

WILL COUNTY COMMUNITY HEALTH CENTER  
GOVERNING COUNCIL

MINUTES

September 3, 2008

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**MEMBERS PRESENT**

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

**MEMBERS ABSENT - None**

**WCCHC STAFF PRESENT**

Mary Coffey, CEO  
Corazon Balbarin, M.D., Interim CMO  
Connie Montemayor  
Kathleen Murray

**WCHD STAFF PRESENT**

John Cicero  
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 5:40 p.m. by Billie Schimanski, Chair.

Ms. Deutsche read the Mission Statement.

**Roll Call – Quorum present**

Ms. Schimanski announced a change to the Agenda under Old Business – A. Silver Cross Recruitment & Retention Letter of Agreement was taken off the Agenda.

**I. APPROVAL OF MINUTES – July 2, 2008 – Executive Session:**

Dr. Karcavich moved, Rev. Mahone second to approve the July 2, 2008 Executive Session minutes.

Mr. Wilhelmi stated he did not see any more detail in the minutes as requested at the August meeting. Discussion ensued as to the content of the Executive Session Minutes of July 2, 2008. Mr. Woods stated that minutes are to be about what was done at the meeting and not what was said.

Ms. Deutsche agreed the minutes need to be more specific as there was no way to determine what personnel matter was discussed. She feels there is a responsibility to let the public know when the minutes are released and/or historically what was discussed.

Dr. Karcavich withdrew his motion.

Mr. Wilhelmi moved to table the July 2, 2008 Executive Session Minutes to provide some additional detail in what was discussed. Ms. Deutsche seconded the motion. **Motion carried.**

Mr. Wilhelmi moved, Ms. Deutsche second, to approve the August 6, 2008 Minutes. **Motion carried.**

Rev. Mahone moved, Ms. DeBarbera second, to approve the August 6, 2008 Executive Session Minutes. Mr. Davis abstained due to his absence at that meeting. **Motion carried.**

Mr. Wilhelmi moved, Dr. Karcavich second, to approve the August 27, 2008 Special Meeting Minutes. Mr. Davis and Mr. Galvan abstained due to their absence at that meeting. **Motion carried.**

Ms. Deutsche moved, Mr. Wilhelmi second, to table the Executive Session Minutes of the August 27, 2008 Special Meeting. **Motion carried.**

## II. EXECUTIVE SESSION

Ms. Deutsche moved, Ms. DeBarbera second, to go into Executive Session to discuss personnel/legal matters.

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

## OPEN SESSION

Ms. Schimanski declared an Open Session at 6:20 p.m.

## III. COMMITTEE REPORTS

### Finance Committee

Ms. Deutsch presented a summary of the finance committee discussions.

### Financial Report

John Cicero reported on the Financial Statement as distributed, reviewing the schedule of revenues and expenditures for the month of July. Mr. Cicero will work with Denise Bergin to generate reports indicating levels of billable services per month to show monthly collection and services performed. Discussion ensued.

#### IV. OLD BUSINESS

##### A. Silver Cross Recruitment & Retention Letter of Agreement - Tabled

##### B. Discussion Items

###### 1. Provena St. Joseph Medical Center Update

Ms. Coffey reported:

- HRSA is reviewing the contracts.
- Dr. Williams' credentialing is expected to be presented at the next meeting.
- Drs. McCauley and Scott will be orientated to the center on September 8, 2008 and will submit the credentialing paperwork.

Ms. Schimanski requested a report on what the financial impact is going to be on the deliveries at Provena and at what point does it begin to affect the Health Center. Concerns were expressed relating to the babies returning to the center for care.

Dr. Karcavich suggested getting assistance from delivering hospital discharge nurses in documenting where the baby will be seen for follow-up. Ms. Coffey will research. Discussion ensued.

###### 2. Silver Cross Hospital (SCH) Update

Ms. Coffey reported:

- Paul Pawlak and Ruth Colby were informed urgent care issues are not in our scope of project.
- Governing Council could not evaluate expansion proposals without a market analysis and business impact study. This was also a recommendation in our federal review. Mr. Pawlak offered Silver Cross Hospital would be willing to provide in-kind assistance up to 50% of the fees.
- Silver Cross Healthy Community Commission invited us to their meeting September 22, 2008. Discussion ensued.

###### 3. Community Physicians Update

Ms. Coffey reported on her meeting with Drs. Walsh, Chawla and Khater. Discussion ensued.

