

## AGENDA ITEM 2

### LAKE COUNTY COMMUNITY HEALTH CENTER GOVERNING COUNCIL April 27, 2017 Meeting Minutes

1. **Call to Order:** Governing Council Chairperson Mallory Bejster thanked everybody for coming and called the meeting to order at 12:09 p.m. at the Health Department, 3010 Grand Avenue Waukegan Board Room.

#### **Members Present**

Mallory Bejster  
Mary Ross-Cunningham  
Robert Tarter  
Lester Washington  
Melissa Withem-Voss  
Frederick McConico  
Carolina Duque

#### **Members Excused**

Maria Elena Lara  
Patricia White

#### **Staff Present**

Mark Pfister, MSES, LEHP, Executive Director  
Loretta Dorn, RN, MSN, CQM Director of Clinical Operations  
Adam Carson, Director of Strategic Initiatives  
Robert Saqueton, MD, Chief Medical Officer  
Omar Cockey, DMD, Dental Director  
Jennifer Keel, Executive Assistant to Clinical Operations  
Pam Riley, Director of Finance  
Kim Burke, Director of Managed Care  
Jerry Nordstrom, MBA, Director of Business Operations  
Diane Pelli, Business Manager  
David McDermott, MPH, Grants Program Manager  
Kristin Preihs, Continuous Quality Improvement Coordinator

2. **Approval of Minutes:**

#### **A. February 23, 2017 Meeting**

*Member Tarter made the motion to approve the minutes from the February 27, 2017 meeting. Member Washington seconded the motion. All in favor. None opposed. Motion carried and approved.*

3. **Public Comments to the Governing Council:** There were no visitors who spoke at this meeting.

4. **Executive Director's Report:** Welcome to Carolina Duque. Carolina will be a great addition to the council as she understands the needs of the community. We now have blueprints of the new Zion building renovation. Construction should be going to bid in June 2017. We would like to have an open house either in late May or early June to thank the Cancer Treatment Centers of America for donating the building and to show the Governing Council the building before construction. All Zion staff were involved in the design and are very excited. Zion also has a need for community space for meetings. On the north side of the building there will be a multipurpose room that can be shut off from the rest of the clinic. There will be room specifically for isolation, lab, dental and behavioral health. We looked at flow so there would not be any bottlenecks. We are also leaving some space empty for future growth. We are hoping the cost of construction will be lower than anticipated since all the construction will be on the inside of the building during the winter. Zion, Waukegan, and North Chicago area are all areas that have the greatest need and we are happy we can increase our services in Zion.

The Managed Care Organization Meridian, who covers a large portion of our clients, has told us that they will not be paying bills from us after April 10<sup>th</sup>, 2017. We do have funds available to cover. Accounts receivable will be going up since the State of Illinois is not paying the Managed Care Organizations. We are hoping that this will cause legislative activity for a budget in Illinois. We have over \$20 million in funds, but we cannot cover forever.

5. **Items for Approval:** The following items were presented for approval:

#### **A. Approval of New Governing Council Member:** Members of the Nominating Committee and Chairperson Bejster had the opportunity to interview a prospective member to the Governing

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Council. Ms. Carolina Duque has served the needs of vulnerable populations in Lake County for over 10 years. She served as the Executive Director of Mano a Mano in Round Lake for 8 years. She wished to continue to serve the needs of vulnerable communities in Lake County. She is a board member for the Healthcare Foundation of Northern Lake County and for the University Center of Lake County.

*Member McConico made the motion to approve Carolina Duque as a new member of the Governing Council for 1 year. Member Ross-Cunningham seconded the motion. All in favor. None opposed. The motion carried and approved.*

- B. Approval of 2017 Compliance Work Plan:** The 2017 Compliance Work Plan provides a general description of work to be done in each area of the plan with estimated completion dates for the activity or resulting output. The proposed activities and outputs for the coming year are intended to keep the plan up-to-date and to fill gaps where there appear to be needs for new or improved policies, procedures, and resources. The resulting changes to the plan promote compliance and support staff efforts across a range of responsibilities. Annual evaluation of the Environment of Care Plan has been prepared in compliance with the Joint Commission's standards. LCHD is asking the Governing Council to approve the plan as presented.

