

**WILL COUNTY COMMUNITY HEALTH CENTER
GOVERNING COUNCIL**

MINUTES

May 5, 2010

MEMBERS PRESENT

Susana Martinez de Alvizuri
JoAnne DeBarbera, Secretary
Rev. Lishers Mahone, Chair
Anthony Papadatos, MD
Steve Wilhelmi, Vice Chair

MEMBERS ABSENT

Steven M. Davis, Treasurer
John Galvan
Tirza Urizar

WCCHC STAFF PRESENT

Suzanne Adamic-Albert
DeAnn Bednowicz
Mable Blackwell, CMO
Mary Coffey, CEO
Mary Hurst
Connie Montemayor

WCHD STAFF PRESENT

John Cicero, Executive Director

OTHERS PRESENT

John Hines Jr. BOH President
Mike Woods, Assistant States Attorney
Joy Yasko

I. Call to Order

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. Rev. Mahone, Chair called the meeting to order at 5:35 p.m.

II. Roll Call and Determination of Quorum – Quorum present

III. Mission Statement

Steve Wilhelmi read the Mission Statement.

IV. Chairs Comments

V. Chief Executive Officer's Comments

Ms. Coffey announced Stephanie Mahon's departure and introduced Nora Dunn.

VI. Chief Medical Officer's Comments

Dr. Blackwell made note of appreciation for flexible work.

VII. Approval of Minutes

A motion was made by Ms. DeBarbera and seconded by Dr. Papadatos to approve April 7, 2010 Regular Meeting. **Motion carried.**

VIII. Committee Reports

Finance Committee

Mr. Wilhelmi updated the Council on committee discussions.

Quality Committee

Next meeting is May 8, 2010.

IX. Departmental Financial Reports

A. Approval of Monthly Budget to Actual Expenditures

A motion was made by Ms. DeBarbera and seconded by Dr. Papadatos, to approve the Monthly Budget to Actual Expenditures report. **Motion carried.**

X. Reports from Managers

Monthly reports from Ms. Adamic-Albert, Financial Program Manager; Ms. Hopkins, Clinic Coordinator; Ms. DeSavieu, OB Supervisor; Ms. Montemayor, Quality/Risk Program Coordinator; Ms. Bednowicz, Dental and Medical Records Program Manager were included in the packet for review by the Council. A brief oral report was provided by those in attendance.

XI. Old Business

A. Market Analysis & Business Impact Study

Discussed HRSA report with Committee. Study will be utilized for future strategic planning.

XII. New Business

A. Resolution – No. 10-006

A motion was made by Ms. DeBarbera and seconded by Dr. Papadatos to approve the Corporate Compliance Resolution. **Motion carried.**

B. Resolution of Appreciation – No. 10-007

A motion was made by Mr. Wilhelmi and seconded by Ms. DeBarbera to approve the Resolution of Appreciation in recognition of Nurses Week. **Motion carried.**

C. Approval of Policies

1. AD-0102 Medical Records Scope of Practice - New

A motion was made by Mr. Wilhelmi and seconded by Ms. DeBarbera to approve AD-0102 Medical Records Scope of Practice. **Motion carried.**

2. MR-0003 Archiving & Retention of Medical Records – Revised

A motion was made by Mr. Wilhelmi and seconded by Ms. DeBarbera to approve MR-0003 Archiving & Retention of Medical Records. **Motion carried.**

3. MR-0017 Medical Record Documentation - Revised

A motion was made by Ms. DeBarbera and seconded by Ms. Alvizuri for approval of MR-0017 Medical Record Documentation. **Motion carried.**

4. FN-0009 Donations Management Policy – New

A motion was made by Mr. Wilhelmi and seconded by Dr. Papadatos for approval of FN-0009 Donations Management Policy. **Motion carried.**

5. CC-0001 Conducting Routine Compliance Audits – New

A motion was made by Dr. Papadatos and seconded by Ms. DeBarbera for approval of CC-0001 Conducting Routine Compliance Audits. **Motion carried.**

6. CC-0002 Standard of Conduct – New

A motion was made by Ms. DeBarbera and seconded by Dr. Papadatos for approval of CC-0002 Standard of Conduct. **Motion carried.**

7. CC-0003 Developing & Implementing the Health Center's Policies & Procedures – New

A motion was made by Mr. Wilhelmi and seconded by Ms. DeBarbera for approval of CC-0003 Developing & Implementing the Health Center's Policies & Procedures. **Motion carried.**

8. CC-0004 Compliance Program Training & Education – New

A motion was made by Dr. Papadatos and seconded by Ms. Alvizuri for approval of CC-0004 Compliance Program Training & Education. **Motion carried.**

9. CC-0005 Responding to Detected Offenses and Developing Appropriate Corrective Action – New

A motion was made by Mr. Wilhelmi and seconded by Dr. Papadatos for approval of CC-0005 Responding to Detected Offenses and Developing Appropriate Corrective Action. **Motion carried.**

10. PCS-WS-0013 Sexually Transmitted Disease (STD) Testing and Treatment – Revised

A motion was made by Dr. Papadatos and seconded by Ms. Alvizuri for approval of PCS-WS-0013 Sexually Transmitted Disease (STD) Testing and Treatment. **Motion carried.**

11. PCS-0014 Standing Orders for STD Treatment – Revised

A motion was made by Mr. Wilhelmi and seconded by Ms. DeBarbera for approval of PCS-WS-0013 Sexually Transmitted Disease (STD) Testing and Treatment. **Motion carried.**

12. PCS-FP-0007 Emergency Contraception Protocol and Standing Orders – Revised

A motion was made by Ms. DeBarbera and seconded by Ms. Alvizuri for approval of PCS-FP-0007 Emergency Contraception Protocol and Standing Orders. **Motion carried.**

D. Agreement for Physician Coverage

Handout was provided to Council. Ms. Coffey discussed the contract. Discussion ensued.

A motion was made by Ms. DeBarbera and seconded by Dr. Papadatos to approve pending final negotiations by the Assistant State's Attorney and to submit to the Board of Health for final approval.

Roll Call Vote: Ms. Alvizuri, "Yes"; Ms. DeBarbera "Yes"; Rev. Mahone "Yes"; Dr. Papadatos "Yes"; Mr. Wilhelmi "Pass".

E. Family Planning Grant

Ms. Adamic-Albert provided an update of the FY 2011 competitive grant.

A motion was made by Mr. Wilhelmi and seconded by Ms. DeBarbera to approve submission and budget for the Family Planning Grant. **Motion carried.**

XIII. Executive Session

A motion was made by Mr. Wilhelmi and seconded by Ms. DeBarbera to recess the Regular Meeting and to resume the meeting in Executive Session to discuss matters pertaining to personnel and legal matters. All members voted "Aye". **Motion carried.**

Rev. Mahone declared an Executive Session at 6:45 p.m.

Return to Open Session

A motion was made by Ms. Alvizuri and seconded by Ms. DeBarbera to return to Open Session at 7:19 p.m. members voted "Aye". **Motion carried.**


XIV. Board Members' Concerns and Comments - None

XV. ADJOURNMENT

A motion was made by Mr. Wilhelmi and seconded by Ms. DeBarbera to approve the management reorganization plan as submitted, pending the approval of the Board of Health.

A motion was made by Mr. Wilhelmi and seconded by Dr. Papadatos to adjourn. **Motion carried.** Regular Meeting adjourned at 7:20 p.m.

Respectfully submitted,



Anne DeBarbera, Secretary



Nora Dunn, Executive Assistant