

# Lake County Illinois

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



## **Meeting Minutes - Final**

**Tuesday, February 11, 2020**

**5:30 PM**

**3010 Grand Ave., Waukegan, IL 60085**

**Lake County Community Health Center Governing  
Council**

**1. Call to Order**

*Chair Withem-Voss arrived at 6:09 p.m.*

**Acting Chair Fornero called the meeting to order at 5:31 p.m.**

**Present** 6 - Vice Chair Fornero, Member Brown, Member Tarter, Member Bejster, Secretary Smith and Member Argueta

**Absent** 3 - Member Washington, Member Cunningham and Member Vargas

**2. Pledge of Allegiance**

**3. Approval of Minutes**

**3.1**

January 14, 2020 Meeting Minutes

**Attachments:** [GC Minutes 1.14.20 - DRAFT](#)

**A motion was made by Member Tarter, seconded by Member Brown, that the minutes be approved. Motion carried unanimously.**

**Aye:** 5 - Vice Chair Fornero, Member Brown, Member Tarter, Member Bejster and Secretary Smith

**Absent:** 3 - Member Washington, Member Cunningham and Member Vargas

**Not Present:** 1 - Member Argueta

**4. Public Comment to the Council**

*None*

**5. Executive Director's Report**

*Mark Pfister, Executive Director, reported on the following:*

*-He visited Member Lester Washington at The Pavilion of Waukegan on Wednesday, February 5, 2020. Member Washington is doing well and in good spirits, but is still wheelchair bound. After he is released and if he is still wheelchair bound, the Health Department will make arrangements for a wheelchair accessible van to transport him to and from Council meetings.*

*-Member Cynthia Vargas, due to the potential change in meeting day and time, no longer wishes to resign from the Council as Tuesdays at 5:30 p.m. will allow her to continue to serve as a consumer member.*

*-A patient townhall was held at the Zion Health Center on Wednesday, January 22, 2020. There were 13 participants, 4 of which showed interest in becoming consumer members as the new day and time of Tuesdays at 5:30 p.m. would work for them. Lisa Kroeger has sent them member application packets. The number one issue heard was the same issue heard at the North Chicago and Belvidere Health Center townhalls, and that is access to appointments. Quality of care was another concern. Positive comments were received*

*regarding the improved time to appointment and customer service. The next townhall is Wednesday, February 19, 2020, at Midlakes Health Center in Round Lake.*

*-The 3010 Grand lobby renovations are ongoing with no issues. Patient and client intake has been moved to the large, first floor conference room, The Grand Room. Construction work has been taking place in the evenings so there is very little disturbance during the day.*

*-At the last Council meeting Dr. Cockey asked about the State capital grant for \$3M the Health Department is supposed to receive. Word has been received from the State that they have approved the scope of work, so once a more formal contractual obligation is received, the Health Department will move forward and bring the exact detail to the Governing Council. As a reminder, the funds will be used to build out the third dental operatory and add a generator at Zion, add a generator at BMB, and completely renovate the lobby and exam rooms and add a generator at North Chicago.*

*-Member Fornero asked for an update on the coronavirus. Mark stated that currently coronavirus is low risk, with only two cases reported in the State of Illinois, zero cases in Lake County. The Health Department is tracking and monitoring 17 individuals who recently came from mainland China but who were not necessarily exposed to someone who had coronavirus, and three other individuals who were exposed to the Wisconsin case by being on the same plane. There are 40,000 reported cases worldwide and approximately 1,000 deaths, which is a 2.5% case fatality rate. Handwashing has been shown to be more effective than face masks in preventing coronavirus as there currently is no vaccine or anti-viral medication. Direct contact appears to be how it is spread.*

*-Member Tarter asked for an update on the legionella outbreak. Mark stated that legionella is a water-borne disease contracted by breathing in the aerosol carrying the bacteria. Individuals 50+ with an immunocompromised situation or who are smokers are at the greatest risk. Brookdale Senior Living in Vernon Hills, formerly known as The Park, also had a Legionella outbreak ten years ago due to a rain forest in it's central atrium that contains misters, waterfalls, a swimming pool, a spa, and a koi pond. Once the Health Department was informed of the recent cases, and all of the addresses came back to this one site, they had them close down all of the water features. Last week staff visited the facility, along with IDPH, where they collected over 100 water samples from numerous water sources. The test results from those 100 samples should be back this week to confirm the presence of legionella, again. The facility has already started doing treatment on all the pipes and has begun sanitizing the pool and spa. Once that is complete, Health Department staff will return to collect and test new water samples. The facility is also removing the misters from the rain forest feature and replacing them with drip irrigation hoses. The Health Department believes that the recurrence of legionella is due to it being in the soil around the rain forest and that when the property changed ownership, due diligence may not have continued. As of February 11, 2020, there are five confirmed cases with one death. Two of the confirmed cases are in rehab and the other two are still in the hospital.*

