

# Lake County Illinois

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



## **Meeting Minutes - Draft**

**Tuesday, February 14, 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 5:36 p.m.**

**Present** 7 - Chair Fornero, Vice Chair Smith-Taylor, Secretary Lara, Member Argueta, Member Bejster, Member Hernandez and Member Tarter

**Absent** 2 - Member Chuc and Member Ross Cunningham

**2. Pledge of Allegiance**

**This matter was presented**

**3. Approval of Minutes**

**3.1**

January 10, 2023 Meeting Minutes

**Attachments:** [GC Minutes 1.10.23 - DRAFT](#)

*Chair Fornero commented that he thought the minutes for item 6.1 should contain the committees and the names of the members appointed to them.*

**Chair Fornero called for a motion to approve the minutes of the January 10, 2023, meeting. Motion by Member Tarter, second by Member Bejster. Voice vote, all in favor, motion carried.**

**Aye:** 7 - Chair Fornero, Vice Chair Smith-Taylor, Secretary Lara, Member Argueta, Member Bejster, Member Hernandez and Member Tarter

**Absent:** 2 - Member Chuc and Member Ross Cunningham

**4. Public Comment to the Council**

*None*

**5. Executive Director's Report**

*Executive Director Mark Pfister reported on the following:*

*1) Access Lake Update: Articles of Incorporation and Bylaws have been drafted and provided to all Hospital Presidents and the CEOs of Erie Family and LCHD/CHC FQHCs. The proposed founding board will be nine members. An "Elevator Speech" has been created: "A new entity, "Access Lake", is being formed as a 501(c)(3) with a purpose to improve coordination of access to specialty care for uninsured, low-income residents of Lake County. The Board will be made up of executive leaders from all Lake County hospitals, safety net primary care, and specialty physician group leaders. A dynamic executive director will be recruited to manage an anticipated staff of three and create relationships with specialty care providers to participate by providing manageable levels of charity care. Benefits will include avoided uninsured ER visits, increased physician participation as a result of predictable and prospective care requests and avoided high cost charity care in later stage illness. Access Lake mirrors activities of a high-performing, impactful program in DuPage County."*

2) *Medicaid Enrollee Awareness: Medicaid enrollees may be unaware that re-determination (Rede) is resuming in April of 2023. Enrollees need to be aware, so they are prepared to act. Medicaid enrollees also need to make sure contact information is current to receive re-determination notices. If HFS notice is not received, or Rede due date is missed, coverage loss will occur, and client will need to file for reinstatement.*

3) *UDS Submission: Congrats to our team for submitting our 2022 UDS data today. They were very diligent in their quality control and quality assurance.*

4) *COVID-19: Community Level is low. We're seeing 89.73 cases per 100K, and 8.9 new COVID-19 hospital admissions per 100K.*

5) *On February 1, 2023, Mark met with Chair Fornero, Vice Chair Smith-Taylor, Board of Health President Sashko and Vice President Dr. Ehrlich in their biannual meeting. Strategic discussions are taking place to ensure health department governing leadership are fully aware of and moving forward on different strategies. Also, as part of the upcoming FQHC Phase 3 in regard to management structure and the deeper dive on value-based care, we are also going to do an operational Strategic Plan for the FQHC that connects to the organizational Strategic Plan. Chair Fornero and Vice Chair Smith-Taylor will be ensuring the Council's Strategic Planning Committee will be meeting and working with staff on it.*

## 6. Action items

### 6.1

Provider Credentialing and/or Privileging - Dr. Zun

*Dr. Zun informed the Council that the Personnel Committee met just prior to this regular meeting to review the credentialing and privileging application of Lundon Brown, APRN, Family Medicine, and that the committee recommends her for approval.*

**Chair Fornero called for a motion to approve the appointment of Lundon Brown, APRN. Motion by Member Bejster, second by Member Argueta. Voice vote, all in favor, motion carried.**

**Aye:** 7 - Chair Fornero, Vice Chair Smith-Taylor, Secretary Lara, Member Argueta, Member Bejster, Member Hernandez and Member Tarter

**Absent:** 2 - Member Chuc and Member Ross Cunningham

### 6.2

Provider Reappointments - Dr. Zun

*Dr. Zun informed the Council that the Personnel Committee met just prior to this regular meeting to review the reappointment applications of Bindu Mangat, APRN, Psychiatry, and Heena Pandya, MD, Psychiatry, and that the committee recommends them for approval.*

**Chair Fornero called for a motion to approve the reappointment of Bindu Mangat, APRN, and Heena Pandya, MD. Motion by Vice Chair Smith-Taylor, second by**

**Member Hernandez. Voice vote, all in favor, motion carried.**

**Aye:** 7 - Chair Fornero, Vice Chair Smith-Taylor, Secretary Lara, Member Argueta, Member Bejster, Member Hernandez and Member Tarter

