

**WILL COUNTY COMMUNITY HEALTH CENTER
GOVERNING COUNCIL MINUTES
May 3, 2006**

The monthly meeting of the Will County Community Health Center Governing Council was held at the Will County Health Department, 501 Ella Avenue, Joliet, IL and was called to order at 5:40 p.m. by Steve Davis, Vice Chair.

ROLL CALL - Quorum Present

MEMBERS PRESENT

Steven Davis, Vice Chair
Pedro Frausto, Secretary
Joseph Karcavich, M.D
John Galvan
Geynell Lawrence
Alma Martinez
Billie Schimanski
Mary Stokes
Steve Wilhelmi
Tirza Urizar

MEMBERS ABSENT

Pastor Richard D. House
Frank Stewart
Lettie Wheat

WCCHC STAFF PRESENT

Will Rodgers, Interim CEO
Jan Gerkitz, Program Coordinator
Michelle Ronchetti, Program Coordinator
Lyyti Dudczyk, Program Coordinator
Connie Montemayor, Dental Manager
Dr. Joyce Albi, OB/GYN

OTHER COUNTY HEALTH DEPARTMENT STAFF PRESENT

James E. Zelko, Executive Director
Dave Delrose, MH Counselor I and Chief Union Steward

OTHERS PRESENT

Mary Tatroe, Assistant State's Attorney

MISSION STATEMENT

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

INTRODUCTIONS

- Steve Davis recognized the newly appointed Governing Council member: Ms. Billie Schimanski
- Will Rodgers introduced Jennifer Fielding and Rebekah Wallace from BKD, LLP Consultants. They are at the Health Center for three days assessing the operations and revenue cycle. A draft of their written report with recommendations will be sent to Jim Zelko in 4-6 weeks.

APPROVAL OF MINUTES

Moved: (Mr. Galvan, second Mr. Frausto) to approve the regular meeting minutes of April 5, 2006.

Motion carried.

COMMITTEE REPORTS

Governance Nomination Committee

- The Governance Committee interviewed three candidates: Ms. Mary Ann Deutsche, Will County Commissioner for Crete; Ms. Janice Walker, a Cosmotologist and patient representative; and Sr. Rosemary Huzl, Center for Correctional Concerns at the Will County Adult Detention Facility, for Governing Council membership.
- The Committee recommended the nomination of these three candidates as members of the Governing Council.
- The Committee also recommended the following slate of officers: Chair – Steve Davis, Vice Chair – Alma Martinez, Secretary – Mary Stokes, Treasurer – Steve Wilhelmi.

CQI Report

- CQI and QA reports were presented per Michelle Ronchetti as attached. She also distributed copies of a dental provider audit.
- Discussion and comments followed the presentation of the April CQI/QA reports.
- Mary Coffey distributed copies of benchmarking data from the Bureau of Primary Health Care as related to patient satisfaction surveys. The Health Center Managers and employee committees are working collectively on the patient flow process. Presently, the managers are collecting data and reviewing best practice research in order to develop a data driven approach to the improvement process. Data on the percentages of no shows will be presented at a later date.

Coordinating Committee

- The Coordinating Committees of the Health Center and the Health Department met jointly on April 25 for the purpose of reviewing the language of the Cooperative Agreement in regard to selection, discipline and dismissal of the Health Center CEO and financial and budget process responsibilities in regard to revenues, expenses and deficits. Steve Davis distributed a graph showing the overlapping areas of the two entities. Another joint meeting will be held on May 23.

Finance Committee

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

EXECUTIVE REPORTS

Interim CEO

- Will Rodgers provided an update of the search for a CEO for the Health Center. Thirty resumes have been narrowed down to six candidates. Personal interviews are next. The Search Committee is the Executive Committee, Jim Zelko, Sue Olenek, Will Rodgers, Dr. Daniel Gutierrez and at least one member of the BOH.
- Mr. Rodgers also distributed a handout entitled "Health Centers Struggle to Recruit Clinicians." In the next couple of years several physician positions will need to be filled as some physicians retire and others complete their required stay at the Health Center. A recruitment and retention plan should be developed.
- Mr. Rodgers reported that the Governing Council needs to hold a special Governing meeting to approve the credentialing of Dr. Bashar Alzein, a new family practitioner, who will be working part time at the Health Center. Dr. Alzein is establishing a local practice and is obtaining privileges at Silver Cross Hospital.