*-Member Brown asked Mark about EtO. In regard to Ethylene Oxide (EtO) the Health*

*Department, in partnership with the City of Waukegan and the Village of Gurnee, has just completed taking over 400+ air samples. Phase one sampling, before there were controls, showed higher concentrations of EtO. In phase two, after Medline and Vantage installed more controls, the levels are closer to what is considered national background, .2 - .4, ug/m3, as USEPA has sampled other cities where there are no EtO users at all. Once Medline is approved by IEPA, phase three air sampling will be started. All of the data will be submitted to ATSDR (Agency for Toxic Substances and Disease Registry) for a risk assessment after which IDPH will be doing a cancer incidence study. Once all of the data is in, a recommendation will be brought to the Governing Council and Board of Health as to whether or not those plants are causing excess risk to the public.*

## 6. Action items

### 6.1

Recommendation to Approve New Governing Council Member

**Attachments:** [Argueta, Miriam - GC Application & Resume - 1.14.20](#)  
[Gutierrez, Diana - GC Application](#)

*Nominating Committee Chair Brown informed the Council that the new member applications for Miriam Argueta and Diana Gutierrez were reviewed, and Ms. Argueta interviewed, at the Nominating Committee meeting that took place on Friday, January 31, 2020. The Committee recommends approval of Ms. Argueta's application, but recommends tabling the application of Ms. Gutierrez. Mark Pfister added that he finds Ms. Argueta to be a highly articulate and capable person who will bring a lot to the Council. Acting Chair Fornero noted that there were two applicants listed. Committee Chair Brown explained that the Committee recommended tabling the application of Ms. Gutierrez in order to keep the number of consumer members above 51% as she is a non-consumer.*

**A motion was made by Member Brown, seconded by Member Tarter, that this item be approved. Motion carried unanimously. New Member Argueta then took her seat at the Council table.**

**Aye:** 6 - Vice Chair Fornero, Member Brown, Member Tarter, Member Bejster, Secretary Smith and Member Argueta

**Absent:** 3 - Member Washington, Member Cunningham and Member Vargas

### 6.2

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 Bejster, seconded by Member Brown, that this item be approved. Motion carried unanimously.**

**Aye:** 6 - Vice Chair Fornero, Member Brown, Member Tarter, Member Bejster, Secretary Smith and Member Argueta

**Absent:** 3 - Member Washington, Member Cunningham and Member Vargas

**6.3**

Professional Staff Reappointment - 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 Bejster, seconded by Member Tarter, that this item be approved.**

**Aye:** 6 - Vice Chair Fornero, Member Brown, Member Tarter, Member Bejster, Secretary Smith and Member Argueta

**Absent:** 3 - Member Washington, Member Cunningham and Member Vargas

**6.4**

Illinois Department of Public Health, Illinois Breast and Cervical Cancer Program, \$157,506 in Additional Funding - Grant Approval - Zun

**Attachments:** [IBCCP \\$157K](#)

*Dr. Zun, Medical Director, reviewed the details of the grant as presented in the agenda packet. Member Tarter asked how many woman in Lake County will be served through this additional funding. Mark Pfister stated it would be approximately 200. He also informed the Council that in 2019 the Health Department diagnosed twelve individuals with breast cancer. Unfortunately, ten of those twelve were treated at Stroger Hospital in Chicago as a specialist willing to treat them could not be found in Lake County. He and Dr. Zun have been working with the Presidents of the four not-for-profit hospitals in Lake County to rectify that situation.*

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

**Aye:** 6 - Vice Chair Fornero, Member Brown, Member Tarter, Member Bejster, Secretary Smith and Member Argueta

**Absent:** 3 - Member Washington, Member Cunningham and Member Vargas

**6.5**

Revised 2020 Governing Council Meeting Dates - Pfister

**A motion was made by Member Bejster, seconded by Member Smith, that this item be approved.**

**A second motion was made by Member Tarter, seconded by Member Brown, that this item be amended to clarify that the alternate meeting dates are the third Tuesday of the month and also at 5:30 p.m., and that the prior regular schedule of**

the second Thursday at noon no longer applies to any scheduled meeting.

