***MEMBERS PRESENT***
Dr. Matthew Glowiak – Chairperson
Nicole Luebke – Treasurer
Frank Sandoval - Secretary
Dr. Tracy Metcalf
Alejandra Zamudio
Dr. Vernice Warren – Vice Chairperson
Jessica Schoeben

***MEMBERS ABSENT***
Paul Lauridsen
Nag Jaiswal
Dr. Julia Koklys

***WCCHC STAFF PRESENT***
Stacy Baumgartner, Chief Executive Officer
June Reisner, Administrative Assistant to the CEO
Dr. Sangita Garg, Chief Dental Officer
Carol Ricken, Director of Operations
Bose Oshin, Billing Manager
Melissa Jackson-Budach, Staff Nurse III

***WCHD STAFF PRESENT***
Elizabeth Bilotta, Executive Director
Denise Bergin, Assistant Executive Director
Barb Agor, Safety and Risk Officer

***OTHERS PRESENT***
Sabrina Trevizo, Assistant State's Attorney

***CALL TO ORDER:***
- Dr. Glowiak called the meeting to order at 5:13pm
- Pledge of Allegiance
- Mission Statement: Ms. Zamudio

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

***REVIEW AND APPROVAL OF THE MINUTES:***
- A **motion** was made by Dr. Metcalf, **seconded** by Ms. Zamudio, to approve the minutes of September 2, 2026. **motion carries**.
- A **motion** was made by Mr. Sandoval, **seconded** by Dr. Warren, to approve the Executive Committee Minutes of September 2, 2026, **motion carries**.

***CHAIRMAN'S COMMENTS:***
- Members were reminded to schedule their appointments at the health center.
- Mr. Lauridsen recently underwent hip surgery and is recuperating well, though he was unable to attend the meeting, well wishes were sent on behalf of the council.
- Ms. Mora one of the newly appointed members submitted her formal resignation due to personal circumstances.
- Review of the attendance records from January 2026 through October 2026 demonstrated strong overall attendance and Dr. Glowiak thanked the members for their good attendance.

***PUBLIC COMMENT FOR AGENDA ITEMS ONLY:***
- None

***WILL COUNTY HEALTH DEPARTMENT UPDATES:***
- Ms. Bergin presented an update of the Health Department.

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

- Ms. Agor, Safety and Risk Reduction Officer, presented an overview of the health Department's safety, physical security and emergency management programs.

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

- Dr. Glowiak presented the report from the Governance Committee.

***CHIEF EXECUTIVE OFFICER REPORT:***

- Ms. Baumgartner reported the Ryan White Program site visit completed on September 30, 2026, went well
- The financial audit for the Ryan White Grant yielding zero compliance findings.
- Vaccines for Children (VFC) and Adult Immunization Program Compliance (AIP): The Director of Nursing, Ms. Musvibe and CMO, Dr. Byrd established an Operational Vaccine Task Group.
    - Protocols, master document registries, automated temperature logging systems, and digital data loggers were implemented alongside weekly physical inventory reconciliations to prevent regulatory discrepancies.
- Ms. Baumgartner announced strategic planning session has been scheduled for the December Governing Council meeting.
- Ms. Harkins, Ms. Sporar, and Ms. Baumgartner went to the Illinois Primary Health Care Association Conference. They presented on the school-based health center model to an engaged audience, resulting in multiple statewide requests for site visits from other health centers.
- The health center's new Accounts Payable Specialist and an additional patient registration employee have started.
- The health centers parking project was completed on October 7, 2026.

***CHIEF MEDICAL OFFICER REPORT:***

- Ms. Baumgartner presented Dr. Byrd's report in her absence.
- The clinical health observance was focused on Prostate Health Awareness.
- Dr. Byrd updated the policy governing requests for medical record alterations, affirming the health center's legal right to reject modifications that would introduce clinical inaccuracies.
- Clinical leadership is piloting operational adjustments to address patient no-shows, including wave scheduling, structured double – booking, real time waitlists and immediately converting missed in-person appointments to same day telehealth appointments.
- The health center implemented the annual mandatory employee influenza vaccine policy; unvaccinated staff are required to wear surgical masks from November 1st – April 30th.
- A pending family medicine physician recruitment remains paused; an interim locum APRN will support the primary care clinic through November 30, 2026.

