



**WILL COUNTY HEALTH DEPARTMENT
BOH Meeting Minutes
February 21, 2018**

The monthly meeting of the Board of Health held at the Will County Health Department, 501 Ella Avenue, Joliet, IL was called to order at 3:00 PM, Mr. Zelko, President presiding.

ROLL CALL/QUORUM NOT PRESENT

MEMBERS PRESENT

James Zelko, President,
Billie Terrell, Ph.D., Vice President
Chief Daniel Forsythe, Secretary
Donald Gould
John Cicero, Member-At-Large
Scott Soderquist, D.D.S. (arrived at 3:23p.m.)
Denise Winfrey (arrived at 3:05p.m.)

MEMBERS ABSENT

Gary Lipinski, M.D
Judith McDonald, Ed.D. (retired this meeting)
George Pitsilos, M.D.
Guadalupe Vega
Edward Zabrocki

STAFF PRESENT

Susan Olenek, Executive Director
Stephanie Baskin, Executive Assistant
Elizabeth Bilotta, Administrative Services Director, Administration
Steve Brandy, Media Services Manager, Administration
Stacy Knack, Human Resources Coordinator, Administration
Patrick Thorne, Facilities Manager, Administration
Joseph Troiani, Ph.D., Division Director, Behavioral Health
Scott DuBois, Ph.D., Program Manager, Behavioral Health
David Delrose, Mental Health Counselor, Behavioral Health
Mary Maragos, Chief Executive Officer, Community Health Center
Jennifer Byrd, Chief Medical Officer, Community Health Center
Thomas Casey, Division Director, Environmental Health
Katie Nelson, Program Coordinator, Environmental Health
Trisha Kautz, Program Coordinator, Environmental Health
Georgia VanderBoegh, Division Director, Family Health Services
Kathleen Weber, Program Coordinator, Emergency Preparedness & Response
Barbara Agor, EP&R Specialist, Emergency Preparedness & Response
Cynthia Jackson, Program Manager, Family Health Services
Jennifer Gorszczyk, Program Manager, Family Health Services

OTHERS PRESENT

Keith Aeschliman, Assistant State's Attorney
Dan McGrath, Assistant State's Attorney
Lewis University Nursing Students
Marie Lindsey, Governing Council Chairman

PLEDGE OF ALLEGIANCE

PRESIDENT'S COMMENTS

- ✚ Mr. Zelko noted a quorum was not present at the time of roll call. The board will proceed with items able for discussion.
- ✚ Mr. Zelko asked one of the Lewis University students to represent and introduce the large group of (40 plus) nursing students in attendance.
- ✚ Mr. Zelko announced to the board Ms. Judy McDonald has resigned as board member. Ms. McDonald has served as a board member for 24 years. Mr. Zelko shared some of Ms. McDonald's sentiments from her resignation letter. Mr. Zelko wished her well and noted recruitment will be needed for her replacement. Mr. Zelko mentioned he would like the County Board to recruit from the eastern part of Will County.

EXECUTIVE DIRECTOR'S COMMENTS

- ✚ Ms. Olenek noted a plaque presentation to honor Ms. McDonald and her service to the board will be presented at the next board meeting.
- ✚ Ms. Olenek suggested to the Lewis University nursing students, the WCHD employs nurses in three of our divisions. Upon graduation, they are encouraged to check our website for employment and apply for a position within the agency.

QUORUM PRESENT

APPROVAL OF BOARD OF HEALTH MINUTES

Moved: (Mr. Cicero second Dr. Terrell) to approve the January 17, 2018 Regular Session minutes as presented.

Motion carried

TREASURER'S REPORT AND DEPARTMENT FINANCIAL REPORTS

The monthly statement from the Treasurer ending January 31, 2018 showed a balance of \$7,605,350.47.

- The Schedule of Revenue for the month of January was reviewed and discussed showing agency revenue at 14% for the fiscal year.
- The Expense Report for the month of January was reviewed and discussed showing agency expenditures at 10.8% for the fiscal year.
- The Capital Improvement Fund report was discussed for the month of January showing activity with an ending balance of \$37,262.87.

Moved: (Mr. Gould, second Chief Forsythe) to approve the Treasurer's Report and Department Financial Reports for the month of January as presented.

Motion Carried

REPORTS FROM DIVISIONS

Written reports were submitted by the Chief Executive Officer, Chief Medical Officer, Division Directors, Emergency Response Coordinator, and Media Services Manager.

Administrative Services (Presented Monthly Reports for January)

- Report of activities were provided in the packet for the Board's review.

Behavioral Health Programs (Presented Monthly Reports for January)

- Report of activities were provided in the packet for the Board's review.
- Dr. Troiani reported as of February 21, BH received \$88,984.07 in deposits through MCO (Managed Care Organizations).

- BH received a RFI (request for information) regarding the development of programs that can assist with mental illness individuals who can be reverted to rehabilitation programs. DMH specifically identified six Illinois counties (including Will County) that make up the largest number of referrals to the state for competency restoration services. The RFI is due by noon, March 19th.
- ✚ Mr. Zelko asked if the funds are new funds for this program or diverted funds from other departments? Dr. Troiani noted the money is possibly being re-routed from within the state from other departments. Discussions ensued.

Community Health Center (CHC) (Presented Monthly Reports for January)

- Report of activities were provided in the packet for the Board's review.
- Ms. Maragos reported the UDS (Uniform Data System) has been submitted. The UDS is a standardized reporting system that provides consistent information about health centers and look-alike FQHC's.
- Mr. Zelko inquired if the Health Care funding cliff passed. Ms. Maragos noted yes. Congress passed a bipartisan spending package that included an additional two years of funding for Community Health Centers.