**Motion to approve and motion to approve as amended carried unanimously.**

**Aye:** 6 - Vice Chair Fornero, Member Brown, Member Tarter, Member Bejster, Secretary Smith and Member Argueta

**Absent:** 3 - Member Washington, Member Cunningham and Member Vargas

**7. Presentations**

None

**8. Discussion Items**

**8.1**

CQI Update - Hayes

**Attachments:** [2019 December Updated Governing Council Clinical Dashboard](#)

*Amber Sheridan, CQI Specialist, reviewed this item in the absence of Christina Hayes, CQI Coordinator. She presented a PDSA (Plan-Do-Study-Act) cycle currently implemented by the immunizations workgroup to get patients under the age of two in for their flu vaccine, especially those who have not been seen this year by a provider. The PAC (patient access center) is reaching out to those patients and scheduling them for an appointment. As of February 4, 2020, the PAC has reached out to 231 patients and scheduled 161 appointments. Results for this initiative will continue to be monitored. She reviewed the dashboards as provided in the agenda packet. Jefferson McMillan-Wilhoit, Director of Health Informatics and Technology, informed the Council that his team is currently working on a way to make it easier for Council members to see month-over-month comparisons as well as inner-year comparisons. The expectation is that it will be complete by the end of February 2020 and presented to the Council at their March 10, 2020 meeting. Mark pointed out to Vice Chair Fornero that the changes he requested to the dashboards at the January 14, 2020 meeting have been made. Member Argueta asked what efforts, other than phone calls, are being utilized in the immunizations workgroup PDSA. Amber stated that she is not aware of any other efforts and that the phone calls will continue until the vaccines run out. Sara Zamor, Associate Director of Prevention, stated that in addition to phonecalls, postcards are sent to parents when vaccinations are due.*

**8.2**

Clinical Risk and Patient Safety Management - Koppit

**Attachments:** [Risk Management Report](#)

*Denise Koppit, Compliance Manager, reviewed the Clinical Risk and Patient Safety Committee report as provided in the agenda packet. She explained that one of the requirements we have as an FQHC is to make sure we are monitoring and managing our risk, and keeping the Council informed of the activities related to that requirement. Not*

*only is this good for patient care, but it is the information looked to for the Health Department's medical malpractice which is provided through HRSA.*

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

### **9.1**

Medical Director's Report - Dr. Zun

*Dr. Les Zun, Medical Director, reviewed his report as provided in the agenda packet. He informed the Council that with the changes to the Council's agenda lineup through the approval of the changes to their bylaws at the January 14, 2020 meeting, his report will now cover Physical Health, Behavioral Health, and Dental Health. Member Smith asked how the part-time telepsychiatrist is going to be utilized. Dr. Zun explained that the plan is to phase out telepsychiatry so the new telepsychiatrist will only be in place until enough psychiatrists are hired and on staff. Recruiting psychiatrists is difficult but Dr. Joshua Nathan, Behavioral Health Medical Director, has been having some success. Member Smith asked how patients are going to be selected to work with the telepsychiatrist. Dr. Zun stated he did not know and would have Dr. Nathan address that question at the March 10, 2020 meeting. Member Tarter asked what robust calls and dental huddles are. Dr. Cockey explained that robust calls are calls made to patients to remind them of an upcoming appointment, dental huddles are when the dental team meets in the morning to go over the schedule and patients for that day. Member Argueta asked what is planned to recruit and retain psychiatrists. Dr. Zun reiterated that Dr. Nathan has been doing well in his recruitment efforts and has been speaking with his contacts at U of I, unfortunately the demand for psychiatrists is greater than the supply. Member Brown noted that a patient of a Health Department psychiatrist who left reached out to him because the provider they were reassigned to is not willing to prescribe certain medications. Member Brown asked what is being done to ensure those patients are being matched with a new provider willing to continue the same level of care. Dr. Zun stated that all Health Department psychiatrists are expected to be full service and if they are not providing that same level of care, the Health Department needs to be notified. Mark added that there have been some Health Department psychiatrists, especially in the substance abuse program, that were on various sides of the prescribing spectrum but Dr. Nathan has been working to align their treatment methods.*

