



AGENDA

DCHC ADVISORY BOARD MEETING JANUARY 16, 2023 * 5:00 P.M. DCHD CONFERENCE ROOM/GOOGLE MEET

1. CALL TO ORDER.
2. ROLL CALL.
3. APPROVAL OF DECEMBER 12, 2022 BOARD MINUTES.
4. DISCUSSION OF TOWN HALL MEETINGS, COMMUNITY OUTREACH EVENTS, AND NEWS MEDIA COVERAGE
5. UPDATE ON IDPH INITIAL WALK-THROUGH FROM 1/5/23
6. FURTHER DISCUSSION OF ADVISORY BOARD BYLAWS

The proposed bylaws are set forth to assist in the governance of the DoCo Health Center practices. Specifically, the conversation regarding the necessity of D&O insurance for the advisory board. The discussion will be utilized to gauge interest in D&O insurance for the advisory board members.

7. PLAN FOR SCHOOL NURSE/SCHOOL COUNSELOR VISITS
8. HIRING DAYSE BRENES-VILLELA, CMA TO ASSIST MATYA IN MEDICAL CARE
9. DISCUSSION OF PROPOSED OPERATIONAL DATE: 2/6/2023
10. QUESTIONS FOR PRESS OR VISITORS **5-minute time limit per person or 15 minutes per topic.**
11. ADJOURNMENT TO FEBRUARY 13, 2023, 5:00 P.M.

1250 E US HWY 36
Tuscola, IL 61953



DoCo Health Center

P: 217.253.4137
F: 217.599.3854

February 13, 2023

OFFICIAL MINUTES

of the

DOUGLAS COUNTY HEALTH CENTER ADVISORY BOARD

***Members of the Douglas County School Based Health Center Advisory Board convened in regular session at 5:00 P.M., Conference Room, Douglas County Health Department, Tuscola, Illinois & Google Meets virtual options available. DCHC Clinic Manager, Abby Hendren called the meeting to order at 5:00pm on 2/13/2023.**

ROLL CALL

***Members present (In-Person): Colleen Lehmann**

***Members present (Google Meet): Shannon Cheek, James Young, Stacy Shonkwiler, and Kate Watson**

***Members absent: Jason Pantier, Anna Dvorachek, Melissa Lemay, Kendall Huffman, Amanda Minor, and Diana Watson.**

PRESENT: 5

ABSENT: 6

APPROVAL OF JANUARY 16, 2023 MEETING MINUTES

Colleen Lehmann made a motion to approve the January 16, 2023 minutes and Shannon Cheek seconded the motion.

Roll Call:

Shannon Cheek - Yes

Anna Dvorachek - Absent

Kendall Huffman - Absent

Colleen Lehmann - Yes

Melissa Lemay - Absent

Amanda Minor - Absent

Jason Pantier - Absent

Stacy Shonkwiler - Yes

Diana Watson - Absent

Kate Watson - Yes

James Young - Yes

UPDATE ON FIRST WEEK OF OPERATION

Abby Hendren brought the topic of operation through the first week of DoCo Health Center being open as of February 6, 2023. Abby Hendren shared with the advisory board that fourteen (14) mental health assessment appointments were scheduled and kept, whereas four (4) medical care patients were seen as a combination of one (1) school physical, one (1) acute care visit, and two (2) primary care patient appointments completed.

SCHEDULED IDPH CERTIFICATION VISIT FOR 3/2/23

Abby Hendren brought to the attention of the advisory board members the scheduled Illinois Department of Public Health (IDPH) certification site visit date which upon completion should open DoCo Health Center up to additional grant funding opportunities.

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UPDATE ON ADVISORY BOARD LIABILITY COVERAGE

Abby updated the advisory board with the following information requested for clarification from the January 16, 2023 advisory board meeting. Amanda Minor checked with the Douglas County Clerk, Judi Pollock, responsible for maintaining liability coverage for county employees and affiliated boards. Judi Pollock confirmed with IPMG, the company currently holding liability coverage for Douglas County that under the ultimate direction of the Douglas County Board and Board of Health, the DoCo Health Center advisory board is covered by the existing liability insurance by extension.

