

**WILL COUNTY COMMUNITY HEALTH CENTER**  
**GOVERNING COUNCIL MEETING**  
**Wednesday, January 4, 2023 @ 5:00pm**  
**VIA TELECONFERENCE**

**MEMBERS PRESENT**

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Paul Lauridsen, Chairperson  
Cindy Brassea, Vice Chairman  
Edith Cline-Kabba  
Michael Crowner  
Alan Dyche, Treasurer  
Judy Easley  
Nicole Luebke

**MEMBERS ABSENT**

Deborah Kornacker, Secretary  
Marie Lindsey  
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  
Denise Sitasz, Administrative Assistant

**WCCHC STAFF ABSENT**

**WCHD STAFF PRESENT**

Sue Olenek, Executive Director  
Elizabeth Bilotta, Assistant Executive Director

**OTHERS PRESENT**

Adam Lipetz, ASA

**A. 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 5:01p.m.

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

**MISSION STATEMENT**

Ms. Brassea read the Mission Statement.

**Pledge of Allegiance**

**B. APPROVAL OF GOVERNING COUNCIL MINUTES**

ROLL CALL AND DETERMINATION OF QUORUM – Quorum present.

A **motion** was made by Mr. Dyche and **seconded** by Ms. Easley to accept the Governing Council minutes from December 7, 2022. **Motion carries.**

**Roll Call:** Paul Lauridsen "Aye", Cindy Brassea "Aye", Edith Cline-Kabba "Aye", Michael Crowner "Aye", Alan Dyche "Aye", Judy Easley "Aye", Nicole Luebke "Aye"

Mr. Crowner was not in attendance at the December 7, 2022, Governing Council meeting.

A **motion** was made by Mr. Dyche and **seconded** by Mr. Crowner to accept the revision of Governing Council minutes to remove Mr. Crowner from attendance. **Motion carries.**

**C. Chairman's Comments: None**

**D. Public Comment for Agenda Items Only: None**

**E. CEO Report**

**Volunteers and FTCA** – On 12/8/22 we received official notice that our volunteer health professionals are again included in our FTCA federal liability insurance coverage. Several months ago, the federal government disallowed the inclusion of volunteers, but laws were reinstated to include them once again. We applied to include our 3 volunteer optometrists, Drs. Kalas, Wright, and Lucy, on our insurance plan, and they were accepted. Coverage is for CY2022 and CY2023. If we have any other volunteer health professionals in the next year, we can apply to add them as well.

**HRSA Supplemental funding** - HRSA awarded approximately \$350 million in one-time Expanding COVID Vaccine (ECV) funding to community health centers across the country for a six-month period of performance, December 2022 through May 2023. Health centers are to use the funds to increase updated COVID-19 vaccinations among underserved populations. Each award was calculated using this formula: Base value of \$47,650, plus \$9 per patient reported in the 2021 Uniform Data System. **The Will County Community Health Center was awarded \$148,135.** Funding may support the following vaccine-related activities: 1) **Outreach and Education:** Increase vaccine confidence and demand by performing vaccine-related outreach to promote health center and community-based vaccination efforts and locations for vaccination, and to provide COVID-19 vaccine education. HRSA encourages health centers to work with community- and faith-based organizations to help amplify and extend reach of these education and outreach efforts; 2) **Working with Community Partners:** Working with established or new community partners to conduct vaccine confidence campaigns, planning for and hosting community vaccine clinics; 3) **Vaccine Administration:** Administer updated COVID-19 vaccinations at permanent and temporary health center service sites or other locations, including through mobile, drive-up, walk-up, or community-based vaccination events and routine patient appointments (e.g., well-child visits). Updated COVID-19 vaccine events may also be used to administer COVID-19 primary series and/or other (e.g., influenza) vaccines. 4) **Enabling Services:** Facilitate access to COVID-19 vaccination by expanding health center enabling services (e.g., transportation, translation, interpretation), including coordinating these services with community- and faith-based organizations. 5) **Personnel:** Hire and/or contract additional health center providers, clinical staff, and other personnel (e.g., community health workers, patient/community education specialists, others) as needed to support related activities, including COVID-19 vaccination, outreach and education, and coordination of messaging, events, and other activities with community- and faith-based organizations. 6) **Hours and Availability:** Extend health center operating hours, mobile and home services, street outreach, and off-site vaccination locations to expand opportunities for COVID-19 vaccination. 7) **Training:** Train health center workforce on patient-centered, culturally affirming strategies to increase COVID-19 vaccination, vaccine confidence, and address social and other barriers to COVID-19 vaccination access. 8) **Supplies:** Purchase COVID-19 vaccination supplies, materials, and signage to promote vaccination events and to support outreach efforts, tailored messaging, and other communications to increase vaccine confidence.

