

**Font WILL COUNTY COMMUNITY HEALTH CENTER**  
**GOVERNING COUNCIL MEETING**  
**Wednesday, October 11th, 2023 @ 5:00pm**  
Community Health Center Conference room

**MEMBERS PRESENT**

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Alan Dyche, Chairperson  
Marie Lindsey  
Frank Sandoval  
Judy Easley  
Deborah Kornacker, Secretary  
Vernice Warren, Vice Chairperson  
Edith Cline-Kabba  
Nicole Luebke

**MEMBERS ABSENT**

Paul Lauridsen  
Cindy Brassea  
Michael Crowner, Treasurer

**WCCHC STAFF PRESENT**

Dr. Jennifer Byrd, Chief Medical Officer  
Dr. Sangita Garg, Chief Dental Officer  
Stacy Baumgartner, Director of Operations  
Bose Oshin, Billing Supervisor  
Kathleen Harkins, Community Outreach and Marketing Coordinator  
Michelle Budzinski, Administrative Assistant

**WCHD STAFF PRESENT**

Elizabeth Bilotta, Executive Director  
Denise Bergin, Assistant Executive Director  
Stacey Knack, Director of Human Resources

**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 in person. Mr. Dyche, Chairman, called the meeting to order at 5:01p.m.

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

**Pledge of Allegiance**

**MISSION STATEMENT**

Ms. Lindsey 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 Ms. Easley motioned and **seconded** by Ms. Lindsey to accept the Governing Council minutes from September 6th, 2023, minutes. All in favor "aye"  
No opposed or abstentions. **Motion carries.**

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

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

## E. Reports:

### CEO Report:

**IPHCA Sub-award/ CMS Navigator Grant** – Once again we have been selected as a sub-awardee for a CMS grant to the IPHCA for an Insurance Navigator. The award is for \$57,000 to hire 1.0 FTE, from 8/27/23-8/26/24. This Navigator is expected to do outreach to underserved and uninsured individuals in our community and assist with insurance enrollment. It is not a requirement for the individuals served by the Navigator to be patients of our health center. The goal is for our Navigator to reach at least 357 consumers through outreach events, and then complete at least 177 Medicaid enrollments and at least 26.5 enrollments with an insurance on the "Marketplace." We ask the Governing Council for its approval for us to accept this award and engage in this agreement.

**New HRSA grant funding to combat COVID-19** - On August 25, 2023, we received an unsolicited Notice of Award from HRSA, for the "FY 2023 Bridge Access Program." The award is for \$47,421, to be spent from 9/1/23- 12/31/24 to support the following activities: COVID-19 testing and vaccinations, enabling/ patient support services for COVID-19 related activities (outreach, education, enrollment assistance, transportation, translation, care coordination), personnel who support COVID-19 related services and care delivery, and supplies related to these services. As a grant recipient, we have been given access to free COVID vaccines from HRSA. We have proposed to spend the funding to hire a replacement for our part-time nurse Alma Flores who performs COVID vaccine administration and testing when she leaves at the end of December 2023. We will post for her replacement starting in November.

**On-Site Ryan White Grant Program Review**- Representatives from the AIDS Foundation of Chicago (AFC) visited the WCCHC on Monday Sept. 25 for an annual audit of our program. The AFC is the grant recipient of Federal Ryan White funding, and we are the sub-awardee. Funding supports primary care, dental, OB/gyne, BH, Substance Use Disorder, and laboratory services for uninsured patients who are diagnosed with HIV. It also funds a full-time medical case manager and social support services such as transportation, food, and rental assistance. We are audited for adherence to grant requirements, achievement of quality measures, accounting procedures, number of patients served, completion of reports and care plans. Currently our nurse care manager Erin has 37 active patients in her caseload; her maximum is set at 45 patients. The visit was successful. We will share the complete report from AFC once we receive it.

**Grant received from American Academy of Pediatrics**- As a Read Out and Read participant, our providers give new and nearly new books to all of our children at their well child visits, starting with their 4-month visit. Many children have no books of their own at home and parents are taught how to cuddle and read to their children and to develop daily reading routines. We applied for a grant to purchase more books and were awarded \$2000! We have access to a website to purchase books starting at \$3-\$5 so we can renew our supply in a big way! We soon will have a site visit from Reach Out and Read administrators.

**HRSA Site Visit** – Every 2-3 years we are visited by HRSA auditors to review all of our policies, procedures, and financials to ensure we are complying with the numerous FQHC requirements. We have received notice that our next visit will be this coming April 2024. As was done with the Joint Commission, Governing Council members will be asked to participate. In the coming months we will be sure to review Governing Council member responsibilities, so everyone feels comfortable with the visit.

**Illinois Primary Healthcare Association's Annual Meeting**- During the first week of October, Dr. Byrd, Phil Jass, and Stacy Baumgartner attended the IPHCA's annual meeting of all FQHCs in Illinois. For 3 days they learned of best practices, legislative matters affecting our patients and health centers, and had many opportunities for networking. They will have an opportunity to share some of their take-aways at our meeting this month.

### **CMO REPORT**

#### **Quality Initiatives:**

- The health center underwent an ***audit of our Ryan White program*** at the end of September. The audit went exceptionally well; we will have a definitive report in the coming weeks.

- Brooks Middle school is expanding its laboratory services this week to include rapid testing for several infectious diseases and the further capability to collect and send testing for others
- The medical records project continues, wherein we are restructuring how scanned documents are put into our system with the goal of improved access to data and increasing our outcome measures.

