

Lake County Illinois

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



Meeting Minutes - Draft

Tuesday, December 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 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

Acting Chair Smith called the meeting to order at 5:41 p.m.

Present 3 - Member Tarter, Member Bejster and Member Cunningham

Absent 4 - Member Withem-Voss, Member Fornero, Member Washington and Member Vargas

2. Pledge of Allegiance

This matter was presented

3. Approval of Minutes

3.1

November 10, 2020 Meeting Minutes

Attachments: [GC Minutes 11.10.20 - DRAFT](#)

A motion was made by Member Cunningham, seconded by Member Brown, that the November 10, 2020 minutes be approved. Roll call vote, all in favor, motion carried.

Aye: 6 - Brown, Member Tarter, Member Bejster, Member Cunningham, Smith-Taylor and Argueta

Absent: 4 - Member Withem-Voss, Member Fornero, Member Washington and Member Vargas

4. Public Comment to the Council

None

5. Executive Director's Report

Executive Director Mark Pfister informed the Council of the following:

-Member Mary Ross Cunningham was re-elected for another two-year term as Vice Chair of the Lake County Board. Chair Sandy Hart was also re-elected for another two-year term. Together they make a very good team and we look forward to continuing the work that they have been doing.

-In Lake County there are now 39,506 cases of COVID-19 and 652 COVID-19 deaths of which 70% were in long-term care facilities (LTCFs). Region IX is still at a positivity rate of 12.2% which means we are still in Tier 3, the highest mitigation tier before dropping back down to Phase 3. Lake County has seen some minor reductions with a positivity rate of 11.3%, but is still seeing 400-500 new cases per day. Lake County hospital ICU beds are filling up and medical and surgical beds are at the 20% threshold that we've become very concerned about.

-The Pfizer vaccine is expected to be approved on Friday, December 11, 2020, by the

FDA through the emergency use authorization. Once approved, Lake County is expecting to have vaccine by the end of December. The first vaccines will be made available to Phase 1A, health care personnel, individuals who work in hospitals, and individuals who work in the Health Department. That means all Health Department FQHC staff and residential rehabilitation staff will be able to get a vaccination. The vaccine will also be available to staff and residents of LTCFs. It's important to protect residents of LTCFs as well as the staff because the staff are the ones being exposed and then bringing it in to the LTCFs.

-The Health Department has now received an ultra-cold freezer enabling us to store 20,000 doses of Pfizer vaccine as that is the vaccine that requires storage at -94 degrees Fahrenheit. The issue is that once the vaccine is thawed, it has to be used within 5 days. Therefore, Medical Director Dr. Les Zun is preparing a standing order so that people can be vaccinated in our FQHCs as rapidly as possible.

-This week we are expecting to release the vaccination registration software, AllVax, that Jefferson McMillan-Wilhoit and his team have been working so hard on. When an individual registers, they have to provide their name, date of birth, zip code, specific underlying medical conditions, and occupation. Then when vaccine is available for them they will receive an alert informing them of when they can get their vaccination. And if they are going to use one of the Health Department's mass vaccination clinics, they can schedule an appointment. After they receive their first dose of Pfizer vaccine, the system will send them a reminder to schedule an appointment to receive their second dose 21 days after receiving the first dose. Jefferson and his team have previewed the software with the African American Community Partnership Group and the Asociacion Comunitaria Latina that we have been working with on COVID-19. Both groups felt it was easy to use and made some helpful suggestions on ways to improve it before it is released.

-The Health Department Communications team has created five postcards that they will be sending to 80,000 households in an attempt to contact those patients and people who are hard to reach. As a reminder, Lake County has approximately 250,000 households. One advertises the Health Department's services of primary care, dental care, mental health, substance abuse, and women's health. One is titled "Answer the Call," and lets people know that if they receive a call from a Health Department contact tracer it's because the contact tracer needs to obtain case or contact information. One is titled "I Wear a Mask to Protect My Family." One is titled "Same Greetings, New Meetings," and addresses the upcoming holidays and encourages people to not interact. And one is titled "A COVID-19 Vaccine is Coming." All of the postcards are double-sided, English and Spanish.

Member Ross Cunningham asked to have all of those postcards sent to the Lake County Board members for their constituent newsletters. Mark said he would have Health Department Communications send the graphics to Arin Thrower, County Communications.

