

Lake County Illinois

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



Meeting Minutes - Draft

Tuesday, October 8, 2024

5:30 PM

3010 Grand Ave., Waukegan, IL 60085

**Lake County Community Health Center Governing
Council**

1. Call to Order

Vice Chair Smith Taylor called the meeting to order at 5:31 p.m.

2. Roll Call of Members

Present 7 - Vice Chair Smith-Taylor, Secretary Lara, Member Aaroneaux, Member Argueta, Member Bejster, Member Chuc and Member Ross Cunningham

Absent 4 - Chair Fornero, Member Hernandez, Member Scheurer and Member Young

3. Pledge of Allegiance

This matter was presented

4. Approval of Minutes

4.1

September 3, 2024 Governing Council Meeting Minutes

Attachments: [GC Minutes 9.3.24 - DRAFT](#)

Vice Chair Smith-Taylor called for a motion to approve the minutes of September 3, 2024. Motion by Member Chuc, second by Member Ross-Cunningham. Voice vote, all in favor, motion carried.

Aye: 7 - Vice Chair Smith-Taylor, Secretary Lara, Member Aaroneaux, Member Argueta, Member Bejster, Member Chuc and Member Ross Cunningham

Absent: 4 - Chair Fornero, Member Hernandez, Member Scheurer and Member Young

5. Public Comment to the Council

None

6. Executive Director's Report

Sam Johnson, Interim Executive Director, reported on the following.

1. The collaboration with Access Lake, an initiative in conjunction with the Lake County Health Department, is ongoing. Despite progress, there remain legal challenges to address. The aim is to facilitate referrals for specialized care by the close of 2025, contingent upon resolving these legal issues.

2. On September 5, 2025, Interim Executive Director Johnson, alongside Lisa Kritz, Director of Prevention, and Kim Burke, Director of Healthcare Operations, presented at the Lake Forest Hospital during a physicians' meeting. Their presentation covered the Health Department's functions, strategies to enhance referral and record sharing, and improvements in laboratory record management.

3. Recruiting and retaining physicians continues to be challenging, reflecting a broader national trend. This trend is largely due to waning interest in primary care medical careers. The department is actively exploring strategies to make these roles more attractive in collaboration with recruitment and HR teams. In response to Member Ross-Cunningham's inquiry about whether this shortage impacts service delivery, Interim Executive Director Johnson noted that while there are adequate providers, the shortage of primary care

physicians remains an issue. Some clients prefer nurse consultations, but there's still a need for more doctors. Kim Burke will provide further insights in her report.

4. Interim Executive Director Johnson reminded the Governing Council to complete their self-evaluation forms upon receipt from Lisa Kroeger, Executive Director Assistant.

5. Sam Johnson announced Lisa Kroeger will be retiring on January 3, 2025. Lisa has been training Executive Assistants Khiabet Mata and Jennifer Keel in preparation for her departure. The recruitment process to fill the Executive Director Assistant role will commence soon.

6. Member Chuc inquired about progress on the North Chicago Health Center. Interim Executive Director Johnson indicated that due to extensive damage, the reopening is projected for April 2025. Member Ross-Cunningham emphasized the significance of this facility and its value to both clients and physicians.

7. Action items

7.1

Revised Clinical Risk and Patient Safety Management - Training Plan 2024 - Burke

Attachments: [LCHDCHC Training Educational Plan 2024 revised Sept 2024](#)

Vice Chair Smith-Taylor called for a motion to approve the revised Clinical Risk and Patient Safety Management - Training Plan for 2024 as presented. Motion by Member Aaroneaux, second by Member Ross-Cunningham. Voice vote, all in favor, motion carried.

Aye: 7 - Vice Chair Smith-Taylor, Secretary Lara, Member Aaroneaux, Member Argueta, Member Bejster, Member Chuc and Member Ross Cunningham

Absent: 4 - Chair Fornero, Member Hernandez, Member Scheurer and Member Young

7.2

Governing Council Member Reappointment - Johnson

Attachments: [GC Reappt Memo to Members - Bejster - Signed Redacted](#)

[GC Reappt Memo to Members - Cunningham - Signed Redacted](#)

Vice Chair Smith-Taylor called for a motion to accept and approve the reappointment of Governing Council members Mallory Bejster and Mary Ross Cunningham for a two-year term ending October 31, 2026. Motion by Member Chuc, second by Member Aaroneaux. Voice vote, all in favor, motion carried.

