

# Lake County Illinois

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



## **Meeting Minutes - Final**

**Tuesday, May 9, 2023**

**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 5:30 p.m.**

**Present** 8 - Chair Fornero, Vice Chair Smith-Taylor, Member Argueta, Member Bejster, Member Chuc, Member Hernandez, Member Ross Cunningham and Member Tarter

**Absent** 1 - Secretary Lara

**2. Pledge of Allegiance**

**Chair Fornero called upon Member Ross Cunningham to lead the Pledge of Allegiance.**

**3. Approval of Minutes**

**3.1**

April 11, 2023 Meeting Minutes

**Attachments:** [GC Minutes 4.11.23 - DRAFT](#)

**Chair Fornero called for a motion to approve the minutes of April 11, 2023. Motion by Member Tarter, second by Member Ross Cunningham. Voice vote, all in favor, motion carried.**

**Aye:** 8 - Chair Fornero, Vice Chair Smith-Taylor, Member Argueta, Member Bejster, Member Chuc, Member Hernandez, Member Ross Cunningham and Member Tarter

**Absent:** 1 - Secretary Lara

**4. Public Comment to the Council**

*None*

**5. Executive Director's Report**

*Executive Director Mark Pfister reported on the following:*

*1) COVID-19: Community Level is low. 28.71/100K case rate and 3.1 new COVID-19 admissions per 100K. After May 11, 2023, the CDC will no longer be posting community level or community transmission numbers. The Health Department will stop posting COVID-19 data in the next 2.5 weeks.*

*2) Kim Burke, Director of Healthcare Operations, will cover the Executive Director role for the June 13, 2023, Governing Council meeting as Mark will be on a much needed vacation by taking a road trip out west for 2.5 weeks.*

*3) Christopher D. Redding Youth Asthma Foundation and Mobile Care Chicago Lake County Asthma Van: These two organizations have partnered with the Health Department to provide mobile free, high-quality asthma and allergy care to children in the Lake County area. They will target the Waukegan and North Chicago area first.*

4) *Consulting Services for Lake County Health Department Fee-for-Service to Value-based Care Transformation: A Request for Proposals (RFPs) has gone out and vendor responses are being reviewed.*

5) *May 11, 2023: The Governor will declare it "Illinois Public Health and Health Care Hero Day" for public health and health care workers that have served us, unfailingly, through the last three years.*

*Chair Fornero asked if we can now say that COVID is over. Mark clarified that COVID is still with us, people will still get COVID, and there are still people dying from it across the world. The good news is that the majority of people are vaccinated with the full primary series and we're hoping they continue by receiving a bivalent vaccination. There is also a lot of natural immunity now because many people got COVID-19 multiple times. What we can say is that it is endemic and we will learn to live with it, and hopefully it doesn't mutate and become more infectious or more virulent. Chair Fornero shared that he is proud to serve on the Council and proud of the extraordinary efforts and work of the Lake County Health Department and the Council provided to the community. Member Tarter asked if the Illinois Department of Public Health (IDPH) ever got a new Director. Mark informed him that Governor Pritzker appointed Sameer Vohra, MD, in August 2022 as the new Director, and that Dr. Vohra is a general pediatrician who holds degrees in law and public policy. Member Bejster asked if there has been any discussion regarding the monitoring of COVID-19 as is done with influenza. Mark stated there will be continued testing, monitoring and genomic sequencing of the strains as there continues to be concern. There will be monitoring of sewage for COVID-19 virus counts and increases in those counts will be used as an early warning that more infections may be coming. There is also a new test that tests for flu, RSV, and COVID-19. And there could potentially be a flu/COVID combination vaccination, but CDC and FDA have been very quiet about it and no announcements have been made. Also, it was just announced that flu season occurs in the colder months because the colder temps make our nasal cavity and passages stickier thereby giving the virus greater adherence allowing it to move into our cells and replicate. The wearing of masks during the colder months of the COVID-19 pandemic kept those parts of the body warm which may be one of the reasons why the number of flu cases during that time decreased. Member Bejster asked if it will still be Health Department policy to give a mask to those individuals requesting one at the time of their provider visit. Mark stated that while the policy recently changed to state that masks do not need to be worn in our facilities, the Health Department still reserves the right to require masks be worn by those individuals presenting with respiratory symptoms or a respiratory illness and will have masks available for all desiring to wear one.*

## **6. Action items**

### **6.1**

Provider Credentialing and/or Privileging - Burke

*Kim Burke reviewed the information provided in the agenda packet.*

**Chair Fornero called for a motion to approve the credentialing and privileging of Mina Girbes, MD. Motion by Vice Chair Smith-Taylor, second by Member Bejster. Voice vote, all in favor, motion carried.**

**Aye:** 8 - Chair Fornero, Vice Chair Smith-Taylor, Member Argueta, Member Bejster, Member Chuc, Member Hernandez, Member Ross Cunningham and Member Tarter

**Absent:** 1 - Secretary Lara

**6.2**

Provider Reappointments - Burke

*Kim Burke reviewed the information provided in the agenda packet.*

**Chair Fornero called for a motion to approve the reappointment of Igor Botvinnik, DDS, Valentin Cuarto, DDS, and Izabela Dlugosz, DDS. Motion by Member Ross Cunningham, second by Member Hernandez. Voice vote, all in favor, motion carried.**