The WCCHC is required to submit a plan for use of the funding, and also to report on the number of new vaccinations administered by race, ethnicity, and age. We propose to hire 6 temporary staff: COVID nurse, Nursing or Medical Asst., COVID Relief Asst., Patient Registration & Check-Out Clerk, Health Educator/ Outreach Planner, and Spanish Interpreter. We propose to also use funding on staff travel expenses (to community sites), disposable medical supplies and PPE, vaccines, printing and postage, and digital road sign rental. We ask the Governing Council for its approval to submit this application.

**2023 Strategic Plan-** After much review and discussion last month regarding Will County CHC performance, patient needs, community assessment data, and staff needs, we incorporated all ideas into goals and directions for 2023. We ask the Governing Council for its approval of the 2023 Strategic Plan. More specific action items will be added and shared at future Governing Council meetings, along with progress updates.

**Request for Proposal for Pharmacy Services at the Will County Community Health Center** – On November 30, 2022, a formal Request for Proposal (RFP) was issued by the County to invite pharmacies to participate in a lease agreement for pharmacy services and inclusion in our 340B program. A bid opening took place on December 16. We received responses from 4 entities, but after fully examining them, none were acceptable. The RFP is under revision to prevent any further confusion about bid requirements. It will be re-released in early to mid-January. Meanwhile Basinger's will occupy the space up to January 15, 2023. They are no longer included in our 340b pharmacy program. Meanwhile Kodocare is filling prescriptions and supplying us with patients' injectable behavioral health and family medicine medications.

**Online credit card payments** – Starting on January 9, we will finally accept on-line credit card payments! We have enrolled with a new credit card processing company, Instamed, that is integrated with our electronic health record. A link for credit card payments will be available on our website and patient portal. Previously patients had to phone in a credit card payment or pay in person. We look forward to improved Accounts Receivable balances!

Mr. Lauridsen questioned if the Health Dept. takes credit card payments? Ms. Bilotta stated various departments within the HD use Pay.gov for credit card payments and Ms. Maragos stated the Health Center does not because the Center did not want to have our patients pay for credit card processing fees.

Ms. Olenek questioned if patients could pay their bill through patient portal. Ms. Maragos stated Nextgen is currently working on this.

**Construction Update** – Renovation of our former medical records room to new BH suite is progressing on schedule! Painting will start next week. After HVAC modifications, the ceiling will be added. The doors are on back-order, the only supply chain hold-up at this point. Full completion is expected by the end of January!

Ms. Baumgartner gave an update on the construction taking place in the Center.

Mr. Lauridsen questioned how many offices will be located in the BH suite? Ms. Baumgartner stated there are 8 patient care areas, one is an injection room and the other will be a triage space and all others will be provider offices. She stated that all BH staff will be in the BH suite.

