

WILL COUNTY COMMUNITY HEALTH CENTER
GOVERNING COUNCIL MEETING
Wednesday, March 1, 2023 @ 5:00pm
VIA TELECONFERENCE

MEMBERS PRESENT

Paul Lauridsen, Chairperson
Cindy Brassea, Vice Chairman
Edith Cline-Kabba
Alan Dyche, Treasurer
Judy Easley
Deborah Kornacker, Secretary
Marie Lindsey
Nicole Luebke – left @ 6:00pm
Vernice Warren

MEMBERS ABSENT

Michael Crowner

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
Nicole DeSavieu, OB Clinic Supervisor
Heather Forbes, Front Office/Patient Registration Supervisor
Shawnda Gossitt, BH Program Manager
Bose Oshin, Billing Supervisor
Renee Foster-McFarland, Director of Nursing
Denise Sitasz, Administrative Assistant

WCHD STAFF PRESENT

Elizabeth Bilotta, Executive Director
Denise Bergin, Director of Finance/Grants Mgmt.

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 5:00p.m.

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

Pledge of Allegiance

MISSION STATEMENT

Ms. Kornacker read the Mission Statement.

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. Lindsey to accept the Governing Council minutes from February 1, 2023. **Motion carries.**

Roll Call: Paul Lauridsen “Aye”, Cindy Brassea “Aye”, Edith Cline-Kabba “Aye”, Alan Dyche “Aye”, Judy Easley “Aye”, Deborah Kornacker “Aye”, Marie Lindsey “Aye”, Nicole Luebke “Aye”, Vernice Warren “Aye”.

C. Chairman’s Comments: None

D. Public Comment for Agenda Items Only: None

E. CEO Report

Joint Commission Accreditation Visit! – We received 30 minutes’ notice of a visit from 3 Joint Commission reviewers on Thursday Feb. 16 through Friday Feb. 17. The reviewers were a physician CMO from an FQHC in Miami, a podiatrist from throughout the US, and a BH nurse from Quebec City/Wintergarden Florida. We were inspected for adherences to standards for Ambulatory Care, Patient-Centered Medical Home, and Behavioral Health accreditation. The preliminary report is attached. For Ambulatory Care, there were 11 standards of concern; one of which was considered “high risk.” This pertained to the discrepancy in sterilization time for dental handpieces, 5 minutes listed on the sterilizer manufacturer’s instructions vs 10 minutes listed on the handpiece manufacturer’s instructions. In BH, there were 8 standards of concern, none were high risk. For PCMH, we were in compliance with all standards. We have 2 weeks to submit several points of clarification, which is voluntary. We have 60 days to submit documentation of compliance for the other standards. We received accommodations in several areas. They commented, “the knowledge of your staff is impressive.” The accreditors stated, “The improvements you’ve made since the last Joint Commission visit (in 2021) are incredible.” “The level of commitment and critical thinking of your staff is a breath of fresh air.” “Everyone looked happy and exuded a sense of comfort.” Our dental waterline testing was given special accommodation, citing that it is “done with such precision, checks and balances.” We thank the 5 Governing Council members who participated.

Uniform Data System (UDS) Reporting – The required annual report was submitted to HRSA on Feb. 14. See attached document showing the changes in patient demographics across the years.

340B Independent Audit – Hudson Headwaters conducted an independent 340B audit on February 8. Their report is attached.

Staffing and Scheduling Revisions – As of March 3 we will have the following staff vacancies:

- Certified Medical Assistants (14, all sites)
- Medical Secretary (medical records) (1, Joliet)
- Medical Secretary (dental) (1, Joliet)
- Reimbursement Specialist (Billing and check-out clerk) (2, Joliet and Brooks)
- Customer Care Specialist (switchboard operator) (2, Joliet)
- Spanish Interpreter (1, Joliet)
- Family Medicine Physician (1, Joliet/Monee)
- Licensed Clinical Social Worker (Brooks Middle School) (1)
- Mental Health Nurse Practitioner (1, Joliet)
- Community Health Educator (temporary, until 5/30/23) (1)
- Mobile Unit Driver (part time, 3 days/week) (1)
- Mobile Unit Driver (temporary, as needed) (1)

Ms. Bilotta stated that we have hired a Customer Care Specialist as a temporary staff person.