**Aye:** 8 - Chair Fornero, Vice Chair Smith-Taylor, Member Argueta, Member Bejster, Member Chuc, Member Hernandez, Member Ross Cunningham and Member Tarter

**Absent:** 1 - Secretary Lara

**6.3**

Billing and Collections Policies - Riley

**Attachments:** [Accounting Systems](#)  
[Billing and Collection for Medical, Dental and Behavioral Health Services](#)  
[Fees for Medical, Dental and Behavioral Health Services, Sliding Fee Disc](#)  
[Finance and Budget](#)  
[Hardship Fee Reduction for Medical, Dental, and Behavioral Health Servic](#)

*Diane Pelli, Business Office Manager, who was standing in for Pam Riley, Director of Finance, reviewed the information provided in the agenda packet.*

**Chair Fornero called for a motion to approve the billing and collections policies as presented. Motion by Member Tarter, second by Member Hegar Chuc. Voice vote, all in favor, motion carried.**

**Aye:** 8 - Chair Fornero, Vice Chair Smith-Taylor, Member Argueta, Member Bejster, Member Chuc, Member Hernandez, Member Ross Cunningham and Member Tarter

**Absent:** 1 - Secretary Lara

**6.4**

FY2024 Proposed Budget Timetable - Riley

**Attachments:** [FY24 Proposed Budget Timetable](#)

*Diane Pelli reviewed the information provided in the agenda packet.*

**Chair Fornero called for a motion to approve the FY2024 budget timetable as presented. Motion by Member Tarter, second by Member Ross Cunningham. Voice vote, all in favor, motion carried.**

**Aye:** 8 - Chair Fornero, Vice Chair Smith-Taylor, Member Argueta, Member Bejster, Member Chuc, Member Hernandez, Member Ross Cunningham and Member Tarter

**Absent:** 1 - Secretary Lara

## 6.5

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

**Attachments:** [GC Bylaws 4.11.23 - Draft Changes](#)  
[GC Bylaws 5.9.23 - FINAL](#)

*Mark Pfister reviewed the proposed changes to the bylaws as provided in the agenda packet. Member Tarter asked if it is necessary to specify the names of the Chair and Secretary and suggested removing them so that the bylaws don't have to be updated every time a new Chair and/or Secretary takes office. Chair Fornero noted that the names and signatures are not part of the actual bylaws and, therefore, the name and signature of the persons holding the office of Chair and Secretary would stand until the next time there are any changes to the actual bylaws language. Mark agreed that both are very good points and he will confer with legal counsel on the matter and report back.*

**Chair Fornero called for a motion to approve the changes to the bylaws as presented. Motion by Member Tarter, second by Member Bejster. Voice vote, all in favor, motion carried.**

**Absent:** 1 - Secretary Lara

## 7. Presentations

*None*

## 8. Discussion Items

### 8.1

CQI Update - Hayes

**Attachments:** [UDS Measures](#)

*Christina Hayes, Strategic Planning and Quality Improvement Manager, reviewed the information provided in the agenda packet. Member Tarter noted that the UDS dashboard gets closer to the HRSA target with every month and complimented the good work being done.*

**This matter was presented**

## 9. Medical Director Report - No Report

## 10. Director of Healthcare Operations Report

### 10.1

Director of Healthcare Operations Report - Burke

**Attachments:** [FQHC Healthcare Operations Metric Dashboard 05.23](#)

*Kim Burke reviewed the information provided in the agenda packet. The Patient Access Center (PAC), which is now almost fully staffed, is reaching out to established clients 30-days prior to their appointment to confirm they still want their scheduled appointment date/time and if they don't the PAC clerk reschedules them thereby increasing access. For new clients, PAC clerks are reaching out two weeks prior to their appointment. Both efforts are helping to decrease no show rates. There are 6 open provider positions, one full-time provider currently out for 12 weeks of FMLA, and two more out for 12 weeks of FMLA this summer.*

*Member Bejster asked if the improved no show rates are responsible for the drop in Third Next Available Appointment for Existing General Medicine Clients. Kim confirmed it is as decreased no show means increased access.*

**This matter was presented**

## 11. Director of Finance Report

### 11.1

Director of Finance Report - Riley

**Attachments:** [FQHC Mar 23](#)

*Diane Pelli reviewed the information provided in the agenda packet. She noted that the completed audit for FY22 has not yet been received but it is expected any day. The delay is due to the County still having items they need to get to the auditor, and also because the auditor is short staffed due a recent resignation.*

**This matter was presented**

## 12. Added to Agenda

*None*

## 13. Old Business

*Mark Pfister reminded the Council that on March 22, 2023, the Board of Health approved a salary increase for Behavioral Health (BH) counselor and therapist positions allowing us to offer at the 25th percentile of the grade to ensure the staff necessary to fill those critical roles are retained and hired. That action is having a positive impact as we have hired four, will hire another six new BH staff this month, and at least two more will be joining us in June. All of these new hires have accepted our initial offer which was not the case with previous offers to potential new hires. Therefore, it appears we may be at the current market rate and thus, more competitive. Monitoring of the effectiveness of this action will continue.*

**14. New Business**

*None*

**15. Executive Session**

*None*

**16. Adjournment**

**Chair Fornero adjourned the meeting at 6:20 p.m.**