

# Lake County Illinois

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



## Meeting Minutes - Final

**Tuesday, November 10, 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**

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

**Present** 8 - Vice Chair Fornero, Member Washington, Member Brown, Member Tarter, Member Bejster, Member Cunningham, Secretary Smith and Member Argueta

**Absent** 2 - Chair Withem-Voss and Member Vargas

**2. Pledge of Allegiance**

Member Ross-Cunningham led the Pledge of Allegiance.

**3. Approval of Minutes**

**3.1**

October 13, 2020 Meeting Minutes

**Attachments:** [GC Minutes 10.13.20 - DRAFT](#)

A motion was made by Member Ross-Cunningham, seconded by Member Washington, to approve the minutes of October 13, 2020. A roll call vote was taken, all in favor, motion carried.

**Aye:** 8 - Vice Chair Fornero, Member Washington, Member Brown, Member Tarter, Member Bejster, Member Cunningham, Secretary Smith and Member Argueta

**Absent:** 2 - Chair Withem-Voss and Member Vargas

**4. Public Comment to the Council**

None

**5. Executive Director's Report**

*Executive Director Mark Pfister reported on the following:*

*--As of today, there are now 25,798 cases of COVID-19 and 534 deaths in Lake County. The positivity rate in Region 9 continues to increase as we are now at 12.7%. COVID-like illness hospital admissions are at 36 cases per day, up from 4 per day at the beginning of October. Lake County's positivity rate is at 10.9% and McHenry County's is at 17.8%. Lake County's positivity rate as well as hospital admissions has been increasing for the last ten days. Lake County has averaged over 500 new cases for the last seven days. We are definitely going in the wrong direction and the Health Department is really trying to get the public to wear and continue wearing masks, social distance, and stay at home if they really don't need to go out and risk exposure. Everything possible is being done at the Health Department facilities to ensure staff are not coming in with COVID-19, are wearing a mask when in a LCHD building, and are social distancing. Yesterday the LCHD infection control nurse conducted a training with the Health Department's contracted facilities*

*cleaning crew on how to appropriately clean.*

*--Yesterday Pfizer announced that it is close to having a vaccine and will be presenting their data to the FDA for emergency use authorization. After the FDA receives the data it will take them another 20 days to review any safety issues. Pfizer had over 44,000 individuals participate in the vaccine trials, half receiving a placebo, half receiving the actual vaccine. The vaccine is a two shot regiment and has been 90% effective. The flu vaccine, on average, is about 50% effective. Health Department teams are working hard on preparing for mass vaccination and receipt of a vaccine is anticipated just prior to January 2021. The vaccine would first go to healthcare workers, long-term care facilities, and those with underlying medical conditions or are at high risk for COVID-19, and then would move in to the general population as to who would be vaccinated next.*

*He then turned the floor over to Dr. Zun for an update on the reopening of the Respiratory Illness Clinic (RIC). Dr. Zun informed the Council that significantly greater numbers of patients with COVID or COVID-like illness are being seen in the FQHC's. Therefore, we will be reopening the RIC at the North Chicago clinic within the next week or two. Providers currently working at that location will be moved to the Grand Avenue clinic and the Belvidere Medical Building. Member Tarter stated that he recently read that IDPH is changing how it is counting cases and is now including probable cases along with confirmed cases and asked if that accounts for the increase being seen. Mark stated it is not, that the Health Department is not counting probable cases in it's statistics, it is only counting actual confirmed positive cases. If and when probable cases are reflected, it will be shown in the data separate from confirmed cases. Member Fornero noted that in today's News Sun there was an article that stated there are 32 businesses defying the Governor's mandate of no indoor dining and that a Health Department employee was referenced and asked how the Health Department is involved in the enforcement or recognition of businesses violating the Governor's mandate. Mark stated that the employee referenced was Director of Environmental Health Larry Mackey. The Environmental Health program regulates 3,000 food facilities across Lake County so our regulation crosses over municipal boundaries. Therefore, we are permitting those facilities and as a delegate agency of IDPH we're mandated to enforce the Governor's order. Unfortunately, law enforcement in the municipalities and in unincorporated Lake County are not enforcing those regulations, so that is why it is left to the Health Department to do so. Fortunately, out of those 3,000 businesses, less than 40 are violating the Governor's order at this time. Member Fornero asked how the enforcement is done. Mark explained that Environmental Health is citing those facilities that continue to provide indoor dining by issuing a ticket and then through a process known as administrative adjudication, they come before a hearing officer, and the hearing officer will determine what their fine will be. Mark added that staff have been absolutely phenomenal in all aspects of the Health Department and in responding to COVID-19. It certainly has changed our whole model of how we are providing care in the FQHC's with a lot of behavioral health being provided via telehealth and with how we are making sure conditions in our facilities lower the risk for people who need to visit us.*