MONTHLY MEETINGS VIA GOOGLE MEETS FOR SCHOOL COUNSELORS

Abby Hendren discussed with the advisory board members the plans to meet with local school counselors and social workers amongst the five school districts to be served by DoCo Health Center once monthly virtually to discuss pressing issues, ideas about faculty training, and any referral questions the counselors may have for the mental health provider, Wade Stark. Abby Hendren also invited members of the advisory board if interested to join the monthly meeting as they wish. Colleen Lehmann posed the question if school counselors would be comfortable with members of the advisory board joining in the monthly meetings. Wade Stark accepted the task of surveying the school counselors to gauge comfortability in sharing their experiences and current issues regarding students' mental health with advisory board members potentially present on the call.

ADJOURNMENT

The next DoCo Health Center Advisory Board meeting was set for March 13, 2023 at 5:00pm in the DCHD conference room or virtually through Google Meet. James Young made a motion to adjourn at 5:12pm and Kate Watson seconded the motion. All in attendance agreed and the meeting was adjourned.

Abby Hendren, DCHC Clinic Manager

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March 13, 2023

OFFICIAL MINUTES

of the

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ROLL CALL

***Members present (In-Person): Colleen Lehmann, Amanda Minor, and Kendall Huffman**

***Members present (Google Meet): James Young, Jason Pantier, Melissa Lemay, and Kate Watson**

***Members absent: Anna Dvorachek, Shannon Cheek, Stacy Shonkwiler, and Diana Watson.**

PRESENT: 7

ABSENT: 4

APPROVAL OF FEBRUARY 13, 2023 MEETING MINUTES

Colleen Lehmann made a motion to approve the February 13, 2023 minutes and Kate Watson seconded the motion.

Roll Call:

**Shannon Cheek - Absent
Anna Dvorachek - Absent
Kendall Huffman - Yes
Colleen Lehmann - Yes**

**Melissa Lemay - Yes
Amanda Minor - Yes
Jason Pantier - Yes**

**Stacy Shonkwiler - Absent
Diana Watson - Absent
Kate Watson - Yes
James Young - Yes**

DISCUSSION & APPROVAL OF DCHD EMPLOYEE USE OF DCHC SERVICES

Abby Hendren brought the topic of DCHD employee use of services to the attention of the advisory board. James Young made the suggestion of adding to the DCHD employee use of DCHC services verbiage specifying the same rules, rates, and standards shall apply to DCHD employees as other patient populations served without priority treatment. James Young motioned to approve the proposed policy and re-evaluate in 60 days if the policy should stay the way it is written or be discussed again by the advisory board based on current patient population trends and needs. Kate Watson seconded the motion.

Roll Call:

**Shannon Cheek - Absent
Anna Dvorachek - Absent
Kendall Huffman - Yes
Colleen Lehmann - Yes**

**Melissa Lemay - Yes
Amanda Minor - Yes
Jason Pantier - Yes**

**Stacy Shonkwiler - Absent
Diana Watson - Absent
Kate Watson - Yes
James Young - Yes**



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OPEN HOUSE INVITATION: March 26, 2023 from 2:00 - 4:00PM

Abby Hendren brought to the attention of the advisory board members the scheduled Open House of DoCo Health Center on Sunday, March 26, 2023. Superintendents, school counselors, school nurses, various community stakeholders, advisory board members, Board of Health members, and other DCHC supporters have been invited to come see DoCo Health Center and learn more about what services DCHC has to offer.

APPROVAL OF UPDATED ADVISORY BOARD BYLAWS

After some advisory board discussion about the changes made to the existing advisory board bylaws, a motion was made by James Young to approve the bylaws with the understanding that Douglas County State's Attorney Kate Watson would take a look at the bylaws and transition some verbiage into clear legal language regarding the umbrella provision of D & O insurance extended to the DCHC advisory board by way of the Douglas County Board and DCHD Board of Health. Melissa Lemay seconded the motion.