###### 4. OB Call Coverage Update

Ms. Coffey reported on the challenges in providing OB clinic and on-call coverage. A report detailing coverage options was disseminated and discussed. The Governing Council approved the proposed hourly rates for contractual physicians. Dr. Karcavich agreed locum tenens should not be the center's first choice due to the financial burden on the center. He stated this is a community issue and if we can't provide the service, then the patients will need to go to board call. The council members were in agreement to utilize board call and locum tenens as a last resort.

The Governing Council members indicated they are not interested in Drs. Albi and Puppala obtaining privileges at Provena due to their present health center commitments.

Ms. Coffey reported that due to the challenges in providing both clinic and hospital on-call coverage Dr. Balbarin determined surgeries will only be

done on an emergency basis and must be approved by her in consultation with the requesting physician.

Potential OB candidates have been contacted.

**5. Hospitalists**

Ms. Coffey summarized the Hospitalist Report for April –July, 2008 as distributed. Ms. Bergin is working on a report to analyze the reimbursement at the center to determine if we are offsetting the costs. This report will be presented at the next meeting.

**6. OPR Action Plan and Technical Assistance Requests**

Ms. Coffey presented the Action Plan which was developed by the management team and included physician input. HRSA has accepted the plan and recognized due to the recent changes in leadership the proposed timelines may be delayed. Technical assistance was requested in three areas: physician recruitment and retention; business model development; and a market analysis and business impact study.

Dr. Karcavich suggested the action plan be prioritized in order of most importance.

Mr. Galvan left the meeting at 6:56 p.m.

**V. NEW BUSINESS**

**A. Laboratory**

**1. Expansion of Hours**

A motion was requested to expand laboratory hours as requested by the physicians. The new hours will be Monday and Wednesday 8:00 am to 6:00 pm; Tuesday and Thursday 8:00 am to 8:00 pm; Friday 8:00 am to 2:00 pm; and Saturday 8:00 am to 1:00 pm. The new hours will be effective September 15, 2008.

Ms. Deutsche moved, second Rev. Mahone to approve the expanded laboratory hours. **Motion carried.**

**2. Quest Payment at Time of Service Protocol**

A motion to approve the protocol for Payment at Time of Service as presented by Quest Diagnostics was reviewed and discussed. Dr. Karcavich moved, second Mr. Davis, to accept the Quest protocol for Payment at Time of Service. **Motion carried.**

**B. Recruitment and Retention**

Ms. Coffey presented the Process Outline for Selection of CMO. Discussion ensued. Steve Wilhelmi suggested advertisements be delayed until after the Family Planning audits and 330E Grant submission. Ms. Coffey requested board input on qualities they would like in the CMO. Board input and internal focus groups will be used to determine what qualities we should look for. Discussion ensued.

Ms. Coffey informed the council four (4) management positions were vacant. In addition, one (1) supervisor was called to Active Duty and expected to return in

December. Ms. Coffey advised there are four interviews scheduled for the Financial Manager position.

Mr. Wilhelmi left the meeting at 7:34 pm.

**VI. EXECUTIVE REPORTS**

**A. CEO Report**

- Kronos payroll system has been implemented.
- The State of Illinois has made some significant cuts in health department grants. The impact on the health center was a reduction in the Family Planning Grant of \$690.00.
- Ms. Coffey reviewed the operational reports as distributed.
- Ms. Montemayor presented the Dental Patient Survey Averages. The largest drop in satisfaction was in the cleanliness of the building. Most of the dental staff is consistently named each month by patients.

**VII. PUBLIC COMMENTS - None**

**VIII. COUNCIL CONCERNS AND COMMENTS –**

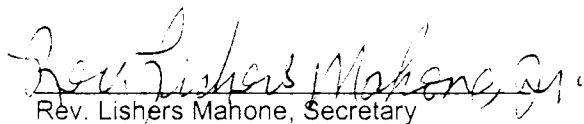
Ms. Schimanski noted new PINS will be coming out and will include a section on governance – how to reaffirm our program expectations. There may be a retreat in the fall at which time these new PINS will be discussed.

Ms. Coffey acknowledged Mary DeGroot and the Family Health Services managers for their participation in our National Health Center Week activities which was a great success.

**IX. ADJOURNMENT**

Rev. Mahone moved, Ms. Deutsche second, to adjourn. Motion carried and the Regular Meeting adjourned at 7:36 p.m.

Respectfully submitted,

  
Rev. Lishers Mahone, Secretary

  
Cheryl Leone, Executive Assistant