

**WILL COUNTY COMMUNITY HEALTH CENTER
GOVERNING COUNCIL MINUTES
March 1, 2006
DISCUSSION SESSION**

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 5:45 p.m., Mr. Steve Davis, Vice Chair presiding.

ROLL CALL – Quorum not present (Quorum reached later in meeting)

MEMBERS PRESENT

Steven Davis, Vice-Chair
Steve Wilhelmi
Lettie Wheat (arrived 5:50 p.m.)
Alma Martinez
Geynell Lawrence

MEMBERS ABSENT

Terry Donald-Nixon, Chairperson
Frank Stewart
Brian Bruckner, M.D.
Pedro Frausto, Secretary
Pastor Richard D. House
Mary Stokes

WCCHC STAFF PRESENT

Will Rodgers, Interim CEO
Mary Coffey, Chief Operating Officer
Dr. Daniel Gutierrez, Chief Medical Officer
Lyyti Dudczyk, Program Coordinator
Michelle Ronchetti, Program Coordinator

OTHER COUNTY HEALTH DEPARTMENT STAFF PRESENT

James E. Zelko, Executive Director
John Cicero, Assistant Executive Director

OTHERS PRESENT

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

MISSION STATEMENT

- Ms. Alma Martinez read the Will County Community Health Center's Mission Statement.

INTRODUCTIONS

- Mr. Davis recognized the newly appointed Governing Council member, Geynell Lawrence.

COMMITTEE REPORTS

Governance Nomination Committee

- The Governance Committee met on February 15 and will present three candidates, Dr. Joseph Karcavish, Tirza Urizar and John Galvan for Governing Council membership approval.
- Mr. Davis announced that Ms. Phyllis Peterson resigned her membership on the Governing Council effective immediately due to an academic conflict in her schedule.

- Mr. Wilhelmi asked if Dr. Gutierrez was able to approach Silver Cross Hospital staff for participation on the Governance Council. Dr. Gutierrez responded that Ms. Billie Schimanski, Vice President of Quality Control at Silver Cross has agreed to be considered for membership on the Governing Council.

CQI Report

- Michelle Ronchetti reported on the Continuous Quality Improvement and Performance Measurement Plan (CQIPM), Quality Assurance (QA) and Diabetes Registry Summary reports as distributed.
- Discussion and comments followed the presentation of the CQI/QA reports.
- Ms. Ronchetti commented on the improved security in the Community Health Center.

Finance Committee

- The Finance Committee did not meet.
- John Cicero reported on the Financial Statement as distributed, reviewing the schedule of revenues and expenditures through the month of February.
- Discussion and comments followed the presentation of the Financial Report.

EXECUTIVE REPORTS

Interim CEO

- Will Rodgers reported that the Health Resources and Services Administration (HRSA) awarded the Notice of Grant Award for the project period of March 1, 2006 through February 28, 2011.
- The CEO recruitment process plan outline and recommendations will be presented to the Governing Council at the April meeting. The time-framed plan for the recruitment of a permanent CEO should be ready for submittal to HRSA by April 30, 2006. Hiring for the CEO should be accomplished by June 30, 2006.
- All nominations for Governing Council membership should be completed by May.
- Will Rodgers presented Dr. Sterling Baumwell as a candidate for obstetrical services. Dr. Baumwell will be recommended to the Board of Health at the March 15, 2006 meeting for his medical staff appointment.

Chief Operating Officer

- Mary Coffey reported that the Illinois Department of Human Services awarded an additional \$7,500 in FY2006 funds for the Family Planning Services program. This increases Program Family Planning Services from \$227,000. to \$ 234,500.
- Reach Out and Read Grant had an increase of 10% over last year. This increases our Scholastic prepaid account from \$3,969 to \$4,365. Books are given by a primary care provider in the exam room during well child visits and are available in both Spanish and English.
- Bar coding of supplies has been completed and will efficiently track present stock and enable supplies to be ordered through the Internet.
- Lyyti Dudczyk presented an update on the new LabDAQ, laboratory information system. This system interfaces with billing, hospital information systems, and electronic medical records systems, providing information between physicians, patients, and laboratories on a timely basis.
- Dr. Morris has extended her contract for services to the Community Health Center.
- The new policy for Synagis was distributed and discussed on an informational basis. The policy is to establish guidelines for administration of Synagis for patients who receive Synagis on site in WCCHC. The policy will be presented for approval in April.