CMO Report

COVID-19 Update:

	<u>Cases</u>	<u>Recovered</u>	<u>Deaths</u>
World	~ 679 million	~ 652 million	~ 6.79 million
United States	~ 105 million	~ 102 million	~ 1.15 million
Illinois	~ 4.05 million	~ 3.88 million	~ 41.3 K

(worldmeter.info as of February 28, 2023)

Total Daily New Cases – Illinois (through February 16, 2023):

~ DECREASE **FROM** January 28th @ 1,567 new cases per day **TO** February 16th @ 1,545 new cases
(graph of total daily new cases in Illinois was shown)

Total Deaths – Illinois (through February 27, 2023):

Increased from 40,980 in January of 2022
(graph of total deaths in Illinois was shown)

The **United States** **still** has the **greatest number of cases** in the world:
(graph of greatest number of cases in the world was shown)

COVID-19 Summary update:

COVID-19 Vaccination has been added to the official CDC vaccine recommendations

Table 1 Recommended Adult Immunization Schedule by Age Group, United States, 2023

Vaccine	19–26 years	27–49 years	50–64 years	≥65 years
COVID-19	2- or 3- dose primary series and booster (See Notes)			
Influenza inactivated (IIV4) or Influenza recombinant (RIV4)	1 dose annually			
Influenza live, attenuated (LAIV4)	1 dose annually			
Tetanus, diphtheria, pertussis (Tdap or Td)	1 dose Tdap each pregnancy; 1 dose Td/Tdap for wound management (see notes)			
	1 dose Tdap, then Td or Tdap booster every 10 years			
Measles, mumps, rubella (MMR)	1 or 2 doses depending on indication (if born in 1987 or later)			For healthcare personnel, see notes
Varicella (VAR)	2 doses (if born in 1980 or later)		2 doses	
Zoster recombinant (RZV)	2 doses for immunocompromising conditions (see notes)		2 doses	
Human papillomavirus (HPV)	2 or 3 doses depending on age at initial vaccination or condition	27 through 45 years		
Pneumococcal (PCV15, PCV20, PPSV23)	1 dose PCV15 followed by PPSV23 OR 1 dose PCV20 (see notes)			See Notes
Hepatitis A (HepA)	2, 3, or 4 doses depending on vaccine			
Hepatitis B (HepB)	2, 3, or 4 doses depending on vaccine or condition			
Meningococcal A, C, W, Y (MenACWY)	1 or 2 doses depending on indication, see notes for booster recommendations			
Meningococcal B (MenB)	2 or 3 doses depending on vaccine and indication, see notes for booster recommendations			
Haemophilus influenzae type b (Hib)	19 through 23 years	1 or 3 doses depending on indication		

 Recommended vaccination for adults who meet age requirement, lack documentation of vaccination, or lack evidence of past infection.
 Recommended vaccination for adults with an additional risk factor or another indication.
 Recommended vaccination based on shared clinical decision-making.
 No recommendation; Not applicable.

*** New at-home test checks for COVID and flu.** As of February 24, 2023, the Food and Drug Administration (FDA) has authorized an over-the-counter at-home test.

FDA NEWS RELEASE

FDA Authorizes First Over-the-Counter At-Home Test to Detect Both Influenza and COVID-19 Viruses

Agency Continues its Commitment to Increase Availability of Home Diagnostic Tests

The test can detect both influenza A & B and COVID-19 in 30 minutes with a nasal swab.

The “Lucira COVID-19 & Flu Test” is the first of its kind.

It is being touted as a “major milestone in bringing greater consumer access to diagnostic tests that can be performed entirely at home,” said Jeff Shuren, M.D., director of the FDA’s Center for Devices and Radiological Health.

