

Lake County Illinois

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



Meeting Minutes - Draft

Tuesday, May 19, 2026

5:30 PM

RESCHEDULED

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 p.m.

2. Roll Call of Members

Present 6 - Chair Smith-Taylor, Vice Chair Hernandez, Member Barnes, Member Bejster, Member Lara and Member Young

Absent 3 - Secretary Argueta, Member Hegar Chuc and Member Ross Cunningham

3. Pledge of Allegiance

This matter was presented.

4. Approval of Minutes

4.1

April 21, 2026, Meeting Minutes

Attachments: [GC Meeting Minutes 4.21.26 - DRAFT](#)

Chair Smith-Taylor inquired about Item 8.1 on the minutes and asked what measures are currently being taken to address staffing shortages. Executive Director Christopher Hoff and Deputy Executive Director Sam Johnson responded that there is an ongoing effort to recruit additional providers; however, the healthcare field remains highly competitive. Director of Healthcare Operations Kim Burke added that the organization has implemented creative recruitment and retention strategies, including incentives for part-time providers.

Chair Smith-Taylor asked for a motion to approve the April 21, 2026, meeting minutes as presented. Motion by Vice Chair Hernandez, second by Member Young. Voice vote, all in favor, motion carried.

Aye: 6 - Chair Smith-Taylor, Vice Chair Hernandez, Member Barnes, Member Bejster, Member Lara and Member Young

Absent: 3 - Secretary Argueta, Member Hegar Chuc and Member Ross Cunningham

5. Public Comment to the Council

None

6. Executive Director's Report

Executive Director Christopher Hoff reported the following:

1. Earlier this month, the organization celebrated employees with 10 or more years of service during the employee appreciation breakfast. Executive Director Hoff noted that it was wonderful to see Governing Council members in attendance and supporting the event.

2. Last Thursday, LCHD hosted a community listening session focused on safety-net healthcare. Executive Director Hoff reported that the event had strong community participation. Discussion topics included where community members currently access

care, areas where patients feel healthcare services could improve, and challenges residents are experiencing when seeking care within the community.

3. LCHD is currently undergoing a transition within OB services due to two OB providers discontinuing care. Executive Director Hoff stated that staff are actively collaborating with fellow Federally Qualified Health Centers (FQHCs) to ensure patients are successfully transitioned and continue receiving uninterrupted care.

4. Through the America 250 initiative, LCHD will host an "Independence Academy" event on Wednesday, May 20, at BMB. The event is intended to educate attendees about the role of LCHD and the services provided to the community.

5. LCHD and LCCF recently met with community stakeholders to discuss healthcare access concerns, particularly those involving Vista. Executive Director Hoff stated that the purpose of the meeting was to develop recommendations for elected officials and advocate for improved access to quality healthcare services within the community.

7. Action items

7.1

Removal of Asthma/Allergy Specialty Care from Scope - Burke

Attachments: [Remove asthma allergy specialty care from scope 2026.05](#)

Chair Smith-Taylor asked whether the matter discussed was related to the COVID initiative. Director of Healthcare Operations Kim Burke clarified that the provider referenced predated the COVID initiative and had been with the organization prior to the pandemic. Director Burke also noted that the provider was the organization's only volunteer physician and has decided to retire.

Chair Smith-Taylor called for a motion to remove Asthma/Allergy Specialty Care from LCHD/CHC Scope. Motion by Member Bejster, second by Member Lara. Voice vote, all in favor, motion carried.

Aye: 6 - Chair Smith-Taylor, Vice Chair Hernandez, Member Barnes, Member Bejster, Member Lara and Member Young

Absent: 3 - Secretary Argueta, Member Hegar Chuc and Member Ross Cunningham

7.2

Governing Council Member Reappointment - Hoff

Attachments: [Hernandez Reappointment Redacted](#)

Chair Smith-Taylor asked for a motion to accept and approve the reappointment of Member Manuel Hernandez for an additional two-year term ending as noted. Motion by Member Young, second by Member Bejster. Voice vote, all in favor, motion carried.

Aye: 6 - Chair Smith-Taylor, Vice Chair Hernandez, Member Barnes, Member Bejster, Member Lara and Member Young

Absent: 3 - Secretary Argueta, Member Hegar Chuc and Member Ross Cunningham

7.3

Recommendation to Approve New Governing Council Member - Hoff

Chair Smith-Taylor asked for a motion to approve the recommendation of the Nominating Committee and accept the membership of Terrek Golliday to the Governing Council effective May 19, 2026, for a term of 2 years. Motion by Vice-Chair Hernandez, second by Member Lara. Voice vote, all in favor, motion carried.

Aye: 6 - Chair Smith-Taylor, Vice Chair Hernandez, Member Barnes, Member Bejster, Member Lara and Member Young

Absent: 3 - Secretary Argueta, Member Hegar Chuc and Member Ross Cunningham

7.4

Recommendation to Approve New Governing Council Member - Hoff

Chair Smith-Taylor asked for a motion to approve the recommendation of the Nominating Committee and accept the membership of David Larsen to the Governing Council effective May 19, 2026, for a term of 2 years. Motion by Member Lara, second by Member Bejster. Voice vote, all in favor, motion carried.