## 6. Action items

### 6.1

Provider Credentialing and/or Privileging - Dr. Zun

*Dr. Les Zun, Medical Director, informed the Council that the credentialing and/or privileging information for the first four 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. Hanju Wang, Full Practice Authority APRN, was incorrectly listed under Provider Credentialing and/or Privileging and should be under Provider Reappointment.*

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

**Aye:** 8 - Vice Chair Fornero, Member Washington, Member Brown, Member Tarter, Member Bejster, Member Cunningham, Secretary Smith and Member Argueta

**Absent:** 2 - Chair Withem-Voss and Member Vargas

### 6.2

Provider Reappointments - Dr. Zun

*Dr. Les Zun, Medical Director, informed the Council that the reappointment information for the providers noted in the agenda packet, along with that of Hanju Wang, Full Practice Authority APRN, 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 Washington, that this item be approved. A roll call vote was taken, all in favor, motion carried.**

**Aye:** 8 - Vice Chair Fornero, Member Washington, Member Brown, Member Tarter, Member Bejster, Member Cunningham, Secretary Smith and Member Argueta

**Absent:** 2 - Chair Withem-Voss and Member Vargas

### 6.3

Fee Schedule Review for Lake County Health Department (all fees for clinical services) for Implementation in FY21 - Riley

**Attachments:** [Fee Rationale Grid](#)  
[FY21 Proposed Fees](#)

*Director of Finance Pam Riley reviewed the medical, dental, and behavioral health fees schedule as provided in the agenda packet. The same methodology of the 75th percentile of the Optum fee analyzer and an outside consultant were used to assist in this process. In summary, 26% of the fees would increase, 55% would remain the same, and 19% would decrease.*

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

**Aye:** 8 - Vice Chair Fornero, Member Washington, Member Brown, Member Tarter, Member Bejster, Member Cunningham, Secretary Smith and Member Argueta

**Absent:** 2 - Chair Withem-Voss and Member Vargas

#### 6.4

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

**Attachments:** [Title X Brochure Updates - October 2020](#)

*Director of Healthcare Operations Kim Burke reviewed the updated materials provided in the agenda packet. She reminded the Council that this item was on their October 13, 2020 agenda but was pulled due to concerns over not all of the FQHC sites being listed on the back of the brochures and also a recommendation to use more bias-free inclusive language. She pointed out to the Council that the title of the materials has been changed to reflect the current grant the Health Department is receiving through the IDPH Family Planning Program. All of the FQHC sites, with the exception of the Medication Assisted Treatment (MAT) site, have been added, and updates were completed to make them more bias-free and inclusive. Member Tarter stated that he appreciates the changes made to list all sites where services are available. Member Smith asked if the Spanish translation was done word-for-word to exactly match the English version because if that is the case, she did find discrepancies in the Spanish version. Kim asked Jerry Nordstrom, Director of Business Operations, if he knew how Communications handles the translation of documents. Jerry stated he would have to check, but he believes Health Department staff are used for that. Member Smith stated that if it is supposed to be an exact match with the English version, it is not. If the Spanish version is supposed to contain additional information for that specific population, that may explain the discrepancies, but she would like clarification. Mark asked Member Smith if in her review she noticed variation in message or variation in language. Member Smith stated that there is variation in both and cited some examples of where bias-free inclusive language changes have not been made and where general information and/or steps are not the same. Mark stated that the Spanish translation of the materials should definitely match the English version and that he will have Jerry work with Communications to ensure it does.*

**A motion was made by Member Brown, seconded by Member Tarter, that this item be postponed until the December 8, 2020 meeting in order for corrections to be made to the translation errors in the Spanish version of the materials. A roll call vote was taken, all in favor, motion carried.**

**Aye:** 8 - Vice Chair Fornero, Member Washington, Member Brown, Member Tarter, Member Bejster, Member Cunningham, Secretary Smith and Member Argueta

**Absent:** 2 - Chair Withem-Voss and Member Vargas

#### 6.5

Change in FQHC Hours of Operation - Burke

**Attachments:** [GC Agenda Item FQHC Hours 2020.11.10 -attachment](#)

*Kim Burke explained that Midlakes Health Center offers dental services every Saturday, so the hours have been updated to reflect that. Also, the two general medicine providers at North Shore Health Center will be switching to four 10-hour days which will extend weekday evening hours for appointment availability.*

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

**Aye:** 8 - Vice Chair Fornero, Member Washington, Member Brown, Member Tarter, Member Bejster, Member Cunningham, Secretary Smith and Member Argueta