Aye: 7 - Vice Chair Smith-Taylor, Secretary Lara, Member Aaroneaux, Member Argueta, Member Bejster, Member Chuc and Member Ross Cunningham

Absent: 4 - Chair Fornero, Member Hernandez, Member Scheurer and Member Young

7.3

Proposed 2025 Governing Council Meeting Dates - Johnson

Vice Chair Smith-Taylor called for a motion to approve the proposed 2025 Governing Council meeting dates, as presented. Motion by Member Bejster, second

by Member Ross-Cunningham. Voice vote, all in favor, motion carried.

Aye: 7 - Vice Chair Smith-Taylor, Secretary Lara, Member Aaroneaux, Member Argueta, Member Bejster, Member Chuc and Member Ross Cunningham

Absent: 4 - Chair Fornero, Member Hernandez, Member Scheurer and Member Young

8. Presentations

8.1

FY2023 Audit Results - Cooper

Attachments: [LCHD FQHC Report on Schedule of Revenues & Expenses FINAL 11.30.2](#)

Angela Cooper, Director of Finance and Administrative Services, introduced Jason Coyle, CPA and partner at Baker Tilly US, LLP, who delivered the findings of the FY23 Audit for the FQHC. Jason Coyle noted that Baker Tilly US, LLP, was commissioned by the County Board to audit the financial statements of the County as an entity. The aim of Baker Tilly's evaluation is to ensure confidence in the financial data provided. Jason Coyle announced that there were no recommendations concerning the operational controls affecting the FQHC and confirmed that the FY23 Audit report adhered fully to compliance standards.

9. Discussion Items

None

10. Director of Healthcare Operations Report

10.1

Director of Healthcare Operations Report - Burke

Attachments: [FQHC Healthcare Operations Metric Dashboard 10.24](#)

Kim Burke, Director of Healthcare Operations, reviewed her report as provided in the agenda packet.

Kim also noted that according to the September 25, 2024 report, our waitlist has decreased significantly to just over 1,500 individuals, a substantial reduction from the 5,000 individuals a few months prior.

We are currently facing challenges in recruiting physicians, with increasing difficulties in maintaining staff levels due to another resignation, specifically Dr. Luma Sukkar, MD, who resigned shortly after the report was provided in the agenda packet. We now need to fill three advanced practice registered nurse (APRN) positions and six physician positions. Efforts to recruit and retain staff are ongoing in collaboration with our recruiting and HR departments. Kim Burke assured Member Ross-Cunningham that while there might be a minor impact on service delivery and availability, it is not expected to significantly affect operations, as six of these positions have been vacant for some time, effectively leaving us short by only three providers.

As of today's meeting, we are still awaiting feedback from the Health Resources and Services Administration (HRSA) regarding our malpractice coverage for the 2025 calendar year. Member Ross-Cunningham raised concerns about the prolonged

vacancies, some lasting over a year, and queried the effectiveness of the sign-on bonus offered during recruitment efforts. Additionally, Member Ross-Cunningham inquired about other recruitment and retention initiatives, suggesting that recent efforts appear ineffective. Kim Burke explained that Toni Steres, Director of Provider Operations, is collaborating with the recruiting team to devise a more focused and efficient strategy to fill the physician assistant positions. Member Chuc also highlighted the advantage of clients having the option to consult with either an APRN or a Doctor, which enhances service availability.

11. Director of Finance & Administrative Services Report

11.1

Director of Finance & Administrative Services Report - Cooper

Attachments: [FQHC Aug 24](#)

Angela Cooper reviewed the information provided in the agenda packet. There were no questions.

12. Added to Agenda

None

13. Old Business

None

14. New Business

None

15. Executive Session

None

16. Adjournment

Vice Chair Smith-Taylor adjourned the meeting at 6:03 p.m.