*Member Washington made the motion to approve the 2017 Compliance Work Plan as presented. Member McConico seconded the motion. All in favor. None opposed. The motion carried and approved.*

- C. Approval of the 2016 Annual Report:** The Lake County Health Department and Community Health Center produces an annual report to inform the public about the success of its efforts to address the health needs of Lake County residents. The annual report reflects the previous year's accomplishments of the Strategic Plan. This year's report celebrates our progress toward achieving goals in four core areas: health equity, prevention, coordination of care and workforce. LCHD is asking the Governing Council to approve the 2016 Annual Report as presented.

*Member McConico made the motion to approve the 2016 Annual Report as presented. Member Tarter seconded the motion. All in favor. None opposed. The motion carried and approved.*

- D. Approval of Schedule of Discounts:** Primary Care Services is required to provide services at a discounted rate for those individuals and families who earn annual income greater than 100% and up to and including 200% of the federal poverty guidelines. Department of Health and Human Services federal poverty guidelines for the sliding fee scales in Primary Care and Behavioral Health services and approve retroactively back to April 1, 2017 and July 1, 2017 as recommended. The tables were approved by the Board of Health at their meeting on March 29th, 2017.

*Member McConico made the motion to approve the updated Department of Health and Human Services federal poverty guidelines for the sliding fee scales in Primary Care and Behavioral Health services and approve retroactively back to April 1, 2017 and July 1, 2017 as recommended. Member Withem-Voss seconded the motion. All in favor. None opposed. The motion carried and approved.*

- E. Approval of Updated Bylaws:** At the suggestion of the Governing Council we have moved the agenda item of Provider and Dentist privileging and reappointments under "Items for Approval" so all items that need a vote are at the beginning of the meeting. Also, Article III has been updated to state our new mission. One grammatical error on page 5 along with approval dates have been changed.

*Member Tarter made the motion to approve the updated bylaws as presented. Member McConico seconded the motion. All in favor. None opposed. The motion carried and approved.*

- F. Approval of the FY2018 Budget Timetable:** The Joint Budget Committees of the Board of Health, Governing Council and TB Board, will begin work following preparation of the proposed

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FY2018 budget by the Executive Director and senior staff. The Budget Timetable will be subject to modification as needed to complete the process of budget development.

Member Duque expressed her interest on being on the budget committee. July 19: Budget Committee Meeting: All Business Area Directors present their budgets at 6:00 pm to the Joint Committee (s) for a detailed review by business area and July 27: Governing Council Reviews/Modifies/Approves Budget.

*Member McConico made the motion to approve the Budget Timetable for the process of developing the FY2018 budget. Member Washington seconded the motion. All in favor. None opposed. The motion carried and approved.*

### **6. Approval of Grants:** The following items were presented for approval:

- A. Approval of \$25,000 in funding from Peoria Memorial Affiliate of the Susan G. Komen Foundation., Inc:** The Lake County Health Department and Community Health Center has received a grant from the Peoria Memorial Affiliate of the Susan G. Komen Foundation in the amount of \$25,000. These funds will be used to provide screening mammograms to uninsured Lake County women between the ages of 40-49. The goal of the program is to provide at least 176 women with screening mammograms. The grant period is January 1, 2017-December 31, 2017.

*Member Ross-Cunningham made the motion to approve the grant funding of \$25,000 from the Peoria Memorial Affiliate of the Susan G. Komen Foundation allocated to the breast and cervical cancer services program within the Lake County Health Department and Community Health Center. Member McConico seconded the motion. Roll Call vote yielded 7 ayes: McConico, Bejster, Withem-Voss, Tarter, Ross-Cunningham, Washington, and Duque. All in favor. None opposed. The motion carried and approved.*

- B. Approval of \$5,000 in funding from the University of Chicago Medical Center:** The Lake County Health Department and Community Health Center has agreed to participate in the Extension for Community Healthcare Outcomes (ECHO) program through the University of Chicago Medical Center. As part of its participation, LCHD/CHC will receive \$5,000. Funds will be used towards LCHD/CHC provider recruiting software. The grant period is July 1, 2016-June 30, 2017.

