

**WILL COUNTY COMMUNITY HEALTH CENTER  
GOVERNING COUNCIL MEETING MINUTES  
Wednesday, March 4, 2026**

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**MEMBERS PRESENT**

Dr. Matthew Glowiak – Chairperson  
Nicole Luebke – Treasurer  
Nag Jaiswal  
Paul Lauridsen  
Dr. Julia Koklys  
Alejandra Zamudio  
Vernice Warren – Vice Chairperson

**MEMBERS ABSENT**

Frank Sandoval - Secretary  
Dr. Tracy Metcalf  
Dr. Christopher Galloway

**WCCHC STAFF PRESENT**

Stacy Baumgartner, Chief Executive Officer  
Dr. Jennifer Byrd, Chief Medical Officer  
Phil Jass, Quality Improvement/Risk Management Coordinator  
Carol Ricken, Director of Operations  
June Reisner, Administrative Assistant to the CEO  
Dr. Garg, Chief Dental Officer  
Bose Oshin, Billing Supervisor  
Melissa Jackson-Budach, Staff Nurse III  
Kathleen Harkins, Community Outreach and Marketing Coordinator

**WCHD STAFF PRESENT**

Elizabeth Bilotta, Executive Director  
Denise Bergin, Assistant Executive Director

**OTHERS PRESENT**

Sabrina Trevizo, Assistant State's Attorney

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**CALL TO ORDER:**

- Dr. Glowiak called the meeting to order at 5:07pm
- Pledge of Allegiance
- Mission Statement: Ms. Luebke

**ROLL CALL AND DETERMINATION OF QUORUM:** Quorum met at 5:07pm.

**REVIEW AND APPROVAL OF THE MINUTES:**

- A **motion** was made by Ms. Zamudio, **seconded** by Ms. Koklys , to approve the minutes of February 4, 2026.  
**Motion Carries.** Ms. Warren abstained.

**CHAIRMAN'S COMMENTS:**

- Dr. Glowiak reminded members to complete their FOIA and OMA trainings
- The members were reminded attendance is being tracked; five or more absences could lead to removal of the Governing Council.

**PUBLIC COMMENT FOR AGENDA ITEMS ONLY:**

- None

**WILL COUNTY HEALTH DEPARTMENT UPDATES:**

- Ms. Bilotta gave an update on events happening in the Health Department and congratulated the Community Health Center on the Joint Commission accreditation.
- Ms. Bergin provided the Council with a financial update.

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

- Ms. Jackson – Budach gave a presentation about HPV related cervical cancer.

***REPORT FROM THE FINANCE COMMITTEE CHAIRPERSON:***

- Ms. Luebke reported on the Finance Committee Meeting which took place prior to the Governing Council meeting.

***CHIEF EXECUTIVE OFFICER REPORT:***

- Ms. Baumgartner reported the Joint Commission accreditation visit occurred; no high-risk findings were found, most findings were in the limited category and were not found system wide. This is a testament to the health center's quality of service.
- The CHC received a four-year health center grant from HRSA totaling \$9,227,392 over the next four years.
- Illinois Department of Public Health increased the School Based Health Center Award by \$96,926 to supplement staff and provider salaries.
- The CHC is applying for a Rebuild Illinois Grant for construction projects. The CHC would use the funds to remodel of the kiosk registration area and to create more capacity for infectious disease department.

***CHIEF MEDICAL OFFICER REPORT:***

- Dr. Byrd commended the dental staff on their display for dental hygiene month.
- Dr. Byrd thanked Stacy for her leadership through Joint Commission, stating it was run smoothly.

***CHIEF DENTAL OFFICER REPORT:***

- Dr. Garg stated the mobile unit is not scheduled due to winter weather, when the warmer weather arrives they will resume scheduling events.

***REVENUE AND EXPENDITURES REPORT***

- The revenues are accumulating a little slowly but are consistent with performance at this time of the year.
- The revenue for fiscal year 2025 is still accruing through the end of February.
- The focus for the upcoming year is to maintain within the budget guidelines and benchmarks.

***PATIENT & VISITS REPORT***

- Mr. Jass spoke about the 2025 Patient and Visits Report.

***OLD BUSINESS/ACTION ITEMS:***

- **None**

***NEW BUSINESS/ACTION ITEMS:***

- A **motion** was made by Mr. Lauridsen and **seconded** by Ms. Warren for the approval of renewal of Genoa Healthcare, LLC Lease Amendment No. 1 **Motion carries.**
- A **motion** was made by Ms. Warren and **seconded** by Ms. Zamudio for approval of the renewal of member Dr. Matthew Glowiak on the Governing Council - **Motion carries.**
- A **motion** was made by Ms. Warren and **seconded** by Mr. Lauridsen for approval of the renewal of member Dr. Julie Koklys on the Governing Council - **Motion carries.**
- A **motion** was made by Ms. Warren and **seconded** by Ms. Zamudio for approval of the renewal of member Dr. Tracy Metcalf on the Governing Council - **Motion carries.**
- A **motion** was made by Ms. Warren and **seconded** by Ms. Luebke for approval of the Sliding Scale Fee for General Scale - **Motion carries.**
- A **motion** was made by Ms. Luebke and **seconded** by Mr. Lauridsen for approval of the Sliding Scale Fee for Dental Scale - **Motion carries.**
- A **motion** was made by Ms. Warren and **seconded** by Ms. Luebke for approval of the Sliding Fee Scale for Hospital and Procedure Scale - **Motion carries.**
- A **motion** was made by Mr. Lauridsen and **seconded** by Ms. Koklys for approval of the Consent Agenda - **Motion carries.**

- A **motion** was made by Ms. Warren and **seconded** by Ms. Zamudio for approval of Credentialing of Jenny Lau, OD - **Motion carries.**
- A **motion** was made by Mr. Jaiswal and **seconded** by Ms. Warren for approval of Credentialing of Margaret Krynski OD - **Motion carries.**

***EXECUTIVE SESSION:***

- Mr. Glowiak released all the Governing Council Members except for the Executive Board at 6:19pm.
- The Executive Session ended at 7:23pm and the Council went back into regular Governing session at that time.

***PUBLIC CONCERNS AND COMMENTS***

- None

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

- None


***ADJOURNMENT:*** A **motion** was made by Ms. Warren and **seconded** by Ms. Luebke for approval to adjourn the meeting at 7:23pm. **Motion Carries.**

GOVERNANCE COMMITTEE MEETING WILL BE: Wednesday, April 1, 2026, 4:30pm

GOVERNING COUNCIL MEETING WILL BE: Wednesday, April 1, 2026, 5:00pm

Prepared by:

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Mary Kilbride, Executive Assistant

  
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Vernice Warren – Vice Chairperson

Matt Glowiak - Chair (in Vernice's absence)