

WILL COUNTY COMMUNITY HEALTH CENTER

GOVERNING COUNCIL MEETING MINUTES

VIA TELECONFERENCE

9/7/2022

MEMBERS PRESENT

Paul Lauridsen, Chairperson
Cindy Brassea, Vice Chairman, arrived 5:12pm
Michael Crowner
Alan Dyche, Treasurer
Judy Easley
Deborah Kornacker
Marie Lindsey
Nicole Luebke
Edith Cline-Kabba, arrived 5:20pm

MEMBERS ABSENT

Vernice Warren

WCCHC STAFF PRESENT

Mary Maragos, Chief Executive Officer
Dr. Sangita Garg, Chief Dental Officer
Phil Jass - Quality Improvement/Risk Management Coordinator
Bose Oshin, AR Billing Manager
Denise Sitasz – Administrative Assistant

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

Toni Renken, 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 4:59p.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 Mr. Crowner to accept the minutes from August 3, 2022. **Motion carries.**

Roll Call: Paul Lauridsen “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 Oral Health Promotion Program (OHPP) grant - We have been informed by the IL Dept of Public Health to submit a formal grant application for October 1, 2022-Sept. 30, 2023, and that our program will be funded for another year. This will cover the salary of a 0.5 FTE Public Health Dental Hygienist for the mobile dental unit. She may see patients independent of the dentist for oral health education, oral hygiene, and sealant placements. The mobile dental unit travels throughout Will and Grundy Counties on 3 days per week.

HRSA Service Area Competition (SAC)- Every 3 years we are required to provide documentation to HRSA of our compliance with all FQHC program requirements and re-apply for grant funding. We are requesting \$14,663,870 each year for 3 years, the same level of funding we currently receive. We are expected to serve 14,995 patients in CY2024. Although this is substantially more than the number of patients served in CY2021 (11,165), it is possible provided we can fill our vacant positions and respond to the increased community demand for dental, BH, and SUD services. New students served at Brooks Middle School will also add to the total patient count. Any organization may submit a request to serve our target population, so that is why it is considered a “competition.” The Governing Council is required to approve all grant applications. This application is due on Sept. 9, 2022.

Ms. Olenek questioned if we do not meet the required patients will the Center have to pay back any monies? Ms. Maragos stated HRSA will pay us less than what we asked for if we do not meet the requirements.

Conversion of Medical Records Room to BH Suite – We received HRSA American Rescue Plan Act of 2021 (ARPA) funding for renovations to expand the nursing station in OB/gyne and also to renovate our large medical records space to become a separate suite of offices for Behavioral Health. 5 Bids were received on 8/25/22, and construction is expected to start on 10/1/22. All bids came in over what was initially funded by HRSA. The lowest bid was accepted at \$367,000. Funding to cover the overage can come from other ARPA-funded projects for which we underspent. The projected completion date is 1/31/23. Existing paper medical records have been either shredded or scanned into the electronic medical records, depending on their age and nature of the information they contain. The IL Secretary of State issues guidance for records management for IL state government agencies.

Ms. Bilotta stated this contract for the winner of the bid will go to the County Board for approval in September and then will come back to be approved by the BOH.

ARPA-UDS Award -We requested \$60,000 from a HRSA ARPA-UDS supplemental funding but were awarded \$65,500 instead! This funding is to be used for improvements to our quality program and Uniform Data System (UDS) reporting. We will utilize a new Nextgen software product called “Population Health Analytics” to allow us to track and report on health outcomes for specific populations of patients. The Governing Council (and Board of Health) is requested to approve this purchase.

New Family Nurse Practitioner – We are thrilled to announce the start of our new Family Nurse Practitioner, Mutengwana Kasapu-Mwaba (MK for short)! She began work on August 22, in Joliet. Starting in November, she will see patients in Bolingbrook (at “NBO”) on Tuesdays and Thursdays, from 10:00-6:00, and in Joliet on Mondays, Wednesdays, and Fridays. Offering primary care services at NBO will allow us to refer Brooks Middle School students and their families to the clinic at 323 Quadrangle if care is needed after school hours. NBO is 1.6 miles south of Brooks Middle School.