With the arrival of Ms. Terry Donald-Nixon, the Governing Council Discussion Session concluded, roll call was taken, and the Governing Council proceeded with a quorum present.

**WILL COUNTY COMMUNITY HEALTH CENTER
GOVERNING COUNCIL MINUTES - Continued
March 1, 2006**

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 6:40p.m., Mr. Steve Davis, Vice Chair presiding.

ROLL CALL - Quorum Present

MEMBERS PRESENT

Terry Donald-Nixon, Chairperson (arrived 6:35 p.m.)
Steven Davis, Vice-Chair
Steve Wilhelmi (left 7:10 p.m.)
Lettie Wheat (arrived 5:50 p.m.)
Alma Martinez (left 7:10 p.m.)
Geynell Lawrence

MEMBERS ABSENT

Frank Stewart
Brian Bruckner, M.D.
Pedro Frausto, Secretary
Pastor Richard D. House
Mary Stokes

WCCHC STAFF PRESENT

Will Rodgers, Interim CEO
Mary Coffey, Chief Operating Officer
Dr. Daniel Gutierrez, Chief Medical Officer
Lyyti Dudczyk, Program Coordinator
Michelle Ronchetti, Program Coordinator

OTHER COUNTY HEALTH DEPARTMENT STAFF PRESENT

James E. Zelko, Executive Director
John Cicero, Assistant Executive Director

OTHERS PRESENT

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

APPROVAL OF MINUTES

Moved: (Ms. Donald-Nixon, second Ms. Wheat) To approve the regular meeting minutes of December 7, 2005, January 4, 2006, and February 1, 2006.

Motion carried.

EXECUTIVE REPORTS (continued)

Chief Medical Officer

- Dr. Gutierrez reported that everyone is very busy and all is going well.

OLD BUSINESS

UDS Report 2005, Progress Report

- The 2005 UDS Annual Report and Revised 2003-2004UDS Reports have been submitted and a comparative report will be brought to the next Governing Council meeting.

Second Reading of By-Law Revisions

Moved :(Mr. Wilhelmi, second Ms. Donald-Nixon) To open discussion and bring the By-Law revisions to the Governing Council for approval.

Roll Call of all present Council members was taken: Ms. Donald-Nixon, “aye”, Mr. Davis, “aye”, Ms. Wheat “aye”, Mr. Wilhelmi, “aye”, Ms. Martinez “aye”, Ms. Lawrence “aye”.

Motion carried.

Ms. Mary Tatroe presented the proposed amendments to the Governing Council for approval.

Moved: (Mr. Wilhelmi, second Ms. Donald-Nixon) to change the wording of ‘chairman’ to ‘chair’, and “vice-chairman” to “vice chair” throughout the By-Laws and to change “The officers of the Council shall be Chairman, Vice-Chairman and Secretary.” To “The officers of the Council shall be Chair, Vice-Chair, Secretary, and Treasurer.”

Roll Call of all present Council members was taken: Ms. Donald-Nixon, “aye”, Mr. Davis, “aye”, Ms. Wheat “aye”, Mr. Wilhelmi, “aye”, Ms. Martinez “aye”, Ms. Lawrence “aye”.

Motion carried.

