

WILL COUNTY COMMUNITY HEALTH CENTER
GOVERNING COUNCIL

MINUTES

June 4, 2008

MEMBERS PRESENT

Billie Schimanski, Chair
Steven Davis
Steve Wilhelmi
JoAnne DeBarbera
Joseph Karcavich, M.D.
Rev. Lishers Mahone, Secretary
Tirza Urizar
Mary Ann Deutsche, Treasurer

MEMBERS ABSENT

John Galvan, Vice Chair

WCCHC STAFF PRESENT

Mary Coffey, CEO
Sridhar Iyer, M.D., Chief Medical Officer
Nicole DeSavieu

WCHD STAFF PRESENT

John Cicero
Dave Delrose, Union Steward
Joy Yasko, Union Steward

OTHERS PRESENT

Michael Woods, Assistant States Attorney
John Hines, President, Will County Board of Health

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 5:36 p.m. by Billie Schimanski, Chair.

Roll Call – Quorum present

Ms. Schimanski read the Mission Statement.

Ms. Coffey welcomed R. Ciszek, who was filling in for C. Leone, who was absent.

Ms. Schimanski announced a change in the agenda, under "new business" letter F. Credentialing and Privileging will be stricken and removed.

Motion: Moved: Ms. Deutsche, second Mr. Davis. **Motion carried.**

I. **APPROVAL OF MINUTES – May 7, 2008:**

- Motion to approve: Rev. Mahone, second Ms. DeBarbera
- Discussion: Mr. Davis requested the conversation on the Provena contracts be recorded verbatim for the minutes, and therefore the minutes not be approved at this time.
- Motion was made to table the minutes pending review of verbatim dialogue by Ms. Deutsche, second Mr. Davis

Ms. Schimanski announced there will be an executive session to discuss legal issues.

II. **COMMITTEE REPORTS**

Finance Committee

- Ms. Deutsch presented a summary of the financial committee discussions.
- Mary Coffey gave an update on the Humana contract as reported to the Finance Committee.

III. **EXECUTIVE REPORTS**

CEO Report

- Commentary letters were submitted regarding the proposed recommendations for the MUP and HPSA designations. A 30-day extension for discussion was granted. We will participate in further actions if necessary in order to receive the best tier level possible.
- The center received our Reach Out and Read award of \$964.00.
- The center received book donations from Joliet Junior College Phi Theta Kappa and Sharon Speedwell, a volunteer at the Center.
- Family Planning Grant award of \$233,800.00 was received.
- Dental Sealant Grant was submitted on May 15, 2008.
- United Way has accepted our Grant application and awarded us with \$7,300.00.

Ms. Schimanski took a moment to congratulate John Cicero on his appointment as the new Executive Director. A Financial Manager position for the health Center has been posted.

CMO Report

- Dr. Iyer gave an overview of the OB delivery trends in Will County. Dr. Iyer further explained the trends in the declining delivery rates are attributed to a combination of reasons. Other health centers appear to be facing the same decline in numbers. Discussion ensued.
- Council members suggested looking into client services for the geriatric population.
- Silver Cross Hospital has offered to assist the Health Center as a recruitment tool for physicians seeking employment.
- A pediatric physician has been hired and will begin working in the Health Center in mid-July.
- Two OB physicians have approached Dr. Iyer for consideration and will be advised to apply for the positions accordingly.

- Credentialing for two physicians have been delayed as the required paperwork has not been submitted in its entirety. Dr. Iyer will follow-up on the paperwork and expedite the credentialing process.
- Dr. Iyer gave an overview of the Illinois Health Connect Program. The Illinois Health Connect benchmarks were explained. Meeting or exceeding a goal would result in a bonus payment of at least \$20 per patient per benchmark achieved.
- Ms. Schimanski requested that Dr. Iyer determine which areas/benchmarks the providers want to work on and to bring this information to the next Quality Committee meeting.
- Outreach programs were discussed as a means to reach patients identified as clients of the Health Center. It was suggested a health fair may be a means to market the health center services to potential clients. Discussion ensued.
- It was also noted that physician coding must be accurate when trying to reach the benchmark goals.

