid COVID Testing in Dental**

For the month of June 1-27, 2022, the dental department performed 268 tests in clinic, 47 in mobile (total 315 tests) with **two positive** cases in clinic.

Some of the Covid Relief Staff are getting trained with Covid testing workflows and testing procedures to help dental patients with Covid testing.

Dental clinic will continue to perform 15-minute rapid Covid testing for every patient, every visit before **aerosol producing** procedure.

#### **Mobile Dental Services**

Mobile dental unit resumed services to Grundy County and will be scheduling mobile visits regularly.

Mobile unit also visited River Walk Homes and had a good response.

We are also planning to have mobile dental visits to Bolingbrook school as a part of the School Base Health Center.

#### **Internal Referrals**

From June 1-27, 2022, dental clinic received 51 internal referrals from our WCCHC medical providers, including children, pregnant women and adults referred to Dental for oral health care.

### **VII. Revenue FY2022:**

Ms. Maragos presented FY2022 revenue as of June 30. We are currently 7.4% over budget.

Ms. Bilotta wanted it noted that last year at this time we were at 36.1% vs. 57.5% this year.

#### **Expenditures FY2022**

Ms. Maragos presented FY2022 expenditures. The goal is one month behind at 50%. We are coming in below target for expenses.

Ms. Bilotta stated we are at 13.8 payrolls into the year which is approximately 52.9% for salaries and benefits. We're actually on target with the understanding of vacancies we still have to fill.

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

**Provider Productivity:** Dr. Byrd presented the Provider Productivity report.

Mr. Lauridsen questioned how the providers receive this information? Dr. Byrd stated it is given to them during the provider meeting.

### VIII. Discussion

Ms. Lindsey presented the Governance Committee meeting. The meeting had taken place prior to the Governing Council meeting. Ms. Lindsey explained that the bylaws were reviewed for possible changes to the CEO evaluation. We are taking language already in the bylaws and will be listing them step by step. Changes suggested will be presented to GC in the October meeting.

Ms. Maragos presented the Community Board member Online Learning Center. Brief discussion took place.

Ms. Lindsey questioned if there was a way to share the committee minutes with the Governing Council members. This will be looked into further.

Ms. Maragos discussed the school health center implementation grant to the council.

### IX. Action Items

- A **motion** was made by Mr. Dyche and **seconded** by Ms. Lindsey to approve policy PCS-IC-0023 Universal Masking. **Motion carries.**  
Paul Lauridsen "Aye", Cindy Brassea "Aye", Michael Crowner "Aye", Alan Dyche "Aye", Marie Lindsey "Aye", Nicole Luebke "Aye", Vernice Warren "Aye". **Motion carries.**
- A **motion** was made by Ms. Warren and **seconded** by Mr. Dyche to approve FY22-FY23 Family planning fees and sliding fee scale. **Motion** was made by Ms. Lindsey and **seconded** by Ms. Luebke to use the previous roll call. **Motion carries.**
- A **motion** was made by Mr. Dyche and **seconded** by Ms. Warren to approve HIPAA Healthcare and Family Services Business Associate Agreement. **Motion** was made by Mr. Crowner and **seconded** by Mr. Dyche to use the previous roll call. **Motion carries.**
- A **motion** was made by Mr. Dyche and **seconded** by Ms. Warren to approve HFS Application Assistance Program Participation Agreement. A **Motion** was made by Ms. Lindsey and **seconded** by Mr. Crowner to use previous roll call. **Motion carries.**  
Mr. Flood questioned some of the language in the agreement and requested time to reach out to the company for clarification. Mr. Lipetz stated the contract can stand as approved and can be rescinded at the August GC meeting if needed.
- A **motion** was made by Ms. Lindsey and **seconded** by Ms. Luebke to approve FTCA application for CY2023. **Motion** was made by Ms. Brassea and **seconded** by Mr. Crowner to use the previous roll call. **Motion carries.**
- A **motion** was made by Mr. Dyche and **seconded** by Ms. Lindsey to approve application for renewal of Family Planning grant for 7/1/22-6/30/23. **Motion** was made by Mr. Dyche and **seconded** by Mr. Crowner to use the previous roll call. **Motion carries.**
- A **motion** was made by Ms. Lindsey and **seconded** by Ms. Luebke to approve Staff Annual Training Plan 2023. **Motion** was made by Mr. Dyche and **seconded** by Ms. Warren to use the previous roll call. **Motion carries.**  
Ms. Bilotta asked for an explanation on what this training is? Ms. Baumgartner stated this is a requirement for Joint Commission.
- A **motion** was made by Mr. Dyche and **seconded** by Ms. Warren to approve Business Associate Agreement with OSIS. **Motion** was made by Mr. Dyche and **seconded** by Ms. Brassea to use the previous roll call. **Motion carries.**
- A **motion** was made by Ms. Brassea and **seconded** by Mr. Dyche to approve Avesis Insurance Agreement for Medicaid and Medicare Plans. **Motion** was made by Ms. Brassea and **seconded** by Ms. Lindsey to use the previous roll call. **Motion carries.**
- A **motion** was made by Mr. Dyche and **seconded** by Mr. Crowner to approve renewal of contract for Tracy Vera, MD. **Motion** was made by Mr. Dyche and **seconded** by Ms. Brassea to use the previous roll call. **Motion carries.**
- A **motion** was made by Ms. Lindsey and **seconded** by Ms. Brassea to approve renewal of contract for Manamar Singh, MD. **Motion** was made by Mr. Dyche and **seconded** by Mr. Brassea to use the previous roll call. **Motion carries.**
- A **motion** was made by Mr. Dyche and **seconded** by Ms. Warren to approve recredentialing for Sangita Garg, DDS. **Motion** was made by Ms. Lindsey and **seconded** by Mr. Dyche to use the previous roll call. **Motion carries.**
- A **motion** was made by Mr. Dyche and **seconded** by Ms. Brassea to approve recredentialing for Pranjali Vadgaonkar, MD. **Motion** was made by Mr. Dyche and **seconded** by Ms. Lindsey to use the previous roll call. **Motion carries.**

