

# Lake County Illinois

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



## Meeting Minutes - Draft

**Tuesday, September 8, 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](mailto: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**

**Chair Withem-Voss called the meeting to order at 5:32 p.m.**

**Present** 8 - Chair Withem-Voss, Member Brown, Member Tarter, Member Bejster, Member Cunningham, Secretary Smith, Member Vargas and Member Argueta

**Absent** 2 - Vice Chair Fornero and Member Washington

**2. Pledge of Allegiance**

**Chair Withem-Voss lead the pledge of allegiance. Member Brown stated that in the stance of social justice, he will not be reciting the pledge of allegiance, because he cannot pledge allegiance to a flag that does not include he or his people in it's values.**

**3. Approval of Minutes**

**3.1**

August 11, 2020 Meeting Minutes

**Attachments:** [GC Minutes 8.11.20 - DRAFT](#)

**A motion was made by Member Tarter, seconded by Member Ross Cunningham, that the minutes be approved. A roll call vote was taken, all in favor, motion carried.**

**Aye:** 8 - Chair Withem-Voss, Member Brown, Member Tarter, Member Bejster, Member Cunningham, Secretary Smith, Member Vargas and Member Argueta

**Absent:** 2 - Vice Chair Fornero and Member Washington

**4. Public Comment to the Council**

*None*

**5. Executive Director's Report**

*Mark Pfister, Executive Director, informed the Council that Dimitry Petion, Director of Physical Health, resigned to rejoin his family in Boston, MA. As a result, the duties of Kim Burke, Director of Healthcare Operations, have been greatly expanded to include full oversight of FQHC operations. He stated that there are now 15,354 cases of COVID-19 and 452 deaths. The greatest number of deaths occurred between March and June, there has been 50 additional deaths since June, and ten of those within the last week. Long-term care facilities are doing a much better job of infection control and assuring that we're testing more people. However, there continues to be a rise in the number of cases in the 20-29 age group as more of those individuals continue to go to bars, restaurants, and private gatherings. Increases are also being seen in the Great Lakes Naval Base population with new recruits coming in from different parts of the United States. Hopefully, those individuals will be quarantined once they are tested at Fort McCoy in Tomah,*

Wisconsin. And since they are new recruits at Great Lakes, they would be counted as a case against Lake County so this is something the Health Department's Communicable Disease team is monitoring. Mark also emphasized how beneficial it is that everyone get a flu shot this year, including Council members. The last thing we want is more people getting the flu, as well as COVID-19, and having hospital ICU's overrun with both types of patients this Fall. Health Department Communications sent out the employee flu vaccination clinic schedule today and he will have Lisa Kroeger share that information with Council members as they are welcome to attend to receive the flu shot. He encouraged them to take advantage of the drive-thru flu vaccination clinics being held at 3010 Grand on 9/23, 9/24, and 9/25, as those clinics will also act as a test for drive-thru COVID-19 vaccinations once a vaccine becomes available. Member Brown stated that he read somewhere that the CDC or the FDA put out a letter to all states and Governors instructing them to have a plan in place to deliver a COVID-19 vaccine by November 1, 2020. He stated he knows that it's political pressure but asked if the Health Department does have a plan in place for when a vaccine becomes available. Mark stated that the Health Department is currently in preparation for a COVID-19 vaccine and that the vaccines potentially available may require two doses, so a two dose shot regiment is being planned for. The other issue with those potential vaccines is that they need to be stored at -70 to -80 degrees Celsius. The current Health Department freezers do not get that cold, so a request to procure ultra-low temperature freezers for vaccine storage is in process. Allegedly, in the next 4 days, the State of Illinois is going to be providing the Health Department and FQHC with exactly what it needs to do, how many vaccines it will get in the short term, and what its role is in distributing those vaccines. The planning and execution of that process and transport of vaccines will be a challenge because once a vaccine is removed from the freezer it has to be treated carefully as it can't be re-frozen and re-used. And while a vaccine may be ready for November, there are going to be so few available, and it's been said that health care workers, first responders, long-term care facilities, more impacted groups (i.e., African-American, LatinX), would be the first to receive them. Also, there won't be very many doses, if any, coming to Lake County by November. Hopefully, there will be doses coming to Lake County by January 2021 or shortly thereafter, but the first thing is that it has to be an effective vaccine and manufacturers are saying they are not going to release a vaccine that isn't effective.

