

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 13, 2025

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 motion at 5:30 p.m.

2. Roll Call of Members

Present 6 - Chair Fornero, Vice Chair Smith-Taylor, Member Argueta, Member Bejster, Member Chuc and Member Hernandez

Absent 5 - Secretary Lara, Member Aaroneaux, Member Ross Cunningham, Member Scheurer and Member Young

3. Pledge of Allegiance

This matter was presented.

4. Approval of Minutes

4.1

April 8, 2025, Meeting Minutes

Attachments: [GC Meeting Minutes 4.8.25 - DRAFT](#)

Chair Fornero requested the following changes be made to the following sections and to include a brief description of the matters presented.

9.1 - Environment of Care (EOC) Plan Update – Smith

Director of Human Resources, Lorraine Harris, presented the Environment of Care (EOC) Plan on Angela Smith's behalf. There were no questions by the Governing Council Members.

9.2 - 2025 Health Center Annual Needs Assessment - Burke

Director of Healthcare Operations, Kim Burke, presented the 2025 Health Center Annual Needs Assessment included in the packet. There were no questions by the Governing Council Members.

10.1 - Director of Healthcare Operations Report – Burke

Director of Healthcare Operations, Kim Burke, reviewed the healthcare operations report and healthcare operations monthly metric dashboard provided in the packet. There were no questions by the Governing Council.

11.1 - Director of Finance & Administrative Services Report - Cooper

Director of Finance and Administrative Services, Angela Cooper, reviewed the finance report provided in the packet. There were no questions by the Governing Council.

Chair Fornero called for a motion to approve the April 8, 2025, meeting minutes as presented with his requested changes. Motion by Member Bejster, second by Member Smith-Taylor. Voice vote, all in favor, motion carried.

Aye: 6 - Chair Fornero, Vice Chair Smith-Taylor, Member Argueta, Member Bejster, Member Chuc and Member Hernandez

Absent: 5 - Secretary Lara, Member Aaroneaux, Member Ross Cunningham, Member Scheurer and Member Young

5. Public Comment to the Council

None

6. Executive Director's Report

Executive Director Christopher Hoff Reported on the following:

1. Executive Director Hoff conducted visits to all Clinic sites during his first 90 days. These visits allowed him to meet staff, interact with clients, and gain an understanding of clinic operations and dynamics.

2. The HRSA on-site visit is scheduled for May 20 to May 23. During this time, HRSA surveyors will engage with staff, providers, and select Governing Council Members. An update on the outcomes of the visit will be shared at next month's Governing Council meeting.

3. Executive Director Hoff addressed recent developments regarding Medicaid, emphasizing the frequent changes in government proposals related to work and income requirements. While these changes are significant, they appear less drastic than initially anticipated. Directors are regularly meeting to discuss the potential impacts on operations. Executive Director Hoff assured the Council that any substantial changes will be closely monitored and communicated effectively throughout the process.

4. North Chicago Clinic Update: Progress continues on reinstating operations at the North Chicago Clinic. Although delays were encountered due to a contractor issue, the rehabilitation work is now back on track. While the reopening date has been pushed back by a few months, development is moving forward steadily, and updates will be provided as progress continues.

7. Action items

7.1

FY2026 Proposed Budget Timetable - Cooper

Attachments: [FY26 Proposed Budget Timetable Final \(002\)](#)

Chair Fornero called for a motion to approve and adopt the Budget Timetable for the purpose of developing the FY2026 budget. Motion by Member Hernandez, second by Member Chuc. Voice vote, all in favor, motion carried.

Aye: 6 - Chair Fornero, Vice Chair Smith-Taylor, Member Argueta, Member Bejster, Member Chuc and Member Hernandez

Absent: 5 - Secretary Lara, Member Aaroneaux, Member Ross Cunningham, Member Scheurer and Member Young

7.2

Licensed Independent Practitioner (LIP) Reappointment - Peer

Chair Fornero called for a motion to approve the reappointment of two (2) licensed independent practitioners:

- Evelyn Chou, APRN, Family Nurse Practitioner

- Izabela Dlugosz, DDS, Dentist

Motion by Member Bejster, second by Member Chuc. Voice vote, all in favor, motion carried.

Aye: 6 - Chair Fornero, Vice Chair Smith-Taylor, Member Argueta, Member Bejster, Member Chuc and Member Hernandez

Absent: 5 - Secretary Lara, Member Aaroneaux, Member Ross Cunningham, Member Scheurer and Member Young

7.3

Licensed Independent Practitioner (LIP) Privileging and Credentialing - Steres

Chair Fornero called for a motion to approve the privileging and credentialing of the two (2) licensed independent practitioners:

- Brandon Barrios, APRN, Family Nurse Practitioner

- Katelyn Breitenstein, APRN, Family Nurse Practitioner

Motion by Member Hernandez, second by Member Smith-Taylor. Voice vote, all in favor, motion carried.

