

**WILL COUNTY COMMUNITY HEALTH CENTER  
GOVERNING COUNCIL MINUTES  
February 1, 2006**

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The monthly meeting of the Will County Community Health Center Governing Council held at the Will County Health Department, 1106 Neal Avenue, Joliet, IL was called to order at 5:35 p.m., Ms. Terry Donald-Nixon, Chairperson presiding.

**ROLL CALL - Quorum Present**

**MEMBERS PRESENT**

Terry Donald-Nixon, Chairperson  
Steven Davis, Treasurer  
Brian Bruckner, M.D.  
Pedro Frausto  
Pastor Richard D. House (left meeting at 6:45 p.m.)  
Mary Stokes  
Steve Wilhelmi

**MEMBERS ABSENT**

Alma Martinez  
Frank Stewart  
Lettie Wheat

**WCCHC STAFF PRESENT**

Will Rodgers, Interim CEO  
Mary Coffey, Chief Operating Officer  
Dr. Daniel Gutierrez, Chief Medical Officer  
Lisa Carlson, Program Coordinator  
Jan Gerkitz, Program Coordinator  
Michelle Ronchetti, Program Coordinator

**OTHER COUNTY HEALTH DEPARTMENT STAFF PRESENT**

James E. Zelko, Executive Director  
John Cicero, Assistant Executive Director  
Dave Delrose, MH Counselor I and Chief Union Steward  
Joy Yasko, MH Intake Specialist, Union Secretary

**OTHERS PRESENT**

Mary Tatroe, Assistant State's Attorney  
Lyle "Buz" Koester, Assistant State's Attorney

**MISSION STATEMENT**

- Steve Davis read the Will County Community Health Center's Mission Statement.

**INTRODUCTIONS**

- Terry Donald-Nixon recognized the newly appointed Governing Council member, Mary Stokes.

**APPROVAL OF MINUTES**

**Moved:** (Mr. Davis, second Pastor House) To approve the regular meeting minutes of September 7, 2005, October 19, 2005 and November 2, 2005.

**Motion carried.**

**Moved:** (Mr. Davis, second Dr. Bruckner) To defer the approval of the December 7, 2005 and January 4, 2006 regular meeting minutes.

**Motion carried.**

**COMMITTEE REPORTS**

***Governance Nomination Committee***

- The Governance Committee will present two candidates, Phyllis Peterson and Jaynell Lawrence for Governing Council membership approval.

***CQI Report***

- CQI and QA reports were presented per Michelle Ronchetti as attached.
- Continuous Quality Improvement and Performance Measurement Plan (CQIPM) Binders were distributed to Governing Council members. CQIPM Philosophy, Indicators, Quality Assurance Reports, Ad Hoc CQI, Patient Satisfaction Surveys, and Diabetes Collaborative information contained in the binders will be updated at each monthly meeting.
- Discussion and comments followed the presentation of the February CQI/QA reports.

***Finance Committee***

- The Finance Committee did not meet.
- John Cicero reported on the Financial Statement as distributed, reviewing the schedule of revenues and expenditures for the month of January.

**EXECUTIVE REPORTS**

***Interim CEO***

- Will Rodgers distributed two newspaper articles, "Warm Hearts, Warm Blankets", printed January 18, 2006, *The Frankfort Station* and "Will County Health Department Dedicates New Clinic", printed January 26, 2006, *The Times Weekly*.
- Information from HRSA/Bureau of Primary Health Care, *Across the Board, "Team Building – What It Is and How do You Do It?"* was sent to Council members for their information.
- CHC is up-do-date on adjusting the sliding fee scale for poverty levels.
- Medicaid fees have gone up the normal index bump with the exception of behavioral health fees, which came down. Fees are adjusted based on the cost reports submitted. Fees will be adjusted according to the fiscal year of the State.
- Dr. Garg has negotiated a contract as Dental Director.
- Dr. Gutierrez has agreed to continue as Medical Director through the end of the contract year.

***Chief Operating Officer***

- Dr. Clarence Abella and Dr. Tunji Alausa have renewed their contracts with the Community Health Center.
- Dominick's Food Stores has donated \$10,000 for our continued work with breast cancer awareness.
- The Community Health Center is working with our Information Technology staff to create efficiencies we can build out of our Health-Pro systems.
- Mr. Jim Zelko reported that we are one of three health departments nationwide selected to be profiled by NACCHO, National Association of County and City Health Organizations, showing examples of collaboration within community health centers and involvement in emergency preparedness. The filming crew from NACCHO will be filming here on Wednesday, February 8.
- Illinois Primary has offered \$3,100 grant for prostate screening.

