

**WILL COUNTY COMMUNITY HEALTH CENTER
GOVERNING COUNCIL MINUTES**

April 5, 2006

The monthly meeting of the Will County Community Health Center Governing Council, held at the Will County Community Health Center, 1106 Neal Avenue, Joliet, IL was called to order at 5:40 p.m. by Steve Davis, Vice Chair in the absence of Ms. Terry Donald-Nixon, Chair.

ROLL CALL - Quorum Present

MEMBERS PRESENT

Steven Davis, Vice Chair (left meeting at 6:45 p.m.)

Pedro Frausto, Secretary

Brian Bruckner, M.D

Joseph Karcavich, M.D

John Galvan

Pastor Richard D. House (left meeting at 6:45 p.m.)

Geynell Lawrence

Alma Martinez

Mary Stokes

Steve Wilhelmi

Tirza Urizar

MEMBERS ABSENT

Terry Donald-Nixon, Chair

Frank Stewart

Lettie Wheat

WCCHC STAFF PRESENT

Will Rodgers, Interim CEO

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

OTHERS PRESENT

Mary Tatroe, Assistant State's Attorney

MISSION STATEMENT

- Pedro Frausto read the Will County Community Health Center's Mission Statement.

INTRODUCTIONS

- Steve Davis recognized the newly appointed Governing Council members, John Galvan, Dr. Joseph Karcavich, and Tirza Urizar.

APPROVAL OF MINUTES

Moved: (Mr. Wilhelmi, second Ms. Martinez) to approve the regular meeting minutes of March 1, 2006.

Motion carried with John Galvan, abstaining.

COMMITTEE REPORTS

Governance Nomination Committee

- The Governance Committee interviewed Billie Schimanski, V.P. Medical Affairs Services and Quality at Silver Cross Hospital, for Governing Council membership.
- Interviews have been set up for May 3, 2006 with three other candidates, Mary Ann Deutsche, Will County Commissioner; Sr. Rosemary Huzl, Center for Correctional Concerns at the Will County Adult Detention Facility; and Janice Walker (Patient Representative).
- The Committee also recommended that the slate of officers be added to next month's agenda. Council members interested in serving in a position should call Will Rodgers.

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 the three new 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.
- The Blue Cross/Blue Shield Chart Auditor, who came in March, gave the Health Center a favorable score.
- Discussion and comments followed the presentation of the April 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 February.

At 6:45 p.m. Steve Davis and Pastor Richard House were excused from the meeting.

Mr. Frausto took over as presiding officer. Quorum still present.

EXECUTIVE REPORTS

Interim CEO

- Will Rodgers distributed an email from Brenda Wise, Public Health Analyst, HRSA/BPHC/DHCM/NOB. The email was a reminder of a Special Condition to our Grant, that a time-framed plan for recruitment of a CEO be submitted by April 30, 2006 and the hiring accomplished by June 30, 2006.
- The Governing Council Manual has been revised and copies are available for members.
- Mr. Rodgers also distributed Governing Council Membership Profiles to be filled out by those members who have not filled one out in the past year.

Chief Operating Officer

- No report as Mary Coffey attended the 2006 NACHC Policy and Issues Forum in Washington, D.C. last week and is at the IPHCA's Forum on Community Health Issues in Springfield this week.

Chief Medical Officer

Clinical Recruitment Report

- In Dr. Gutierrez's absence, Will Rodgers reported that we need to develop a recruitment plan for the physician staffing that assures timely replacement of physicians that leave due to retirement or are planning to relocate. This needs to be reviewed by staff.

OLD BUSINESS

1. UDS Report

- The numbers on the UDS Report show a three year comparison of the report. The Federal Government will take the new 2005 data and the revised 2003 and 2004 data and give us a comparison report with other community health centers.

2. Recruitment of CEO

- Will Rodgers distributed the "Process Outline for Selection of CEO." The Governing Council needs to decide who will be appointed as the search committee for this process.
- Pedro Frausto, Acting Chair, with the concurrence of the Governing Council, assigned the Executive Committee to act as the Search Committee for a new CEO.

NEW BUSINESS

1. Nomination of New Members – Motion

- The Governance Committee nominated Billie Schimanski for membership on the Governing Council.
- **Moved:** (Mr. Wilhelmi, second by Ms. Martinez) to approve Ms. Schimanski for membership on the Governing Council.

Motion carried.

2. Nomination of Officers

- Any Governing Council member interested in serving as an officer can contact Will Rodgers before May 3.

3. Naming Opportunity

- Mr. Rodgers reported that we have an opportunity to name the Will County Community Health Center's two meeting rooms. The names suggested are "John Racich Room" and the "Robert J. Kramer Room" as these two individuals gave significant contributions to making the Health Center a reality. Discussion ensued and the decision was made to share the opportunity with the Board of Health and get their input before taking action.

4. School Health Physical Fee - Motion

- Mr. Rodgers referred to the handout for school physicals. The Health Center is holding the line on last year's fee structure for school physicals. Discussion ensued.
- **Moved.** (Mr. Wilhelmi, second by Ms. Martinez) to approve the \$35.00 fee for 2006 school physicals.
- **Motion carried.**

5. Tdap Vaccine Policy - Motion

- Policy #04-00-02 for Immunizations was updated to include the Tdap vaccine that was just approved by the Illinois Department of Health. Discussion ensued.
- **Moved.** (Mr. Galvan, second by Mr. Wilhelmi) to approve the motion as presented.
- **Motion carried.**

6. Lab Hours

- New Lab Hours for the Health Center went into effect on April 3, 2006 to facilitate the proper time needed to prepare specimens for testing. Discussion ensued.

7. Cook Books

- The Health Center staff put together a cook book to raise money to help with the building. A small number were sold and 140 cook books remain at a cost of \$10.00 each. Mr. Rodgers asked the Governing Council members if they would take at least one cook book each and try to sell more.

8. Consent Agendas

- Mr. Rodgers explained the possible use of a Consent Agenda (as listed in Robert's Rules of Order) to facilitate faster movement of new business topics at the Governing Council Meetings. The Consent Agenda would be distributed prior to the meeting and would contain a list of topics, including those requiring a motion. Steve Davis will provide more information on this type of agenda at next month's meeting.

EXECUTIVE SESSION – PERSONNEL/LEGAL

A motion was made by Mr. Wilhelmi, and seconded by Mr. Galvan to go into Executive Session to discuss items relating to pending litigation. All members voted "Aye." Motion carried. Mr. Frausto, presiding Officer, declared an Executive Session at 7:05 p.m.

OPEN SESSION

A motion was made by Mr. Wilhelmi, and seconded by Ms. Lawrence, to come out of Executive Session and return to Open Session at 7:10 p.m. Motion carried.


COUNCIL MEMBERS' CONCERNS AND COMMENTS

Dr. Bruckner, whose term expired in March, was recognized and thanked for his 10 years of service as a Governing Council member.

ADJOURNMENT

On a motion by Dr. Bruckner, second by Mr. Wilhelmi, the Regular Meeting adjourned at 7:15 p.m.


Will County Community Health Center Governing Council


Laurie Simmons, Executive Assistant