

Lake County Illinois

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



Meeting Minutes - Draft

Tuesday, July 14, 2020

5:30 PM

**Via Zoom (<https://zoom.us/j/91712301006> or 1-312-626-6799,
Meeting ID 917 1230 1006)**

**Lake County Community Health Center Governing
Council**

Pursuant to Section 7(e) of the Illinois Open Meetings Act, the June 26, 2020, Gubernatorial Disaster Proclamation, and the Written Determination of the Lake County Community Health Center Governing Council Chair, this meeting will be held via audio and video conference and not in the Board Room on the 3rd Floor of the Lake County Health Department at 3010 Grand Avenue, Waukegan, Illinois.

PUBLIC VIEWING: Participation in the meeting will be via zoom at (<https://zoom.us/j/91712301006> or 1-312-626-6799; Meeting ID: 917 1230 1006). Please note that by joining the meeting by video or audio conference your name or phone number may be visible (in whole or in part) to others participating in the meeting. Per the Governor's Disaster Proclamation, in accordance with section 120/7(e)(4) of the OMA, in-person attendance by members of the public will be available in the Board Room on the 3rd Floor of the Lake County Health Department at 3010 Grand Avenue, Waukegan, Illinois.

PUBLIC COMMENT: Public comments are welcomed and encouraged. Emailed public comments received by 8:30 a.m. the day of the meeting will be read at the beginning of the meeting under Public Comment in the order they are received or, at the discretion of the Council Chair, with the agenda item the comment addresses. Comments received during the meeting will be held until the end of the meeting. Please note: Public Comment is limited to three minutes per individual or spokesperson pursuant to the Governing Council Bylaws. All comments received will be included in the Council's meeting minutes regardless of whether they are read aloud at the meeting.

Email public comments to lkroeger2@lakecountyil.gov with the following:

- Subject Title: Lake County Community Health Center Governing Council Meeting
- Name
- Street Address (Optional)
- City, State (Optional)
- Phone (Optional)
- Organization, agency, etc. being represented. (If representing yourself, put "Self")
- Topic or Agenda Item Number followed by Public Comment.

Public in attendance on the 3rd Floor of the Lake County Health

Department at 3010 Grand Avenue, Waukegan, Illinois, may provide public comment. Public with no access to email may leave a message with the Governing Council Office at 847-377-8118.

1. Call to Order

Vice Chair Fornero called the meeting to order at 5:32 p.m.

Present 7 - Vice Chair Fornero, Member Tarter, Member Bejster, Member Cunningham, Secretary Smith, Member Vargas and Member Argueta

Absent 3 - Chair Withem-Voss, Member Washington and Member Brown

2. Pledge of Allegiance

This matter was presented

3. Approval of Minutes

3.1

June 9, 2020 Meeting Minutes

Attachments: [GC Minutes 6.9.20 - DRAFT](#)

A motion was made by Member Cunningham, seconded by Member Bejster, that the June 9, 2020 minutes be approved. Motion carried by the following roll call vote:

Aye: 7 - Vice Chair Fornero, Member Tarter, Member Bejster, Member Cunningham, Secretary Smith, Member Vargas and Member Argueta

Absent: 3 - Chair Withem-Voss, Member Washington and Member Brown

4. Public Comment to the Council

None

5. Executive Director's Report

Mark Pfister, Executive Director, informed the Council that the first floor renovations being done at 3010 Grand are almost complete and that earlier today he emailed pictures of the new lobby area to the Council members. The former east side exam rooms are now offices and the changes to the south side Child and Adolescent Behavioral Health Services (CABS) area are nearing completion. A few finishing touches remain due to manufacturing delays as a result of COVID-19, but we plan to be fully operational during the week of July 20, 2020. The next project is the installation of underground heaters at the main entrance to prevent buildup of winter snow and ice. While that work is being done, the main entrance will be temporarily moved to the south side patio doors. Member Fornero asked how the return of patients and clients to 3010 Grand is going to be handled. Mark explained that social distancing will be maintained by blocking and rearranging seating in the waiting area, but that the majority of patients and clients will continue to receive services via telehealth. Member Fornero asked if the Health Department is being paid for it's telehealth services. Mark confirmed that it is and that payment is starting to be received as the Federal and State government did approve payment for telehealth services as part of

