

**COORDINATING COMMITTEE**  
**Will County Board of Health and**  
**Community Health Center Governing Council**

**MINUTES**

**June 8, 2007**

---

---

The Coordinating Committee held a meeting in the Environmental Health Conference Room at the Will County Health Department, 501 Ella Avenue, Joliet, IL, and was called to order at 7:40 a.m. by Ms. Lyndean Lenhoff Brick, Will County Board of Health.

**ROLL CALL - QUORUM PRESENT**

**BOARD OF HEALTH MEMBERS PRESENT**

John J. Hines, President, Will County Board of Health

John Galvan, Vice President, Will County Board of Health

Lyndean Brick, Will County Board of Health

**COMMUNITY HEALTH CENTER GOVERNING COUNCIL MEMBERS PRESENT**

Steve Davis, Chair, Will County Community Health Center, Governing Council

Steve Wilhelmi, Treasurer Will County Community Health Center, Governing Council

**MEMBERS ABSENT**

Mary Stokes, Member At Large, Will County Community Health Center, Governing Council

**STAFF PRESENT**

James E. Zelko, Executive Director, Will County Health Department

John Cicero, Assistant Executive Director, Will County Health Department

Sue Olenek, Program Coordinator, Human Resources, Will County Health Department

Rosanne Cizek, Executive Secretary, Will County Health Department

**OTHERS PRESENT**

Buz Koester, Will County State's Attorney's Office

Mary Tatro, Will County State's Attorney's Office

Mary Ann Deutsche, Member-At-Large, Will County Community Health Center, Governing Council

Dr. Joseph Karcavich, Will County Community Health Center, Governing Council

Rev. Lishers Mahone, Jr., Will County Community Health Center, Governing Council

**PLEDGE OF ALLEGIANCE (deferred)**

**COMMUNITY HEALTH CENTER MISSION STATEMENT (deferred)**

**NEW BUSINESS**

**BKD Report**

- The BKD Report, as presented to the Coordinating Committee in an information meeting on January 17, 2007, was discussed as the reason to reconvene the Coordinating Committee for the evaluation of the implementation of the Report as presented.

**EXECUTIVE SESSION TO DISCUSS LEGAL AND PERSONNEL MATTERS**

**Moved:** (Mr. Davis, second Mr. Galvan) To go into Executive Session for the purpose of discussing personnel and legal matters, specifically, the billing backlog and performance evaluation of Ms. Yolanda Shannon Albert, CEO, Community Health Center.

**Motion Carried.**

Roll call: Mr. Hines, "Aye", Ms. Brick, "Aye", Mr. Galvan, "Aye", Mr. Davis, "Aye", Mr. Wilhelmi, "Aye".

At the request of Ms. Brick, Chair a motion was made to have all members of the Governing Council and Board of Health here present at the Coordinating Committee invited to stay and participate in the Executive Session of the Coordinating Committee.

**Moved:** (Mr. Hines, second, Mr. Galvan) To have all Governing Council and Board of Health members not part of the Coordinating Committee stay for the Executive Session of the Coordinating Committee.

**Motion carried.**

At the conclusion of the Executive Session, the Regular meeting reconvened at 8:50 a.m. Roll Call: Roll call: Mr. Hines, "Aye", Ms. Brick, "Aye", Mr. Galvan, "Aye", Mr. Davis, "Aye", Mr. Wilhelmi, "Aye".

**Motion:** (Mr. Hines, second Mr. Davis) To do a warning letter to the CEO, Yolanda Shannon Albert, detailing the billing issue and management of business manager to include tasks and timelines for accomplishment within a thirty day period from the date of the letter; also, failure to comply with detailed items will lead to further disciplinary action, up to and including dismissal.

**Motion carried**

**COORDINATING COMMITTEE CONCERNS AND COMMENTS**

- Dr. Karcavich commented that there is a need to explore why the CHC is having a billing problem and others are not.

**Moved:** (Mr. Hines, Mr. Wilhelmi) To conclude the Coordinating Committee at 8:55 am.

**Motion Carried.**