Chief Operating Officer

- Mary Coffey reported that the Medical Center interviewed four applicants for the three open RN positions and made offers to three of the candidates. Two internal candidates have applied for the vacancy in Medical Records, made available when Connie Montemayor went to Dental as Manager.
- Ms. Coffey also talked about the All Kids Program in Illinois and that all children must have a primary healthcare provider. She will be attending a program on this issue on May 24 in Chicago.
- Ms. Coffey reported that the Health Center was notified today that the State of Illinois will no longer provide free MMR (measles, mumps, rubella) vaccine to the Health Center. Discussion ensued.
- Next week is National Nurse's Week and activities are planned for each day at the Medical Center

- Several pending legislative issues affecting the Health Center were discussed.

Chief Medical Officer

- Dr. Daniel Gutierrez reported that on May 17 a meeting will be held at the Medical center with Dr. Castro, the Chief of Staff at Silver Cross Hospital, to discuss specialty care for our patients.
- Dr. Gutierrez also advised that at the next meeting he will provide information in regard to modifying our model to include more nurse practitioners or midwives.

OLD BUSINESS

1. Recruitment of CEO

- Mr. Rodgers discussed this topic under the Interim CEO Executive Report.

NEW BUSINESS

1. Nomination of New Members – Motion

- The Governance Committee nominated Ms. Janice Walker for membership on the Governing Council.
Moved: (Ms. Schimanski, second by Mr. Wilhelmi) to approve Ms. Walker for membership on the Governing Council.
Roll call of all present Council members was taken: Voting “aye!” (Mr. Davis, Mr. Frausto, Dr. Karcavich, Mr. Galvan, Ms. Lawrence, Ms. Martinez, Ms. Schimanski, Ms. Stokes, Mr. Wilhelmi, Ms. Urizar).
Motion carried: 10 aye, 0 nay.
- The Governance Committee nominated Ms. Mary Ann Deutsche for membership on the Governing Council.
Moved: (Mr. Wilhelmi, second by Ms. Martinez) to approve Ms. Deutsche for membership on the Governing Council.
Roll call of all present Council members was taken: Voting “aye!” (Mr. Davis, Mr. Frausto, Dr. Karcavich, Mr. Galvan, Ms. Lawrence, Ms. Martinez, Ms. Schimanski, Ms. Stokes, Mr. Wilhelmi, Ms. Urizar).
Motion carried: 10 aye, 0 nay.
- The Governance Committee nominated Sr. Rosemary Huzl for membership on the Governing Council.
Moved: (Ms. Martinez, second by Ms. Schimanski) to approve Sr. Rosemary for membership on the Governing Council.
Roll call of all present Council members was taken: Voting “aye!” (Mr. Davis, Mr. Frausto, Dr. Karcavich, Mr. Galvan, Ms. Lawrence, Ms. Martinez, Ms. Schimanski, Ms. Stokes, Mr. Wilhelmi, Ms. Urizar).
Motion carried: 10 aye, 0 nay.

2. Nomination of Officers

- Mary Tatroe clarified that the PINs requires that 50% of the quorum of a Governing Council committee cannot be appointed by outside committee. Three members of the Governing Council (Mr. Wilhelmi, Ms. Martinez, and Rev. House) were appointed by the Will County Executive Director. An at large member can be added to the Executive Committee to meet this requirement.

Moved: (Mr. Galvan, second by Mr. Davis) to accept the slate of nominations. Chair – Steve Davis, Vice Chair – Alma Martinez, Secretary – Mary Stokes, Treasurer – Steve Wilhelmi.
Moved: (Mr. Galvan, second by Dr. Davis) to amend the motion to open nominations to the floor.
Motion carried. Discussion.

Moved: (Mr. Wilhelmi, second by Ms. Schimanski) to nominate Steve Davis as Chair.
Motion carried.

Moved: (Mr. Wilhelmi, second by Ms. Schimanski) having no other nominations to close the nominations for Chair and accept the nomination of Steve Davis as Chair.

Roll call of all present Council members was taken: Voting “aye!” (Mr. Davis, Mr. Frausto, Dr. Karcavich, Mr. Galvan, Ms. Lawrence, Ms. Martinez, Ms. Schimanski, Ms. Stokes, Mr. Wilhelmi, Ms. Urizar).

Motion carried: 10 aye, 0 nay.

Moved: (Mr. Wilhelmi, second by Mr. Galvan) to nominate Alma Martinez as Vice Chair.

Motion carried.

Moved: (Ms. Schimanski, second by Mr. Wilhelmi) to close the nominations for Chair and accept the nomination of Alma Martinez as Vice Chair.

