

Lake County Illinois

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



Meeting Minutes - Draft

Thursday, December 12, 2019

12:00 PM

3010 Grand Ave., Waukegan, IL 60085

**Lake County Community Health Center Governing
Council**

1. Call to Order

Acting Chair Fornero called the meeting to order at 12:02 p.m.

Present 8 - Vice Chair Fornero, Brown, McConico, Tarter, Bejster, Cunningham, Smith and Vargas

Absent 2 - Chair Withem-Voss and Secretary Washington

2. Approval of Minutes

2.1

November 14, 2019 Meeting Minutes

Attachments: [GC Minutes 11.14.19 - DRAFT](#)

A motion was made by Member Bejster, seconded by Member McConico, that the minutes be approved. Motion carried unanimously.

Aye: 8 - Vice Chair Fornero, Brown, McConico, Tarter, Bejster, Cunningham, Smith and Vargas

Absent: 2 - Chair Withem-Voss and Secretary Washington

3. Public Comment to the Governing Council

None

4. Presentations

None

5. Executive Director's Report

Executive Director Mark Pfister welcomed Michael Lenzi and two (2) other staff members from Community Trust Credit Union (CTCU) of Gurnee who presented a donation of \$700.00 to LCHD's Illinois Breast and Cervical Cancer Program (IBCCP). To raise those funds, during the month of October CTCU contributed \$5.00 for every one of its employees who wore pink on a Friday. Mark also updated the Council on the progress made by Coleman Associates at LCHD's North Chicago clinic. Cycle times have been reduced to under an hour resulting in positive feedback from the patients. Through a process referred to as "robust calls," the no-show rate has dropped from 30%, and at times as low as 0%, to 10-20%. The third goal of reducing the "time to next appointment" will occur as a result of the reduction in cycle times and no-shows. Once the Coleman process is complete at North Chicago, LCHD will be taking what they learned and roll it out to the other departments in the North Chicago clinic.

6. Items for Approval

6.1

Provider Credentialing and Privileging - Dr. Zun

Personnel Committee Chair Bejster informed the Council that the credentialing information for the providers noted in the agenda packet was reviewed in the Personnel

Committee meeting which took place just prior to this regular meeting and the Committee recommends approval.

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

Aye: 8 - Vice Chair Fornero, Brown, McConico, Tarter, Bejster, Cunningham, Smith and Vargas

Absent: 2 - Chair Withem-Voss and Secretary Washington

6.2

Professional Staff Reappointments - Dr. Zun

Personnel Committee Chair Bejster informed the Council that professional staff reappointments were also reviewed in the Personnel Committee meeting and the Committee recommends approval.

A motion was made by Member Cunningham, seconded by Member Bejster, that this item be approved. Motion carried unanimously.

Aye: 8 - Vice Chair Fornero, Brown, McConico, Tarter, Bejster, Cunningham, Smith and Vargas

Absent: 2 - Chair Withem-Voss and Secretary Washington

6.3

Proposed Slate of Governing Council Officers - Nominating Committee Acting Chair Brown

Mark Pfister reviewed the slate of officers for 2020 as proposed by the Nominating Committee in their meeting on October 31, 2019 and provided in the agenda packet. He informed the Council that in the time since the Nominating Committee met, Member Washington has withdrawn his name as a candidate for the office of Secretary, therefore the floor is now open to other nominations. He reminded the Council that at the November 14, 2019 meeting he recommended that Member Smith could potentially fill the open Secretary role but that would need to be a nomination from the floor.

A motion was made by Member Tarter, seconded by Member McConico, to approve the nomination of Member Smith to the office of Secretary. Motion carried unanimously.

A motion was made by Member Tarter, seconded by Member Bejster, to approve the slate of officers for 2020 as presented. Motion carried unanimously.