***Chief Medical Officer***

- Dr. Gutierrez reported on a record number of 1,114 obstetrical deliveries for 2005, with 101 deliveries in December.
- Primary health care for pediatrics and adult medicines has risen with the number of uninsured people rising. Discussion and comments followed on the growing needs for health centers to provide care for the uninsured.
- With the growing need for obstetrical services, CHC is considering the involvement of midwives.

## OLD BUSINESS

Ms. Donald-Nixon announced there were no old business issues to address at this meeting.

## NEW BUSINESS

### 1. *UDS Report 2005, Progress Report*

- The UDS Annual Report to the Federal government has been initiated and will be brought to the Council after its completion in late February.

### 2. *Election of Interim Officers – Motion*

- The Governance Committee nominated Pedro Frausto as Secretary and Steve Davis as Vice-Chair for the Governing Council. Ms. Donald-Nixon opened the floor for other nominations.

**Moved:** (Pastor House, second by Dr. Bruckner) To close nominations for the Secretary and Vice Chair of the Governing Council.

**Motion carried.**

**Moved:** To approve the nominations of Steve Davis as Vice Chair and Pedro Frausto as Secretary of the Governing Council.

**Motion carried.**

- Officers holding office will continue to serve until the annual meeting Ms. Donald-Nixon has agreed to serve as Chair of the Governing Council. It was agreed by all Council members the 2006 annual meeting will be held in May. At that time, the By-Laws will define a specific annual meeting date.

### 3. *By-Law Revisions – First Reading*

- By-Law Revisions were distributed as attached. Discussion followed on the suggested options for election of officers as presented.
- Governing Council members will review the first reading of the By-Law revisions for additions and/or changes at the next meeting of the Governing Council.
- The vacancy in the Treasurer position on the Governing Council was discussed as a need satisfy the federal requirements.

### 4. *Member Term Nominations – Motion*

- Procedures were not formally held to nominate and accept members to the current Governing Council. Alma Martinez, Pastor House, and Steve Wilhelmi were appointed by the County Executive. For the record, Mr. Rodgers asked the following members to be nominated and accepted: Terry Donald-Nixon, third and final term until a replacement is found, Steve Davis, re-nominated for a second term, Frank Stewart, third and final term, Dr. Bruckner, third and final term, Lettie Wheat, third and final term, and Pedro Frausto, second term.
- Future terms of membership on the Council will be defined in a revision of the By-Laws.

**Moved:** (Mr. Davis, second Mr. Wilhelmi) To ratify the third and final term of Terry Donald-Nixon, Frank Stewart, and Dr. Bruckner until such time as a suitable replacement is found.

**Roll Call was taken and motion carried.**

**Moved:** (Dr. Bruckner, second Mr. Frausto) To ratify the final term of Lettie Wheat expiring in the year 2007.

**Roll Call was taken and motion carried.**

**Moved:** (Dr. Bruckner, second Mr. Wilhelmi) To ratify the second term of Pedro Frausto until 2007, a month to be determined at a later date.

**Roll Call was taken and motion carried.**

**Moved:** (Mr. Wilhelmi, second Dr. Bruckner) To ratify the second term of Steve Davis until 2008, a month to be determined at a later date.

**Roll Call was taken and motion carried.**

**5. Nomination of New Members – Motion**

**Moved :**( Mr. Davis, second Dr. Bruckner) To approve the nomination of Phyllis Peterson and Jaynell Lawrence as a member of the Governing Council, effective March 1, 2006.

**Motion carried.**

**EXECUTIVE SESSION – PERSONNE/LEGAL**

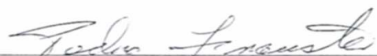
Ms. Donald-Nixon announced that members would not be meeting in Executive Session.

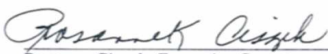
**COUNCIL MEMBERS' CONCERNS AND COMMENTS APPROVAL OF PERSONNEL STATUS**

- Steve Davis, after a visit to the Community Health Center, questioned the issue of volunteers being sent home. Ms. Mary Coffey responded that volunteers will be required to have a background check along with their application and reference checks. Volunteers will follow the same routine background check as employees. Students performing community service hours will bring a note from their respective schools. All volunteers will sign a statement of confidentiality and be given rules to follow while at the Community Health Center.

**ADJOURNMENT**

On a motion by Mr. Wilhelmi, second by Mr. Davis, the Regular Meeting adjourned at 7:05 p.m.

For:   
Pedro Frausto, Secretary  
Will County Community Health Center Governing Council

By:   
Rosanne Ciszek, Executive Secretary  
Will County Health Department