Roll Call:

Shannon Cheek - Absent
Anna Dvorachek - Absent
Kendall Huffman - Yes
Colleen Lehmann - Yes

Melissa Lemay - Yes
Amanda Minor - Yes
Jason Pantier - Yes

Stacy Shonkwiler - Absent
Diana Watson - Absent
Kate Watson - Yes
James Young - Yes

IDPH CERTIFICATION VISIT ON 3/2/2023

Abby Hendren shared the news with the DCHC advisory board about the official Illinois Department of Public Health (IDPH) certification the DCHC received on March 3, 2023. This certification will be in effect for two years, whereas re-certification will consist of a thorough review of policies and procedure as well as a chart audit of patients seen at the DCHC.

ADJOURNMENT

The next DoCo Health Center Advisory Board meeting was set for April 10, 2023 at 5:00pm in the DCHD conference room or virtually through Google Meet. Kendall Huffman made a motion to adjourn at 5:23pm and Jason Pantier seconded the motion. All in attendance agreed and the meeting was adjourned.

Roll Call:

Shannon Cheek - Absent
Anna Dvorachek - Absent
Kendall Huffman - Yes
Colleen Lehmann - Yes

Melissa Lemay - Yes
Amanda Minor - Yes
Jason Pantier - Yes

Stacy Shonkwiler - Absent
Diana Watson - Absent
Kate Watson - Yes
James Young - Yes

Abby Hendren, DCHC Clinic Manager

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April 10, 2023

OFFICIAL MINUTES

of the

DOUGLAS COUNTY HEALTH CENTER ADVISORY BOARD

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ROLL CALL

***Members present (In-Person): Colleen Lehmann and Amanda Minor**

***Members present (Google Meet): James Young, Stacy Shonkwiler, Jason Pantier, Melissa Lemay, Shannon Cheek and Kate Watson**

***Members absent: Anna Dvorachek, Kendall Huffman, and Diana Watson.**

PRESENT: 8

ABSENT: 3

APPROVAL OF FEBRUARY 13, 2023 MEETING MINUTES

Colleen Lehmann made a motion to approve the March 13, 2023 minutes and Amanda Minor seconded the motion.

Roll Call:

Shannon Cheek - Yes

Anna Dvorachek - Absent

Kendall Huffman - Absent

Colleen Lehmann - Yes

Melissa Lemay - Yes

Amanda Minor - Yes

Jason Pantier - Yes

Stacy Shonkwiler - Yes

Diana Watson - Absent

Kate Watson - Yes

James Young - Yes

REPORT OF ENCOUNTERS, UNDUPLICATED PATIENTS & ANALYSIS OF PAYERS

Abby Hendren brought a generalized report of encounter quantities per provider, unduplicated patients, and an analysis of insurance payers of the patient population utilizing the DoCo Health Center services to the attention of the advisory board. James Young asked Abby Hendren to create a report of participation based on geographic area. Abby Hendren agreed to prepare a report of participation based on the patient zip code of residence.

DISCUSSION OF PLANNED COMMUNITY/SCHOOL EVENTS - SUMMER 2023

DCHC staff will be hosting school/sports physical events around Douglas County communities this summer. Information was sent out to all local superintendents, principals, school nurses, and school counselors about the events. We hope to reduce barriers of accessibility by hosting these events and need your help in promoting them to ensure they will be a success.

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DISCUSSION OF DCHD 2023 SUMMER FOOD PROGRAM

The team at DCHD responsible for the oversight of the annual summer food program has come together and decided to change the way the summer food program is conducted this year. Traditionally, the DCHD has provided summer meals at sites within Douglas County allowing any and all students to come receive meals. However we have noticed that by offering delivery, we may be able to reach more students with the greatest need. We have sent out referral forms to school counselors and social workers to refer students who are currently participating in the free/reduced lunch program and may benefit from a weekly delivery of food this summer. We are looking for partner organizations willing to help pack weekly boxes for their communities once we have confirmed families' interest in participating!

ADJOURNMENT

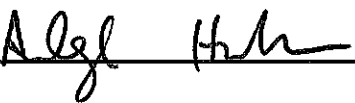
The next DoCo Health Center Advisory Board meeting was set for May 8, 2023 at 5:00pm in the DCHD conference room or virtually through Google Meet. Melissa Lemay made a motion to adjourn at 5:16pm and Shannon Check seconded the motion. All in attendance agreed and the meeting was adjourned.