COVID-19, but the Health Department is advocating that payment for telehealth services continue in perpetuity. Member Cunningham thanked Mark on a job well done as she did receive the photos of the new lobby area and really liked what she saw. Mark gave credit to Bruce Robbins, Facilities Manager, for the fantastic job he's done in following up with the contractor, Boller Construction. He also added that the one silver lining in COVID-19 is that it allowed work to progress much faster as it could be done during times when it normally would have been disruptive to clients, patients, and staff. He then provided a COVID-19 update informing the Council that we have now surpassed 10,000 cases in Lake County. The number of COVID-19 deaths is just over 400, with 90% in individuals over the age of 60, many of them with underlying medical conditions, and 70% linked to long-term care facilities. Two weeks ago the case positivity rate in Lake County was 3.0%, and last week showed a 0.4% increase, but it is nothing compared to what Lake County had previously where Waukegan had a 55% positivity rate. We want to be under a 10% positivity rate and we have been, but an increase in cases is being seen in individuals under the age of 30.

6. Action items

6.1

Provider Credentialing and Privileging - Dr. Zun

Dr. Zun turned the floor over to Personnel Committee Chair Bejster who informed the Council that the credentialing and privileging information for the provider 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 Bejster, seconded by Member Cunningham, that this item be approved. Motion carried by the following roll call vote:

Aye: 7 - Vice Chair Fornero, Member Tarter, Member Bejster, Member Cunningham, Secretary Smith, Member Vargas and Member Argueta

Absent: 3 - Chair Withem-Voss, Member Washington and Member Brown

6.2

Professional Staff Reappointments - Dr. Zun

Personnel Committee Chair Bejster informed the Council that the reappointment 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 Cunningham, seconded by Member Bejster, that this item be approved. Motion carried by the following roll call vote:

Aye: 7 - Vice Chair Fornero, Member Tarter, Member Bejster, Member Cunningham, Secretary Smith, Member Vargas and Member Argueta

Absent: 3 - Chair Withem-Voss, Member Washington and Member Brown

6.3

FY 2020 Expanding Capacity for Coronavirus Testing (ECT), \$680,764.00 - Zun

Attachments: [HRSA ECT \\$680K](#)

Dr. Les Zun, Medical Director, reviewed the details of the grant as provided in the agenda packet.

A motion was made by Member Tarter, seconded by Member Cunningham, that this item be approved. Motion carried by the following roll call vote:

Aye: 7 - Vice Chair Fornero, Member Tarter, Member Bejster, Member Cunningham, Secretary Smith, Member Vargas and Member Argueta

Absent: 3 - Chair Withem-Voss, Member Washington and Member Brown

6.4

Delta Dental of Illinois Foundation - Coronavirus (COVID-19) Emergency Grant - \$50,000.00 - Zun

Attachments: [Delta Dental 50K](#)

Dr. Zun reviewed the details of the grant as outlined in the agenda packet. Member Fornero asked if Delta Dental is a private entity. Dr. Zun explained that it is the Delta Dental Foundation, the charity arm of Delta Dental. Member Tarter asked if dental services should be reopened prior to the installation of the necessary equipment provided under this grant. Dr. Zun explained that the reopening of dental services follows CDC guidelines, IDPH, and the ADA, and only low aerosolized procedures (inspections, cleaning, polishing) are being done with full PPE. More advanced procedures will not be done until the proper equipment is received and installed. Member Smith pointed out that it states "unrestricted grant funds," and asked for clarification. Dr. Zun explained that almost all of the \$50K will go toward HEPA filters, procedure suction, ultraviolet lights to neutralize the virus, and any leftover monies would go toward PPE. Mark clarified that the term "unrestricted" means that the funds can be budgeted for capital expense or other contractals or commodities, basically whatever is needed for the equipment to function in the manner necessary to the services being provided.