Aye: 8 - Vice Chair Fornero, Brown, McConico, Tarter, Bejster, Cunningham, Smith and Vargas

Absent: 2 - Chair Withem-Voss and Secretary Washington

6.4

Revised Governing Council Bylaws - Pfister

Attachments: [GC Bylaws - FINAL 12.12.19](#)

Acting Chair Fornero stated that he would like to make a slight change and called the members' attention to page 3, Article VI - Size and Composition. He feels that the order of the paragraphs is not correct and would like to move paragraph E to before paragraph D to improve comprehension and flow.

A motion was made by Member Bejster, seconded by Member Cunningham, that this item be approved with the change suggested by Acting Chair Fornero. Motion carried unanimously.

Aye: 8 - Vice Chair Fornero, Brown, McConico, Tarter, Bejster, Cunningham, Smith and Vargas

Absent: 2 - Chair Withem-Voss and Secretary Washington

7. Approval of Grants

None

8. Information Items

8.1

PrEP Community Outreach - Johansen

Valerie Johansen, STI Coordinator, brought this item to the Council in response to the matter addressed by Member Brown at the October 10, 2019 meeting regarding the rise of HIV in heterosexual black women and his proposal that the Health Department begin educating them about the PrEP medication. Valerie informed the Council that over the last three years the STI program has provided ongoing PrEP training to all of the clinical staff at all clinic locations. That training covers who would be eligible and how to conduct and obtain a sexual health history, so that clinic staff are not just targeting young bisexual and gay men of color, but the community as a whole. In the last year, outreach to private providers has been added, targeting those private providers with the highest STI diagnosis rates in Lake County. And, finally, the marketing campaign will be expanded to include young african-american and other women. As an example of what LCHD's marketing may look like, she distributed copies of marketing posters currently being used in Atlanta, Georgia, that have been very successful. Lastly, in the next year they will work to identify PrEP champions within each clinic location to assist in maintaining and sustaining outreach efforts. The discussion following this informational item was lengthy and contained an exchange of questions, comments, and insights.

8.2

CQI Update - Hayes

Attachments: [Clinical Dashboard Oct 2019](#)

Jefferson McMillan-Wilhoit, Director of Health Informatics and Technology, presented on behalf of Christina Hayes, CQI Coordinator. Jefferson informed the Council that he and his team are actively working with the FQHC leadership to ensure that the right measures are being reported in the dashboard provided in the Council's agenda packet. He called the

Council's attention to the diabetes graphic and reminded them that an HbA1C greater than or equal to 9% is an indicator of uncontrolled diabetes. Within LCHD, an interdisciplinary team has been formed around diabetes care. That team is comprised of Prevention staff, FQHC staff, and Health Informatics staff. One of the things the team is ensuring is that diabetic patients who desire or need nutritional services can access them. They are also exploring ways technology can be better leveraged to give those diabetic patients who can't make it in to a clinic to see a provider access to diabetes care. That team meets again in January so he hopes to have an update for the Council sometime after that. Mark added that he has asked Christina Hayes to focus her future reports on the the Plan, Do, Study, Act (PDSA) project for the different quality improvement efforts and the results of those efforts. Jefferson added that through the interdisciplinary team a PDSA cycle has been started on the KPI for how many of our uncontrolled diabetic patients meet with a dietician. Through that process the number of diabetic patients seen by a dietician has gone from 5% to 100% within a two-week period.

8.3

Annual Review of Cooperative Agreement - Pfister

Attachments: [GC BOH COA 1.9.20](#)

Mark Pfister informed the Council that the Cooperative Operational Agreement has been provided in the agenda packet for the Council's annual review. No changes have been made and it will be brought back for approval at the January 9, 2019 meeting. Member Tarter referenced page 3, item (4) Executive Director, and commented that he didn't think the Council has been participating in the Executive Director's annual performance evaluation as outlined in the document. That it had been restricted to the Council's Executive Committee. Mark deferred the question to Member Bejster who was Council Chair at the time the last Executive Director performance evaluation was conducted. Member Bejster stated that at that time she met with Board of Health President Tim Sashko in closed session to discuss the feedback received. Member Tarter stated he does not recall providing feedback and Member Bejster said she would have to look at her notes from that meeting. Mark pointed out that the document states, "The Governing Council further participates in the annual performance evaluation....." so how the Council chooses to "further participate" is up to them. Note: the last two times the full Council reviewed the Executive Director was in 2011 and 2015.