Member Bejster thanked all of the various Health Department teams for their continued hard work and stated that she feels the postcards are a good idea since not everyone has access to digital communications. She also stated that she has seen a lot of concerns around vaccine hesitancy and asked if anything is being done to address that. And for those populations who may not even be receiving mailed communications, such as the homeless who are at higher risk as well, are there other methods of outreach being used. Mark stated that he, and Jefferson, and many others have been in conversation with The Alliance for Human Services, the African American Community Partnership Group, and the Asociacion Comunitaria Latina who, as trusted partners, are going to be helping the Health Department deliver that message. He and members of his Executive Team, along with Lake County Board Chair Sandy Hart, will be doing a Town Hall to address how vaccinations will be given throughout the county. He has also been working with corporations, school districts, and other entities to assure that their staff are informed. Mark explained that some of the reasons why materials haven't been created addressing vaccine hesitancy is because the vaccines have not yet been approved, we haven't seen the safety records, and we haven't seen the information the manufacturers supplied to the FDA. Once we have that information, we will create those materials. Our message to people will be that we know fear doesn't work, shame doesn't work, and science isn't working, so some of the tag lines being discussed focus around getting our lives back. Our goal is an 80% vaccination rate throughout the county and we're relying on our community partners to help us with that goal. For the mass vaccination there will be drive-thru sites throughout the county with a walk-up option for those who don't have a vehicle. For the homeless and specific groups who need a certain level of care, there will be closed points of dispensing (PODs).

6. Action items

6.1

Provider Credentialing and/or Privileging - Dr. Zun

Dr. Les Zun, Medical Director, informed the Council that Dr. Betsy Luka is an initial appointment and Dr. Alvaro Encinas, Dr. Shami Goyal, and Dr. Elizabeth Nodine are a revision to privileges. Personnel Committee Chair Bejster added that credentialing and/or privileging for the providers listed 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 Cunningham, that this item be approved. Roll call vote, all in favor, motion carried.

Aye: 6 - Brown, Member Tarter, Member Bejster, Member Cunningham, Smith-Taylor and Argueta

Absent: 4 - Member Withem-Voss, Member Fornero, Member Washington and Member Vargas

6.2

State CARES Pandemic Related Stability Payments Program for Funds Made Available Through

the Federal CARES Act - \$1,242,621.77 - Grant Approval - Burke

Attachments: [HFS CARES](#)

Kim Burke, Director of Healthcare Operations, reviewed the item summary as provided in the agenda packet. She added that these funds also allowed for the hiring of temporary staff to serve as screeners to ask individuals entering a Health Department building whether or not they have COVID-19 symptoms and to take their temperature. For those with symptoms, they are instructed to wait in their car and a provider will do a telehealth visit or in-car care, rather than bringing that symptomatic individual in to the clinic. Other expenses covered by these funds are a new vaccine management program to assist with the storage and distribution of the COVID-19 vaccine, additional autoclaves and ultrasound machines to aid in the dental sterilization process, and additional medical supplies, specifically a vitals cart containing a blood pressure cuff, stethoscope, pulse oximeter, etc., for in-car care of anyone with COVID-19 symptoms. Those COVID-19 specific supplies will be kept separate from the in-clinic supplies. She also informed the Council that the Respiratory Illness Clinic (RIC) will be opening again at 8:15am tomorrow in the parking lot of the North Chicago health center. Heated mobile mini storage units have been rented to serve as COVID-19 exam rooms and team rooms so as to not disrupt the regular providers working in the clinic.

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

Aye: 6 - Brown, Member Tarter, Member Bejster, Member Cunningham, Smith-Taylor and Argueta

Absent: 4 - Member Withem-Voss, Member Fornero, Member Washington and Member Vargas

6.3

City of Chicago, Ryan White Part A CARES Funds - \$11,414 - Grant Approval - Burke

Attachments: [RWA CARES \\$11K](#)

Kim Burke, Director of Healthcare Operations, reviewed the item summary as provided in the agenda packet.

A motion was made by Member Tarter, seconded by Member Brown, that this item be approved. Roll call vote, all in favor, motion carried.