A motion was made by Member Cunningham, seconded by Member Bejster, that this item be approved. Motion carried by the following roll call vote:

Aye: 7 - Vice Chair Fornero, Member Tarter, Member Bejster, Member Cunningham, Secretary Smith, Member Vargas and Member Argueta

Absent: 3 - Chair Withem-Voss, Member Washington and Member Brown

6.5

Change in FQHC Hours of Operation - Zun

Attachments: [Change in FQHC Operating Hours 7.7.20](#)

Dr. Zun informed the Council that the clinic hours outlined in the attachment reflect a return to pre-COVID-19 operating hours. He also pointed out that only the evening hours for the Grand Avenue Health Center are being delayed until August, and that the current

operating hours for that location are Monday through Friday, 8:00 a.m. to 4:30 p.m. And patients are being surveyed as to their wants and needs regarding clinic hours and days of operation. Preliminary information shows that we are meeting the needs of the patients with the clinic hours and days currently being offered.

A motion was made by Member Tarter, seconded by Member Cunningham, that this item be approved. Motion carried by the following roll call vote:

Aye: 7 - Vice Chair Fornero, Member Tarter, Member Bejster, Member Cunningham, Secretary Smith, Member Vargas and Member Argueta

Absent: 3 - Chair Withem-Voss, Member Washington and Member Brown

7. Presentations

7.1

Strategic Plan Update - McMillan-Wilhoit

Attachments: [June 24 2020 BOH SP FINAL Presentation](#)

Jefferson McMillan-Wilhoit, Director of Health Informatics and Technology, reviewed the slides as provided in the agenda packet. He also introduced Anna Yankelev, Strategic Planning Analyst, who gave an overview of her role with the Health Department and the Strategic Planning process. He informed the Council that between now and August the Strategic Plan will be reviewed, finalized and approved by the Executive Team, and the strategic plan website will be developed and prepared for launch. In August the Board of Health and the Governing Council will receive the final product for review and feedback, and then it will be on their respective August or September agenda for approval. Once approved, action teams will be developed to work on the annual action plan. Mark Pfister reminded the Council that their Strategic Planning Committee is Member Bejster, Chair, Member Argueta, and Member Brown. Once the Executive Team reviews the focus areas and finalizes the objectives, they will be bringing them to the Strategic Planning Committee to obtain their feedback as to how it all relates to the Governing Council, but also how it relates to the FQHC operations. The Strategic Planning Committee would then recommend it to the Governing Council for approval.

8. Discussion Items

8.1

CQI Update - Hayes

Attachments: [UDS Measures 7.1.20](#)

Christina Hayes, CQI Coordinator, reviewed this item as provided in the agenda packet. She noted that the immunization work group and the diabetes work group started meeting again at the end of June and are looking at pre-COVID-19 activities and figuring out where to focus moving forward. The immunization work group is about to start a quality improvement project to reduce vaccine errors in the clinics. The diabetes work group is focusing on outreach to those diabetic patients that haven't been seen in a while due to

COVID-19. Also, the dieticians have been utilizing telehealth to conduct nutrition visits. And they are preparing to pilot joint telehealth visits for general medicine and nutrition to make diabetic patient appointments more efficient. The diabetes care group is also researching care models and determining what can be incorporated to better serve patients. There were no questions.

9. Medical Director's Report

9.1

Medical Director's Report - Dr. Zun

Dr. Les Zun, Medical Director, reviewed this item as provided in the agenda packet. There were no questions.

10. Director of Finance's Report

10.1

Director of Finance's Report - Riley

Attachments: [Finance Report May 2020](#)

Pam Riley, Director of Finance, reviewed this item as provided in the agenda packet. There were no questions.

11. Added to Agenda

12. Old Business

12.1

Revenue - Actual vs. Budgeted FY 2019 - Riley

Attachments: [Revenue Actual vs Budgeted FY 2019](#)

Pam Riley reviewed this item as provided in the agenda packet. Member Tarter commented that he wants the Council to be aware that as a difference in caseload is seen in the FQHCs, they can expect to see the amount of revenue from local taxes is going to be an increasing amount of the total budget and that this is a report he would like see at the end of every fiscal year. Pam stated she include it as part of her year-end report, and added that since the audit isn't done, she doesn't expect any of the numbers to change.

13. New Business

14. Executive Session

15. Adjournment