*** Talk has begun regarding the “end” of the COVID Emergency declaration** as per the United States Administration. The COVID-19 public health emergency is said to be ending on May 11, 2023 bringing an official end to the coronavirus pandemic.

*** Americans can still order more free at-home COVID tests** from the government. The website is still covidtests.gov .

Joint Commission Site Visit:

- * Overall, the visit went well
- * 3 Surveyors, 2 days
- * Collaborative sessions, excellent feedback
- * The surveyors were impressed with several areas of the practice:
 - Knowledgeable staff: "Master Class in Injection medication"
 - Order and detail of information presented
 - Physical plant cleanliness
 - "Excellent" **Joint Commission study guide** that you provide to your staff...."even if they do not know every answer in the booklet, this shows that try multiple ways to inform your staff on safety and quality.
 - Front door "Emergency Response" information for visitors (taken as a "best practice")
(Emergency Response card posted at front of Center was shown)
 - Sterilization (Autoclave) room "dirty to clean" workflow (taken as a "best practice"):
(Dental Sterilization room flow design was shown)

Immediate **Action Plan** and **Staff Training & Competency Test** development for Autoclave finding:

- * Action Plan - to be discussed upon request
- * Staff Competency Test:
(autoclave competency test form was shown)

CDO Report

Mobile Dental Services

Part time mobile driver has been finalized and will start soon.

We are now waiting for the dental secretary to be hired who will schedule & coordinate the mobile program. One candidate has been interviewed and now checking the references.

Currently mobile is not scheduled.

Chicago Dental Society- Dental Conference at the McCormick Place

Chicago Dental Society hosted a dental conference for 3 days at the McCormick place from Feb. 23-25. It is one of the largest conferences with 20,850 attendees, best dental continuing education, networking, and exhibits featuring the latest dental innovations.

WCCHC dentists and hygienist attended this conference.

Dr. Garg was presiding chair for 3 dental lectures and able to meet the renowned speakers.

Internal Referrals

From February 1-26, 2023, dental clinic received 80 internal referrals from our WCCHC medical providers.

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

Mr. Lauridsen confirmed that there are 2 positions available in the Dental Clinic? Dr. Garg stated "Yes"

Revenue FY22

The revenue ending 11/30/22 was presented. We were over budget 15.7%. Medicaid and the 340B program did very well.

Expenditures FY22

Ms. Maragos presented expenditures ending 11/30/22. We have until the end of February to assign expenditures back to 2022. We will be well under budget for expenditures for last year.

Revenue FY23

The revenue ending January 30, 2023, was presented and is coming in under budget, but Medicaid is already doing very well.

Expenditures FY23

Ms. Maragos presented expenditures which are coming in under budget. We need to spend most of the Capital Support from HRSA by the end of March (renovation of BH Suite).

F. Discussion

● Report from the Finance Committee Chairperson:

Mr. Dyche presented the proceedings from Finance Committee meeting. The meeting took place prior to the Governing Council meeting. The Fee Scales that had been presented were incorrect and will therefore be presented for approval in April GC meeting.

● Joint Commission Preliminary Report:

Dr. Byrd presented the preliminary report from the Joint Commission.

Ms. Kornacker questioned the findings on Standard #02.01.03? Dr. Byrd stated that a letter had to be mailed out individually to the provider that their credentialing had been approved for the coming year.

Ms. Kornacker asked if the staff is Narcan trained? And do we have Narcan in our red emergency boxes? Dr. Byrd stated "Yes" to both. Ms. Kornacker asked if we have "stop the bleed kits" in our red emergency boxes? Dr. Byrd stated "No". She stated that because it is not a part of our routine care therefore, it is not required. Elizabeth stated that the Health Department has "stop the bleed kits" at the 501 Ella location as well as the branch locations. Narcan has also been put in their AED kits throughout the agency.