Roll Call:

Shannon Check - Yes
Anna Dvorachek - Absent
Kendall Huffman - Absent
Colleen Lehmann - Yes

Melissa Lemay - Yes
Amanda Minor - Yes
Jason Pantier - Yes

Stacy Shonkwiler - Yes
Diana Watson - Absent
Kate Watson - Yes
James Young - Yes



Abby Hendren, DCHC Clinic Manager

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May 8, 2023

OFFICIAL MINUTES

of the

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ROLL CALL

*Members present (In-Person): Colleen Lehmann and Jason Pantier

*Members present (Google Meet): James Young, Stacy Shonkwiler, Shannon Cheek and Amanda Minor

*Members absent: Anna Dvorachek, Kendall Huffman, Kate Watson, Melissa Lemay and Diana Watson.

PRESENT: 6

ABSENT: 5

APPROVAL OF MARCH 13, 2023 MEETING MINUTES

Shannon Cheek made a motion to approve the April 10, 2023 minutes and Colleen Lehmann seconded the motion.

Roll Call:

Shannon Cheek - Yes

Anna Dvorachek - Absent

Kendall Huffman - Absent

Colleen Lehmann - Yes

Melissa Lemay - Absent

Amanda Minor - Yes

Jason Pantier - Yes

Stacy Shonkwiler - Yes

Diana Watson - Absent

Kate Watson - Absent

James Young - Yes

REPORT OF PATIENT PARTICIPATION BY ZIP CODE

Abby Hendren brought a generalized report of encounter quantities per provider, unduplicated patients, and an analysis of participation grouped by school district. James Young asked for a more quantifiable report of participation including school district population and payer reports per school district. James Young also brought to the discussion the request for ideas of financial capability for the operations of the school-based health center. Amanda Minor and Abby Hendren agreed to prepare and share financial reports as they relate to school-based health center operations and planning.

DISCUSSION OF PLANNED COMMUNITY/SCHOOL EVENTS - SUMMER 2023

Abby Hendren gave advisory board members a chance to ask questions about the upcoming schedule of community events for DoCo Health Center staff. Abby Hendren emphasized the significance of the impact of the rural communities in Douglas County by bringing services to residents where they are and reducing barriers of transportation.

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DISCUSSION OF GRANT REQUIREMENTS FOR DCHC ADVISORY BOARD MEETING

For the school-based health center grant funding, the advisory board is only required to meet twice annually. We are gauging interest in continuing to have advisory board meetings monthly or if there is any interest in another time increment such as every other month or quarterly. Abby Hendren asked all advisory board members present to respond to the Google Forms link sent out about interest in changing the meeting frequency of the advisory board.

ADJOURNMENT

The next DoCo Health Center Advisory Board meeting was set for June 12, 2023 at 5:00pm in the DCHD conference room or virtually through Google Meet. Shannon Cheek made a motion to adjourn at 5:25pm and Amanda Minor seconded the motion. All in attendance agreed and the meeting was adjourned.

Roll Call:

Shannon Cheek - Yes
Anna Dvorachek - Absent
Kendall Huffman - Absent
Colleen Lehmann - Yes

Melissa Lemay - Absent
Amanda Minor - Yes
Jason Pantier - Yes

Stacy Shonkwiler - Yes
Diana Watson - Absent
Kate Watson - Absent
James Young - Yes

A handwritten signature in black ink, appearing to read "Abby Hendren", is written over a horizontal line.

Abby Hendren, DCHC Clinic Manager

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June 12, 2023

OFFICIAL MINUTES

of the

DOUGLAS COUNTY HEALTH CENTER ADVISORY BOARD

***Members of the Douglas County School Based Health Center Advisory Board convened in regular session at 5:00 P.M., Conference Room, Douglas County Health Department, Tuscola, Illinois & Google Meets virtual options available. DCHC Clinic Manager, Abby Hendren called the meeting to order at 5:00pm on 6/12/2023.**

ROLL CALL

***Members present (In-Person): Colleen Lehmann and Jason Pantier**

***Members present (Google Meet): James Young and Shannon Cheek**

***Members absent: Anna Dvorachek, Kendall Huffman, Stacy Shonkwiler, Amanda Minor, Kate Watson, Melissa Lemay and Diana Watson.**

PRESENT: 4

ABSENT: 7

APPROVAL OF MAY 8, 2023 MEETING MINUTES

Shannon Cheek made a motion to approve the May 8, 2023 minutes and Colleen Lehmann seconded the motion.