Aye: 6 - Brown, Member Tarter, Member Bejster, Member Cunningham, Smith-Taylor and Argueta

Absent: 4 - Member Withem-Voss, Member Fornero, Member Washington and Member Vargas

6.4

Annual Approval of Illinois Department of Public Health, Family Planning Program Educational Materials - Burke

Attachments: [Family Planning Program Ed Materials](#)

Kim Burke, Director of Healthcare Operations, reminded the Council that these materials were brought to the Council in October and in November. At the October meeting it was decided to postpone the item until the November meeting to allow staff time to address requested revisions to the list of service sites and the use of more bias-free inclusive language. As a result, those requested changes were made. At the November meeting it was again decided to postpone the item until the December meeting to allow staff time to address translation issues with the Spanish versions, as identified by Member Smith, to ensure they match the English versions. With the assistance of Member Smith, Communications staff corrected all of the translation issues. Member Smith added that she would like to thank Kim and her team and Hannah Goering and the Communications team for their hard work in reviewing and revising the materials so quickly.

A motion was made by Member Cunningham, seconded by Member Brown, that this item be approved. Roll call vote, all in favor, motion carried.

Aye: 6 - Brown, Member Tarter, Member Bejster, Member Cunningham, Smith-Taylor and Argueta

Absent: 4 - Member Withem-Voss, Member Fornero, Member Washington and Member Vargas

6.5

Proposed Slate of Governing Council Officers - Pfister

Mark Pfister, on behalf of the Nominating Committee, presented the proposed slate of officers for 2021 as nominated at the committee's meeting on October 23, 2020. He then opened the floor to additional nominations from the Council. There were none. Mark then informed the Council that he and Member Brown discussed a previously made change to the bylaws which they feel resulted in language that incorrectly reflects the Council's intent. Therefore, a proposed change to the Governing Council bylaws will be brought to the Council for review at their January 12, 2021 meeting. The proposed change is to Article IX.B.Election and Terms of Office. A sentence in that paragraph currently states, "The maximum number of consecutive terms an officer may serve is two years." He and Member Brown feel the Council intended for that paragraph to convey that a member could only be in the same officer position for two years, not that a member could be on the Executive Committee for only two years. Therefore, he is recommending that sentence be changed to state, "The maximum number of consecutive terms an officer may serve in the same position is two," so as to not limit the pool of potential Executive Committee nominees. He then confirmed this with Member Brown, who concurred. The proposed change would then be voted on by the Council at their February 9, 2021 meeting. After the vote, Member Ross Cunningham commented that it's a good team. Mark thanked her for her use of the word "team" and stated that this is a continuation of the Executive Committee being comprised of all consumers.

A motion was made by Member Argueta, seconded by Member Tarter, that the slate

of officers for 2021 be approved. Roll call vote, all in favor, motion carried.

Aye: 6 - Brown, Member Tarter, Member Bejster, Member Cunningham, Smith-Taylor and Argueta

Absent: 4 - Member Withem-Voss, Member Fornero, Member Washington and Member Vargas

7. Presentations

7.1

Preparing for The Joint Commission Survey - Koppit

Attachments: [TJC Governing Council 2020](#)

Denise Koppit, Clinical Compliance Coordinator, reviewed The Joint Commission (TJC) process as outlined in the slide presentation provided in the agenda packet. She informed the Council that the final step in the process is that TJC surveyors will meet with them to see how the Council manages all of the standards required of the organization. During that meeting a conversation will take place in which TJC surveyor will discuss two primary areas, Governance and Oversight of Leadership. With the current COVID-19 circumstances, it is unknown at this time when TJC survey will take place, but it is anticipated that it will be conducted remotely. Mark added that he will have Lisa Kroeger schedule a meeting for he and the new Executive Committee members to discuss their onboarding and TJC process, as TJC usually meets with the Executive Committee members during their survey. He added that Dr. Zun and Kim Burke have been working hard for the last 3 years, but more intently over the last few months, with Denise's team to focus on infection control and to ensure that when TJC does their survey, staff have the right information and answers, that they know exactly what they should be doing, and that TJC really sees that we are genuinely concerned about patient safety and quality of care.

