

# Lake County Illinois

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



## **Meeting Minutes - Final**

**Thursday, June 13, 2019**

**12:00 PM**

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

**Lake County Community Health Center Governing  
Council**

1. Call to Order

**Chair Withem-Voss called the meeting to order at 12:07 p.m.**

**Present** 6 - Chair Withem-Voss, Vice Chair Fornero, Secretary Washington, Brown, McConico and Smith

**Absent** 4 - Tarter, Bejster, Cunningham and Vargas

2. Approval of Minutes

2.1

May 9, 2019 Meeting Minutes

**Attachments:** [GC Minutes 5.9.19 - DRAFT](#)

**A motion was made by Member Fornero, seconded by Member Washington, to approve the May 9, 2019 minutes. Motion carried unanimously.**

**Aye:** 6 - Chair Withem-Voss, Vice Chair Fornero, Secretary Washington, Brown, McConico and Smith

**Absent:** 4 - Tarter, Bejster, Cunningham and Vargas

3. Public Comment to the Governing Council

None

4. Presentations

4.1

HRSA Compliance Manual Training - McDermott

**Attachments:** [HRSA Compliance Manual Training](#)

*Mark Pfister, Executive Director, introduced Dave McDermott, Grants Program Manager, and reminded the Council that HRSA (Health Resources and Services Administration) requires the Council members to be appropriately trained on their roles and responsibilities. Dave provided a handout and proceeded to present the various aspects of HRSA as they relate to the LCHD/CHC (grants and applications, funding cycle, budget, FQHC requirements, service area competition, compliance manual). Member Fornero asked about the difference between service area competition and non-competitive renewal. Dave explained that service area competition means that application for the 3-year funding is open to any other FQHC in the area. Whereas non-competitive renewal occurs in the intervening years of the 3-year funding (years 2 and 3) cycle, is not open to other FQHC's, and a new budget outlining projected costs for the year needs to be submitted.*

5. Executive Director's Report

*Mark Pfister informed the Council that the County Board just approved an IDPH grant in the amount of \$220,000 which the Health Department will use to purchase an additional 300 doses of MMR (measles, mumps, rubella) vaccine and 700 doses of Tdap (tetanus,*

*diphtheria, pertussis) vaccine, which will be made available free of charge to all LCHD/CHC adult patients who need it. The State also just came out with the possibility of adult vaccines for individuals that are uninsured, meaning individuals that are undocumented or do not have the ability to become insured. Some of the vaccines would be for HPV (human papillomavirus), pneumonia (Pevnar) for individuals over 65, and shingles (Zoster) for individuals over 50. Since these are very expensive vaccines, we will be looking at the numbers of our uninsured adult clients to determine who is able to partake of and benefit from these free vaccines and order them. The Patient Access Center (PAC) will then reach out to those individuals to make them aware of the free vaccines and encourage them to come in. Member Washington pointed out that the word "vaccine" is viewed negatively by some and asked if there are any plans to overcome that negativity. Mark agreed that social media has not assisted in vaccination efforts and has caused a vaccine hesitancy due to the large amount of misinformation about vaccines. LCHD providers are telling patients the real facts about vaccines and what some of the possible adverse impacts may be, though the majority of vaccines have been demonstrated to have minimal to no side effects. Member Washington asked who would be able to help him help someone else understand the benefits and misconceptions of vaccines. Mark stated he would have Lisa Kroeger send out to the Council members the measles report presented at the County Board meeting on Tuesday, June 6, 2019. He will also have Jennifer Gassman write up a FAQ's sheet for the Council members.*

## **6. Items for Approval**

### **6.1**

Provider Credentialing and Privileging - "Batch #127"

*Member Fornero informed the Council that a Personnel Committee meeting was held just prior to this regular meeting. Reviewed were the credentials of Carlie Terchin, full-time advanced practice nurse for the Midlakes Health Center. The Personnel Committee is recommending approval of the appointment of Ms. Terchin.*

**A motion was made by Member Fornero, seconded by Member Brown, that this item be approved. Motion carried unanimously.**

**Aye:** 6 - Chair Withem-Voss, Vice Chair Fornero, Secretary Washington, Brown, McConico and Smith

**Absent:** 4 - Tarter, Bejster, Cunningham and Vargas

### **6.2**

Scope Change - Addition of Complex Dental Services to Scope - Pfister

*Mark informed the Council that an oral surgeon has contacted LCHD and offered to provide oral surgery services, free of charge, at the North Shore clinic in Highland Park. Approval of this scope change would allow for that. Mark did state that the provider's credentials would be reviewed and approved prior to coming on board and that LCHD would cover his malpractice insurance since he would be working within one of our facilities.*

**A motion was made by Member Brown, seconded by Member Fornero, that this item be approved. Motion carried unanimously.**

**Aye:** 6 - Chair Withem-Voss, Vice Chair Fornero, Secretary Washington, Brown, McConico and Smith

**Absent:** 4 - Tarter, Bejster, Cunningham and Vargas

## 7. Approval of Grants

### 7.1

Illinois Department of Public Health (IDPH), Illinois Breast and Cervical Cancer Program (IBCCP) Additional Funding - Zun

**Attachments:** [19.06 30K IBCCP](#)

**A motion was made by Member Fornero, seconded by Member Brown, that this item be approved. Motion carried unanimously.**

**Aye:** 6 - Chair Withem-Voss, Vice Chair Fornero, Secretary Washington, Brown, McConico and Smith

**Absent:** 4 - Tarter, Bejster, Cunningham and Vargas

### 7.2

Health Resources and Services Administration (HRSA) Oral Health Infrastructure (OHI) Grant Application - Pfister

*Mark Pfister informed the Council that the Health Department is submitting a grant application for additional dental equipment for the North Chicago health center.*

