

**WILL COUNTY COMMUNITY HEALTH CENTER**

**GOVERNING COUNCIL MEETING MINUTES**

**VIA TELECONFERENCE**

8/3/2022

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**MEMBERS PRESENT**

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

**MEMBERS ABSENT**

Edith Cline-Kabba

**WCCHC STAFF PRESENT**

Mary Maragos, Chief Executive Officer  
Dr. Jennifer Byrd, Chief Medical Officer  
Dr. Sangita Garg, Chief Dental Officer  
Phil Jass - Quality Improvement/Risk Management Coordinator  
Heather Forbes – Front Desk Supervisor  
Denise Sitasz – Administrative Assistant

**WCCHC STAFF ABSENT**

Stacy Baumgartner, Director of Operations

**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 5:05p.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. Brassea to accept the corrected minutes from July 6, 2022. Correction will be made to “share the committee minutes with the Governing Council members”. **Motion carries.**

Ms. Lindsey and Ms. Kilbride will work on the process of sharing the committee minutes with the Governing Council members.

**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”, Vernice Warren “Aye”

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

**VI. CEO Report**

**IDPH SBHC Implementation grant** – We are meeting every 1-2 weeks with Valley View School District personnel to complete the deliverables on our Workplan. We plan to begin school and sports physicals and vaccinations at Brooks Middle School on August 9 and will continue to offer these services every Tuesday and Thursday through October. Dental services will be provided on Tuesdays on the mobile unit at the school. Parents are asked to preregister in order to sign all consent forms ahead of time. ACA Outreach and Enrollment staff will contact every uninsured family to assist with determining insurance eligibility and enrollment. All equipment and supplies have been ordered and will be in place by the first week of August. Staff have been identified; we will have one provider (physician or APRN), medical assistant, reimbursement specialist, and ACA counselor at every visit.

We are in the process of completing an Agreement and Business Associate Agreement with Valley View School District. Hopefully they will be available in time for the GC approval in August. We needed to clarify terms for billing of services. Nationwide, School-Based health centers differ regarding billing and payment options. We do not want there to be any barriers to care. Documentation of income will be requested of the parents, in order to charge on a sliding fee scale. Uninsured families will be assisted with insurance enrollment. Public and private insurances will be billed. Insured families will pay co-pays, but they will not be billed for any balances after insurance payment is received. No one will be turned away for inability to pay.

**Addressing Monkeypox** – We are offering Monkeypox vaccinations Monday through Friday to high-risk individuals and those with exposures to persons with a confirmed diagnosis. We are reaching out to our existing patients on PrEP and those with an HIV diagnosis, so they are aware of the availability of the vaccine. Area healthcare providers are referring their patients to us for vaccination. The Quest lab is now accepting specimens for testing of suspected lesions. If positive, those with a severe case and/or who are identified at higher risk (children, pregnant patients, severely immunocompromised, having mucosal involvement) will be referred to Metro Infectious Disease in Bolingbrook for treatment. Unfortunately, there is a scarcity of the drug needed for treatment and it has been supplied to a limited number of providers.

Ms. Lindsey questioned “what is the financial arrangement if patients have to go to Metro Infectious Disease? Ms. Maragos was unsure of the arrangement.

Ms. Kornacker questioned who qualified for the monkeypox vaccine and who does not? Ms. Maragos stated the vaccine is for the high-risk category e.g. immunocompromised, close contact or intimate with those diagnosed with monkeypox, men who have sex with men, people who have sex for money. Not all people that test positive need to get treated. Only those that are considered higher risk e.g. children, pregnant patients, those that have lesions in their eyes, mouth, those severely compromised.

Ms. Olenek spoke about the different services that are being provided as an agency. She has reached out to Dr. Silvio Morales who is on staff at Silver Cross Hospital as well as on our board of health. She is checking to see if there are any local hospitals that would be willing to be a provider of this Monkey Pox treatment.

**Nextgen Electronic Health Record Upgrade** – We will undergo a major upgrade of our E.H.R. on Saturday August 6. Workflows have to be tested ahead of time for clinical, registration, and billing processes. Staff will be required to be present on this day to confirm all processes are operational and correct after the upgrade is uploaded. No clinical services will be provided on this day since the E.H.R. will not be able to be utilized for regular operations.

**Strategic Plan** – At this August Governing Council meeting we will provide an update on our progress with the 2022 Strategic Plan deliverables. All managers have provided input.

**Managed Care Specialist** – Gayle Andrae, our Managed Care Specialist, has resigned as of 7/29/22. We are sorry to lose her. We will reallocate her responsibilities to our Patient Registration and Billing Supervisors and Quality Improvement Coordinator and will also create a new Outreach Supervisor position to coordinate Insurance outreach and enrollment activities with marketing and patient education.