**CMO Report**

**COVID-19 Update:**

	<u>Cases</u>	<u>Recovered</u>	<u>Deaths</u>
World	~ 663 million	~ 635 million	~ 6.69 million
United States	~ 102 million	~ 99.3 million	~ 1.11 million
Illinois	~ 3.97 million	~ 3.82 million	~ 40.6 thousand

(worldmeter.info as of December 29, 2022)

Increased from 3.88 million since late October

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

~ **DRAMATIC DECREASE** FROM November 29<sup>th</sup> @ **34,142** new cases per day TO December 27<sup>th</sup> @ **1,782** new cases per day

(graph was shown of daily new cases)

**Total Deaths – Illinois (through December 28, 2022):**

Increased from 40,264 on November 28, 2022

(graph was shown of total deaths)

The **United States** still has the **greatest number of cases** in the world:

#	Country, Other	Total Cases	New Cases	Total Deaths	New Deaths	Total Recovered
	World	663,705,178	+396,919	6,692,771	+1,075	635,808,169
1	<a href="#">USA</a>	102,419,287	+11,547	1,117,278	+84	99,374,008
2	<a href="#">India</a>	44,679,266	+329	530,698		44,143,665
3	<a href="#">France</a>	39,270,373	+24,436	161,847	+132	38,235,224
4	<a href="#">Germany</a>	37,313,240		161,133		36,574,400
5	<a href="#">Brazil</a>	36,275,146		693,604		34,891,300
6	<a href="#">Japan</a>	28,956,286	+192,063	56,648	+420	21,073,394
7	<a href="#">S. Korea</a>	28,931,140	+71,427	32,027	+76	27,696,531
8	<a href="#">Italy</a>	25,021,606		183,936		24,401,205
9	<a href="#">UK</a>	24,135,084		198,937		23,834,148

(worldmeter.info as of December 29, 2022)

**COVID-19 Summary update (United States):**

(Healthdata.org as of November 27<sup>th</sup>)

**Current situation**

- Estimated daily infections in the last week around the world increased to 1,677,000 per day on average compared to 1,547,000 the week before
- Daily reported cases in the last week increased to 72,000 per day on average compared to 59,000 the week before
- Daily hospital census in the last week (through December 12) increased to 39,000 per day on average compared to 35,000 the week before
- The daily rate of reported deaths due to COVID-19 is greater than 4 per million in one state, Maine
- \* It is estimated that 98% of people in the US have been infected at least once as of December 12.
- The BA.5 Omicron subvariant *remains the dominant source of infection*

**Trends in drivers of transmission**

- Based on self-reported mask use data collected in the COVID-19 Trends and Impact Survey, an estimated 8% of people are projected to always wear a mask when leaving their home
- As of December 12, 36 states and the District of Columbia have reached 70% or more of the population who has received at least one vaccine dose, and 24 states (including the District of Columbia) have reached 70% or more of the population who are fully vaccinated
- 82% of people in the US have received at least one dose of the COVID-19 vaccine.
- 71% are fully vaccinated
- It is expected that 267.3 million people in the US will be vaccinated with at least one dose by April 1, 2023.
- 74% of the US population will be fully vaccinated by April 1, 2023

**Projections and scenarios**

- Vaccines will likely be distributed at the expected pace
- Future mask use will decline
- Mobility increases as vaccine coverage increases
- Mandates will be reimposed at the maximum level of mandates once the death rate has reached an algorithmic minimum threshold of daily reported deaths for a given location
- 80% of those who are fully vaccinated (two doses for most vaccines, or one dose for Johnson & Johnson) receive an additional dose six months after becoming fully vaccinated, and 80% of those who receive an additional dose receive a second additional dose six months later
- Antiviral utilization for COVID-19 risk prevention will reach 80% in high-risk populations and 50% in low-risk populations
- Deaths will continue to rise through March 2023

Ms. Easley asked how long should someone wait after COVID illness or exposure to get the next COVID shot? Dr Byrd stated 10 days to 2 weeks.

## **CDO Report**

### **HAPPY NEW YEAR 2023**

#### **Mobile Dental Services**

Mobile is not scheduled as the temporary part time driver who was hired last month resigned after working 4 days. He was interested in a full-time job and declined to assist with scheduling and coordinating mobile events. He only wanted to drive the mobile unit. The job will be posted again.

#### **Dental Secretary**

We interviewed a candidate for this job opening. This person has worked as our Covid Relief Assistant and is familiar with some of the job functions. We are currently waiting for the salary survey from HR. Currently there are no front desk staff in dental.