Financial Report

- John Cicero reported on the Financial Statement as distributed, reviewing the schedule of revenues and expenditures for the month of April.
- Variances in personnel services were discussed. Mr. Cicero explained that this is not uncommon and will be balanced by the end of the fiscal year.
- Billing process and payments is currently at 5-6 weeks. Ms. Hughes reported that with the new hire finishing training, billing should be back to 3-4 weeks.
- FY09 budget is still under development and a draft copy should be available in July.

Quality Report

Ms. Montemayor was out of town so Ms. Coffey gave a review of report as presented to the Council.

IV. OLD BUSINESS

A. Provena Proposal

- Dr. Iyer reported on the results of the Board of Health motion regarding the Provena proposal presented to the Governing Council in April. The vote for the Service Agreement contract resulted in 4 members abstaining, 1 recused himself, and 4 voted yes. The contract for the affiliation agreement was not presented for motion.
- Mr. Woods indicated that regardless of the Board of Health vote, the Governing Council can execute the contracts subject to HRSA review. There are no financial concerns to be addressed by the Board of Health as related to the Provena contracts.

- HRSA did present two questions regarding the contracts: one regarding quality of services and the other regarding the religious directives. Ms. Coffey provided a response to HRSA. Should HRSA have any issues with the contract, they will be presented to the State's Attorney for review and any changes to the contracts will come back to the Governing Council for approval.
- Dr. Williams, a physician from Provena, is undergoing credentialing at this time.
- Ms. Schimanski requested that a policy be incorporated for the patients to thoroughly understand the religious implications of the services provided by Provena. Discussion ensued.

V. NEW BUSINESS

A. Governing Council Reappointments

Each of the following Council members were asked if they wish to continue their membership on the Council; nominations, discussion, and closed nominations took place

Steve Davis indicated he would like to continue as a member of the Council. Ms. Deutsche nominated Mr. Davis to be reappointed as a member of the Council to serve for two years until February, 2010. Rev. Mahone second.

No discussion. Ms. Deutsche moved, Mr. Wilhelmi second, to close nominations. **Motion carried.** Mr. Davis' term is retroactive to February 4, 2008.

Dr. Joseph Karcavich has served 1 two-year term and indicated he would like to continue as a member of the Council. Mr. Wilhelmi nominated Dr. Karcavich to be reappointed as a member of the Council to serve for two years until April, 2010. Mr. Davis second.

No discussion. Ms. Deutsche moved, Rev. Mahone second, to close nominations. **Motion carried.** Dr. Karcavich's term is retroactive to April 5, 2008.

Tirza Urizar indicated she would like to serve another 2-year term as a member of the Council. Ms. Deutsche nominated Ms. Urizar to be reappointed as a member of the Council to serve for two years until April, 2010. Ms. DeBarbera second.

No discussion. Mr. Davis moved, Rev. Mahone second, to close nominations. **Motion carried.** Ms. Urizar's term is retroactive to April 5, 2008.

Mary Ann Deutsche has served 1 two-year term and indicated she would like to continue as a member of the Council. Mr. Wilhelmi nominated Ms. Deutsche to be reappointed as a member of the Council to serve for two years until May, 2010. Mr. Davis second.

No discussion. Dr. Karcavich moved, Rev. Mahone second, to close nominations. **Motion carried.** Ms. Deutsche's term is retroactive to May 3, 2008.

Billie Schimanski has served 1 two-year term and indicated she would like to continue as a member of the Council. Mr. Wilhelmi nominated Ms. Schimanski to be reappointed as a member of the Council to serve for two years until May, 2010. Mr. Davis second.

No discussion. Ms. Deutsche moved, Rev. Mahone second, to close nominations. **Motion carried.** Ms. Schimanski's term is retroactive to May 3, 2008

Mr. Woods explained that Mr. Wilhelmi and Rev. Mahone are appointed by the County Executive and unless they do not wish to continue, will most likely be reappointed.