## **CMO Report**

### **COVID-19 Update:**

	<u>Cases</u>	<u>Recovered</u>	<u>Deaths</u>
World	~ 5.77 million	~ 547 million	~ 6.41 million
United States	~ 92.5 million	~ 87.6 million	~ 1.05 million
Illinois	~ 3.55 million	~ 3.35 million	~ 38 K

(worldmeter.info as of July 27, 2022)

Increased from 5.33 million since June 1st

Increased from 3.31 million since June 1st

### **Total Daily New Cases – Illinois (through July 26, 2022):**

~ decreased **FROM** May @ 7,775 new cases per day **TO** July @ 5,000 new cases per day

(Graph was shown of new cases in Illinois)

### **COVID Summary** (as of July 22, 2022; Institute for Health Metrics & Dr. Byrd)

- COVID-positive hospital admissions are rising in the US, may be due to persons coincidentally testing positive after being admitted for another diagnosis

- There is global optimism that there will not be a large amount of severe COVID-19 infections, due to widespread use of Paxlovid, the antiviral medication that lessens the symptoms and severity of COVID-19.

### **RISING COVID-POSITIVE HOSPITAL ADMISSIONS IN THE US**

- In some jurisdictions in the US, there are rising reported hospital admissions and deaths related to COVID-19.

- This increase (surge in cases) has inspired considerable policy discussion about whether it is time to reinstate mandates, such as the consideration of mask mandates (which is already happening throughout the country). **Which brings up the concept, again, of “Peak and Nadir behaviors” as discussed before.**

- The BA.5 variant is incredibly common. There is evidence of considerable transmission, however it is not translating into a surge in reported cases, largely because we believe there is so much rapid antigen testing at home → early isolation → decreased community transmission.

**Monkey Pox Update:**

**Monkey Pox** is a viral illness, isolated and discovered in 1958.

- It is related to the smallpox virus
- It is carried by infected rodents and prairie dogs
- It is spread by:
  - close contact / skin-to-skin (touching, kissing, cuddling, and sexual intercourse)
  - contact with the rash, scab, clothing, or linens of an infected person
  - contact with respiratory droplets of an infected person...unlike COVID-19, these droplets **do not “hang” in the air**
- **Avoidance** is protective; by limiting time in crowds, decreasing direct contact, hygiene of hands & high touch surfaces, and masks
  - Its symptoms are:
    - fevers
    - chills
    - “flu-like” symptoms
    - swollen lymph nodes
    - and a characteristic rash (pictures were depicted in report)

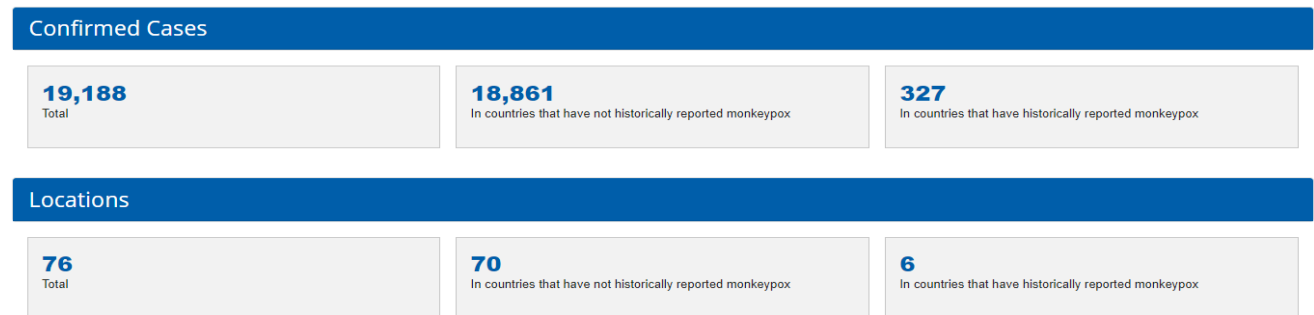
It can be **treated** with antiviral drugs, though there is no cure.

There is a **vaccine**, the Will County Health Dept. and Community Health Center are providing this vaccine to eligible patients.

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**Monkey Pox Epidemiology & Mapping (as of July 20, 2022):**



(Map was shown of cases Worldwide)

**Staffing Update:**

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

- Family Medicine Physician (1)
- Mental Health Advanced Practice Registered Nurse (**hired**)
- Ryan White Case Manager (1)
- Registration Supervisor (**hired**)
- Population Health Manager (1)
- Patient Registration Clerk (2)
- Certified Medical Assistant (6)
- Healthcare Liaison (1)
- Reimbursement Specialist (1)
- Part-time Mobile Health Unit driver (1)

Ms. Warren questioned if we have noticed a decrease in the booster vaccine? Dr. Byrd stated we have not seen a decrease in patients receiving the booster. We have had an increase in the number of patients coming in to get tested.

