

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

**June 7, 2006**

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The monthly meeting of the Will County Community Health Center Governing Council was held at the Will County Community Health Center, 1106 Neal Avenue, Joliet, IL and was called to order at 5:50 p.m. by Alma Martinez, Vice Chair, in the absence of Steve Davis, Chair.

**ROLL CALL - Quorum Not Present** (Steve Davis was delayed)

**MEMBERS PRESENT**

Steven Davis, Chair (arrived 6:10 p.m.)

Joseph Karcavich, M.D

John Galvan

Mary Ann Deutsche

Alma Martinez, Vice Chair

Mary Stokes

Steve Wilhelmi, Treasurer

Sr. Rosemary Huzl

**MEMBERS ABSENT**

Pedro Frausto, Secretary

Geynell Lawrence

Pastor Richard D. House

Billie Schimanski

Lettie Wheat

Tirza Urizar

**WCCHC STAFF PRESENT**

Will Rodgers, Interim CEO

Mary Coffey, COO

Jan Gerkitz, Program Coordinator

Michelle Ronchetti, Program Coordinator

Lisa Carlson, Immunizations

Connie Montemayor, Dental Manager

Dr. Sangita Garg, Dental Director

**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

Yolanda Shannon-Albert, Prospective CEO Candidate

## **MISSION STATEMENT**

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

## **INTRODUCTIONS**

- Alma Martinez recognized the newly appointed Governing Council members: Ms. Mary Ann Deutsche and Sr. Rosemary Huzl. The Governing Council members went around the table and introduced themselves.

## **APPROVAL OF MINUTES**

- Due to lack of a quorum, the approval of minutes was tabled until later in the meeting.

## **COMMITTEE REPORTS**

### ***Governance Nomination Committee***

- The Governance Committee did not meet as it had fulfilled its goal of interviewing and nominating candidates to fill the open positions on the Governing Council, which now has 15 members. The Committee also recommended a slate of officers for the year.

### ***CQI Report***

- CQI and QA reports were presented per Michelle Ronchetti as attached.
- Discussion and comments followed the presentation of the April CQI/QA reports.

### ***Coordinating Committee***

- Steve Wilhelmi reported that the Coordinating Committees of the Health Center and the Health Department met jointly on April 25 and May 23 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. The suggested revisions are in the packet of handouts distributed for tonight's meeting. The Governing Council will vote on the revisions next month.

### ***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 April.

**Due to lack of quorum, committee skipped to New Business.**

- Mary Coffey referred to the policies previously distributed in the Governing Council packet and asked Committee Members to review and bring back next month for a vote of approval.

#### **Dental Sealant Grant Program Review**

- Dr. Sangita Garg and Connie Montemayor reviewed the previously distributed information about the Illinois Department of Public Health, Division of Oral Health's final report for the Dental Sealant Grant Program site visit. The program delivery method is by a school-based subcontractor (Miles of Smiles).
- **Moved:** (Mr. Wilhelmi, second by Dr. Karcavich) to approve the Dental Sealant Program site. Report and action plan to be presented. **Motion Carried.**

Steve Davis arrived at 6:10 p.m.

#### **ROLL CALL – Quorum Present.**

#### **APPROVAL OF MINUTES**

**Moved:** (Mr. Wilhelmi, second Dr. Karcavich) to approve the regular meeting minutes of May 3, 2006.

**Motion carried.**

#### **Executive Search Committee - Motion**

- Steve Davis gave a brief overview of the last Executive Search Committee Meeting, which was convened to interview candidates for the CEO position. The Committee recommended the appointment of Ms. Yolanda Shannon-Albert to the position of CEO of the Will County Community Health Center. Ms. Shannon-Albert gave an overview of her 20 years of experience working with the underserved population, grants, etc.
- **Moved:** (Mr. Galvan, second by Ms. Martinez) to approve the selection of Ms. Yolanda Shannon-Albert to the position of CEO of the Will County Community Center.
- **Roll call of all present Council members was taken:** Voting “aye!” (Mr. Davis, Dr. Karcavich, Mr. Galvan, Ms. Martinez, Ms. Stokes, Mr. Wilhelmi, Ms. Deutsche, Sr. Rosemary Huzl). **Motion carried: 8 aye, 0 nay.**

#### **EXECUTIVE REPORTS**

##### ***Interim CEO***

- Will Rodgers reviewed the events and progress of the Health Center during his interim. He encouraged the Board Members and staff to continue establishing goals to improve the health of the community. He then thanked the Board Members and Health Center staff for their cooperation and support during his time here as Interim CEO.
- Mr. Davis thanked Mr. Rodgers on behalf of the Governing Council for his counsel at a time of numerous challenges.

Mr. Rodgers reviewed the Medical Encounter Analysis Reports for FY 2005-2006 that were previously distributed in the Governing Council packet. Both reports indicate that the Health Center percentages and revenues are down from a year ago. The Health Center medical and dental providers are cooperative and

willing to work to improve productivity numbers. Discussion ensued. John Cicero will provide number of users in a monthly report to the Governing Council.

**Chief Operating Officer**

- Ms. Coffey referred to the handout on the new Registration Process implemented at the Health Center. She gave an overview of the new process implemented to reduce the time patients are waiting to see physicians. Preliminary reports indicate patients are responding favorably. A Process Improvement Team consisting of a cross-section of staff has been meeting on a weekly basis to review and improve patient processes at the Health Center. Summer is a challenging time as the Health Center enters into the school physical period. We will be short five providers due to vacations or medical leave. .

**Chief Medical Officer**

- Due to the absence of Dr. Daniel Gutierrez, Chief Medical Officer, no report was given.