8.4

Governing Council Member Self-Evaluation - Pfister

Attachments: [Self-Eval Form 2019](#)

Members were asked to complete the annual self-evaluation survey and turn it in to Lisa Kroeger before leaving the meeting.

8.5

Governing Council Meeting Time Survey - Pfister

Attachments: [Governing Council Member Availability Survey](#)

Mark Pfister reminder the Council that this item is a result of the discussion held at the November 14, 2019 meeting pertaining to the difficulties in recruiting Council members due to the time of day current meetings are held. He asked Council members to complete the meeting date/time availability survey and turn it in to Lisa Kroeger before leaving the meeting.

9. Medical Director's Report

9.1

Medical Director's Report - Dr. Zun

In the absence of Dr. Les Zun, Medical Director, Dr. Alvaro Encinas, Regional Medical Director, reviewed the Medical Director's report as provided in the agenda packet.

10. Dental Director's Report

10.1

Dental Director's Report - Dr. Cockey

Dr. Omar Cockey, Dental Director, reviewed his report as provided in the agenda packet.

11. Director of Finance's Report

11.1

Director of Finance's Report - Riley

Attachments: [Finance Director's Report](#)

Pam Riley, Director of Finance, reviewed her report as provided in the agenda packet.

12. Reports of Committees

Mark Pfister reminded the Council that a meeting of the Strategic Planning Committee will be scheduled for some time in January.

13. Old Business

None

14. New Business

Member Cunningham stated she would like to amend the bylaws as approved under item 6.4 to include the pledge of allegiance. Mark Pfister stated that the Board of Health currently has the pledge of allegiance as part of it's regular agenda so the Council can certainly add it if they would like. Discussion ensued and a vote was taken on the change. Mark stated he will have Lisa Kroeger add it and bring the amended Council bylaws back to the January 9, 2019 meeting for approval.

A motion was made by Member Cunningham, seconded by Member Smith, that the bylaws be amended to include the pledge of allegiance. Motion carried unanimously.

Aye: 8 - Vice Chair Fornero, Brown, McConico, Tarter, Bejster, Cunningham, Smith and Vargas

Absent: 2 - Chair Withem-Voss and Secretary Washington

15. Executive Session

Acting Chair Fornero called for a motion to enter in to executive session. A motion was made by Member Cunningham, seconded by Member Bejster, to enter in to executive session at 1:09 p.m. for review of executive session minutes. Motion carried unanimously.

Discussion was held in executive session.

Aye: 8 - Vice Chair Fornero, Brown, McConico, Tarter, Bejster, Cunningham, Smith and Vargas

Absent: 2 - Chair Withem-Voss and Secretary Washington

Executive Session

Acting Chair Fornero called for a motion to come out of executive session. A motion was made by Member Cunningham, seconded by Member McConico, to come out of executive session at 1:22 p.m. The motion carried unanimously.

Aye: 8 - Vice Chair Fornero, Brown, McConico, Tarter, Bejster, Cunningham, Smith and Vargas

Absent: 2 - Chair Withem-Voss and Secretary Washington

15.1

Review of Executive Session Minutes - Pfister

Attachments: [Executive Session Minutes Spreadsheet](#)

In accordance with 5 ILCS 120/2.06(d) discussion was held in executive session. No vote was taken as the spreadsheet of executive session minutes was incomplete. The spreadsheet will be corrected and review of executive session minutes brought back to the January 9, 2020 meeting.

16. Adjournment and Next Meeting

A motion was made by Member Bejster, seconded by Member McConico, that this meeting be adjourned. Motion carried unanimously. Meeting adjourned at 1:23 p.m.

Aye: 8 - Vice Chair Fornero, Brown, McConico, Tarter, Bejster, Cunningham, Smith and Vargas

Absent: 2 - Chair Withem-Voss and Secretary Washington