WILL COUNTY COMMUNITY HEALTH CENTER
GOVERNING COUNCIL *DRAFT* MEETING MINUTES
Wednesday, May 1, 2024

MEMBERS PRESENT	**MEMBERS ABSENT**
Alan Dyche – Chairperson	Edith Cline-Kabba
Judy Easley - Secretary	Marie Lindsey
Frank Sandoval	Paul Lauridsen
Dr. Julia Koklys	Nicole Luebke
Dr. Matthew Glowiak	Vernice Warren – Vice Chairperson

WCCHC STAFF PRESENT
Stacy Baumgartner, Chief Executive Officer
Dr. Jennifer Byrd, Chief Medical Officer
Dr. Sangita Garg, Chief Dental Officer
Bose Oshin, Billing Supervisor
Kathleen Hawkins, Community Outreach & Marketing Coordinator
June Reisner, Administrative Assistant

WCHD STAFF PRESENT
Elizabeth Bilotta, Executive Director
Denise Bergin, Assistant Executive Director

OTHERS PRESENT
Adam Lipetz, Assistant State's Attorney

- **CALL TO ORDER:**
  o   Mr. Dyche called the meeting to order at 5:16pm
  o   Pledge of Allegiance
  o   Mission Statement: Read by Mr. Dyche

  ROLL CALL AND DETERMINATION OF QUORUM: Quorum met at 5:15pm.

- **REVIEW AND APPROVAL OF THE MINUTES:**
  o   Board minutes from April 3, 2024, **approved** by: Ms. Easley, **seconded** by Mr. Glowiak

- **CHAIRMAN'S COMMENTS:**
  o   Mr. Dyche thanks all members who attended the HRSA Audit.

- **PUBLIC COMMENT FOR AGENDA ITEMS ONLY:**
  o   None

- **REPORTS:**

CHIEF EXECUTIVE OFFICER REPORT:
- HRSA site visit was on April 9, 2024, through April 11, 2024. The team is working to correct all Technical Assistance provided in the Site Visit Report.
- The Community Health Center (CHC) at Brooks Middle School participated in the first part of the Vaccines for Children's (VFC) Quality Improvement for Provider's Project (QIPP). It focused on improving immunization rates. The goal is to increase on-time vaccination of children and adolescents.

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- o The incident report layout was updated to a data report versus a report of each incident. This will help the Governing Council make decisions based on this data.
- o Incident report shows the aggressive and threatening behavior of patient's numbers have reduced.
- o It was reported that complaints during the last quarter were mostly regarding the medicine refills or requesting to switching providers.
- o During discussion of the Quality Measures - Mr. Dyche thought CHC was under performing on Depression Screening but was pleasantly surprised our screening rates are high because this is built into the electronic health record and staff can't proceed without completing the screening.
- HRSA findings
    a. Form 5a needs to be corrected, CHC listed the service of Diagnostic Radiography referencing dental x-rays, but this is incorrect, Dental x-rays are captured under preventative dental and additional dental services. CHC will remove this. In addition, several items from Column I need to be added to Column II, because this service is provided by contracted providers that are paid independently to provide services to patients and are not employees of the health center. Additionally, Pharmacy & Optometry need to be added to Column III because they bill directly for services.
    b. CHC needs to update the Bylaws. CHC asks the board to approve the updated Bylaws in our action section of the board meeting.
    c. Strategic Plan was out of compliance because it was lacking financial objectives and capital improvement initiatives, it was corrected and is in the action items for approval at this meeting.
    d. Analysis of the Sliding Fee Program needs to be completed to ensure nominal fees are not a barrier to our patients care. After this assessment we will ask for approval of the updated Sliding Fee Program during the action item portion of the meeting.
    e. CHC and the Governing Council must evaluate the sliding fee discount program. CHC presented the sliding fee scale data and the results of the patient satisfaction survey question asking if the fees are reasonable, Governing Council should consider this information before making decisions on the approval of the Sliding Fee Program. Below is the documentation of the evaluation completed during the meeting:

    Does the Governing Council have the correct data to make informed decisions on the Sliding Scale Fee?
    ANSWER: The board feels they have sufficient information to make decision.

    Is the program being used at all levels?
    ANSWER: Yes, CHC is using it at varying amounts.

    Are patients at or below Federal guidelines using the program?
    ANSWER: Yes

    Is CHC waiving fees?
    ANSWER: The CHC is charging nominal fees for those who fall under the Federal Guidelines. Based on the data, the board does not feel this is a barrier to care for the patients.

    Are changes needed to the program to ensure patients have access to affordable high quality health care?
    ANSWER: The board feels CHC is providing excellent access to all patients due to walk in clinic hours several days a week, CHC provides appointments to patients with specific providers, the CHC has a VIP patient program for the following patients: Pregnancy, STD, Newborns, Department of Corrections inmates and more. Schedulers contact manager and the managers makes sure those patients are seen that day.

- A **motion** was made by Mr. Glowiak, **seconded** by Mr. Sandoval, to approve policy CC-0002 Standards of Conduct for Governing Council Members, Officers, Employees, Contractors, and Agents of the Health Center. **Motion carries**.
- A **motion** was made by Mr. Glowiak, **seconded** by Ms. Koklys, for the approval of 2022 Audit. **Motion carries**.
- A **motion** was made by Ms. Easley, **seconded** by Mr. Sandoval, for the approval of the 2024 Health Center Budget. **Motion carries**.
- A **motion** was made by Mr. Sandoval, **seconded** by Ms. Easley, for the approval of the Risk Management Training Plan. **Motion carries**.

- **Public concerns and comments:** NONE

- **Council members' concerns and comments.** Mr. Dyche requested another Council member attend a Board of Health Meeting May 15th in his absence.

- **ADJOURNMENT:** Ms. Koklys motioned, and Mr. Sandoval seconded to adjourn at 6:33pm.

FINANCE COMMITTEE MEETING WILL BE: Wednesday, June 5, 2024, 4:15pm
GOVERNING COUNCIL MEETING WILL BE: Wednesday, June 5, 2024, 5:00pm

Prepared by:

June Reisner, Administrative Assistant to CEO   Vernice Warren – Vice Chairperson

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