Roll Call:

**Shannon Cheek - Yes
Anna Dvorachek - Absent
Kendall Huffman - Absent
Colleen Lehmann - Yes**

**Melissa Lemay - Absent
Amanda Minor - Absent
Jason Pantier - Yes**

**Stacy Shonkwiler - Absent
Diana Watson - Absent
Kate Watson - Absent
James Young - Yes**

CASEY MCCLAIN, LPC UPDATE

Casey McClain has joined the team and began working at DCHC on May 23rd. Casey began seeing clients on May 30th and has 4 established clients. Casey is practicing under the clinical supervision of Wade Stark, LCPC until she passes her LCPC licensure examination later this year. Casey is in office Tuesday - Friday and is accepting new clients for individuals that meet the school-based health center criteria and are either commercially insured or self-pay. Because of Casey's level of current licensure, DCHC cannot yet bill Medicaid for Casey's services.



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FEEDBACK OF COMPLETED COMMUNITY/SCHOOL EVENTS - SUMMER 2023

DCHC staff will be hosting school/sports physical events around Douglas County communities this summer. The following list is what is currently scheduled for DCHC staff:

5/22/2023 - School/Sports Physicals @ Arthur Grade School (8 - 4:30) 19 Physicals
5/23/2023 - School/Sports Physicals @ Lovington Grade School (8 - 4:30) 21 Physicals
5/24/2023 - School/Sports Physicals @ Atwood-Hammond Grade School (8 - 4:30) 18 Physicals
5/31/2023 - School Physical @ Bear Creek School (1:00 - 7:00) 16 Physicals
6/2/2023 - School/Sports Physicals @ Arthur Community Room (10:00 - 5:00) 22 Physicals
6/9/2023 - School/Sports Physicals @ Newman Community Center (10:00 - 5:00) 7 Physicals
103 Physicals Completed Over 6 Events

UPCOMING COMMUNITY/SCHOOL EVENTS - SUMMER 2023

6/16/2023 - School/Sports Physicals @ Arcola Center (10:00 - 5:00) 8 Scheduled
6/23/2023 - School/Sports Physicals @ Villa Grove High School (10:00 - 5:00) 18 Scheduled
6/28/2023 - School/Sports Physicals @ Arthur Christian School (11:00 - 7:00) 31 Scheduled
6/30/2023 - School/Sports Physicals @ Tuscola Community Building (10:00 - 5:00) 13 Scheduled
70 Physicals Scheduled (4 Events)
7/28/2023 - School/Sports Physicals @ Shiloh School (8:30 - 4:00)
8/1/2023 - School/Sports Physicals @ Arthur High School (8 - 4:30)
8/2/2023 - School/Sports Physicals @ Arthur High School (8 - 4:30)
8/3/2023 - School/Sports Physicals @ Arthur High School (10 - 7:00)

RESULTS OF GOOGLE FORM SURVEY ABOUT MEETING FREQUENCY

After discussion with advisory board members, the proposal was made to move advisory board meetings to every other month, then meet quarterly after seeing how meeting every other month works for advisory board members and DCHC staff. A quorum of members was not present, so the matter could not be voted on, but is to be voted on at the July 10, 2023 meeting.

ADJOURNMENT

The next DoCo Health Center Advisory Board meeting was set for July 10, 2023 at 5:00pm in the DCHD conference room or virtually through Google Meet. Colleen Lehmann made a motion to adjourn at 5:16pm and Shannon Cheek seconded the motion. All in attendance agreed and the meeting was adjourned.

Roll Call:

Shannon Cheek - Yes
Anna Dvorachek - Absent
Kendall Huffman - Absent
Colleen Lehmann - Yes

Melissa Lemay - Absent
Amanda Minor - Absent
Jason Pantier - Yes

Stacy Shonkwiler - Absent
Diana Watson - Absent
Kate Watson - Absent
James Young - Yes

Abby Hendren, DCHC Clinic Manager