Aye: 6 - Chair Fornero, Vice Chair Smith-Taylor, Member Argueta, Member Bejster, Member Chuc and Member Hernandez

Absent: 5 - Secretary Lara, Member Aaroneaux, Member Ross Cunningham, Member Scheurer and Member Young

7.4

Clinical Risk and Patient Safety - 2024 Risk Management Annual Report

- Smith

Attachments: [2024 Annual RM Report 5.13.25](#)

Chair Fornero called for a motion to review and approve the risk management report as presented. Motion by Member Bejster, second by Member Chuc. Voice vote, all in favor, motion carried.

Aye: 6 - Chair Fornero, Vice Chair Smith-Taylor, Member Argueta, Member Bejster, Member Chuc and Member Hernandez

Absent: 5 - Secretary Lara, Member Aaroneaux, Member Ross Cunningham, Member Scheurer and Member Young

7.5

Clinical Risk and Patient Safety - Healthcare Risk Management Training Plan - 2025 - Smith

Attachments: [LCHDCHC Healthcare Risk Management Training Plan 2025](#)

Chair Fornero called for a motion to approve the risk management training plan as presented.

Motion by Member Chuc, second by Member Hernandez. Voice vote, all in favor, motion carried.

Aye: 6 - Chair Fornero, Vice Chair Smith-Taylor, Member Argueta, Member Bejster, Member Chuc and Member Hernandez

Absent: 5 - Secretary Lara, Member Aaroneaux, Member Ross Cunningham, Member Scheurer and Member Young

7.6

Change in Health Center Hours of Operation - Santos

Attachments: [Health Center Hours 2025.05.13 GC approval table](#)

Chair Fornero called for a motion to approve the hours of operation for the LCHD/CHC health centers as presented. **Motion by Member Smith-Taylor, second by Member Bejster. Voice vote, all in favor, motion carried.**

Aye: 6 - Chair Fornero, Vice Chair Smith-Taylor, Member Argueta, Member Bejster, Member Chuc and Member Hernandez

Absent: 5 - Secretary Lara, Member Aaroneaux, Member Ross Cunningham, Member Scheurer and Member Young

8. Presentations

None

9. Discussion Items

None

10. Director of Healthcare Operations Report

10.1

Director of Healthcare Operations Report - Peer

Attachments: [FQHC Healthcare Operations Metric Dashboard 04.25 \(002\)](#)

Thomas Peer, Associate Director of Physical Health, presented the Healthcare Operations Report on behalf of Kim Burke. Thomas reported the following; as of April 30, 2025, there are 2,701 individuals on our general medicine new client waitlist, 2,478 adults and 223 pediatrics. The total new client wait list has been increased by 187 individuals, 219 adults were added to the wait list and the pediatric wait list decreased by 32 individuals since the April 8, 2025, report to Governing Council. There are currently 16 new patient appointment slots/week. There were not questions by the Governing Council.

This matter was presented.

11. Director of Finance & Administrative Services Report

11.1

Director of Finance & Administrative Services Report - Cooper

Attachments: [FQHC Mar 25](#)

Angela Cooper, Director of Finance & Administrative Services, reviewed the financials through March 2025 included in the packet. The FQHC is currently recognizing a deficit of \$69,469 some of which stems from the recent hiring of new APRN's which is impacting our current revenue. There were no questions by the Governing Council.

This matter was presented.

12. Added to Agenda

1. Inquiry Regarding Provider Retirement and Resignation Notifications:

Member Argueta raised a question about the current process for notifying clients when their provider is retiring or resigning. Toni Steres explained that there is currently no formalized process in place; however, there is an ongoing effort to develop one. Toni noted that clerks are informing patients of this situation when they call to schedule appointments. Toni further added that the issue is partly attributed to limitations in the existing system, which does not facilitate easy messaging to clients.

2. Recurring Appointment Scheduling at Highland Park Clinic:

Member Chuc asked why the Highland Park clinic's system automatically schedules recurring appointments for patients, whereas other clinics do not have a similar practice. Toni Steres responded that she did not have a definitive answer but offered to investigate the matter further and follow up with Member Chuc at a later date.

13. Old Business

None

14. New Business

None

15. Executive Session

None

16. Adjournment

Chair Fornero adjourned the meeting at 5:57 p.m.