**A motion was made by Member Fornero, seconded by Member Brown, that this item be approved. Motion carried unanimously.**

**Aye:** 6 - Chair Withem-Voss, Vice Chair Fornero, Secretary Washington, Brown, McConico and Smith

**Absent:** 4 - Tarter, Bejster, Cunningham and Vargas

### 7.3

Health Resources and Services Administration (HRSA) Service Area Competition Grant Application - Pfister

**A motion was made by Member Brown, seconded by Member McConico, that this item be approved. Motion carried unanimously.**

**Aye:** 6 - Chair Withem-Voss, Vice Chair Fornero, Secretary Washington, Brown, McConico and Smith

**Absent:** 4 - Tarter, Bejster, Cunningham and Vargas

## 8. Information Items

### 8.1

CQI Update - McMillan-Wilhoit

**Attachments:** [CQI Dashboard](#)

*Jefferson McMillan-Wilhoit, Director of Health Informatics, reviewed the reports provided in the agenda packet. He specifically addressed the diabetes measure because when he previously addressed the Council he informed them that the nutrition group was working on a quality improvement project and that he would bring back a report on their progress. The nutrition group met and came up with a rapid cycle improvement plan that they tried for two weeks at the Belvidere Medical Building and are now in the process of crunching that data. For that rapid cycle, rather than have the diabetic patients schedule an appointment with the nutritionist, the nutritionist joined the morning huddle on Mondays and Wednesdays and went to every diabetic patient seen on those days during that two week period. The goal is to increase the number of diabetic patients who got to see a nutritionist. He will have an updated report for them at the next Governing Council meeting. Member Fornero pointed out that for cancer screenings for women the Health Department appears to be doing wonderful. Jefferson confirmed that they are doing exceptionally well on that measure. Member Fornero asked if there is any significance to the fact that it's measured by one or more pap tests, meaning one or more would have to be conducted in order to be measured. Jefferson confirmed that the pap test is specifically looking for cervical-type cancers and malignancies of the cervix, so it is the only way to early diagnose that type of cancer.*

**This matter was presented**

**8.2**

Appointment Reminders via Text Pilot Update - Burke

**Attachments:** [Appt Reminder Text Pilot Update](#)

*(1:00 PM - at this point in the meeting Member Brown and Member McConico left)*

*Kim Burke, Director of Healthcare Operations, reviewed the appointment reminder text messaging pilot information provided in the agenda packet.*

**This matter was presented**

**8.3**

Unconscious Bias Training at Rosalind Franklin - Pfister

*Mark Pfister thanked everyone for attending the event and reminded Council members to complete and submit their feedback form. Member Fornero commented on how impressed he was with the facilities at Rosalind Franklin and that he found it very beneficial to get together with the Board of Health members and be able to put a face to a name. Member Smith stated she found the training very informative. Mark noted that Dr. Zun continues to work with Rosalind Franklin on utilizing students within our clinics.*

**This matter was presented**

**9. Medical Director's Report**

**9.1**

Medical Director's Report - Zun

*Dr. Les Zun, Medical Director, reviewed the highlights of his report as outlined in the agenda packet. Mark noted he is very excited about the upcoming patient townhall meeting at the North Chicago clinic. He is hoping for a very good turnout as this is an opportunity for patients to share their feedback on our facilities, our providers, and our services. Member Withem-Voss commented that the report indicated continuing discussions with the Rosalind Franklin podiatry and physical therapy schools. Dr. Zun clarified that LCHD does not have a podiatrist or physical therapist on staff so we can't teach those students. He has suggested to Rosalind Franklin an arrangement in which they would rent space from the FQHC where they could set up a podiatry and physical therapy clinic so that our patients could receive those services in-house rather than go elsewhere. This would be a much longer discussion as it involves cost and a much more complex arrangement. Member Smith asked about the three candidates who have been interviewed for the Director of Physical Health. Dr. Zun said that two of those candidates are being asked back for a second and final interview.*

**This matter was presented**

**10. Dental Director's Report**

**10.1**

Dental Director's Report - Cockey

*Dr. Omar Cockey, Dental Director, reviewed the highlights of his report as outlined in the agenda packet.*

**This matter was presented**

**11. Director of Finance's Report**

**11.1**

April 2019 FQHC Financial Report - Riley

**Attachments:** [FQHC Apr 19](#)

*Pam Riley, Director of Finance, reviewed the highlights of her reports as provided in the agenda packet. She noted that as of the date of this meeting, the audit is still not complete as there were additional audits that had to be done. One of those was an audit of a report to the State that previously did not require an audit. The County audit is also not complete so a 30-day extension on the Medicaid cost report, which was due May 31, was requested and granted. She expects the County audit to be done by tomorrow, June 14, in which case all of the reporting requirements will be complete with the exception of the report to the State, which isn't due until August 31.*

**This matter was presented**

**12. Reports of Committees**

**None**

**13. Old Business**

*Mark Pfister provided additional information on the search for a Director of Physical Health. He reminded the Council that the position previously held by Loretta Dorn was called the Director of Clinical Operations and that that position was responsible for behavioral health and physical health, which was too much for one person. So he split it in to two positions, Director of Behavioral Health and Director of Physical Health. The Director of Behavioral Health position is now held by Sam Johnson-Maurello who, until recently, held the position of Associate Director of Behavioral Health. The position of Director of Physical Health will be over FQHC operations and will report directly to Dr. Zun.*

**14. New Business**

**None**

**15. Executive Session**

**None**

**16. Adjournment and Next Meeting**

**Chair Withem-Voss adjourned the meeting at 1:16 p.m. The next regularly scheduled meeting is Thursday, July 11, 2019 at noon.**