**Absent:** 2 - Chair Withem-Voss and Member Vargas

## **7. Presentations**

*None*

## **8. Discussion Items**

### **8.1**

CQI Update - Hayes

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

*CQI Coordinator Christina Hayes updated the Council on what is being done across the FQHC's in regard to diabetes care. The data illustrates that patients who do not see their provider regularly have poor diabetes control and the patients that really need to be engaged in care are the ones that are harder to reach. In an effort to better engage diabetic patients in care, the Diabetes Work Group developed outreach guidelines that will be distributed to the care teams along with a script and a list of their patients due for an appointment. Nursing staff will be making the outreach calls with the goal of scheduling the patient to see their provider and assessing the patient's desire to receive outreach from a Health Department nutritionist. For those patients interested in nutrition services, their information will be given to nutrition staff who will reach out to discuss barriers, medication adherence, glucose monitoring, diet, exercise, and anything else that will help the patient better self manage their diabetes. For patients that refuse an appointment with their provider or outreach from nutrition services, the reason for those refusals will be recorded so that trends can be detected and addressed. Outreach calls will begin next week and the Diabetes Work Group will be following appointments made, acceptance/refusal of services, and the reasons for refusal. After the initial data is analyzed, next steps will be determined. We're aware that the resurgence of COVID-19 may affect some of this work but we're also mindful of the fact that people with diabetes are at higher risk for COVID-19.*

## **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 to the Psychiatry portion of the report that Dr. Daram Reddy is now the acting Behavioral Health Medical Director. Member Brown added that he was with a fellow client when they received an appointment reminder call through the new system and they both were impressed by it. Dr. Zun feels it is a valuable addition to the services the Health Department provides and will increase utilization of resources. Mark thanked Jefferson, Kim, and Dr. Zun for bringing Relatient forward as it was a lot of work to get the software up and running and stated he feels it will help ensure we are in contact with our patients.*

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

### **10.1**

Director of Finance's Report - Riley

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

*Director of Finance Pam Riley reviewed the highlights of her report as provided in the agenda packet. Member Fornero noted that on page four of the attachments he is seeing red ink for the first time. Pam explained that typically the budget is adjusted so that it balances, but that adjustment has not yet been done.*

## **11. Added to Agenda**

None

## **12. Old Business**

*Member Brown stated that he has previously brought up the question of the addition of designated parking for expectant mothers at Belvidere and other locations and asked if that is going to be done. Jerry Nordstrom stated that he can speak with Healthcare Operations on what they would like to do to allocate that and whether it is specific to the Belvidere or if they want to consider adding it to any of the other sites. Dr. Zun added that he would be happy to discuss where to best place that signage as a lot of prenatal care is done at Belvidere and at some of the other sites. Jerry added that part of the concern is regarding the potential to appreciate the needs of expectant mothers but also recognize the fact that we have other people coming with other potential physical limitations that might require that they have easier access so we just need to make sure we look at the access for handicapped or limited mobility people in general and make sure there is enough of that adjacent to the front door. Member Brown stated that Belvidere has handicapped parking within 5 feet of the main entrance but that he is specifically speaking to expectant mother parking as he doesn't like the fact that they are having to walk uphill from the far end of the parking lot. Mark confirmed that Member Brown has brought this matter up before and that a solution will be brought back to the December meeting. Mark added that at 3010 Grand patient/visitor parking has been designated by signage and blue striping on the parking spots nearest the main entrance so that staff and others are not parking in those spots and that that is something we are looking at doing at the other Health Department sites.*



*Member Fornero asked how the contact tracing is coming along with the increase in cases. Mark explained that the Health Department received a \$4.9M grant from IDPH, so over 114 members from communities most impacted by COVID-19 have been hired, and that an additional 30 individuals have been hired through the CDC Foundation as well as through a grant from Workforce Development. However, when 500 cases come in one day and each of those cases has ten contacts, that is very challenging and contact tracing staff are working very hard to keep up with it. The goal is to get in contact with the cases within 24-hours because we really want to make sure those cases are isolating and after that they would be calling close contacts of the case.*

*Member Smith asked if there was a timeline for the approval of the Family Planning Program Educational Materials and if we would get a red flag for not having them approved in time. Kim explained that it is an annual review and we are OK as long as they are approved at the Council's December meeting.*

**13. New Business**

*Board of Health President Tim Sashko stated that he wanted to bring to the Council's attention the annual process the Council has together with the Board of Health of evaluating the Executive Director's performance for the past year. As a reminder, there were 14 core competencies and 17 goals and objectives set forth for 2020. Within the next week he will be communicating with the Council's Chair, Vice Chair, and Secretary regarding that process to solicit feedback and will provide them with the documentation and recaps.*

**14. Executive Session**

*None*

**15. Adjournment**

**A motion was made by Member Cunningham, seconded by Member Washington, that this meeting be adjourned. Vice Chair Fornero adjourned the meeting at 6:17 p.m.**