Hudson Headwaters 340B Audit:

- Phil presented Hudson Headwaters 340B Audit Preliminary findings. We had a virtual visit with Hudson Headwaters. We are anticipating a HRSA 340B audit possibly later this year and this audit will help with our preparation for that. Examples of some of the submitted documents include:
 - Pharmacy Service Agreements
 - Policies and Procedures
 - Dispensing reports
 - Patient Encounters
 - Prescriber reports
 - Wholesale invoices and accounts
 - Cumulative Inventory Reports
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- Contracts and more

We are currently working on the suggestions given to us by Hudson Headwaters.

- UDS Report for 2022:

Ms. Maragos presented the 2022 UDS Report with comparisons to previous years.

Mr. Lauridsen questioned how do we generate this data? Ms. Maragos stated there is a software program within Nextgen which helps generate this report.

- 2023 Sliding Fee Scale

The 2023 Sliding Fee Scale will be tabled until April GC meeting. The Sliding Fee Scale presented was incorrect.

G. Action Items

- A **motion** was made by Ms. Lindsey and **seconded** by Mr. Dyche to approve Agreement with M&M Healthcare Resource Solutions for physician/APRN recruiting. **Motion carries.** A **motion** was made by Mr. Dyche and **seconded** by Ms. Easley to use previous roll call. **Motion carries.**

Ms. Kornacker questioned if these agencies are productive? Ms. Maragos stated we have at times been able to find staff but then cannot come to terms with them when an offer of employment is presented.

- A **motion** was made by Ms. Easley and **seconded** by Mr. Dyche to approve policy AD-0113 Scheduling Guidelines. **Motion carries.** A **motion** was made by Ms. Lindsey and **seconded** by Mr. Dyche to table approval of policy AD-0113. **Motion carries.** A **motion** was made by Mr. Dyche and **seconded** by Ms. Easley to use previous roll call. **Motion carries.**
- A **motion** was made by Mr. Dyche and **seconded** by Ms. Kornacker to table approval of Sliding Fee Scale. **Motion carries.** Paul Lauridsen "Aye", Cindy Brassea "Aye", Edith Cline-Kabba "Aye", Alan Dyche "Aye", Judy Easley "Aye", Deborah Kornacker "Aye", Marie Lindsey "Aye". **Motion carries.**
- A **motion** was made by Ms. Lindsey and **seconded** by Mr. Dyche to approve recredentialing for Adel Mouradi, MD. **Motion carries.** A **motion** was made by Ms. Kornacker and **seconded** by Mr. Dyche to use previous roll call. **Motion carries.**
- A **motion** was made by Ms. Lindsey and **seconded** by Ms. Brassea to approve recredentialing for Husam Marsheh, MD. **Motion carries.** A **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. Kornacker to approve recredentialing for Sonal Gandhi, DDS. **Motion carries.** **Motion** was made by Mr. Dyche and **seconded** by Ms. Easley to use the previous roll call. **Motion carries.**
- A **motion** was made by Ms. Lindsey and **seconded** Mr. Dyche to approve recredentialing for Parres Wright, MD. **Motion carries.** **Motion** was made by Mr. Dyche and **seconded** by Ms. Lindsey to use the previous roll call. **Motion carries.**

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

Ms. Bilotta stated on February 10, representatives from the County Executive Office along with County Board members toured the HD/CHC facilities. On February 17, Dr. Sameer Vohra, Director of Illinois Department of Public Health and some of his staff toured both facilities. Both groups were so impressed by both locations as well as staff members.

Ms. Maragos presented to the February Public Health and Safety Committee at the County. Both Ms. Bilotta and Ms. Maragos are trying to make sure that people know what both facilities are doing so it was very beneficial.

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

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

- K. **ADJOURNMENT:** A **motion** was made by Ms. Lindsey and **seconded** by Ms. Brassea to adjourn the meeting at 6:24pm. **Motion** was made by Mr. Dyche and **seconded** by Ms. Easley to use the previous roll call. **Motion carries.**

NEXT MEETING

Wednesday, April 5, 2023

Wednesday, April 5, 2023

4:30pm

Governance Committee

5:00pm

Governing Council

Prepared by,

Mary Kilbride

Mary Kilbride, Executive Assistant

Deborah Kornacker

Deborah Kornacker, Secretary of Governing Council

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