Moved: (Ms. Donald-Nixon, second Ms. Martinez) To change “A vacancy of any office because of resignation, removal or other reason, may be filled for the unexpired portion of the term at any meeting of the Council.” To “A vacancy in the offices of Vice-Chair, Secretary and/or Treasurer of the Council, occurring within the first 9 months of the term, because of resignation, removal or other reason, may be filled for the unexpired portion of the term by a vote of the majority of a quorum at a regularly scheduled meeting of the Council. A vacancy in the offices of Vice-chair, Secretary and/or Treasurer of the Council, occurring within the last 3 months of the term, because of resignation, removal or other reason, may be filled for the unexpired portion of the term by appointment of the Chair. A vacancy in the office of Chair may be filled for the unexpired portion of the term by a vote of the majority of a quorum at a regularly scheduled meeting of the Council. If the unexpired portion of the term being filled is for less than 6 months than the newly elected or appointed officer may serve for a maximum of an additional two full consecutive terms. If the unexpired term is for more than 6 months, the newly elected officer may serve for only one additional full consecutive term.”

Roll Call of all present Council members was taken: Ms. Donald-Nixon, “aye”, Mr. Davis, “aye”, Ms. Wheat “aye”, Mr. Wilhelmi, “aye”, Ms. Martinez “aye”, Ms. Lawrence “aye”.

Motion carried.

Moved: (Mr. Wilhelmi, second Ms. Donald-Nixon). To change “The Chairman shall be elected from the Council and shall preside at all meetings of the Council. The Chairman shall be kept advised of the affairs of the Center and insure that all directives and policies are carried into effect. The Chairman shall have the usual powers, duties, and authority commonly vested in the office of Chairman and shall perform other duties as may be assigned by the Council.” To read, “The Chair shall be elected from a majority of the quorum of the Council at a regularly scheduled meeting and shall (1) preside at all meetings of the Council; (2) regularly confer with the Executive Staff of the Community Health Center and monitor the implementation of policies and procedures adopted by the Council; and (3) review and execute all funding grant applications upon final approval of the Governing Council. The Chair or other designated officer may sign any document or instrument requiring the signature of an officer of the Governing Council which is necessary and incident to the purposes of the Governing Council, except where the

signing of such document or instrument is expressly delegated to some other officer or official by the Cooperative Agreement between the Will County Health Department and the Will County Community Health Center Governing Council or as otherwise required by law. In addition, the Chair shall have the usual powers, duties and authority commonly vested in the office of Chair and shall perform other duties as may be authorized by the Council.”

Roll Call of all present Council members was taken: Ms. Donald-Nixon, “aye”, Mr. Davis, “aye”, Ms. Wheat “aye”, Mr. Wilhelmi, “aye”, Ms. Martinez “aye”, Ms. Lawrence “aye”.

Motion carried.

Moved: (Ms. Wheat, second Mr. Wilhelmi) To change “The Vice-Chairman shall perform the duties of the Chairman in the absence of the Chairman and shall perform such other duties as from time to time may be assigned by the Council.” To read “The Vice-chair shall assist the Chair in the discharge of his/her duties as the Chair may direct and shall perform such other duties as from time to time may be assigned to him/her by the Chair or by the Council. In the absence of the Chair or in the event of his/her inability or refusal to act, the vice-chair shall perform the duties of the Chair and when so acting, shall have all the powers of and be subject to all the restrictions upon the Chair.”

Roll Call of all present Council members was taken: Ms. Donald-Nixon, “abstain”, Mr. Davis, “aye”, Ms. Wheat “aye”, Mr. Wilhelmi, “aye”, Ms. Martinez “aye”, Ms. Lawrence “aye”.

Motion carried.

Moved: (Ms. Martinez, second Ms. Wheat) To amend the Secretary position to read “be responsible for” rather than “keep the register” in the description of the proposed description of the Secretary position, and thus change “The Secretary shall keep the minutes of all meetings of the Council and the Executive Committee, if one is appointed. The Secretary shall give notices of all meetings of the Council in accordance with the provisions of these By-Laws or as required by statute or resolution. The Secretary shall perform other duties as assigned by the Council. To read, “The secretary shall be responsible for the minutes of the meetings of the Council in one or more books provided for that purpose; see that all notices are duly given in accordance with the provisions of these bylaws or as required by law; *be responsible for* the post office address of each member which shall be furnished to the secretary by such member; and perform all duties incident to the office of secretary and such other duties as from time to time may be assigned to him/her by the Chair or the Council. In the absence of the Chair and the Vice-chair or in the event of his/her/their inability or refusal to act, the secretary shall perform the duties of the Chair and when so acting, shall have all the powers of and be subject to all the restrictions upon the Chair.”