SBHC – We started providing services to Brooks Middle School students on August 11 and are there now on 2 days per week. We provided school and sports physicals and immunizations on these days: 8/11 (1 student), 8/16 (4 students), 8/23 (10 students), 8/25 (5 students) and 8/30 (3 students). The mobile dental unit provided services there on 8/9 to 4 students. School administration and staff have been extremely supportive. We continue to work through issues related to workflow, supplies, immunizations, and marketing. We are collaborating with Lewis University to include their undergraduate and graduate nursing and social work students, and students from their new Spanish interpretation program. As the Governing Council is required to approve all hours of operation, we ask the GC to formally approve

service hours at Brooks Middle School on Tuesdays and Thursdays from 8:00am to 4:00pm. We also ask the GC to approve the MOU with Valley View School District.

CDO Report

I-HEALTH Rapid COVID Testing in Dental

For the month of August 1-27, 2022, the dental department performed 214 tests in clinic, and 16 tests in mobile (total 230 tests) with 3 positive cases.

Per CDC, ADA (American Dental Association), private practice standard, it is not required to perform Covid test before dental procedures.

Dental clinic will continue to perform Covid test for high-risk procedures like surgical extractions and SRP (scaling & root planning).

Dental staff does wear an N95 mask and PPE when working on dental patients.

Mobile Dental Services

Due to the high demand, Mobile dental unit is scheduled at Monee, parking lot of WCCHC health department.

Internal Referrals

From August 1-23, 2022, dental clinic received 62 internal referrals from our WCCHC medical providers.

It includes children, pregnant women and adults referred to Dental for oral health care.

Mr. Lauridsen questioned if there was a change in recommendations from American Dental Association re: not screening all patients for COVID? Dr. Garg stated "Yes" we are now only testing those only patients who are having a surgical extraction or deep cleaning (high risk procedure patients).

VII. Revenue FY2022:

Ms. Maragos presented revenue as of August 31, 2022. Our variance is at 11.9% above projected and our actual is at 78.6%.

Ms. Lindsey questioned is there a specific reason why we are doing so well? Ms. Maragos stated the Accounts Receivable team is doing a great job on collections, following up on denials and sending claims in on a timely manner.

Ms. Olenek questioned what is the time from date of service to billing? Ms. Oshin stated approximately 48 hrs.

Ms. Bergin stated there has been a shift in payor mix from Medicare payments to Medicaid payments which is why the Medicaid numbers are looking so good.

Mr. Lauridsen questioned how long we have been sending claims electronically? Ms. Bergin has been billing electronically as long as we have been on Nextgen.

Expenditures FY2022

Ms. Maragos presented expenditures as of August 31, 2022. Our target was 66.7% which came in under target. Our expenses came in at 63.8%.

Patient & Visits: Ms. Maragos stated the numbers are slightly higher compared to last year. These are duplicated numbers. We have done well in Dental, BH and Optometry.

Ms. Kornacker questioned if we need to see 14,000 patients in two years or each year. Ms. Maragos stated this number is per year and needs to be achieved by 2024. Ms. Maragos will report the unduplicated numbers at the GC meeting next month.

Provider Productivity: Ms. Maragos presented the provider productivity report. Approximately 50% of the providers are meeting their productivity expectations. We will review further why some providers are not meeting their goals.

VIII. **Discussion**

Ms. Olenek announced her retirement. Discussion took place.

Mr. Lauridsen presented the Finance Committee meeting. The meeting had taken place prior to the Governing Council meeting. Revenue and Expenditures were presented in the previous discussion.

IX. **Action Items**

- A **motion** was made by Ms. Lindsey and **seconded** by Mr. Dyche to submit application to HRSA for Service Area Competition grant. **Motion carries.** Paul Lauridsen “Aye”, Cindy Brassea “Aye”, Edith Cline-Kabba “Aye”, Michael Crowner “Aye”, Alan Dyche “Aye”, Judy Easley “Aye”, Deborah Kornacker “Aye”, Marie Lindsey “Aye”, Nicole Luebke “Aye”. **Motion carries.**

Ms. Maragos stated we are requesting HRSA to give us funding for another 3 yrs. The funding is approximately 15% of our budget.