B. Committee Appointments

Council members wishing to serve on the Finance Committee and/or Quality Committee should review the committee responsibilities as distributed and give their name to M. Coffey. Committee members will be appointed before the next Council meeting.

Ms. Coffey is looking for Council members to serve on a committee to review the Provena and Silver Cross proposals.

C. Recruitment and Retention Plan – was presented by Dr. Iyer.

Motion Rev. Mahone, second Ms. DeBarbera to approve the Recruitment and Retention Plan.

Roll Call Vote: Steve Davis "Yes"; Ms. Deutsche "Yes"; Ms. DeBarbera "Yes"; Mr. Wilhelmi "Yes"; Ms. Urizar "Yes"; Dr. Karcavich "Yes"; Rev. Mahone "Yes"; Ms. Schimanski "Yes".

Motion carried.

D. Recruitment Contract

Discussion ensued on the potential of working with Silver Cross Hospital's recruitment specialist who receives resumes from physicians seeking employment. The cost for these services was discussed and would be negotiated in a contract.

Motion Ms. Deutsche, second Mr. Davis to give direction for executive staff to enter negotiations with Silver Cross and to write contract and present said contract to the Governing Council.

Discussion ensued.

Amended Motion Rev. Mahone, second Ms. Deutsche to negotiate, put results into contract form and present it to the Governing Council for approval.

Ms. Deutsche removed her motion.

Mr. Wilhelmi moved to use previous roll call. Ms. Deutsch second. Motion carried.

E. Humana Contract

As discussed earlier, a motion was made to concur with management's decision not to enter into a contract with Humana for FFS product lines. Motion Wilhelmi, second Deutsche. **Motion carried.**

F. Credentialing and Privileging – Tabled

G. Policies and Procedures

Rev. Mahone moved, second Dr. Karcavich to approved Policy DN-0001, Introduction to Dental Clinic. Rev. Mahone moved to accept previous roll call. Ms. Deutsche seconded. **Motion carried.**

Rev. Mahone moved, second Dr. Karcavich to approved Policy DN-0002, Making Appointments. Ms. Deutsche moved to accept previous roll call. Mr. Wilhelmi seconded. **Motion carried.**

Rev. Mahone moved, second Dr. Karcavich to approved Policy DN-0003, Standby Appointments. Ms. Deutsche moved to accept previous roll call. Ms. DeBarbera seconded. **Motion carried.**

Rev. Mahone moved, second Dr. Karcavich to approved Policy DN-0004, Registering and Exiting Dental Clinic Clients. Mr. Wilhelmi moved to accept previous roll call. Ms. DeBarbera seconded. **Motion carried.**

Ms. Deutsche moved, second Rev. Mahone to approved Policy DN-0005, Dental Chart. Rev. Mahone moved to accept previous roll call. Mr. Wilhelmi seconded. **Motion carried.**

Rev. Mahone moved, second Dr. Karcavich to approved Policy DN-0006, Personal Protective Equipment Required for Dental Staff. Mr. Wilhelmi moved to accept previous roll call. Ms. Deutsche seconded. **Motion carried.**

Rev. Mahone moved, second Dr. Karcavich to approved Policy DN-0007, Hazard Communication Program. Ms. Deutsche moved to accept previous roll call. Mr. Davis seconded. **Motion carried.**

Rev. Mahone moved, second Dr. Karcavich to approved Policy DN-0008, Procedure for Cleanup of Chemical Spills in the Workplace. Ms. Deutsche moved to accept previous roll call. Mr. Davis seconded. **Motion carried.**

Ms. DeBarbera moved, second Mr. Wilhelmi to approved Policy DN-0009, Fire Safety and Means of Egress. Mr. Davis moved to accept previous roll call. Ms. Deutsche seconded. **Motion carried.**