Dr. Byrd, Chief Medical Officer (CHC)

- Report of activities were provided in the packet for the Board's review.

Environmental Health (Presented Monthly Reports for January)

- Report of activities were provided in the packet for the Board's review.
- Mr. Casey provided updates on fees collected for food permits, permits to discharge, and septic contractor fees.
- Mr. Casey reported he received information from IDPH regarding the clover sprouts pulled from the Jimmy Johns Chicagoland, Wisconsin, and Minnesota locations due to the outbreak of cluster salmonella; the results were proved negative.
- Mr. Casey complimented the maintenance staff for repairing the vacuum pump in the EH lab.
- Mr. Casey reported EH received a notice from SIREN regarding skin infections in Sangamon County from two patients receiving tattoos at the same parlor by the same artist. This issue is being investigated.
- ✚ Mr. Zelko asked Mr. Pat Thorne to stand for recognition for all the great work his department has done completing tasks throughout the agency.

Family Health Services (Presented Monthly Reports for January)

Report of activities were provided in the packet for the Board's review.

Emergency Preparedness and Response (EP&R) (Presented Monthly Reports for January)

- Report of activities were provided in the packet for the Board's review.
- Ms. Weber thanked Ms. Cindy Jackson for helping assist with a grant submission to bring Mobil Food Pantries to identified food deserts throughout Will County. The grant was awarded in the amount of \$7500.

Media Services (Presented Monthly Reports for January)

- Reports of press releases and media coverage were provided in the packet for the Board's review.
- Mr. Brandy reported he and David Campbell, Community Health Educator appeared on WJOL radio February 20th bringing awareness for National Heart Healthy month.
- Mr. Brandy was at Rockdale Elementary School February 6th along with the Mobile Dental Van for Children's Dental Month.
- Mr. Brandy noted he will be at Grand Haven Senior Community tomorrow, February 22nd discussing the services available at the WCHD and the Opioid crisis update with Dr. Scott DuBois and Dr. Kathleen Burke.
- Mr. Brandy provided a brief update on upcoming projects he is working on for National Public Health Week. Ms. Olenek mentioned we are working in collaboration with the high schools to develop public health leaders of the future.

OLD BUSINESS

NEW BUILDING UPDATE

Ms. Olenek noted she has been attending the Capital Improvements Committee (CIC) meetings regularly. The CIC decided they are going out for bid and will submit a RFQ for the design portion of the new Health Department building. A timeframe when the RFQ will be submitted has not been provided.

Ms. Olenek provided brief updates regarding additional capital projects including; the public safety complex and the court house project. Ms. Olenek noted you can watch the progress and process for the courthouse project through a live camera feed 24/7. You can review footage by going to the County website/County Board/Capital Improvements Committee/ click on the link.

STRATEGIC PLANNING UPDATE

Ms. Olenek stated a draft plan was anticipated to be brought to the board at this meeting; however, it was not complete as of to date. The five committees established are working on objectives and action plans. The staff is meeting a couple times of week. Ms. Olenek will bring the final draft to the board at the next meeting. Ms. Olenek spoke with Ms. Triana-Tremaine, Facilitator asking her to provide feedback for the work completed to-date.

NEW BUSINESS

RESOLUTION #18-03 SURPLUS EQUIPMENT (ADM)

Moved: (Ms. Winfrey, second Dr. Terrell) the Will County Health Department (WCHD) and Community Health Center (CHC) requires the disposal of surplus equipment that is obsolete, and/or not working. The Board of Health approves the surplus of various Will County Health Department and Community Health Center equipment with various companies

Motion Carried

RESOLUTION #18-04 PURCHASE OF WEST NILE VIRUS LARVICIDE (EH)

Moved: (Chief Forsythe, second Ms. Winfrey) Part of the 2018 Vector Surveillance and Control Grant Program being conducted by the Environmental Health Division of the Health Department includes the distribution of mosquito larvicide. EH purchased approximately \$25,000 more than last year of larvicide. EH will purchase the larvicide in increments as the funds become available. The Board of Health approves the purchase of up to seventy (70) cases of Altosid XR Ingot larvicide for a total cost (not to exceed) \$75,000.

Motion Carried

RESOLUTION #18-05 SLIDING FEE SCALES REVISION (CHC)

Moved: (Dr. Terrell, second Mr. Cicero) CHC provides medical evaluation, services, and procedures in primary, dental, and behavioral health care. Keeping with the changes to these usual and customary fees, as well as the sliding fee scales for purposes of billing maximization. The Board of Health increases the CHC Medical charges and sliding fee scales.

Motion Carried

EXECUTIVE SESSION RE EMPLOYMENT/LEGAL MATTERS – NONE

Ms. Olenek noted the Mission, Vision, and Core statements are now included at the top of the agenda.

APPROVAL OF PERSONNEL STATUS REPORT FOR THE WILL COUNTY HEALTH DEPARTMENT

Moved: (Mr. Gould, second Ms. Winfrey) to approve all personnel changes for the Will County Health Department for the month of February.

Motion Carried

BOARD MEMBERS' COMMENTS/CONCERNS

Mr. Zelko mentioned Ms. Olenek's annual evaluation is due. Mr. Zelko asked if the same board members who conducted the evaluation last year are okay with conducting the evaluation this year. Mr. Zelko asked if this can be completed by the next meeting? The board members agreed. The board members will meet March 21st prior to the meeting.

ADJOURNMENT

At 3:45p.m. a motion was made by (Chief Forsythe and seconded by Ms. Winfrey) to adjourn the meeting.

By: 
Chief Daniel Forsythe, Secretary
Will County Board of Health

By: 
Stephanie Baskin, Executive Assistant
Will County Health Department