

# Lake County Illinois

*Lake County Health Department and Community Health Center  
3010 Grand Avenue  
Waukegan, Illinois 60085  
Conference Room #3112*



## **Meeting Minutes - Draft**

**Tuesday, August 13, 2024**

**5:30 PM**

**3010 Grand Ave., Waukegan, IL 60085**

**Lake County Community Health Center Governing  
Council**

**1. Call to Order**

Chair Fornero called the meeting to order at 5:36 p.m.

**2. Roll Call of Members**

**Present** 8 - Chair Fornero, Secretary Lara, Member Argueta, Member Bejster, Member Hernandez, Member Ross Cunningham, Member Scheurer and Member Young

**Absent** 3 - Vice Chair Smith-Taylor, Member Aaroneaux and Member Chuc

**3. Pledge of Allegiance**

This matter was presented

**4. Approval of Minutes**

**4.1**

July 9, 2024 Governing Council Meeting Minutes

**Attachments:** [GC Minutes 7.9.24 - DRAFT](#)

**Chair Fornero called for a motion to approve the minutes of July 9, 2024. Motion by Member Hernandez, second by Member Bejster. Voice vote, all in favor, motion carried.**

**Aye:** 8 - Chair Fornero, Secretary Lara, Member Argueta, Member Bejster, Member Hernandez, Member Ross Cunningham, Member Scheurer and Member Young

**Absent:** 3 - Vice Chair Smith-Taylor, Member Aaroneaux and Member Chuc

**5. Public Comment to the Council**

None

**6. Executive Director's Report**

*Executive Director Mark Pfister reported on the following:*

*1. HRSA has notified the Health Department that it will be conducting a site visit between January to March 2025. Site reviewers will most likely ask to speak with Council members during this visit, and questions will most likely focus on member involvement and compliance. Kim Burke, Director of Healthcare Operations, and her team have been instructed to gather and review the required documentation by October 1, 2024.*

*2. On Tuesday, July 30, 2024, the Lake County Health Department was honored to host Sameer Vohra, MD, JD, MA. Dr. Vohra is the Director of the Illinois Department of Public Health and his visit was a result of his admiration for the Health Department's model and the inclusive programming it provides for community members. Meeting with Director Vohra was Mark Pfister, Kim Burke, Liza Kritz, Director of Prevention, and Larry Mackey, Director of Environmental Health.*

3. *This is Mark Pfister's final Governing Council meeting as he will be retiring on September 3, 2024. The Board of Health, in collaboration with GovHR, the County's executive recruitment firm, has established a schedule for the hiring of a new Executive Director. The position is now posted, and interested candidates must submit their resumes by September 23, 2024. Board of Health President Tim Sashko will reach out to Governing Council Chair Charles Fornero regarding the Governing Council's participation in this hiring process as the Executive Director position is managed by both governing bodies.*

*Member Ross Cunningham expressed her desire for open and clear communication between the Board of Health and the Governing Council throughout the Executive Director recruitment process.*

## 7. Action items

### 7.1

Licensed Independent Practitioner (LIP) Reappointment - Burke

**Chair Fornero called for a motion to approve the privileging and credentialing of Sana Ahmed, MD, Craig Conover, MD, Jennifer Gassman, APRN, and James Jupa, MD. Motion by Member Bejster, second by Member Argueta. Voice vote, all in favor, motion carried.**

**Aye:** 8 - Chair Fornero, Secretary Lara, Member Argueta, Member Bejster, Member Hernandez, Member Ross Cunningham, Member Scheurer and Member Young

**Absent:** 3 - Vice Chair Smith-Taylor, Member Aaroneaux and Member Chuc

### 7.2

Governing Council Member Reappointment - Pfister

**Attachments:** [Fornero, Charles Reappt Memo 7.22.24 - Signed](#)

*Executive Director Mark Pfister emphasized the importance of continuity within the Governing Council amidst upcoming personnel changes and the anticipated HRSA site visit. In light of these developments, he strongly advocates for the reappointment of Charles Fornero.*

