

## AGENDA ITEM 2

### LAKE COUNTY COMMUNITY HEALTH CENTER GOVERNING COUNCIL May 25, 2017 Meeting Minutes

- 1. Call to Order:** Governing Council Vice-Chairperson Lester Washington thanked everybody for coming and called the meeting to order at 12:03 p.m. at the Health Department, 3010 Grand Avenue Waukegan Board Room.

#### **Members Present**

Mary Ross-Cunningham  
Robert Tarter  
Lester Washington  
Melissa Withem-Voss  
Frederick McConico  
Carolina Duque  
Patricia White

#### **Staff Present**

Mark Pfister, MSES, LEHP, Executive Director  
Loretta Dorn, RN, MSN, CQM Director of Clinical Operations  
Robert Saqueton, MD, Chief Medical Officer  
Omar Cockey, DMD, Dental Director  
Jennifer Keel, Executive Assistant to Clinical Operations  
Pam Riley, Director of Finance  
Kim Burke, Director of Managed Care  
David McDermott, MPH, Grants Program Manager  
Kristin Preihs, Continuous Quality Improvement Coordinator  
Hannah Goering, Communications Manager

#### **Members Excused**

Mallory Bejster  
Maria Elena Lara

- 2. Approval of Minutes:**

#### **A. April 27, 2017 Regular Meeting & Executive Session Minutes**

*Member McConico made the motion to approve the regular meeting and executive session minutes from the April 27<sup>th</sup>, 2017 meeting. Member Duque seconded the motion. All in favor. None opposed. Motion carried and approved.*

- 3. Public Comments to the Governing Council:** There were no members of the public who spoke at this meeting.

- 4. Executive Director's Report:** Welcome to our new Communications Manager Hannah Goering. Hannah has been with us for a while and is taking over for Leslie Piotrowski who left. Clinical Operations has a new organizational structure for the clinics and we have met with the impacted staff. We also made a video to share with all staff of the Health Department about the organizational change. The five clinic coordinator's positions are being changed to three practice manager positions. The practice manager positions will have more financial responsibility. We want to assure the standards are being met at each site. The office manager is not a new position but will continue to supervise the clerks. Then, we have created a working nurse manager who will be an existing staff member which will supervise the nurses and certified medical assistants. The lead physician will lead the advanced nurse practitioners and physicians at each facility. The lead physician will make sure providers are following the proper protocols, giving high quality treatment and understanding the needs of the patients. Each of these positions will report to the practice manager. We are staggering the posting of the practice manager positions. The BMB practice manager position is already posted.

Member Tarter asked how does this new structure effect the patient centered medical home (PCMH)? Executive Director Mark Pfister stated that it will improve the PCMH process because everyone will be under the practice manager. The accountability falls to the practice manager. The Director of Clinical Operations Loretta Dorn said that these new positions will help in implementing where we need to go in a better fashion. It will also provide better coverage for the providers on site. Chief Medical Officer Dr. Saqueton responded that we looked at many PCMH models from other FQHCs to see what others are doing.

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**5. Items for Approval:** The following items were presented for approval:

**A. Approval of Healthcare Practitioner Credentialing and Privileging:** The Personnel Committee has reviewed the credentialing and privileging of the following provider and has recommended approval from the Governing Council:

1. *Lisa Shelton, Licensed Clinical Professional Counselor (LCPC) (Full-time) – Midlakes Health Center and School Based Health Center*
2. *Beth Dunlap, MD (Flex – MAT (Medically Assisted Therapy for opiate addiction))*

*Member McConico made the motion to accept the credentialing and privileging of the above-mentioned providers. Member Duque seconded the motion. All in favor. None opposed. The motion carried and was approved.*

**B. Approval of Professional Staff Reappointments:** There were no professional staff reappointments for approval.

**6. Approval of Grants:** The following items were presented for approval:

**A. Approval of \$60,000 in additional funding from the Illinois Department of Public Health for the Title X Family Planning Program:** The Lake County Health Department and Community Health Center has been awarded \$60,000 in additional funding from the Illinois Department of Public Health to support the Title X Family Planning Program. Funds will be used to offset existing salary, benefit and supply costs. The grant period for the project remains July 1, 2016 – June 30, 2017.