## **6. Action items**

### **6.1**

Professional Staff Reappointments - Zun

Dr. Les Zun, Medical Director, turned the floor over to Personnel Committee Chair Bejster who 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. A roll call vote was taken, all in favor, motion carried.**

**Aye:** 8 - Chair Withem-Voss, Member Brown, Member Tarter, Member Bejster, Member Cunningham, Secretary Smith, Member Vargas and Member Argueta

**Absent:** 2 - Vice Chair Fornero and Member Washington

**6.2**

Emergency Appropriation of Health Center Construction Grant Funds - Nordstrom

**Attachments:** [IL CDB Project](#)

*Jerry Nordstrom, Director of Business Operations, reviewed the item summary as provided in the agenda packet.*

**A motion was made by Member Tarter, seconded by Member Ross Cunningham, that this item be approved. A roll call vote was taken, all in favor, motion carried.**

**Aye:** 8 - Chair Withem-Voss, Member Brown, Member Tarter, Member Bejster, Member Cunningham, Secretary Smith, Member Vargas and Member Argueta

**Absent:** 2 - Vice Chair Fornero and Member Washington

**6.3**

FY 2020 AIDS Foundation of Chicago Ryan White Part B, \$59,042 - Grant Approval - Zun

**Attachments:** [AFC Ryan White Part B \\$59K](#)

*Dr. Zun reviewed the item summary as provided in the agenda packet. Mark Pfister added that normally the Council would be brought grant applications but this is additional funding for which we are asking the Council's approval of emergency appropriation.*

**A motion was made by Member Vargas, seconded by Member Cunningham, that this item be approved. A roll call vote was taken, all in favor, motion carried.**

**Aye:** 8 - Chair Withem-Voss, Member Brown, Member Tarter, Member Bejster, Member Cunningham, Secretary Smith, Member Vargas and Member Argueta

**Absent:** 2 - Vice Chair Fornero and Member Washington

**6.4**

Change in FQHC Hours of Operation - Dr. Zun

**Attachments:** [Change in FQHC Hours of Operation 8.28.2020](#)

*Dr. Zun reviewed the item summary and attachment as provided in the agenda packet.*

**A motion was made by Member Ross Cunningham, seconded by Member Bejster, that this item be approved. A roll call vote was taken, all in favor, motion carried.**

**Aye:** 8 - Chair Withem-Voss, Member Brown, Member Tarter, Member Bejster, Member Cunningham, Secretary Smith, Member Vargas and Member Argueta

**Absent:** 2 - Vice Chair Fornero and Member Washington

**6.5**

Strategic Plan 2020 - McMillan-Wilhoit

**Attachments:** [GC Strategic Plan Approval](#)

*Jefferson McMillan-Wilhoit, Director of Health Informatics and Technology, reviewed the item summary and attachment as provided in the agenda packet. Member Tarter asked Jefferson to be specific as to the extent of the Council's Strategic Planning Committee involvement in the development of the strategic plan. Jefferson explained that when staff completed working through the themes, focus areas, and objectives, all that was brought to the Strategic Planning Committee who then heard a much deeper, in detail view provided by he and Anna Yankelev. The committee members asked a lot of really good questions to hone in on some of the language and provided some recommendations for what will become the annual action plans. All of that was incorporated in the presentation just given. Jefferson added that the Council's Strategic Planning Committee, as well as all of the Council members, will continue to be involved at a deeper level as we get in to those annual action plans and as we start potentially proposing changes to the FQHC operations. Member Vargas commended Jefferson on including in the strategic plan strategies to address the systematic racism that does, unfortunately, continue to occur within our systems and that we're addressing that in a way that we have input from individuals who are very important to our community. Specifically, staff who are on the front lines, who are the boots on the ground. She stated she has had the pleasure to work with many staff at the Health Department and it has always been a great experience, and that every time Jefferson speaks to the Council she learns something from him. Jefferson thanked her for her kind words and added that he can do none of it without his talented staff. Member Smith echoed Member Vargas' sentiment and asked which of the three themes trauma informed care/education/awareness and racism as a public health issue would fall under. Jefferson explained that it is a part of all three because if we address trauma informed care and start tackling those systems of injustice, that will lead us to a more robust community-driven health neighborhood, give a highest quality service, and it will be effective primary prevention. Specifically to trauma informed care and where it falls, the Health Department has already been doing some work on this. Mark added that addressing systemic racism, systemic injustices, is all about prevention and the hope is that if we can get there we can reduce the amount of trauma as trauma is something we don't want to address, but have to address. And while we've done work with adverse childhood experiences, we need to move beyond that. We have a team already working on it, a video that is going out to staff, and more training so staff are aware of what trauma induced issues are.*