*At this point in the agenda, Chair Withem Voss joined the meeting.*

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

### **10.1**

Director of Finance's Report - Riley

**Attachments:** [FQHC Preliminary Nov 2019](#)

[FQHC Dec 2019](#)

*Pam Riley, Director of Finance, reviewed her report as provided in the agenda packet. Member Tarter noted that the FQHC reimbursements are only 74% received. He asked if*

*the missing 26% is going to be a write-off or is it delayed in receipt. Pam explained that \$13M reflects what the Health Department anticipated receiving and the \$9M (74%) is what was actually received. The difference is due to vacant provider positions as providers are the revenue generators. Mark pointed out that there was less expense than revenue received. Member Tarter asked if Pam could include in her reports the pie-chart from the budget and alongside it a pie-chart that reflects current status. He stated that since the Health Department is 100% received in taxes, the local taxpayer is actually assuming a greater burden in the funding of the FQHC than the 330 grant, and he feels comparing those charts with the percentage of funding from each source would show the Council exactly where those shifts are taking place. Pam said she could and would.*

**11. Added to Agenda**

*None*

**12. Old Business**

*Member Tarter asked Jefferson if the Council is going to start seeing the other 16 measures besides what is currently presented on the dashboards. Jefferson confirmed that the new dashboard will contain all of the UDS measures reported on.*

*Member Fornero brought up the topic of member reimbursement and requested that all Council members have the option of being reimbursed \$25 per meeting attended. Member Tarter agreed and stated this has not been previously voted on, just discussed. Mark clarified that members who are using their own personal vehicle to attend meetings and want the \$25 reimbursement for vehicle use, will have to complete a W-9 form as this will be considered additional income. Those members utilizing a Health Department provided form of transportation, taxi service or Uber, would not be eligible for the reimbursement. This item will be brought back for action on the March 10, 2020 agenda.*

*Member Brown noted that at the Belvidere Health Center Patient Townhall one of the patients suggested having labs done before a provider is seen rather than after so that the provider has those results in hand and is better prepared for when they see the patient. This would also shorten the time to treatment. Dr. Zun will look in to it.*

**13. New Business**

*Mark Pfister recognized Dave McDermott, Grants Manager, and informed the Council that Dave is leaving the Health Department for a new position with DuPage County as their Community Development Manager. Dave has been with the Lake County Health Department for seven years, has been an exceptional employee, manages all of the departments grants, as well as being a great grant writer, and he will definitely be missed.*

**14. Executive Session**

**Chair Withem-Voss called for a motion to enter in to executive session. A motion was made by Member Bejster, seconded by Member Tarter, to enter in to executive session at 6:31 p.m. for the purpose of discussing a personnel matter in**



**accordance with 5 ILCS 120/2(c)(1). Motion carried by the following roll call vote:**

**Aye:** 6 - Vice Chair Fornero, Member Brown, Member Tarter, Member Bejster, Secretary Smith and Member Argueta

**Absent:** 3 - Member Washington, Member Cunningham and Member Vargas

#### **Executive Session**

*In accordance with 5 ILCS 120/2(c)(1) discussion was held in executive session.*

**Chair Withem-Voss called for a motion to come out of executive session. A motion was made by Member Brown, seconded by Member Bejster, to come out of executive session at 6:54 p.m. Motion carried unanimously.**

**Aye:** 6 - Vice Chair Fornero, Member Brown, Member Tarter, Member Bejster, Secretary Smith and Member Argueta

**Absent:** 3 - Member Washington, Member Cunningham and Member Vargas

#### **14.1**

Personnel Matters - Board of Health President Tim Sashko

**A motion was made by Member Smith, seconded by Member Brown, to approve the Executive Director's annual performance review for 2019. Motion carried unanimously.**

**Aye:** 6 - Vice Chair Fornero, Member Brown, Member Tarter, Member Bejster, Secretary Smith and Member Argueta

**Absent:** 3 - Member Washington, Member Cunningham and Member Vargas

#### **15. Adjournment**

**A motion was made by Member Tarter, seconded by Member Bejster, that this meeting be adjourned. Motion carried unanimously. Meeting adjourned at 6:55 p.m.**

**Aye:** 6 - Vice Chair Fornero, Member Brown, Member Tarter, Member Bejster, Secretary Smith and Member Argueta

**Absent:** 3 - Member Washington, Member Cunningham and Member Vargas