

# **Lake County Illinois**

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



## **Meeting Minutes - Final**

**Wednesday, May 24, 2017**

**6:00 PM**

**3010 Grand Ave., Waukegan, IL**

**Lake County Board of Health**

**1. Call to Order**

*President Sashko called the meeting to order at 6:17 pm.*

**Present** 9 - Member DeVaux R.N., Member Schuler, Member Carlson, President Sashko, Member Hagstrom D.D.S., Member Manning D.D.S., Member Ehrlich, Member Welch MB ChB FRCP and Member Puller M.D. M.B.A.

**Absent** 1 - Member Maine

**2. Pledge of Allegiance****3. Approval of Minutes****3.1**

April 26, 2017 Meeting Minutes

**Attachments:** [BOH Draft Meeting Minutes 4.26.17](#)

**A motion was made by Member Schuler, seconded by Member DeVaux, that this item be approved. The motion carried unanimously.**

**Aye:** 9 - Member DeVaux R.N., Member Schuler, Member Carlson, President Sashko, Member Hagstrom D.D.S., Member Manning D.D.S., Member Ehrlich, Member Welch MB ChB FRCP and Member Puller M.D. M.B.A.

**Absent:** 1 - Member Maine

**4. Public Comment to the Board****5. Awards, Recognitions, Appointments and Reappointments****6. Presentations**

**This matter was presented.**

**6.1**

Revenue Cycle Update - Riley

**Attachments:** [Revenue Cycle Update](#)

*Pam Riley, Director of Finance, presented a summary update on the agency-wide revenue cycle improvement project launched in the Fall of 2016. She reminded the Board that the revenue cycle includes all administrative and clinical functions that contribute to the capture, management and collection of patient revenue. One of the Strategic Plan goals is to reduce rejections and write-offs. In order to accomplish that goal, a core team was established to streamline revenue activities across the organization to: improve coordination and information sharing, focus on improving the impact on established KPI's, and monitor improvement using the KPI's. Team members are Adam Carson, Loretta Dorn, Pam Riley, Jean Hagg, and Kim Burke. Current team projects are the Rejection Report and the Provider Approval Queue (PAQ) Report. The Rejection Report is a list of Managed Care Organization (MCO) denied payments compiled by central billing office staff, and is used to identify areas for improvement. One of the largest rejection reasons is mismatch, which is coding issues and MCO's not being able to process our claims correctly. Currently, mismatch is at \$558,000, of which 41% is*

from Aetna Better Health. The coding issues are primarily with the substance abuse program and our 24-hour program as they are not typical in-patient services. The second largest issue is the MCO's credentialing of providers, taking anywhere from 6 to 9 months. The PAQ Report was created on August 2016 and is used to identify providers who may need training on proper use of our Electronic Health Record (EHR) system. Revenue cycle areas of improvement, focus, and upcoming deliverables and due dates were also reviewed and discussed.

## **7. President's Report**

*President Sashko reported on the following:*

*-The Mental Health Coalition met on Monday, May 22nd. President Sashko was unable to attend due to a scheduling conflict but informed the Board that one of the items discussed was the proposal and contract for the consultant North Highland.*

*-A recent raw milk outbreak occurred in Lake County. President Sashko then deferred to Mark Pfister, Executive Director, for the update. The outbreak may have occurred as a result of an unlicensed farmer in unincorporated Lake County in a residential zoning district. It was determined an outbreak because two families who consumed the raw milk came down with GI illnesses. Samples of the raw milk and human samples were obtained and sent to the CDC for testing. A notice of violation has been issued to the farmer and Planning, Building and Development has issued a red tag so that if the farmer is found to be selling after this incident, a court order for an injunction can be obtained. State public health does not feel, at this point in time, there is an imminent public health hazard related to this outbreak as the farmer has assured them that raw milk is no longer being sold. The test results from the CDC have not yet been received.*

*-Mark Pfister also provided an update on the mumps outbreak stating it has concluded as it has been more than 50 days since the last onset. In Lake County there were 6 confirmed cases and 12 probable, and approximately 120 vaccinations were provided to students, teachers, and other staff.*

## **8. Action Items**

### **8.1**

Drop-off Food Catering Services - Nordstrom

*LCHD/CHC is seeking a qualified supplier to provide drop-off food catering services for clients residing at the following sites: Women's Residential Services (WRS) in Vernon Hills, Addictions Treatment Program (ATP) and Crisis Care Program (CCP) in Waukegan, and Williams Consent Decree (WCD) drop-in centers in Waukegan and Zion. A legal notice was published in The News Sun soliciting Requests for Proposals (RFP 17088). The RFP was also posted to the LCHD/CHC website and twelve suppliers registered to view the RFP. Sealed proposals were received from one supplier and opened in the Materials Management office on April 20, 2017. An evaluation committee comprised of LCHD/CHC staff reviewed and evaluated the proposal and conducted a negotiation meeting with the Proposer. Based on the evaluation criteria within the RFP, the review team determined the response from Quality Catering based in Gurnee, Illinois, best meets the needs of the LCHD/CHC.*

**A motion was made by Member Hagstrom, seconded by Member DeVaux, that this item be approved. The motion carried by the following vote:**

**Aye:** 9 - Member DeVaux R.N., Member Schuler, Member Carlson, President Sashko, Member Hagstrom D.D.S., Member Manning D.D.S., Member Ehrlich, Member Welch MB ChB FRCP and Member Puller M.D. M.B.A.