**A motion was made by Member Ross Cunningham, seconded by Member Vargas, that this item be approved. A roll call vote was taken, all in favor with the exception of Member Brown, motion carried.**

**Aye:** 7 - Chair Withem-Voss, Member Tarter, Member Bejster, Member Cunningham, Secretary Smith, Member Vargas and Member Argueta

**Abstain:** 1 - Member Brown

**Absent:** 2 - Vice Chair Fornero and Member Washington

## **7. Presentations**

### **7.1**

FY2020 Audit Results - Riley

**Attachments:** [FQHC Year-End Report 11.30.19](#)

*Kelly Kirkman, CPA with RSM US LLP, reviewed the year-end financial audit results as provided in the agenda packet.*

**This matter was presented**

## **8. Discussion Items**

### **8.1**

CQI Update - Hayes

**Attachments:** [UDS Measures Dashboard](#)

*Christina Hayes, CQI Coordinator, reviewed the performance measures as provided in the agenda packet. Performance continues to be stable across all measures. The agency is strongly focusing on diabetes care and immunizations. In addition, the measures are being addressed one-by-one through a structured and intentional approach to pinpoint where improvements can be made. As an example, for the depression screening measure, the CQI team is looking at documentation, reporting, and provider education to see where some of the gaps are and making the necessary improvements in order to close those gaps. Once the providers become fully adept at the depression screening measure, the team will move on to the next measure.*

## **9. Medical Director's Report**

### **9.1**

Medical Director's Report - Dr. Zun

*Dr. Zun reviewed the highlights of his report as provided in the agenda packet. Member Brown stated it seemed like Dr. Nathan was just brought on board and asked why he left. Dr. Zun explained that Dr. Nathan was presented with a wonderful opportunity as a national director for a telepsychiatry company. His departure is quite unfortunate as he is very valued by the agency and his staff. Member Vargas asked how the Rosalind Franklin internship program is going during COVID-19, is it continuing virtually or are interns coming to the sites. Dr. Zun explained that physician assistant students have started back in Women's Health and students are also rotating through primary care. We are also getting counseling students to work in behavioral health. The program has been pared down significantly from where it was before as a result of COVID-19 but the school has a lot of needs and we're trying our best to accommodate them.*

## **10. Director of Finance's Report**

**10.1**

Director of Finance's Report - Riley

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

*Pam Riley, Director of Finance, reviewed the item attachment as provided in the agenda packet.*

**11. Added to Agenda**

*Member Brown stated that while he was attending the CAB meeting for the HIV program at BMB, he spoke with a young woman who stated that she had started a new medication just before the start of COVID-19 and since then she has had a couple of doctor visits but during those visits nobody asked her how she was doing on her new medication until Member Brown did. He stated she told him she is not sleeping since starting the new medication. He asked if the mental health doctors and primary care doctors are really taking the time, while they're working from home, to make sure patients are OK. Are they being held accountable for not checking in with patients while working from home. Dr. Zun stated that he understands Member Brown's concerns and that a depression audit is being done to ensure staff are doing depression screening on all patients. We are also doing wellness checks and reaching out to patients that have not been seen in a long time, seeing how they're doing, seeing if they need anything, and scheduling an appointment if they need one. Dr. Zun stated he is not sure if the young woman is an isolated case or if it's being seen elsewhere but he would be happy to speak with Member Brown offline to obtain her name and follow-up to find out if there is something we need to do improve our processes. Member Brown was agreeable to that. Dr. Zun thanked him for his concern.*

**12. Old Business**

*None*

**13. New Business**

*None*

**14. Executive Session**

*None*

**15. Adjournment**

**Chair Withem-Voss adjourned the meeting at 6:35 p.m.**