Roll call of all present Council members was taken: Voting “aye!” (Mr. Davis, Mr. Frausto, Dr. Karcavich, Mr. Galvan, Ms. Lawrence, Ms. Martinez, Ms. Schimanski, Ms. Stokes, Mr. Wilhelmi, Ms. Urizar).

Motion carried: 10 aye, 0 nay.

Moved: (Ms. Martinez, second by Ms. Schimanski) to nominate Steve Wilhelmi as Treasurer.

Motion carried.

Moved: (Ms. Schimanski, second by Mr. Galvan) to close the nominations for Treasurer and accept the nomination of Steve Wilhelmi as Treasurer.

Roll call of all present Council members was taken: Voting “aye!” (Mr. Davis, Mr. Frausto, Dr. Karcavich, Mr. Galvan, Ms. Lawrence, Ms. Martinez, Ms. Schimanski, Ms. Stokes, Mr. Wilhelmi, Ms. Urizar).

Motion carried: 10 aye, 0 nay.

Mary Stokes declined the nomination for Secretary.

Moved: (Mr. Davis, second by Ms. Schimanski) to nominate Pedro Frausto as Secretary.

Motion carried.

Moved: (Ms. Schimanski, second by Mr. Wilhelmi) to close the nominations for Secretary and accept the nomination of Pedro Frausto as Secretary.

Roll call of all present Council members was taken: Voting “aye!” (Mr. Davis, Mr. Frausto, Dr. Karcavich, Mr. Galvan, Ms. Lawrence, Ms. Martinez, Ms. Schimanski, Ms. Stokes, Mr. Wilhelmi, Ms. Urizar).

Motion carried: 10 aye, 0 nay.

Moved: (Mr. Galvan, second by Ms. Schimanski) to add a member at large to the Executive Committee. **Roll call of all present Council members was taken:** Voting “aye!” (Mr. Davis, Mr. Frausto, Dr. Karcavich, Mr. Galvan, Ms. Lawrence, Ms. Martinez, Ms. Schimanski, Ms. Stokes, Mr. Wilhelmi, Ms. Urizar).

Motion carried: 10 aye, 0 nay.

Moved: (Ms. Schimanski, second by Mr. Frausto) to ratify the appointment of Mary Stokes as the member at large to the Executive Committee.

Roll call of all present Council members was taken: Voting “aye!” (Mr. Davis, Mr. Frausto, Dr. Karcavich, Mr. Galvan, Ms. Lawrence, Ms. Martinez, Ms. Schimanski, Ms. Stokes, Mr. Wilhelmi, Ms. Urizar).

Motion carried: 10 aye, 0 nay.

3. Appointment of Committees - Motion

- Mr. Davis gave a brief overview of the duties of the Committees to the Governing Council. No motion was made. Any Governing Council member having an interest in becoming a member of a committee can contact Laurie Simmons before next month’s meeting, when committee appointments will be finalized.

4. Open House

- Mr. Rodgers referred to the Health Center Dedication Ceremony, which was held for local dignitaries. A public open house will be held the afternoon of June 24, which is the Health Center Staff Day.

5. Policies – First Reading

- A new Policy #00-00-92 for Dress Code/Personal Appearance was written to meet OSHA requirements and the Center for Disease Control recommendations. Discussion ensued. Consensus was to clarify the language and add additional language regarding piercing and hair color. Ms. Schimanski will provide the language of the Silver Cross Hospital policy on dress code to Ms. Coffey and a revised policy will be brought to next month's meeting.
- Policy #01-00-42 for Genetic Probe Specimens was updated under C1 "Labeling." Discussion ensued.
- Ms. Coffey reminded the Governing Council that all policies and procedures written in the Health Center need Governing Council approval. First month is the reading and second month the vote.

6. Past Council Member Recognition

- Will Rodgers showed the certificate that will be framed and presented to past members of the Governing Council in appreciation of their time and effort.

EXECUTIVE SESSION – PERSONNEL/LEGAL

No items under this topic.

COUNCIL MEMBERS' CONCERNS AND COMMENTS

Mr. Davis extended the thoughts and prayers of the Governing Council to Nancy Pekelder, an employee of the Health Center Lab, and her family upon the loss of her son this past week in a tragic accident.


ADJOURNMENT

On a motion by Ms. Martinez, second by Ms. Lawrence, the regular meeting adjourned at 7:50 p.m.

For:


Will County Community Health Center Governing Council

By:


Laurie Simmons, Executive Assistant
Will County Community Health Center
Will County Community Health Center