- A **motion** was made by Mr. Dyche and **seconded** by Ms. Brassea to approve contract addendum with OSIS for Population Health Analytics. **Motion carries.** **Motion** was made by Mr. Dyche and **seconded** by Ms. Kornacker to use the previous roll call. **Motion carries.**

Ms. Maragos gave a description of the OSIS Population Health Analytics. She stated it will take the data we are already collecting and break it down further if needed.

Ms. Kornacker wanted to confirm that we are not breaking HIPAA? Ms. Maragos stated this is just for our own internal use.

Ms. Bilotta requested that Ms. Maragos explain to the GC about how the funding works. Ms. Maragos spoke about the ongoing monthly charge of this program. We are expecting extra quality bonus money which should then pay for itself.

Ms. Olenek stated going forward, if we continue with this POP Health module and the funding stops, we will not be able to subscribe once the funding ends.

- A **motion** was made by Ms. Lindsey and **seconded** by Ms. Easley to approve MOU with Valley View School District. **Motion** was made by Ms. Easley and **seconded** by Mr. Dyche to use the previous roll call. **Motion carries.**
- A **motion** was made by Mr. Crowner and **seconded** by Ms. Kornacker to approve hours of operation for SBHC. **Motion carries.** **Motion** was made by Mr. Dyche and **seconded** by Ms. Easley to use the previous roll call. **Motion carries.**

Ms. Kornacker questioned what would happen if we did not have providers available for clinic at the school? Ms. Maragos stated we will do our best to staff it. In the spring we do have funding to hire additional staff to be there FT.

- A **motion** was made by Ms. Lindsey and **seconded** by Ms. Kornacker to approve Up-to-Date agreement renewal. **Motion carries.** **Motion** was made by Ms. Lindsey and **seconded** by Ms. Kornacker to use the previous roll call. **Motion carries.**

Ms. Lindsey stated this agreement is evidence based and a great tool for recruiting providers.

- A **motion** was made by Ms. Brassea and **seconded** by Ms. Luebke to approve policy QRM-0005 Credentialing and Privileging policy. **Motion** was made by Ms. Easley and **seconded** by Ms. Lindsey to use the previous roll call. **Motion carries.**

Ms. Kornacker questioned if there is an expectation for the providers to receive the 4th booster? Ms. Maragos stated we currently do not have that requirement. Ms. Olenek stated if we are at high community level, those unvaccinated staff are required to test weekly

- A **motion** was made by Ms. Lindsey and **seconded** by Ms. Cline-Kabba to approve renewal of contract for Jeffery Williams, DO. **Motion** was made by Mr. Dyche and **seconded** by Ms. Kornacker 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 Sonal Gandhi, DDS. **Motion** was made by Ms. Easley and **seconded** by Ms. Brassea to use the previous roll call. **Motion carries.**
- A **motion** was made by Mr. Dyche and **seconded** by Ms. Kornacker to approve credentialing for Mutengwana Kasapu-Mwaba, APRN. **Motion** was made by Ms. Lindsey and **seconded** by Ms. Luebke to use the previous roll call. **Motion carries.**
- A **motion** was made by Ms. Lindsey and **seconded** by Mr. Dyche to approve temporary credentialing for Ngozi Uwadiale, APRN. **Motion** was made by Mr. Dyche and **seconded** by Ms. Easley 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 Mr. Dyche to adjourn the meeting at 6:07pm.
Motion was made by Mr. Dyche and **seconded** by Ms. Kornacker to use the previous roll call. **Motion carries.**

X. Executive Committee/Executive Session: None

NEXT MEETING

Wednesday, October 5, 2022
Wednesday, October 5, 2022

4:30pm
5:00pm

Governance Committee
Governing Council

Prepared by,


Mary Kilbride, Executive Assistant


Deborah Kornacker, Secretary Governing Council