**OLD BUSINESS**

**1. Committee Assignments - Motion**

- Mr. Davis referred to the proposed Committee Assignments that were previously distributed. He then gave an overview of the purpose of each committee. Discussion ensued.  
**Moved:** (Dr. Karcavich, second by Ms. Martinez) to accept the nominations of John Galvan as Chair, Janice Walker, Pastor Richard House, and Geynell Lawrence as members of the Governance Committee. **Motion carried.**
- **Moved:** (Ms. Deutsche, second by Dr. Karcavich) to accept the nominations of Steve Wilhelmi as Chair, Steve Davis, John Galvan, and Mary Ann Deutsche as members of the Finance Committee. **Motion carried.**
- **Moved:** (Dr. Karcavich, second by Ms. Deutsche) to accepted the nominations of Billie Schimanski as Chair, Dr. Joseph Karcavich, Sr. Rosemary Huzl, and Tirza Urizar as members of the Quality Committee. **Motion carried.**

**NEW BUSINESS**

**1. Resolution to Change Registered Agent – Motion**

- Mary Tatroe, States Attorney, advised that a resolution is required by the Secretary of State's office of the State of Illinois to change the Registered Agent of the Health Center. Alice Sartore is presently listed as the registered agent. Ms. Sartore has resigned her position and the Governing Council desires to appoint James Zelko as its registered agent.
- **Moved:** (Mr. Wilhelmi, second by Ms. Deutsche) to adopt the resolution to designate James Zelko as the Will County Community Health Center's legal agent registered with the Secretary of State. **Motion carried.**

**2. Acceptance of Resignation - Motion**

- Mr. Davis referred to the distributed copy of the emailed letter from Ms. Terry Donald-Nixon, whereby she resigned her position as Chair of the Governing Council.
- **Moved:** (Dr. Karcavich, second by Mr. Wilhelmi) to accept the resignation of Ms. Terry Donald-Nixon as Chair of the Will County Community Health Center Governing Council. **Motion carried.**

### 3. Open House

- Mr. Rodgers reminded those present about the Health Center's Open House planned for June 28 from 1:30 p.m. to 4:00 p.m. The community is invited to visit and tour the Health Center and meet the new CEO.

### 4. Dental Sealant Grant Program Review

- This item was reviewed and approved earlier in the meeting.

### 5. Policies

- **Dress Code – Second Reading.** Ms. Coffey referred to the Dress Code Policy and advised that the revisions discussed at last month's Governing Council were added. **Moved:** (Mr. Wilhelmi, second by Ms. Deutsche) to approve the Dress Code Policy as presented. **Motion carried.**
- **Genetic Probe Specimens – Second Reading. Moved:** (Dr. Karcavich, second by Ms. Deutsche) to approve the Genetic Probe Specimen Policy as presented. **Motion carried.**
- **Obstetric Protocol for Scheduling Elective Inductions – First Reading.** Governing Council members are to review this policy and bring back any revisions for approval next month.
- **Triage of Walk-Ins, Urgent/Non-Urgent Patients – First Reading.** Governing Council members are to review this policy and bring back any revisions for approval next month.
- **Triage Assessment – First Reading.** Governing Council members are to review this policy and bring back any revisions for approval next month.
- **Triage Walk-In Protocol – First Reading.** Governing Council members are to review this policy and bring back any revisions for approval next month.
- **Telephone Triage – First Reading.** Governing Council members are to review this policy and bring back any revisions for approval next month.
- **Visitors – First Reading.** Governing Council members are to review this policy and bring back any revisions for approval next month.

### 6. Provider Credentialing - Motion

- Mr. Rodgers referred to the resume previously distributed for Dr. Bashar Alzein, a new family practitioner, who will be working part time at the Health Center. The Governing Council is required to approve the credentialing of the Health Center's Providers. Mr. Rodgers then gave an overview of the credentialing verification process. The Health Center has hired an agency, CompHealth, to assist with primary verification of a provider's credentials within 60-90 days.
- **Moved:** (Mr. Wilhelmi, second by Ms. Martinez) to approve the credentialing of Dr. Bashar Alzein as a provider at Will County Community Health Center. **Motion carried.**

## 7. July Meeting Date

Mr. Davis reminded Governing Council Members that the next regular scheduled meeting is July 5 and expressed concern of low attendance due to the July 4 weekend. Discussion ensued. Consensus of the Governing Council present to move the meeting to the second Wednesday, which is July 12. A notice will be sent out to absent Governing Council members.

## EXECUTIVE SESSION – PERSONNEL/LEGAL

A motion was made by Ms. Deutsche and seconded by Mr. Wilhelmi to go into Executive Session to discuss items related to a legal and personnel. All members voted "Aye." **Motion carried.** Mr. Davis, Chair, declared an Executive Session at 7:20 p.m.

## OPEN SESSION

A motion was made by Ms. Deutsche and seconded by Mr. Wilhelmi to come out of Executive Session and return to Open Session at 7:35 p.m. **Motion carried.**

## COUNCIL MEMBERS' CONCERNS AND COMMENTS

Mr. Galvan expressed concern over the morale of the Health Center staff. Discussion ensued. Ms. Coffey assured Mr. Galvan that Administration is actively addressing all employee concerns and the Health Center has a cooperative relationship with the Union Steward.


## ADJOURNMENT

On a motion by Ms. Deutsche, second by Sr. Huzl, the regular meeting adjourned at 7:55 p.m.

For:

  
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Will County Community Health Center Governing Council

By:

  
\_\_\_\_\_  
Laurie Simmons, Executive Assistant