*Member Duque made the motion to approve the grant funding of \$5,000 from the University of Chicago Medical Center for participation in the Extension for Community Healthcare Outcomes (ECHO) program. Funds will be used towards LCHD/CHC provider recruiting software. Member McConico seconded the motion. All in favor. None opposed. The motion carried and approved.*

### **7. Informational Items:**

- A. CQI Update:** We have made improvements with breast cancer screening, cervical cancer screenings, and child immunizations. We have two different formats to show you information, which do you like better; graph or no graph? Member Tarter stated that he personally liked the graph but would like to see where we were last year. Executive Director Mark Pfister stated that HRSA can change the metrics from year to year but we will put a note if this is a new or changed metric.
- B. 2017 Payor Mix:** Kim Burke, Director of Managed Care will provide this information monthly. We did see a small decrease with commercial members. Humana has dropped the exchange in 2017. BCBS is only going with Advocate. State of Illinois has issued terminations to all 12 MCOs. MCO spots will go to bid and there will only be 4-7 slots available.
- C. Inclusive Messaging:** Adam Carson, Director of Strategic Initiatives spoke on how LCHD serves a very diverse population. With mounting fear, due to the current political climate, we must assure Lake County residents that we are here to provide them with high quality care and services. We want to push the message that we welcome all individuals. The County will also be using this message County wide. We are excited about pushing the message and want everyone to feel welcome at our facilities.

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**8. Chief Medical Officer's Report:** Dr. Robert Saqueton discussed the items included in the Chief Medical Officer's report.

**A. Approval of Professional Staff Reappointments:** The Personnel Committee has reviewed the reappointments of the following providers and has recommended approval from the Governing Council:

1. *Aileen Benjakul, MD*
2. *Kristin Krivickas, LCSW*
3. *Olutoyin Okunfolami, APN*
4. *Kokeela Rathi, MD*
5. *Marina Smirnov, MD*
6. *Kenneth Soyemi, MD, MPH*
7. *Myleen Guzman-Ablog, MD*
8. *Esther Harris, APN*
9. *Amy Morton-Miller, Psych APN*
10. *Ronald Cheng, DDS*
11. *Gerald Dismer, DDS*
12. *Martin Rowe, DDS*
13. *Mamerto Villamonte, DDS*

*Member Ross-Cunningham made the motion to accept the reappointments of the above-mentioned providers. Member McConico seconded the motion. All in favor. None opposed. The motion carried and was approved.*

**B. Approval of Healthcare Practitioner Privileging:** The Personnel Committee has reviewed the credentialing and privileging of the following provider and has recommended approval from the Governing Council:

1. *Dr. Suzanne Kellman, Dentist (Full-time)*
2. *Katharine Marshall, Licensed Clinical Professional Counselor (LCPC)*

*Member Ross-Cunningham made the motion to accept the privileging of the above-mentioned providers. Member McConico seconded the motion. All in favor. None opposed. The motion carried and was approved.*

**9. Dental Director's Report:** Dr. Omar Cockey 's monthly report was included in the Governing Council packet. There were no questions.

**10. Director of Finance's Report:** MCO issues are impacting our numbers. We had an audit complete at the end of March with no findings. We will have the auditor come this summer to the Governing Council to go over results. Medicare cost report was completed and the Medicaid report is coming up.

**11. Reports of Committees:** There was no reports at this meeting

**12. Old Business:** There was no old business at this meeting.

**13. New Business:** There was no new business at this meeting.

**14. EXECUTIVE SESSION:** *Member Ross-Cunningham made the motion to go into executive session at 12:50 p.m. Member McConico seconded the motion. All in favor. None opposed. The motion carried.*

Discussion followed in closed session.

*Member McConico made the motion to go out of executive session at 1:10 p.m. Member Withem-Voss seconded the motion. All in favor. None opposed. The motion carried.*

**15. Adjournment and Next Meeting:**

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*Member Duque made the motion to adjourn. Member McConico seconded the motion. All in favor. None opposed. Motion carried and approved. Meeting adjourned at 1:11 p.m.*

The next Governing Council meeting will take place Thursday, May 25<sup>th</sup>, 2017 at 12:00 noon at the Health Department Board Room. 3010 Grand Avenue, Waukegan, IL 60085.

Respectfully submitted,

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Mary Ross-Cunningham, Secretary