

**WILL COUNTY COMMUNITY HEALTH CENTER  
GOVERNING COUNCIL *DRAFT* MEETING MINUTES  
Wednesday, June 5, 2024**

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**MEMBERS PRESENT**

Frank Sandoval  
Dr. Julia Koklys  
Paul Lauridsen  
Vernice Warren – Vice Chairperson  
Nicole Luebke – Treasurer  
David Flores

**MEMBERS ABSENT**

Dr. Matthew Glowiak  
Judy Easley - Secretary  
Alan Dyché – 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  
Phil Jass, Quality Improvement/Risk Coordinator  
Talecia Bradley, RN Director of Nursing  
June Reisner, Administrative Assistant to CEO

**WCHD STAFF PRESENT**

Elizabeth Bilotta, Executive Director  
Denise Bergin, Assistant Executive Director

**OTHERS PRESENT**

Adam Lipetz, Assistant State's Attorney

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**CALL TO ORDER:**

- Ms. Warren called the meeting to order at 5:10pm
- Pledge of Allegiance
- Mission Statement: Read by Ms. Warren

**ROLL CALL AND DETERMINATION OF QUORUM: Quorum met at 5:10pm.**

**REVIEW AND APPROVAL OF THE MINUTES:**

- Board minutes from May 1, 2024, **approved** by: Mr. Lauridsen, **seconded** by Mr. Sandoval

**CHAIRMAN'S COMMENTS:**

- None.

**PUBLIC COMMENT FOR AGENDA ITEMS ONLY:**

- None

**REPORTS:**

**CHIEF EXECUTIVE OFFICER REPORT:**

- Ms. Lindsey will not be returning to Governing Council.
- Governing Council was asked to help CHC recruit new members, Ms. Reisner will be emailing flyers to Governing Council members to send to potential candidates.
- It was reported that CHC received the final report from the HRSA site visit. There were no further compliance findings, and the CHC is in full compliance.

- IL Department of Public Health visit, review and recertify our school-based health center, it was reported the school-based health center passed the review.
- The CHC has been working on an organizational restructure rolling out a new clinical management structure soon.
- It was reported that the CHC is moving forward with the capital improvement project for the call center, the bid will go out in July.
- The CHC is looking to relocate the Bolingbrook health center to another suite in the same center, which will double the capacity.

#### **CHIEF MEDICAL OFFICER REPORT:**

- Dr. Byrd reported on the Medication Assisted Treatment Program (MAT) has over 85 patients registered, the patients are monitored daily, and CHC conducts interventions when necessary.
- It was reported during the summer months CHC Brooks school-based health center staff will be located in both the North Branch and the Joliet office.

#### **CHIEF DENTAL OFFICER REPORT:**

- Dr. Garg stated CHC is still working to get the mobile unit air conditioning repaired. Still looking for best cost for repairs.
- It was reported one of the CMA's was trained to help 3-4 hours a day with sterilization especially when the dental clinic is short of dental assistants.
- The dental clinic applied for the IDPH oral health grant for FY 2025, it would be approximately \$29,000.00 and if awarded, it will be used for salary, mobile unit dental visit, dental supplies, and oral health kits.

#### **REVENUE AND EXPENSES REPORT**

- Ms. Baumgartner stated CHC revenue target is 41.7% CHC is currently at 36.6% which demonstrates consistent performance.
- The health center expenditure report shows the expenditures is 41% and the CHC is below the target rate.

#### **PATIENT AND VISITS REPORT**

- It was reported that CHC patient visits are lower than they were this time last year, and the explanation of this could be the number of urgent care clinics in the area, Telehealth option of care or due to a few new providers which limits the number of patients being seen daily. It is expected to improve as the providers get more acclimated.

#### **DISCUSSION:**

- Finance committee member Mr. Lauridsen discussed details from the Financial committee meeting on 5/1/24.
- A discussion was had on policy BR-0003 Fee Scheduling and Sliding Fee Discount Scale, the only change made was the date.
- A discussion on policy LAB-0019 Critical Values, the only change was the date.
- Policy PCS-0012 Hospitalized Patients and Follow-up, only change that was made was the date changed.
- A discussion on policy QRM-0036 False Claims Act, was had and the only change to the policy was a date change.
- Policy QRM-0066 Patient Follow-up on missed or canceled appointments was discussed, the only change was the date.
- The CHC attended a conference on the 2023 Risk Management Assessment, We needed to create a policy on Risk Management Plan, and it needs to be approved by the Governing Council. The conference also stated the CHC needs a Risk Management Assessment Analysis which is the data collected from incident reports, complaints, adverse events, and claims collected in calendar year 2023.

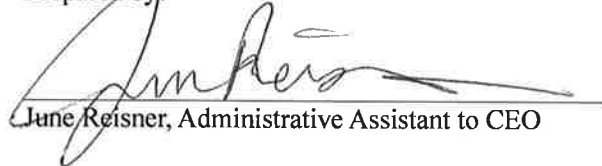
- 2023 Risk Management Assessment data and analysis was shared with the Governing Council, no further questions were asked.

**ACTION ITEMS:**

- A **motion** was made by Mr. Lauridsen and **seconded** by Ms. Lubke to approve Policy BR-0003 Fee Schedule and Sliding Fee Discount Program. **Motion carries.**
  - A **motion** was made by Mr. Sandoval and **seconded** by Mr. Lauridsen to approve Policy LAB-0019 Critical Values. **Motion carries.**
  - A **motion** was made by Mr. Lauridsen and **seconded** by Mr. Sandoval, approval of Policy PCS-0012 Hospitalized Patient and Follow up. **Motion carries.**
  - A **motion** was made by Mr. Sandoval, **seconded** by Ms. Lubke, to approve Policy QRM-0036 False Claims Act. **Motion carries.**
  - A **motion** was made by Mr. Lauridsen, **seconded** by Mr. Flores, to approve Policy QRM-0066 Patient Follow-up on Missed or Cancelled Appointments. **Motion carries.**
  - A **motion** was made by Ms. Lubke **seconded** by Ms. Koklys, to approve the Risk Management Plan 2024. **Motion carries.**
  - A **motion** was made by Mr. Sandoval, **seconded** by Mr. Lauridsen, to approve the Risk Management Assessment. **Motion carries.**
  - A **motion** was made by Ms. Lubke, **seconded** by Mr. Sandoval, to approve renewal of Dolly Agba Contract. **Motion carries.**
  - A **motion** was made by Mr. Lauridsen, **seconded** by Mr. Flores, to approve renewal of Veronica Arauz M.D. Contract. **Motion carries.**
  - A **motion** was made by Mr. Sandoval, **seconded** by Mr. Lauridsen, to table the renewal of Ngozi Uwadiae, APRN contract . **Motion carries.**
  - A **motion** was made by Mr. Sandoval, **seconded** by Mr. Lauridsen, for the approval of credentialing for Linda Beatty. **Motion carries.**
- **Public concerns and comments:** NONE
  - **Council members' concerns and comments.** NONE
  - **ADJOURNMENT:** Ms. Lubke **approved**, and Mr. Sandoval **seconded** to **adjourn** at 5:54pm.

**GOVERNANCE COMMITTEE MEETING WILL BE:** Wednesday, July 10, 2024, 4:15pm  
**GOVERNING COUNCIL MEETING WILL BE:** Wednesday, July 10, 2024, 5:00pm

Prepared by:

  
 June Reisner, Administrative Assistant to CEO

  
 Vernice Warren – Vice Chairperson