*Member White made the motion to approve the grant funding of \$60,000 in additional funding from the Illinois Department of Public Health for the Title X Family Planning Program. Member McConico seconded the motion. Roll Call vote yielded 7 ayes: McConico, White, Withem-Voss, Tarter, Ross-Cunningham, Washington, and Duque. All in favor. None opposed. The motion carried and approved.*

**7. Informational Items:**

**A. CQI Update:** Key Performance Indicators (KPI) continue to show improvement. The look of the 2017 UDS report measures might be a bit different but that is because of the UDS indicator change. National Quality Leaders are health centers that are the highest performers compared with national standards and benchmarks in key clinical areas. National Quality Leaders are awarded funding for hitting measures. HRSA decides the measures. Member Tarter asked how the providers feel about these numbers? Dr. Saqueton responded that providers are concerned and redoubling efforts. We have made some changes like in the colorectal cancer screening. We now have an easier test to use and have posters up at the sites. Patients are now asking for the test. Member Tarter stated that maybe we can set up an incentive for providers who hit their targets. Executive Director Mark Pfister stated that there are funds tied with becoming National Quality Leaders that incentives could be a possibility.

**B. 2017 Payor Mix:** Director of Managed Care, Kim Burke will provide this information monthly. No substantial changes from last month. MCO spots will go to bid and there will only be 4-7 slots available, down from 12. Sigma and Humana are not submitting a bid so they will finish in 2017. Members of Sigma and Humana will be moved to different MCOs. Small percentage of our patients had either of these. The state is supposed to make their decision on MCOs by June 30<sup>th</sup> but will probably be closer to the end of the summer when they decide.

**8. Chief Medical Officer's Report:** Dr. Robert Saqueton discussed the items included in the Chief Medical Officer's report.

**9. Dental Director's Report:** Dr. Omar Cockey 's monthly report was included in the Governing Council packet.

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**10. Director of Finance's Report:** Trending higher for private pay than we did last year. We receive more money for Medicare than Medicaid. We have a large cash reserve and in June we will receive property tax dollars so financially we are in good shape. Medicare cost report was out on time. Medicaid is on schedule to go out on time. Currently working on budget for FY18. Executive Director Mark Pfister stated that we are still waiting on a state budget.

**11. Reports of Committees:** There was no reports at this meeting

**12. Old Business:** Executive Director Mark Pfister introduced Information Technology Director Doug Kasamis to discuss the transition from Osis to eMedApps for NextGen. Doug stated that six months ago we had issued an RFP for our electronic health record in NextGen. We selected eMedApps who are based locally. We have additional functionality and improved interface with eMedApps. We converted the whole system with no issues. A great rollout and very excited to work with eMedApps.

**13. New Business:** There was no new business at this meeting.

**14. EXECUTIVE SESSION:** *Member Ross-Cunningham made the motion to go into executive session at 12:42 p.m. Member McConico seconded the motion. All in favor. None opposed. The motion carried.*

Discussion followed in closed session.

*Member Tarter made the motion to go out of executive session at 12:49 p.m. Member McConico seconded the motion. All in favor. None opposed. The motion carried.*

*Member Ross-Cunningham made the motion to keep all executive session minutes closed in accordance with Section 2.06 of the Open Meetings Act. Member Duque seconded the motion. All in favor. None opposed. The motion carried.*

### **15. Adjournment and Next Meeting:**

*Member Ross-Cunningham made the motion to adjourn. Member Withem-Voss seconded the motion. All in favor. None opposed. Motion carried and approved. Meeting adjourned at 12:50 p.m.*

The next Governing Council meeting will take place Thursday, June 22<sup>nd</sup>, 2017 at 12:00 noon at the Health Department Board Room, 3010 Grand Avenue, Waukegan, IL 60085.

Respectfully submitted,

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Mary Ross-Cunningham, Secretary