**Absent:** 2 - Member Chuc and Member Ross Cunningham

### 6.3

Annual Approval of Cooperative Operational Agreement - Pfister

**Attachments:** [BOH GC COA 2.14.23](#)

*Mark Pfister reminded the Council that the Cooperative Operational Agreement with the Board of Health was on the January 10, 2023, agenda for review and comment. The only change is to page 5 of 5, updating the name of the Governing Council Chair to Charles Fornero. No other suggested changes were submitted by any of the Council members.*

**Chair Fornero called for a motion to approve the Cooperative Operational Agreement. Motion by Member Tarter, second by Vice Chair Smith-Taylor. Voice vote, all in favor, motion carried.**

**Aye:** 7 - Chair Fornero, Vice Chair Smith-Taylor, Secretary Lara, Member Argueta, Member Bejster, Member Hernandez and Member Tarter

**Absent:** 2 - Member Chuc and Member Ross Cunningham

### 6.4

Governing Council Member Reappointment - Pfister

**Attachments:** [Argueta Reappt Memo 2.14.23](#)

*Mark Pfister recommended the reappointment of Member Miriam Argueta for an additional two-year term ending February 28, 2025. Vice Chair Smith-Taylor commented that it has been a pleasure working with Member Argueta. The questions she asks and comments she makes are on point. Chair Fornero commented that the minutes also reflect Member Argueta's participation in deliberations and her insightful questions and she is an asset to the Council. Member Argueta thanked them for their comments and stated that she is honored to be a part of the Council and looks forward to serving for another two years.*

**Chair Fornero called for a motion to approve the reappointment of Member Miriam Argueta. Motion by Vice Chair Smith-Taylor, second by Member Hernandez. Voice vote, all in favor, motion carried**

**Aye:** 7 - Chair Fornero, Vice Chair Smith-Taylor, Secretary Lara, Member Argueta, Member Bejster, Member Hernandez and Member Tarter

**Absent:** 2 - Member Chuc and Member Ross Cunningham

## 7. Presentations

*Mark noted that he will have Sam Johnson, Director of Behavioral Health, attend the March 14, 2023 meeting to give a presentation on Behavioral Health initiatives, the same presentation he will be giving at the Board of Health meeting.*

## 8. Discussion Items

### 8.1

2022-2026 Lake County Community Health Improvement Plan (CHIP) - Pfister

**Attachments:** [CHIP - Final](#)

*Mark Pfister reviewed the information provided in the agenda packet and informed the Council that the Community Health Improvement Plan (CHIP) was approved by the Board of Health at their regular meeting on January 25, 2023. He noted that Member Bejster and Member Hernandez were very actively involved with the creation of the CHIP through their participation on the action teams over the last 2+ years. This CHIP cycle had the most community participation ever and one of the more significant changes was not only looking at disease state but looking at the factors, the social determinants of health (SDoH), that impact the health of Lake County residents. Chair Fornero asked about the distribution of the report. Mark stated that the information is posted on the Health Department web site, has been shared with all Health Department community partners who have been asked to share it with all of the constituents they serve, and the Lake County Regional Office of Education is involved, as well. It has also been shared with the Lake County Board to assist them in their creation of the Lake County Strategic Plan. Printed copies can be provided upon request. Member Tarter added that this is the best one he has ever read. Chair Fornero echoed that sentiment and asked if the CHIP fulfills a function of the Governing Council. Mark explained that the Health Department has to do a CHIP every 5 years and that the Governing Council has to do a Community Health Needs Assessment (CHNA) every three years and a HRSA Annual Needs Assessment every year. The data from the CHIP will be used in doing the CHNA for the FQHC service areas. Chair Fornero asked if that falls directly under the scope of health center operations. Mark reiterated that the two items the Governing Council is directly responsible for is the Annual Needs Assessment and the 3-year CHNA, and that the CHIP is the foundation off of which those two items are built. Vice Chair Smith-Taylor asked if the participating organizations change as the needs of the community change. Mark clarified that the Health Department supports, doesn't control, the Live Well Lake County (LWLC) Steering Committee. The original Steering Committee wanted to keep the number of participating organizations small, the last Steering Committee decided to expand and add more, and the current Steering Committee decided to expand even more and that growth is the result of the changes in technology. Previously, location, room size, and travel to meetings had to be taken into consideration but advances in technology have changed all that. Member Hernandez noted that being able to attend meetings remotely has helped with the two CHIP work groups he serves on, that he is honored to do it, proud of what they have accomplished, and excited about the work ahead. He added that he was involved in the last CHIP but that this one feels different because the skills, resources and input on the needs of the community brought to the table by the participants definitely improves the chance for success in improving the health of the community.*