8. Discussion Items

8.1

CQI Update - Hayes

Attachments: [UDS Dashboard](#)

Buddy Hargett, Organizational Development Coordinator, presented this item as Christina Hayes was unable to attend the meeting. He noted that there are no major changes in trending or CQI highlights for this month. In early 2021 Christina will do a more in-depth dive in to year-over-year trending being seen in measures and talk about some of the continued efforts despite the capacity constraints experienced with COVID-19. Member Brown noted that the patient number for HIV Linkage to Care has not changed since the beginning of 2020 and asked if that number is the total cases identified and if it hasn't changed because there are no new cases diagnosed. Jefferson McMillan-Wilhoit, Director of HI&T, confirmed that Member Brown is correct, that particular measure poses challenges because of the way HRSA has worded it. For that measure only newly diagnosed HIV patients are being counted and that they have received treatment within 90

days of that diagnosis. There are not a lot of new HIV diagnoses, which is a good thing, and the numbers have stayed low and constant because prevention, PREP applications, and partner therapy is working well. Member Brown stated that it makes him feel good that we are on target for our goal of 2035 and thanked everyone for everything they do. Mark added that he shares Member Brown's concern, that we may be missing some diagnoses because people are not coming in to care and being tested because of COVID-19, which is why the postcard he talked about earlier, "Coming in to Care," is so important.

8.2

Governing Council Member Self-Evaluation - Pfister

Attachments: [Self-Eval Form 2020](#)

Mark reminded that Council that this is the annual self evaluation that HRSA and TJC look at so it is important that they complete the form and submit it as instructed in the agenda packet. Member Cunningham asked Lisa Kroeger if it could be faxed back. Lisa stated that it can be emailed, faxed, or sent regular mail, whatever works best for any of the members. Mark added that if none of those methods work, it can also be picked up.

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. He added that the Respiratory Illness Clinic (RIC) will be able to accommodate approximately 30 patients per day. Should more capacity be needed it will be absorbed in to our other clinics. In regard to TJC, we are now focused on medication management which is another key component of the upcoming survey. There were some issues regarding medication management found by the consultant during the mock survey and those are being addressed. In January, we are launching a pilot at our Zion health center to conduct depression screening on all patients. If all goes well, we will be implementing it at all clinics because we know that during COVID-19 there has been a substantial increase in depression, suicide, and substance use disorder. For Dental, all mitigation equipment is now in place so we can expand to full services with protection of staff and patients. Member Bejster commented that the depression screening was something discussed a few months ago related to the quality improvement measures and she is looking forward to hearing more about how it works and what it looks like. Member Smith confirmed with Dr. Zun that she will be at the next Quality meeting.

10. Director of Finance's Report

10.1

Director of Finance's Report - Riley

Attachments: [Director of Finance Report](#)

Pam Riley, Director of Finance, reviewed the highlights of her report as provided in the

agenda packet. She reminded the Council that October is the 11th month of the year since November is the end of the fiscal year. We continue to build telehealth, which has helped tremendously, plus the additional funding received. We are in the process of starting year-end adjustments, so there will not be a financial report next month. Mark thanked Pam and her team for all of the great financial work they have been doing, because to be in the black at the end of this year is phenomenal. A hiring freeze has been on for many months, but now that we are in a new fiscal year we are going to be hiring the staff we previously could not. He also stated that he is proud to announce that in his discussions with Senator Durbin as well as Congressman Schneider, that the continued funding of telehealth may be listed in the next bill coming up for approval.

11. Added to Agenda

None

12. Old Business

Jerry Nordstrom, Director of Business Operations, informed the Council that he, Dr. Zun, and Kim Burke met to discuss Member Brown's concern regarding parking and access for expectant mothers. A plan has been established for signage at Belvidere Medical Building (BMB) and Midlakes Health Center as those are the primary sites for Women's Health. Language is being created for those signs, which DOT will print, and they will be installed soon. He will provide an update at the next meeting. Member Brown stated that he appreciates their efforts and thanked them for addressing his concern. Member Cunningham recognized Member Brown for a job well done and thanked Jerry for taking care of it.

13. New Business

Member Tarter asked if the Executive Committee is working with the Board of Health on the evaluation of the Executive Director. Mark stated that Board of Health President Tim Sashko did discuss that with the Council at their November 10, 2020 meeting, but unfortunately since then President Sashko had to have surgery for a tumor on his brain. He has since recovered, is doing well, and plans to meet with the Council's Executive Committee to discuss the Executive Director's evaluation.

14. Executive Session

None

15. Adjournment

Acting Chair Smith adjourned the meeting at 6:53 p.m.