***CHIEF DENTAL OFFICER REPORT:***

- Dr. Garg completed Join Commission continuing education focused on advanced high-level instrument disinfection within dental environments.
- Dr. Garg delivered an educational presentation titled "Oral Health for Healthy Aging" at Romeoville and Lockport Senior Triad Meeting, engaging approximately 30 attendees regarding dental hygiene, systemic health, and senior clinic access.
- Dental Clinic staffing status was reported, all dental assistants have returned from leave, alongside the new dentist started on September 3, 2026, and is doing very well.
- No show report shows there are still challenges getting patients to keep their scheduled appointments.
- The dental clinic had 96 internal referrals from primary care, pediatric and diabetic dental exams.

***REVENUE AND EXPENDITURES REPORT:***

- Operating revenues performed at 1% under monthly budget targets, reflecting steady recovery from variances of 8.5% and 3.5% under target in preceding months.
- Expenditures reflected a negative 2.7% budget variance, driven primarily by persistent nationwide cost increases for clinical commodities. Ms. Ricken was commended for her new process of inventory controls and cost-effective purchasing protocols.

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

- **None**

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

- A **motion** was made by Mr. Sandoval and **seconded** by Ms. Luebke to dismiss the approval of the Resource Checklist - **motion carries.**
- A **motion** was made by Ms. Zamudio and **seconded** by Dr. Metcalf for approval of the Updated Policy AD-0012 After-Hours Coverage - **motion carries.**
- A **motion** was made by Mr. Sandoval and **seconded** by Ms. Warren for approval of the Updated Policy FN-0011 Business Travel Reimbursement - **motion carries.**
- A **motion** was made by Ms. Luebke and **seconded** by Ms. Zamudio for approval of the New Policy FN-0016 340B Sliding Fee Scale, - **motion carries.** The Governing Council evaluated the fee structure and formally determined it does not impose an undue financial burden upon the patient population
- A **motion** was made by Dr. Metcalf and **seconded** by Mr. Sandoval for approval of the Updated Policy QRM-0011 Patient and Visitor Complaint and Grievance Resolution - **motion carries.**
- A **motion** was made by Mr. Sandoval and **seconded** by Ms. Zamudio for the approval of the updated policy QRM-0034 Post Hospital Continuity of Care and Charge Capture – **motion carries**.
- A **motion** was made by Dr. Warren and **seconded** by Dr. Metcalf for the approval of the Blue Line Security Services Agreement – **motion carries**.
- A **motion** was made by Mr. Sandoval and **seconded** by Dr. Warren for the approval of Removal of 501 Ella from the health center scope– **motion carries**.
- A **motion** was made by Dr. Warren and **seconded** by Ms. Luebke for the approval of Decommissioning and scope removal of the Mobile Health Unit – **motion carries**.
- Prior to the motion to approve the Renewal for the Will Grundy Medical Clinic, Ms. Baumgartner, CEO disclosed she acts as secretary of the Board for the nonprofit free clinic.
- A **motion** was made by Dr. Warren and **seconded** by Dr. Metcalf for the approval of Memorandum of Understanding Renewal for Will Grundy Medical Clinic – **motion carries**.
- A **motion** was made by Dr. Warren and **seconded** by Ms. Zamudio for the approval of the renewal of Dr. Cynthia Vera Contractor Agreement – **motion carries**.
- A **motion** was made by Ms. Zamudio and **seconded** by Ms. Luebke for the approval of the Renewal of Dr. Abejide Agreement – **motion carries**.
- A **motion** was made by Dr. Warren and **seconded** by Mr. Zamudio for the approval of Renewal of Miriam Kanan, APRN Agreement – **motion carries**.
- A **motion** was made by Ms. Luebke and **seconded** by Mr. Sandoval for the approval of the 2027 Governing Council & Committee Meeting Calendar – **motion carries**.

***PUBLIC CONCERNS AND COMMENTS***

- None

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

- None

***ADJOURNMENT:*** A **motion** was made by Ms. Luebke and **seconded** by Ms. Zamudio for approval to adjourn the meeting at 7:00pm. **Motion Carries**.

QUALITY COMMITTEE MEETING WILL BE: Wednesday, November 4, 2026, 4:30pm
GOVERNING COUNCIL MEETING WILL BE: Wednesday, November 4, 2026, 5:00pm

Prepared by:

June Reisner , Administrative Assistant

Vernice Warren – Vice Chairperson