**Infectious Disease Watch:**

- **Flu** Season *begins* in September of each year, it *peaks* from December – February, and *ends* in April (though it has been known to extend into the month of May).

It is of note, that during the 2022 – 2023 Flu season in the US there were 26 million people sick with the Flu, 290,000 were hospitalized, and 19,000 who died.

All employees are advised to obtain a Flu Vaccine by October 31, 2023, to protect themselves and their families; if they choose not to, they will be mandated to wear a mask.

A Flu vaccine is a contract requirement for all Providers.

- New **COVID** vaccine “update” is, of course, highly recommended, and should ideally be received during the month of October.

The COVID vaccine is now being called an “update” as it is now more like a Flu vaccine in that it is produced to cover the most common variant of COVID; now that variant is the Omicron XBB.1.5.

It differs from a “booster” in that it does not “boost” one’s immune system, the update provides protection from the most variants of COVID.

It will provide better protection from most variants as they are descendants of the Omicron variant, decrease hospitalizations, death.

**Severity Indicators**

**Hospitalizations**

Hospital Admissions

19,079

(September 17 to September 23, 2023)

Trend in Hospital Admissions

**-3.1%** in most recent week



Aug 5, 2023      Sep 23, 2023

Total Hospitalizations

6,368,333

**Deaths**

% of All Deaths in U.S. Due to COVID-19

2.7%

(September 17 to September 23, 2023)

Trend in % COVID-19 Deaths

**+8%** in most recent week



Aug 5, 2023      Sep 23, 2023

Total Deaths

1,144,539

## Staffing:

### **Vacancies & Hires**

- There continues to be a paucity of **Certified Medical Assistants** in the health center

\* **10** open positions

- 2 salary surveys pending, thus 2 potential new hires

- with these two hires, that will total 4 hires since August 1st

\* 5 temps are now in our employ

- **Behavioral Health Manager**

\* 1 open position

\* No current applicants

- **L.P.N.**

\* 2 open positions

\* 1 being interviewed on 10/4/2023

- **Family Medicine Physician**

\* 1 open position

\* No current applicants

\* 1 pending applicant requesting to *volunteer*, being vetted

## CDO Report:

### **Mobile Dental and Medical Services**

Mobile dental visits will resume next week as mobile unit is repaired.

Dental clinic is also planning on scheduling dentist on mobile, one day/ week.

Dentist will be able to perform follow up treatment like extractions, fillings and take care of patients with dental pain/emergency.

PHDH and DA will accompany the dentist.

Tentative date for dentist on mobile is Nov. 9, 2023.

### **Scheduled Training for the Switchboard Staff - Dental Appointments**

Lot of time was spent by the switchboard supervisor, dental secretary, and Dr. Garg to develop a guide & color-coded dental scheduling template. This guide & template will make the staff understand different dental procedures and help to schedule a dental appointment without error.

Dr. Garg and Cortney will be able to answer any questions staff may have, in person.

### **Internal Referrals**

From September 1-30, 2023, dental clinic received 56 internal referrals from our WCCHC medical providers. It includes children, pregnant women and adults referred to Dental for oral health care.

## **F. Finance and Expenses**

Stacy Baumgartner reviewed the revenue and expenses report, patient and Visits report.

Dr. Byrd reviewed the provider productivity report.

**Report Governance Committee**

Ms. Easley updated the group on what was discussed at the Governance Committee meeting. The group will vote on changing the name of Governance Committee to Council Development committee. Also, there were changes to the bylaws that will also be voted on at the next meeting. Mary Maragos supplied the group with a copy of the HRSA compliance manual that the group will review on their own.

**G. ACTION ITEMS**

A **motion** was made to approve the renewal of contract with Dr. Cynthia Vera. Ms. Lindsey **moved**, and Ms. Easley **seconded**. All in favor "aye" no opposed or abstentions. **Motion carries.**

A **motion** was made for renewal of contract with Dr. Bill Udrow. Ms. Warren **moved**, and Ms. Luebke **seconded**. All in favor "aye" no opposed or abstentions. **Motion carries.**

A **motion** was made for approval of the contract with Miriam Kanan APRN. Ms. Kornacker **moved**, and Ms. Easley **seconded**. All in favor "aye" no opposed or abstentions. **Motion carries.**

A **motion** was made for the approval of contact with Hilda Kina APRN. Ms. Lindsey **moved**, and Ms. Easley **seconded**. All in favor "aye" no opposed or abstentions. **Motion carries.**

A **motion** was made for the renewal of CMS navigator grant. This item was tabled until November. Ms. Easley **moved**, and Ms. Luebke **seconded**. All in favor "aye" no opposed or abstentions. **Motion carries.**

A **motion** was made for the recredentialing of Dolly Agba, APRN. Ms. Lindsey **moved**, and Ms. Luebke **seconded**. All in favor "aye" no opposed or abstentions. **Motion carries.**

**H. BOARD MEMBERS' CONCERNS AND COMMENTS: None**

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

**J. EXECUTIVE COMMITTEE/EXECUTIVE SESSION:** An executive session was requested for the purpose of discussing employment matters.

**K. AJOURNMENT:** A motion was made for adjournment. Ms. Easley moved to adjourn; Ms. Kornacker seconded. All in favor "aye" no opposed or abstentions. Meeting adjourned at 6:09pm

**NEXT MEETING- IN PERSON**

**Wednesday, November 1st, 2023**

**Wednesday, November 1st, 2023**


**4:15pm**

**Quality Committee**

**5:00pm**

**Governing Council**

Prepared by,

  
Michelle Budzinski, Administrative Asst (Michelle)



Deb Kornacker of Governing Council