

Lake County Illinois

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



Meeting Minutes - Draft

Tuesday, January 13, 2026

5:30 PM

3010 Grand Ave., Waukegan, IL 60085

**Lake County Community Health Center Governing
Council**

1. Call to Order

Chair Smith-Taylor called the meeting to order at 5:30 pm.

2. Roll Call of Members

Vice Chair Hernandez joined the meeting virtually.

Present 8 - Chair Smith-Taylor, Vice Chair Hernandez, Member Bejster, Member Hegar Chuc, Member Lara, Member Ross Cunningham, Member Scheurer and Member Young

Absent 2 - Secretary Argueta and Member Barnes

3. Pledge of Allegiance

This matter was presented.

4. Approval of Minutes

4.1

December 9, 2025, Meeting Minutes

Attachments: [GC Minutes 12.9.25 - DRAFT](#)

Chair Smith-Taylor asked for a motion to approve the December 9, 2025 meeting minutes. Motion by Member Bejster, seconded by Member Ross Cunningham.

Motion carried by the following roll call vote:

Aye: 7 - Chair Smith-Taylor, Member Bejster, Member Hegar Chuc, Member Lara, Member Ross Cunningham, Member Scheurer and Member Young

Present: 1 - Vice Chair Hernandez

Absent: 2 - Secretary Argueta and Member Barnes

5. Public Comment to the Council

none

6. Executive Director's Report

Executive Director Hoff reported the following:

1. Executive Director Hoff thanked Chair Miriam Smith Taylor, Vice Chair Manuel Hernandez, and Secretary Miriam Argueta for assuming leadership roles on the Governing Council and stated he looks forward to working with them and the Governing Council in the coming year.

2. Executive Director Hoff reported that one of the annual requirements for the Governing Council is the completion of a self-evaluation. Executive Director Hoff asked committee members to complete the evaluation during the meeting or return it to the Executive Director's Assistant, Khiabet Mata. Khiabet Mata will follow up to ensure all evaluations are received.

3. Executive Director Hoff noted that the Certification of Statements of Economic Interests forms will be distributed via email or mail. The forms are due March 1, 2026, and must be submitted prior to the February meeting. Governing Council members were encouraged to contact Khiabet Mata with any questions.

4. Executive Director Hoff reported that committee assignments will be reviewed at this meeting. The Strategic Planning Committee is expected to have a significant role this year as staff is currently developing a timeline and plan to update the strategic plan. Executive Director Hoff expressed appreciation and looks forward to working with all members.

5. Executive Director Hoff shared that the Health Department will be reopening the Withdrawal Management Unit in Behavioral Health, formerly known as "detox", which was closed during COVID. Executive Director Hoff anticipates beginning to serve clients in January 2026.

6. Executive Director Hoff reported that the reopening of the North Chicago Health Center remains on track. Final items are being completed, and staff are expected to move in soon. An open house is planned, with additional details and dates to be shared once finalized.

7. Action items

7.1

Scope of Project Adjustment, Form 5A: Services and Service Delivery Methods - Burke

Attachments: [GC attachment Jan](#)

Chair Smith-Taylor asked for a motion to approve scope of project adjustments as follows:

-Column I services are provided directly by LCHD/CHC

-Column II services are provided contractually with LCHD/CHC paying for the services

-Column III services are provided through a contractual, referral relationship where LCHD/CHC does not pay for the service

Motion by Member Ross Cunningham, second by Member Young, motion carried by the following roll call vote:

Aye: 7 - Chair Smith-Taylor, Member Bejster, Member Hegar Chuc, Member Lara, Member Ross Cunningham, Member Scheurer and Member Young

Present: 1 - Vice Chair Hernandez

Absent: 2 - Secretary Argueta and Member Barnes

7.2

Proposed 2026 Governing Council Committee Appointments - Smith-Taylor

Attachments: [2026 GC Committee Appointments](#)

Chair Smith-Taylor asked for a motion to o approve the Governing Council committee appointments for 2026, as presented. Motion by Member Ross Cunningham, second by Member Young, motion carried by the following roll call vote:

Aye: 7 - Chair Smith-Taylor, Member Bejster, Member Hegar Chuc, Member Lara, Member Ross Cunningham, Member Scheurer and Member Young

Present: 1 - Vice Chair Hernandez

Absent: 2 - Secretary Argueta and Member Barnes

8. Presentations

8.1

International Medical Graduates (IMG) Illinois Licensure Pathway - Burke

Attachments: [IMG presentation 2026.01](#)

Director of Healthcare Operations, Kim Burke, presented the International Medical Graduates Illinois Licensure Pathway.

9. Discussion Items

9.1

Annual Review of Cooperative Operational Agreement - Hoff

Attachments: [BOH GC COA 2.11.25](#)

Executive Director, Christopher Hoff, provided an overview of the Cooperative Operational Agreement. The agreement is to be reviewed by the Governing Council and any suggested changes will be adopted and approved at the February Governing Council meeting.

10. Director of Healthcare Operations Report

Director of Healthcare Operations, Kim Burke, stated the reports were accidentally left out of the packet but were printed out for the members to review. Director of Healthcare Operations, Kim Burke, reported the following: As of December 11, 2025, there are 3,457 individuals on our general medicine new client waitlist, 3,115 adults and 342 pediatrics. The general medicine new client wait list has decreased by 501 individuals: 468 adults and 33 children since the December 9, 2025, report to Governing Council. There are currently 36 new patient appointment slots/week. As of December 16, 2025, there is no wait list for psychiatry or dental appointments. As of December 16, 2025, there are 37 individuals on the new client waitlist. For CABS Screening, Assessment and Support Services (SASS) clients, they are given priority for appointments and not placed on a waitlist.

11. Director of Finance & Administrative Services Report

There was no Director of Finance & Administrative Services Report. The Finance Department staff are still processing year end. The next financial report will be provided at

the regular meeting on Tuesday, February 10, 2026.

12. Added to Agenda

- 1. Member Scheurer announced he is stepping down from the Governing Council due to personal reasons, making this meeting his last meeting. Chair Smith-Taylor and Executive Director Hoff thanked him for serving as a Member of the Governing Council.*
- 2. Chair Smith-Taylor congratulated the new committee member and the members with new titles.*

13. Old Business

none

14. New Business

none

15. Executive Session

none

16. Adjournment

Chair Smith-Taylor adjourned the meeting at 5:54 p.m.

Chair Smith-Taylor congratulated the new committee member and the members with new titles.

Chair Smith-Taylor adjourned the meeting at 5:54 p.m.