**Absent:** 1 - Member Maine

## 8.2

Incident Management System RFP - Nordstrom

*LCHD/CHC is seeking a qualified supplier to provide a solution for a Safety and Incident Management System. A legal notice was published in The News Sun soliciting Requests for Proposals (RFP 17040). The RFP was also posted to the LCHD/CHC website and thirty-seven suppliers registered to view the RFP. Sealed proposals were received from eight suppliers and opened in the Materials Management office on March 28, 2017. An evaluation committee comprised of LCHD/CHC staff reviewed and evaluated the proposals and interviewed three suppliers. Based on the evaluation criteria within the RFP, the review team determined that Clarity Group's response to be the preferred submittal to best meet the needs of the LCHD/CHC.*

**A motion was made by Member Carlson, seconded by Member Welch, that this item be approved. The motion carried by the following vote:**

**Aye:** 9 - Member DeVaux R.N., Member Schuler, Member Carlson, President Sashko, Member Hagstrom D.D.S., Member Manning D.D.S., Member Ehrlich, Member Welch MB ChB FRCP and Member Puller M.D. M.B.A.

**Absent:** 1 - Member Maine

## 8.3

\$60,000 in additional funding from IDPH for the Title X Family Planning Program - Dorn

**Attachments:** [IDPH Title X 60K](#)

*The Illinois Department of Public Health (IDPH) has provided the Lake County Health Department and Community Health Center (LCHD/CHC) with \$60,000 in additional funding for the Title X Family Planning Program. Funds are for state fiscal year 2017 which runs from July 1, 2016-June 30, 2017. The additional funding will be used to offset salary and benefit costs for existing employees. Additionally, a small amount of supply costs will be offset. The original Title X award for 2016-2017 was \$331,700. With this increase, the total award moves to \$391,700.*

**A motion was made by Member DeVaux, seconded by Member Schuler, that this item be approved. The motion carried by the following vote:**

**Aye:** 9 - Member DeVaux R.N., Member Schuler, Member Carlson, President Sashko, Member Hagstrom D.D.S., Member Manning D.D.S., Member Ehrlich, Member Welch MB ChB FRCP and Member Puller M.D. M.B.A.

**Absent:** 1 - Member Maine

## 8.4

Proposed Revisions to Health Department Employee Policies and Procedures - Hagstrom

**Attachments:** [Revised Policies](#)

*Member Hagstrom, Personnel Committee Chair, recommended this item for the Board's approval.*

**A motion was made by Member Manning, seconded by Member DeVaux, that this item be approved. The motion carried unanimously.**

**Aye:** 9 - Member DeVaux R.N., Member Schuler, Member Carlson, President Sashko, Member Hagstrom D.D.S., Member Manning D.D.S., Member Ehrlich, Member Welch MB ChB FRCP and Member Puller M.D. M.B.A.

**Absent:** 1 - Member Maine

**9. Discussion Items**

**10. Attachments for Board Review**

**10.1**

Media Placement Highlights April-May 2017 - Carson

**Attachments:** [Media Placement Highlights April-May 2017](#)

*Mark Pfister announced that Hannah Goering has been selected as the new Marketing and Communications Manager/Public Information Officer. He also commended Hannah and Adam Carson on the work they did in revising the media report to the Board to make it more meaningful.*

**This matter was presented**

**11. Lake County Community Health Center Governing Council Update**

*Loretta Dorn, Director of Clinical Operations, announced that the Governing Council, at their April 27, 2017 meeting, approved Carolina Duque for a 1-year term bringing the board membership to nine. Additional members are still being sought. Also approved at that meeting was the 2017 Compliance Workplan, 2017 Annual Report, the sliding fee schedules, the updated bylaws, the budget timetable, and Board of Health approved grants. CQI data continues to be presented to the Governing Council on a monthly basis, as well.*

**This matter was presented**

**12. Lake County Tuberculosis Board Update**

*Mark Pfister announced that the TB Board meets on July 12, 2017, and it is the budget meeting. The recommendation to appoint Lucille DeVaux for another 3-year term has been submitted to the County Board Chair.*

**This matter was presented**

**13. Added to Agenda Items**

**14. Old Business**

**15. New Business**

**16. Executive Session**

**17. Adjournment**

**A motion was made by Member Carlson, seconded by Member DeVaux, that this meeting be adjourned at 6:57 p.m. The motion carried unanimously.**

**Aye:** 9 - Member DeVaux R.N., Member Schuler, Member Carlson, President Sashko, Member Hagstrom D.D.S., Member Manning D.D.S., Member Ehrlich, Member Welch MB ChB FRCP and Member Puller M.D. M.B.A.

**Absent:** 1 - Member Maine