

**WILL COUNTY COMMUNITY HEALTH CENTER**  
**GOVERNING COUNCIL MEETING MINUTES**  
**Wednesday, June 4, 2025**

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**MEMBERS PRESENT**

Dr. Matthew Glowiak – Chair  
Nag Jaiswal  
Dr. Christopher Galloway  
Vernice Warren – Vice Chairperson  
Paul Lauridsen  
Frank Sandoval  
Alejandra Zamudio  
Dr Tracy Metcalf

**MEMBERS ABSENT**

Nicole Luebke – Treasurer  
Dr. Jose Balboa  
Dr. Julia Koklys

**WCCHC STAFF PRESENT**

Stacy Baumgartner, Chief Executive Officer  
Carol Ricken, Director of Operations  
Dr. Jennifer Byrd, Chief Medical Officer  
Dr. Garg, Chief Dental Officer  
June Reisner, Administrative Assistant to CEO  
Bose Oshin  
Kathleen Harkins

**WCHD STAFF PRESENT**

Elizabeth Bilotta, Executive Director  
Denise Bergin, Assistant Executive Director

**OTHERS PRESENT**

Adam Lipetz, Assistant State's Attorney  
Phil Jass – VIA Teams

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**CALL TO ORDER:**

- Dr. Warren called the meeting to order at 5:13pm
- Pledge of Allegiance
- Mission Statement: Read by Dr. Matthew Glowiak

**ROLL CALL AND DETERMINATION OF QUORUM:** Quorum met at 5:13pm.

**REVIEW AND APPROVAL OF THE MINUTES:**

- Board minutes from May 7, 2025, **approved** by Ms. Zamudio **seconded** by Dr. Galloway, **motion** carries.
- Board minutes from May 7, 2025, **approved** by Dr. Warren, **seconded** by Mr. Sandoval, **motion** carries.

**CHAIRMAN'S COMMENTS:**

- Dr. Glowiak reminded the Council it is a requirement for members to be a patient of the Community Health Center, (CHC) and encouraged the council members to make their appointment soon.

**PUBLIC COMMENT FOR AGENDA ITEMS ONLY:**

- None

**WILL COUNTY COMMUNITY HEALTH CENTER REPORT:**

- Ms. Bilotta and Denise Bergin gave an update on events happening in the Health Department.

**WILL COUNTY COMMUNITY HEALTH CENTER STAFF PRESENTATION:**

- Ms. Ricken gave a presentation of the CHC safety plan and all it entails.



## REPORT FROM THE QUALITY COMMITTEE CHAIRPERSON

- Mr. Lauridsen reported that the Quality Committee had a conversation about the Risk Management Report, Patient satisfaction survey, Key Performance Indicator and Patient Complaints & Incident reports.

## CHIEF EXECUTIVE OFFICER REPORT:

- Ms. Baumgartner provided a flyer for the school health fair in July.
- The first draft of the health centers budget was completed and are expecting changes within it.
- Genoa pharmacy partnership is going very well.
- Family planning Grant, it is anticipated this funding will be cut by approximately 55%.
- IDPH notified the health center passed the certification visit at the school-based health center. Pass with zero compliance findings.

## CHIEF MEDICAL OFFICER REPORT:

- May was Hypertension Awareness month, the providers focused on educating our patients about this.
- The Medication Assisted Treatment program (MAT) has given its first injectable form of Suboxone, a medication designed to stave off the cravings Opioid Drugs.
- Joint Commission compliance routinely requests updated documents prior to their visit, at this time all the requested documents have been submitted.
- The Affordable Care Act (ACA) team have been out in the community attending many expos, and health fairs, helping people enroll in the Medicaid/Medicare.
- Dr. Byrd gave an update on open positions, and positions filled.

## CHIEF DENTAL OFFICER REPORT:

- The mobile unit have many site visits for dental appointments in the upcoming month.
- The dental department is working on the Oral Health Promotion Program Dental Grant and will be submitting the application soon.
- Dr. Garg reported on the no shows, cancellation appointments, and internal referrals.

## REVENUE AND EXPENSES REPORT

- It was reported the health center is close to revenue target, but the health center is receiving less revenue than normal, Ms. Bergin stated this is typical for this time of year, it is expected to improve soon.
- The health center has over spent by 2% mostly due to using temporary staff for the clinical open positions, the health center is close to target.

## PATIENT & VISITS REPORT

- Clinic visits from 2025 to 2024, the health center superseding the previous year, apart from the virtual visits.
- Mr. Jass would like to present a trend result to get a better understanding of the patient & visits report.
- Ms. Baumgartner thanked her managers for working so hard on reviewing this report and making improvements.

## ACTION ITEMS:

- A **motion** was made by Dr. Warren **seconded** by Ms. Zamudio, for approval of the MOU between Will County Community Health Center & Stepping Stones, Inc. Mr. Lauridsen abstains. **Motion carries.**
- A **motion** was made by Dr. Metcalf, and **seconded** by Mr. Sandoval, for approval of the renewal of the Will Grundy Medical Clinic Agreement. **Motion carries.**
- A **motion** was made by Dr. Warren, and **seconded** by Mr. Lauridsen, for approval of the updated 2025 Family Planning Current Poverty Level Fees. **Motion carries.**
- A **motion** was made by Dr. Warren, and **seconded** by Ms. Zamudio, for approval of the 2025 Family Sliding Scale Fees.. **Motion carries.**
- A **motion** was made by Dr. Metcalf, and **seconded** by Mr. Sandoval, for approval of the 2025 Dental Fees. **Motion carries.**



- A **motion** was made by Dr. Galloway, and **seconded** by Dr. Warren, for approval of the 2025 Medical, Hospital, and Behavioral Health Fees. **Motion carries.**
- A **motion** was made by Dr. Galloway, and **seconded** by Dr. Warren, for approval of the renewal of Doly Agba contract. **Motion carries.**

#### **PUBLIC CONCERNS AND COMMENTS**

- None

#### **COUNCIL MEMBER'S CONCERNS AND COMMENTS**

- None

#### **EXECUTIVE SESSION**

- A **motion** was made by Dr. Galloway, and **seconded** by Dr. Metcalf, to go into Executive Session at 6:05pm for personnel matters. **Motion carries**
- A **motion** was made by Dr Warren and **seconded** by Mr. Sandoval to come out of Executive Session at 6:58pm, **Motion carries.**

#### **ACTION ITEM:**

- A **motion** was made by Dr Tracy Metcalf and **seconded** by Dr. Galloway to approve Evaluation of the CEO as Discussed in the Executive Session. **Motion Carries**

**ADJOURNMENT:** A **motion** was made by Ms. Zamudio and **seconded** by Dr. Galloway to **adjourn** at 7:00pm, **Motion carries.**

GOVERNANCE COMMITTEE MEETING WILL BE: Wednesday, July 9, 2025, 4:30pm  
GOVERNING COUNCIL MEETING WILL BE: Wednesday, July 9, 2025, 5:00pm

Prepared by:

*June Reisner*

June Reisner, Administrative Assistant to CEO



Vernice Warren – Vice Chairperson