- A **motion** was made by Mr. Dyche and **seconded** by Ms. Warren to approve recredentialing for Olubanwo Abejide, DMD. **Motion** was made by Mr. Dyche and **seconded** by Ms. Lindsey to use the previous roll call. **Motion carries.**
- A **motion** was made by Mr. Dyche and **seconded** by Ms. Warren to approve recredentialing for Amy Bryce, APRN. **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. Lindsey and **seconded** by Ms. Luebke to approve recredentialing for Manamar Singh, MD. **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. Lindsey and **seconded** by Mr. Dyche to approve recredentialing for Anusha Khapekar, DO. **Motion** was made by Mr. Dyche and **seconded** by Ms. Warren to use the previous roll call. **Motion carries.**
- A **motion** was made by Mr. Crowner and **seconded** by Ms. Lindsey to approve recredentialing for Marisa Ruiz Medina, APRN. **Motion** was made by Mr. Dyche and **seconded** by Ms. Warren to use the previous roll call. **Motion carries.**
- A **motion** was made by Ms. Lindsey and **seconded** by Mr. Dyche to approve recredentialing for Balin Durr, MD. **Motion** was made by Mr. Dyche and **seconded** by Ms. Lindsey to use the previous roll call. **Motion carries.**
- A **motion** was made by Mr. Dyche and **seconded** by Mr. Crowner to approve recredentialing for Efrain Flores, MD. **Motion** was made by Ms. Lindsey and **seconded** by Mr. Dyche to use the previous roll call. **Motion carries.**
- A **motion** was made by Mr. Crowner and **seconded** by Ms. Lindsey to approve recredentialing for Danish Hangora, MD. **Motion** was made by Mr. Dyche and **seconded** by Ms. Warren 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. Warren and **seconded** by Ms. Brassea to adjourn the meeting at 5:58pm. **Motion** was made by Mr. Dyche and **seconded** by Mr. Crowner to use the previous roll call. **Motion carries.**

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

**NEXT MEETING**

**Wednesday, August 3, 2022**

**4:30pm**

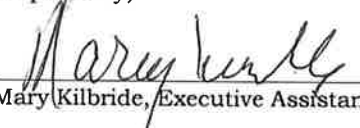
**Quality Committee**

**Wednesday, August 3, 2022**

**5:00pm**

**Governing Council**

Prepared by,

  
Mary Kilbride, Executive Assistant

  
Cynthia A. Brassea, Vice Chairperson Governing Council