#### **Internal Referrals**

From December 1-26, 2022, the 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.

#### **Revenue:**

The revenue ending 11/30/2022 was presented. The variance was 5.8% above projected revenue for FY2022 and more will be coming in.

Ms. Bilotta stated we will continue receiving revenue from FY22 through 2/28/23. Also, the 330 ARPA quarterly reimbursement request will be submitted in January and reflected in the February deposits. Also, the Family Planning Grant for July 2022 to June 2023 was just executed, so we can now submit the reimbursement request and hopefully it will be received in time to accrue back to FY2022.

#### **Expenditures:**

Ms. Maragos presented expenditures for 2022. We were under budget by 13%.

#### **Revenue:**

The revenue ending December 2022 was presented. The variance is 3.9%.

#### **Expenditures**

Ms. Maragos presented December 2022 expenditures. Our target is <8.3% and we came in at 6.1%. Ms. Bilotta stated the November report will increase slightly and the December report will decrease slightly due to the payroll being split into two fiscal years.

#### **Patient & Visits**

Ms. Maragos presented the patient visit report. Discussion took place.

## **F. Discussion**

### **Report from the Governance Committee Chairperson:**

Ms. Easley presented the proceedings from Governance Committee meeting. The meeting had taken place prior to the Governing Council meeting.

Mr. Dyche offered to contact each Governing Council member either by email or phone and confirm their interest in participation on the GC board/Executive board for FY2023 as well as confirmation of in which Committee a board member chooses to participate.

**G. Action Items**

- A motion was made by Mr. Dyche and **seconded** by Ms. Easley to approve HRSA Expanding COVID vaccine grants post-award application submission. **Motion carries.** Paul Lauridsen "Aye", Cindy Brassea "Aye", Edith Cline-Kabba "Aye", Michael Crowner "Aye", Alan Dyche "Aye", Judy Easley "Aye", Nicole Luebke "Aye", Vernice Warren "Aye". **Motion carries.**
- A motion was made by Mr. Dyche and **seconded** by Ms. Luebke to approve the 2023 Strategic Plan. **Motion carries.** Motion was made by Mr. Dyche and **seconded** by Mr. Crowner to use the previous roll call. **Motion carries.**
- A motion was made by Mr. Dyche and **seconded** by Mr. Crowner to approve policy BR-0004 Cash Handling and Day Close Process. **Motion carries.** Motion was made by Mr. Dyche and **seconded** by Ms. Luebke to use the previous roll call. **Motion carries.**
- A motion was made by Mr. Dyche and **seconded** by Ms. Luebke to approve policy BR-0015 Payment Arrangements. **Motion carries.** Motion was made by Mr. Dyche and **seconded** by Mr. Crowner to use the previous roll call. **Motion carries.**
- A motion was made by Mr. Dyche and **seconded** by Mr. Crowner to approve policy AD-0099 Confidentiality. **Motion carries.** Motion was made by Mr. Dyche and **seconded** by Mr. Crowner to use the previous roll call. **Motion carries.**

**H. BOARD MEMBERS' CONCERNS AND COMMENTS:**

**I. PUBLIC CONCERNS AND COMMENTS:** None

**J. EXECUTIVE COMMITTEE/EXECUTIVE SESSION:** None

**K. ADJOURNMENT:** A motion was made by Mr. Crowner and **seconded** by Ms. Cline-Kabba to adjourn the meeting at 6:01pm. **Motion** was made by Mr. Dyche and **seconded** by Mr. Crowner to use the previous roll call. **Motion carries.**

Ms. Olenek announced to the GC board that tonight was her last meeting. All wished Ms. Olenek well.

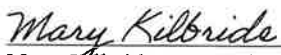
**NEXT MEETING**

**Wednesday, February 1, 2023**  
**Wednesday, February 1, 2023**

**4:30pm**  
**5:00pm**

**Quality Committee**  
**Governing Council**

Prepared by,

  
Mary Kilbride, Executive Assistant

  
Deborah Kornacker, Secretary of Governing Council