Aye: 6 - Chair Smith-Taylor, Vice Chair Hernandez, Member Barnes, Member Bejster, Member Lara and Member Young

Absent: 3 - Secretary Argueta, Member Hegar Chuc and Member Ross Cunningham

7.5

Licensed Independent Practitioner (LIP) Appointment - Burke

The Personnel Committee did not meet, this item has been postponed to the next Governing Council meeting on June 9, 2026.

7.6

Licensed Independent Practitioner (LIP) Reappointment - Burke

The Personnel Committee did not meet, this item has been postponed to the next Governing Council meeting on June 9, 2026.

7.7

2026 Risk Management Plan for Lake County Health Department and Community Health Center's (LCHD/CHC) Patient Safety and Risk Management Program - Smith

Attachments: [Risk Management Plan - 2026](#)

Chair Smith-Taylor asked for clarification regarding the review process and what occurs during the two-year review period. Clinical Compliance Manager Angie Smith explained that following the most recent Culture of Safety review, an action plan was developed based on the results. Angie Smith stated that the organization now creates monthly action plans in response to real-time events and concerns. These plans serve as

monitoring tools to evaluate how concerns are being addressed and to ensure continuous quality improvement efforts outside of the formal review period.

Chair Smith-Taylor asked for a motion to review and approve the LCHD/CHC 2026 Risk Management Plan as presented. Motion by Member Barnes, second by Vice-Chair Hernandez. Voice vote, all in favor, motion carried.

Aye: 6 - Chair Smith-Taylor, Vice Chair Hernandez, Member Barnes, Member Bejster, Member Lara and Member Young

Absent: 3 - Secretary Argueta, Member Hegar Chuc and Member Ross Cunningham

8. Presentations

8.1

Overview of The Joint Commission's National Patient Safety Goals - Smith

Attachments: [NPSG Overview 2026.05](#)

Angie Smith, Clinical Compliance Manager provided an overview of The Joint Commission's National Patient Safety Goals in preparation for LCHD/CHC upcoming survey.

This matter was presented

9. Discussion Items

10. Director of Healthcare Operations Report

10.1

Director of Healthcare Operations Report - Burke

Attachments: [FQHC Healthcare Operations Metric Dashboard 05.26](#)

Director of Healthcare Operations, Kim Burke, reported the following:

As of April 15, 2026, there are 739 individuals on our general medicine new client waitlist, 719 adults and 20 pediatrics. The general medicine new client wait list has decreased by 408 individuals since the April 21, 2026 report to Governing Council. There are currently 101 new patient appointment slots/week.

Dental: As of April 15, 2026, there are 261 individuals on our dental new client waitlist, 175 adults and 86 pediatrics.

Adult Behavioral Health: As of April 22, 2026, there is no wait list for psychiatry appointments.

CABS: As of April 22, 2026, there are 47 individuals on the new client waitlist. The CABS waitlist has increased by 7 individuals since the April 21, 2026 report to Governing Council. CABS Screening, Assessment and Support Services (SASS) clients, are given priority for appointments and not placed on a waitlist.

The Change in Scope to remove the NSHC has been submitted to HRSA. We are awaiting their response.

Chair Smith-Taylor congratulated Director of Healthcare Operations Kim Burke and the healthcare team for their continued hard work and positive performance. Member Bejster asked about the recent increase in no-show rates. Director Burke explained that reports and concerns regarding ICE activity within the community have contributed to missed appointments. Director Burke also noted that no-show rates within the Pediatrics (PEDS) department typically increase during the summer months, which has contributed to the recent spike.

11. Director of Finance & Administrative Services Report

11.1

Director of Finance & Administrative Services Report - Cooper

Attachments: [FQHC Mar 26](#)

Director of Finance & Administrative Services, Angela Cooper, presented the financial information included in the packet.

12. Added to Agenda

None

13. Old Business

None

14. New Business

None

15. Executive Session

Chair Smith-Taylor asked for a motion to go in to Executive Session consistent with the Open Meetings Act (OMA), the Governing Council may discuss in Executive Session collective negotiating matters in accordance with 5 ILCS 120/2(c)(2). Motion by Member Bejster, second by Member Young. Voice vote, all in favor motion carried. Executive Session was entered at 6 pm.

Aye: 6 - Chair Smith-Taylor, Vice Chair Hernandez, Member Barnes, Member Bejster, Member Lara and Member Young

Absent: 3 - Secretary Argueta, Member Hegar Chuc and Member Ross Cunningham

15.1

5 ILCS 120/2(c)(2) Collective Negotiating Matters - Smith-Taylor

Discussion occurred during executive session.

Chair Smith-Taylor asked for a motion to adjourn Executive Session at 6:39 p.m. Motion by Member Bejster, second by Member Barnes. Voice vote, all in favor, motion carried.

Aye: 6 - Chair Smith-Taylor, Vice Chair Hernandez, Member Barnes, Member Bejster, Member Lara and Member Young

Absent: 3 - Secretary Argueta, Member Hegar Chuc and Member Ross Cunningham

16. Adjournment

Chair Smith-Taylor adjourned the meeting at 6:40 p.m.