Ms. Luebke questioned if there are remote jobs available for at home parents? Dr. Byrd stated that we do not offer remote jobs.

## **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. I received 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.

Mr. Lauridsen asked about the Dental Hygienist which would have a broader scope? This is our Public Health Dental Hygienist in our mobile unit?

Ms. Warren asked what is the process when a patient tests positive with COVID in Dental? Dr. Garg stated their sent home through the backdoor of Dental and are rescheduled and instructed to get the PCR test done and are then retested at the next appointment.

## **VII. Revenue FY2022:**

Ms. Maragos presented FY2022 revenue as of July 28. We are at 5.2% above budget and our actual was 63.6%. Ms. Bilotta stated we have an approximate \$800,000 payment for 330 grant and ARPA grant which will be reflected in the August report.

### **Expenditures FY2022**

Ms. Maragos presented FY2022 expenditures as of July 28. Our target was 58.3% and our expenses came in at 56.1%.

Ms. Lindsey questioned salaries/benefits being in the red when we're down so many staff personnel. Ms. Bilotta stated based on the number of payrolls we have been through, the payroll/benefits percentage we should be at is approx. 60.5%, however we have quite a few vacancies that we still have to take into consideration.

Ms. Bergin stated our FT/PT staff is within level of salaries, but it is the overtime Personnel salaries line item that is over budget. Ms. Maragos stated we are paying overtime due to all of our vacancies.

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

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

Ms. Kornacker asked if there has been a difference in performance with staff/providers due to COVID? Dr. Byrd stated there has been no difference at all as related to COVID,

## **VII. Discussion**

Ms. Lindsey presented the Quality Committee meeting. The meeting had taken place prior to the Governing Council meeting. Ms. Lindsey explained the events/incident report that was presented. The complaints and grievances form was discussed and there is still a struggle with wait times. The performance indicators were discussed.

Ms. Maragos presented the Community Board member Online Learning Center and website link. Brief discussion took place about GC member participation.

Ms. Maragos discussed the receipt of the IDPH school health center implementation grant with the council. Discussion took place.

Ms. Kornacker questioned what the process would be for a Junior High student coming for birth control in the school.

Ms. Maragos stated nothing will take place in the school, but they could be referred to our NBO location.

Ms. Olenek questioned what phone number was listed on the brochure. Ms. Maragos stated it is a dedicated line created just for Brooks Middle School.

Ms. Maragos presented an update of the progress on the Strategic Plan 2022.

## **VIII. Action Items**

- A **motion** was made by Mr. Dyche and **seconded** by Ms. Lindsey to approve FY'23 budget. **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", Vernice Warren "Aye".

### **Motion carries.**

Mr. Dyche questioned what role does the overall inflation take in our planning? Ms. Olenek stated in terms of the non-personnel we do zero budgeting. After the CHC submits justification for all revenue and expenditures. Ms. Olenek and Ms. Bilotta go through a budget review with the Finance person at the County. She stated all expenses need to be justified.

Ms. Bergin spoke of the different format which is utilized now that we have a new accounting system.

Ms. Kornacker confirmed that this budget will go forward whether there are changes in the economy or not?

Ms. Maragos stated that the ARPA funding ends at the end of March which means we either spend this money or get approval from HRSA to extend this money. Ms. Bilotta stated we can appropriate these grants and expenses in 2023. Ms. Bergin stated that once our ARPA funding which has mainly been used for capital improvements goes away, some of the overhead operations will also go away.

- A **motion** was made by Mr. Dyche and **seconded** by Ms. Lindsey to table agreement with Valley View School District. **Motion** was made by Mr. Dyche and **seconded** by Ms. Kornacker to use the previous roll call. **Motion carries.**

- X. BOARD MEMBERS' CONCERNS AND COMMENTS:** None  
**PUBLIC CONCERNS AND COMMENTS:** None

- XI.** A **motion** was made by Ms. Lindsey and **seconded** by Ms. Easley to adjourn the meeting at 6:26pm.  
**Motion** was made by Mr. Dyche and **seconded** by Ms. Easley to use the previous roll call. **Motion carries.**

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

**NEXT MEETING**

**Wednesday, September 7, 2022**  
**Wednesday, September 7, 2022**

**4:30pm Finance Committee**  
**5:00pm Governing Council**

Prepared by,

*Mary Kilbride*

Mary Kilbride, Executive Assistant

*Deborah Kornacker*

Deborah Kornacker, Secretary Governing Council