**Chair Fornero called for a motion to approve this reappointment. Motion by Member Hernandez, second by Member Bejster. Voice vote, all in favor, motion carried.**

**Aye:** 8 - Chair Fornero, Secretary Lara, Member Argueta, Member Bejster, Member Hernandez, Member Ross Cunningham, Member Scheurer and Member Young

**Absent:** 3 - Vice Chair Smith-Taylor, Member Aaroneaux and Member Chuc

## 8. Presentations

*None*

## 9. Discussion Items

9.1

Proposed Revisions to the Lake County Community Health Center Governing Council Bylaws - Pfister

**Attachments:** [GC Bylaws 9.3.24 - DRAFT](#)

*Mark Pfister informed the Council that the title of the Director of Finance has been updated to Director of Finance and Administrative Services as Angela Cooper, who recently assumed this role, will now oversee finance, procurement, and facilities. This adjustment to the bylaws is a result of discussions between Mark Pfister and former Director of Finance, Pam Riley, addressing the anticipated retirements and personnel shifts within the department. This strategic move aims to ensure seamless operations and heightened efficiency.*

*Chair Fornero asked that the following additional changes be made to the bylaws:*

*-Page 5 of 10, paragraph B, Election and Terms of Office: remove "no more than" from sentence 3; remove sentence 4 and replace it with, "If after two consecutive terms an officer wishes to continue in the same position, a one-year hiatus is required."*

*All Council members agreed to those suggested changes. Per Mark Pfister, all changes will be brought to the Council for approval at their meeting on September 3, 2024.*

**This matter was presented**

**10. Director of Healthcare Operations Report**

10.1

Director of Healthcare Operations Report - Burke

**Attachments:** [FQHC Healthcare Operations Metrics Dashboard 08.24](#)

*Kim Burke reviewed the report included in the agenda packet. Kim highlighted a significant reduction in the patient waitlist. However, she noted ongoing challenges in recruiting for currently open behavioral health positions. Additionally, as of today's meeting, we are still awaiting feedback from HRSA regarding our memo practice coverage for the upcoming 2025 calendar year.*

*Chair Fornero inquired about the criteria used to remove clients from the waitlist. Kim clarified that clients are removed from the waitlist after an initial appointment has been scheduled for them or after three unsuccessful attempts to contact them by phone.*

**This matter was presented**

**11. Director of Finance Report**

11.1

Director of Finance Report - Cooper

**Attachments:** [FQHC Jun 24](#)

*Angela Cooper reviewed the financial report included in the agenda packet, stating that our current financial standing is robust. Mark Pfister reiterated for the record that if HRSA inquires about this report, it should be noted that it is presented and reviewed on a monthly basis. Furthermore, you should be aware that this department maintains excellent financial health and remains transparent about all related information. It is important to highlight that during the most recent Joint Commission visit, it was noted that a significant number of FQHCs have faced bankruptcy or financial difficulties due to cost and volume declines brought on by the Covid-19 pandemic. However, our department has managed to sustain its financial stability despite these challenges.*

**This matter was presented**

**12. Added to Agenda**

*Member Ross-Cunningham honored Mark Pfister with a special commendation for his years of dedicated service at the Lake County Health Department and Community Health Center. Member Argueta also praised Mark for his efforts in fostering an open and welcoming environment for both staff and clients.*

*Member Scheurer expressed significant concerns regarding the ongoing health risks associated with Bird flu exposure following his visit to the Lake County fair at which he saw a cow that appeared to be ill and was separated from surrounding animals. Mark Pfister acknowledged the validity of Member Scheurer's concerns, noting confirmed cases of transmission from milk cattle to humans. He reassured the Council that the Health Department is maintaining vigilant measures to address and monitor this potential threat.*

**13. Old Business**

*None*

**14. New Business**

*None*

**15. Executive Session**

*None*

**16. Adjournment**

**Chair Fornero adjourned the meeting at 6:26 p.m.**