Roll Call of all present Council members was taken: Ms. Donald-Nixon, “abstain”, Mr. Davis, “aye”, Ms. Wheat “aye”, Mr. Wilhelmi, “aye”, Ms. Martinez “aye”, Ms. Lawrence “aye”.

Moved: (Mr. Wilhelmi, second Ms. Wheat) To add the Treasurer position to read “The treasurer shall work with the Will County Board of Health and the Will County Health Department staff to insure that the affairs of the Will County Community Health Center are carried out in a proper fiduciary manner. The Treasurer shall perform all the duties incident to the office of treasurer and such other duties as from time to time may be assigned to him/her by the Chair or by the Council. In the absence of the Chair, the Vice-chair and the Secretary or in the event of his/her/their inability or refusal to act, the Treasurer shall perform the duties of the Chair and when so acting, shall have all the powers of and be subject to all the restrictions upon the Chair.”

Roll Call of all present Council members was taken: Ms. Donald-Nixon, “abstain”, Mr. Davis, “aye”, Ms. Wheat “aye”, Mr. Wilhelmi, “aye”, Ms. Martinez “aye”, Ms. Lawrence “aye”.

NEW BUSINESS

Nomination of New Members

Moved :(Mr. Wilhelmi, second Ms. Martinez) To approve the nomination of Dr. Joseph Karcavish as member of the Governing Council, effective April 1, 2006.

Roll Call of all present Council members was taken: Ms. Donald-Nixon, “aye”, Mr. Davis, “aye”, Ms. Wheat “aye”, Mr. Wilhelmi, “aye”, Ms. Martinez “aye”, Ms. Lawrence “aye”.

Motion carried.

Moved :(Mr. Wilhelmi, second Ms. Martinez) To approve the nomination of John Galvan as member of the Governing Council, effective April 1, 2006.

Roll Call of all present Council members was taken: Ms. Donald-Nixon, “abstained”, Mr. Davis, “aye”, Ms. Wheat “aye”, Mr. Wilhelmi, “aye”, Ms. Martinez “aye”, Ms. Lawrence “aye”.

Motion carried.

Moved :(Ms. Wheat, second Ms. .Donald-Nixon) To approve the nomination of Tirza Urizar as member of the Governing Council, effective April 1, 2006.

Roll Call of all present Council members was taken: Ms. Donald-Nixon, “aye”, Mr. Davis, “aye”, Ms. Wheat “aye”, Mr. Wilhelmi, “aye”, Ms. Martinez “aye”, Ms. Lawrence “aye”.

Motion carried.

Will Rodgers introduced the motion to present Dr. Sterling Baumwell, candidate for obstetrical services, to the Board of Health on March 15, 2006 for medical staff appointment.

Moved: (Mr. Wilhelmi, second Ms. Donald-Nixon) To recommend Dr. Sterling Baumwell to the Board of Health as a provider for obstetrical services in the Community Health Center.

Motion carried.

EXECUTIVE SESSION – PERSONNE/LEGAL

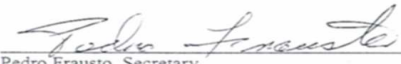
Mr. Davis announced that members would not be meeting in Executive Session.

COUNCIL MEMBERS’ CONCERNS AND COMMENTS APPROVAL OF PERSONNEL STATUS

- Mary Coffey reported that volunteer background checks have been completed and volunteers will be returning to the Community Health Center.
- Mr. Davis thanked everyone for their involvement in obtaining the Five-Year Grant Award for Health Center Cluster from the Health Resources and Services Administration (HRSA).

ADJOURNMENT

On a motion by Ms. Donald-Nixon, second by Ms. Wheat, the Regular Meeting adjourned at 7:15 p.m.

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

By: 
Rosanne Ciszek, Executive Secretary
Will County Health Department