Rev. Mahone moved, second Ms. Deutsche to approved Policy DN-0010, Tracking Referrals Made to Providers Outside Will County Community Health Center. Ms. Deutsche moved to accept previous roll call. Ms. DeBarbera seconded. **Motion carried.**

Rev. Mahone moved, second Ms. DeBarbera to approved Policy DN-0011, Safety in the Workplace. Ms. Deutsche moved to accept previous roll call. Mr. Davis seconded. **Motion carried.**

Dr. Karcavich moved, second Ms. DeBarbera to approved Policy DN-0012, Dental Care for Diabetic Patients. Rev. Mahone moved to accept previous roll call. Mr. Wilhelmi seconded. **Motion carried.**

Dr. Karcavich moved, second Ms. DeBarbera to approved Policy DN-0013, Dental Patient Education. Mr. Wilhelmi moved to accept previous roll call. Ms. Deutsche seconded. **Motion carried.**

Dr. Karcavich moved, second Ms. Urizar to approved Policy DN-0014, Equipment Maintenance. Ms. Deutsche moved to accept previous roll call. Ms. DeBarbera seconded. **Motion carried.**

Rev. Mahone moved, second Dr. Karcavich to approved Policy DN-0015, Peer Review and Quality Assurance Monitoring of Dental Program. Ms. Deutsche moved to accept previous roll call. Ms. DeBarbera seconded. **Motion carried.**

Dr. Karcavich moved, second Ms. DeBarbera to approved Policy DN-0016, Conducting In-House Spore Testing and Culture Analysis of Autoclaves. Rev. Mahone moved to accept previous roll call. Mr. Wilhelmi seconded. **Motion carried.**

H. United Way Partnership Agreement

The rules and regulations for the United Way partnership were discussed as presented. Ms. Coffey asked that the Chair and Treasurer sign the Agreement. Motion: Ms. Deutsche moved, Mr. Wilhelmi second to enter into the Partnership Agreement with United Way.

Roll Call Vote: Steve Davis "Yes"; Ms. Deutsche "Yes"; Ms. DeBarbera "Yes"; Mr. Wilhelmi "Yes"; Ms. Urizar "Yes"; Dr. Karcavich "Yes"; Rev. Mahone "Yes"; Ms. Schimanski "Yes".

Motion carried.

VI. PUBLIC COMMENTS - None

VII. EXECUTIVE SESSION

Dr. Karcavich moved, Rev. Mahone second , to go to Executive Session to discuss personnel/legal matters.

Roll call vote: Mr. Davis "Yes"; Mr. Galvan "Yes"; Mr. Wilhelmi, "Yes"; Dr. Karcavich, "Yes"; Tirza Urizar "Yes"; Ms. Schimanski "Yes", Rev. Mahone, "Yes"; Ms. DeBarbera, "Yes".

Motion carried and Ms. Schimanski declared an Executive Session at 7:02 p.m.

OPEN SESSION

Ms. Schimanski declared an Open Session at 7:12 p.m.

VIII. COUNCIL CONCERNS AND COMMENTS

Dr. Karcavich discussed the need to exert pressure on local government leaders, senators, and state representatives to assist with public aid. Mr. Cicero reported that Larry Walsh, County Executive has successfully approached our leaders in Springfield and obtained a substantial increase in funding for the Health Department.

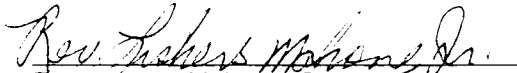
Ms. Schimanski reminded Council members to look at the two-month calendar as distributed. It will be a new 'tool' to keep the Council members informed on the Health Center events.

Mr. Woods congratulated Ms. Schimanski on a very good job chairing her first meeting. The Council concurred.

IX. ADJOURNMENT

Rev. Mahone moved, Ms. Deutsche second, to adjourn. Motion carried and the Regular Meeting adjourned at 7:16 p.m.

Respectfully submitted,


Rev. Lishers Mahone, Secretary


Cheryl Leone, Executive Assistant