

**WILL COUNTY COMMUNITY HEALTH CENTER
FINANCE COMMITTEE MEETING MINUTES
Wednesday, March 5, 2025**

MEMBERS PRESENT

Paul Lauridsen
Alan Dyche
Nicole Luebke

MEMBERS ABSENT

WCCHC STAFF PRESENT

Stacy Baumgartner, Chief Executive Officer
Dr. Jennifer Byrd, Chief Medical Officer
Carol Ricken, Director of Operations
Bose Oshin, Billing Supervisor
June Reisner, Administrative Assistant to the CEO

WCHD STAFF PRESENT

Elizabeth Bilotta, Executive Director
Denise Bergin, Assistant Executive Director, Administration

OTHERS PRESENT

A. CALL TO ORDER:

- Mr. Dyche called the meeting to order at 4:35pm
- Mission Statement: Read by Alan Dyche
- Roll Call and determination of quorum

B. REVIEW AND APPROVAL OF THE MINUTES:

A **motion** was made by Mr. Dyche, **seconded** by Mr. Lauridsen, for approval of the minutes from September 4, 2024, **motion** carries.

There was a **motion** by Mr. Lauridsen, **seconded** by Mr. Dyche, for approval of the minutes from December 4, 2024, **motion** carries.

C. REPORTS:

- The revenue and expense reports for FY24 as of February 10, 2024, were reviewed along with the FY25 revenue and expenses as of January 31, 2025.
- The revenues and expenses for January were slightly below expectations; however, this is anticipated to stabilize over time. The increase in expenditures is attributed to the Community Health Center (CHC) processing three payrolls during January. Ms. Bergin clarified that, despite the apparent overspending, the figures are not actually excessive.
- The accounts receivable for patient balances indicate that any amounts outstanding for more than 181 days are classified as bad debt and subsequently written off, although statements will still be issued..
- The CHC sends claims every 1-3 days to ensure reimbursement from the insurance companies. This has been proven to help the health center receive payments on claims faster.
- The negatives seem large, many have been showing in this location for five years. Some insurance claims are paid twice, and the payor has not requested the money to be returned.

D. DISCUSSION:

- A discussion took place regarding the transition from a sliding scale fee to a fixed rate, allowing patients to be informed of the costs associated with their visit in advance. This change would enable patients to receive multiple services during a single appointment while paying a single fee. HRSA recommended that the CHC adopt this fixed rate structure.

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- The CHC conducted a survey among its patients, revealing a preference for a fixed rate structure. It is essential to align the nominal fees with the patients' perspectives. Those patients whose income falls below 100% of the poverty level are eligible for a complete fee waiver, receiving a 100% adjustment. The CHC is permitted to establish a nominal fee, which will be determined in this meeting.
- The CHC is expected to seek approval from the Governing Council for the Federal Poverty Level for 2025.

E. ACTION ITEMS:

- A **motion** was made by Mr. Dyche **seconded** by Mr. Lauridsen, to approve the change in Sliding Scale Methodology – from percentage of charge to a fixed rate, **motion** carries.
- A **motion** was made by Mr. Dyche, **seconded** by Mr. Lauridsen, to approve the change of the Nominal Fee, **motion** carries.
- A **motion** was made by Mr. Dyche, **seconded** by Mr. Lauridsen, to approve the 2025 Federal Poverty Level for Sliding Fee Scale for Medical, BH, Dental & Hospital, **motion** carries.
- A **motion** was made by Mr. Lauridsen, **seconded** by Mr. Dyche, to approval the Blue Cross Blue Shield Dental Contract and Fees, **motion** carries.

F. ADJOURNMENT: A **motion** was made for adjournment at 4:57pm by Mr. Lauridsen and **seconded** by Mr. Dyche **motion** Carried

FINANCE COMMITTEE MEETING WILL BE: Wednesday, June 4, 2025, 4:30pm

Prepared by:


June Reisner, Administrative Assistant to CEO