### 8.2

CQI Update - Sheridan

**Attachments:** [January 2023 UDS Measures](#)  
[CRC Screening Outreach](#)

*Amber Sheridan, CQI Specialist, reviewed the information provided in the agenda packet. Member Tarter commented that the improvement in the CRC Screening measure is significant and congratulated the team, and he hopes this is being used for best practice training. Mark added that the whole purpose of quality improvement (QI) is to do rapid cycle QI (i.e., try something new, measure it, and if it works roll it out to the other health centers), and that this is a great example of how the Health Department can and will be using Community Health Workers (CHW) to not only improve health outcomes but also improve peoples' buy-in to different procedures that are going to be preventative. CHW's will be used in every care team to do these types of things as well as doing the social determinants of health (SDoH) identification. This is a new model that has already been rolled into the new management structure and it is already paying dividends.*

## 9. Medical Director Report

### 9.1

Medical Director Report - Dr. Zun

**Attachments:** [Annual Eye Exams for Type 2 Diabetic Patients Chart](#)

*Dr. Zun reviewed the information provided in the agenda packet. Member Tarter asked if reimbursement is still being received for telehealth visits. Mark confirmed that it is.*

## 10. Director of Healthcare Operations Report

### 10.1

Director of Healthcare Operations Report - Burke

**Attachments:** [FQHC Healthcare Operations Metric Dashboard 02.23](#)

*Kim Burke reviewed the information provided in the agenda packet. Kim noted that the majority of general medicine visits are in-person while the majority of behavioral health visits continue to be via telehealth. In follow up to Dr. Zun's graph regarding annual eye exams for Type 2 diabetic patients, HRSA ARPA funds were used to purchase seven new retinal imaging cameras to be installed at all of our health centers with the exception of the school-based health center and the substance abuse program (SAP). This will increase compliance as our diabetic clients will now have a retinal scan done as part of their annual visit intake process and that will be put in place over the next six weeks. Member Fornero asked if the high number of individuals on the new client wait list is due to lack of staff. Kim reiterated that it is. Mark added that the Health Department continues to hire new providers and is taking 50-60 new clients per week but others are not and those individuals are coming here. And the UDS numbers show that the number of unduplicated clients seen in 2022 decreased due to not enough providers and/or open appointment slots. Member Hernandez commented that one of the CHIP action teams is education and it is divided between formal education, the provision of avenues for students to explore and*

*pursue a medical career and hopefully stay in the community, and informal education, meetings and seminars with community members.*

**11. Director of Finance Report**

**11.1**

Director of Finance Report - Riley

**Attachments:** [FQHC Preliminary Nov 22](#)  
[FQHC Dec 22](#)

*Pam Riley reviewed the information provided in the agenda packet. She noted that the audit has started and the involvement of Health Department Finance staff has been minimal so far. The auditors are expected to be at the Health Department, either virtually or in person, the first week of March and in April will be the Federal Single Audit which will include the 330 grant. This schedule is more along the lines of what it used to be pre-COVID. Chair Fornero asked why the carryovers and emergency appropriations shown at the bottom of the FY 22 Expenditure Trial Balance on Operations as of November 30, 2022, are not included in the "as of December 31, 2022" report. Pam explained it is because the fiscal year ends as of November 30th. Member Tarter reminded the Council that the agency deals with a number of different financial deadlines. Mark confirmed that there are approximately 8 different fiscal years the agency has to comply with.*

**12. Added to Agenda**

*None*

**13. Old Business**

*None*

**14. New Business**

*None*

**15. Executive Session**

**Chair Fornero called for a motion to enter into Executive Session. Motion by Vice Chair Smith-Taylor, second by Member Bejster, to enter into Executive Session at 6:29 p.m. for the purpose of discussing personnel matters. Motion carried by the following roll call vote:**

**Aye:** 7 - Chair Fornero, Vice Chair Smith-Taylor, Secretary Lara, Member Argueta, Member Bejster, Member Hernandez and Member Tarter

**Absent:** 2 - Member Chuc and Member Ross Cunningham

**15.1**

Personnel Matters - Sashko

*In accordance with 5 ILCS 120/2(c)(1), discussion was held in Executive Session.*

**Executive Session**

**Chair Fornero called for a motion to exit Executive Session. Motion by Vice Chair**

**Smith-Taylor, second by Member Bejster, to exit Executive Session at 7:04 p.m.**

**Voice vote, all in favor, motion carried.**

**Aye:** 7 - Chair Fornero, Vice Chair Smith-Taylor, Secretary Lara, Member Argueta,  
Member Bejster, Member Hernandez and Member Tarter

**Absent:** 2 - Member Chuc and Member Ross Cunningham

**16. Adjournment**

**Chair Fornero adjourned the meeting at 7:04 p.m.**