

Will County Community Health Center Governance Committee Meeting Minutes April 1, 2026

COMMITTEE MEMBERS' PRESENT

Matthew Glowiak
Frank Sandoval @ 4:50pm
Paul Lauridsen
Nicole Luebke @ 4:36
Nag Jaiswal
Tracy Metcalf @ 4:36pm

COMMITTEE MEMBERS ABSENT

Vernice Warren

WCCHC STAFF PRESENT

Stacy Baumgartner, CEO
Carol Ricken, Director of Operations
June Reisner, Administrative Assistant to CEO

OTHERS PRESENT

Elizabeth Bilotta, Executive Director

CALL TO ORDER:

- Mr. Glowiak called the meeting to order at 4:35pm
- Roll Call for determination of a quorum: **Quorum met**
- Mission Statement Read By: Mr. Lauridsen

REVIEW AND APPROVAL OF THE MINUTES:

- There was a **motion** by Mr. Lauridsen, to accept the meeting minutes from 1/7/26 and **seconded** by Mr. Jaiswal.
Motion carries.

DISCUSSION ITEMS:

- Three subcommittees were formed in the previous Governance committee meeting:
 - Human Resources Orientation Education Evaluation: Ms. Bilotta, Ms. Luebke, and Mr. Glowiak.
 - Succession Planning and Gap Analysis: Mr. Lauridsen, Mr. Sandoval, and Ms. Baumgartner.
 - Vetting and Diversity: Mr. Jaiswal, Ms. Baumgartner, and Ms. Warren.
- Each sub - committee reported suggestions from their meetings
 - Self-evaluation form:
 - Governing council members fill out self-evaluation form annually.
 - This will check performance, attendance, and understanding of the governing council operations.
 - Questions will be changed to statements for consistency.
 - An additional question was added about the Governing Council chair attending the Board of Health meetings
 - Handbook checklist:
 - Ties into orientation and onboarding.
 - Ensure everyone gets the appropriate documentations.
 - Familiarizes Governing Council members with the executive committee, Governing Council, and health department roles.
 - Orientation and onboarding include:
 - Attending meetings.
 - Tours of various sites (community center, health department buildings, Monee, Brooks Middle School, Bolingbrook Quadrangle).
 - Mentor council buddy program:
 - For new council members.

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- Provides guidance and answers questions.
 - A resource for new members.
 - Not required, depends on interest.
 - Process for addressing expiring terms:
 - Check in with members at the end of each year to see if they want to continue.
 - Feedback tied to self-evaluation.
 - Performance metrics: attendance, knowledge, participation.
 - Succession planning:
 - Have a plan in place for when a governing council member retires from the council or a new one comes on board.
 - Orientation and onboarding, including the handbook checklist, addresses much of this.
 - Succession planning is more important for executive council members (Governing Council chair, co-chair, finance committee chair, governance chair, CEO).
 - Gap analysis:
 - Checklist highlighting members' skills.
 - Members should get recognition for additional skills.
 - Filling in the gaps, using skills appropriately.
 - Discussion of the governance committee's purpose and responsibilities in terms of board composition and recruitment.
 - Importance of demographic representation to reflect the community.
 - Meeting and membership adjustments:
 - Composition should consist of a minimum of three voting members.
- The committee will review all suggestions and reconvene in July to give further updates.

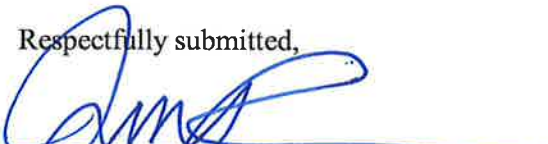
ACTION ITEMS:

- None

ADJOURNMENT:

- A **motion** was made by Mr. Lauridsen and **seconded** by Ms. Luebke to adjourn at 5:12pm. **Motion** carries.

Respectfully submitted,


June Reisner, Administrative Assistant

Governance Council Meeting will be on Wednesday July 8, 2026, 4:30pm to 5:00pm