



**WILL COUNTY HEALTH DEPARTMENT
BOH Meeting Minutes
March 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 (left at 4:07p.m.)
John Cicero, Member-At-Large
Gary Lipinski, M.D
Denise Winfrey

MEMBERS ABSENT

George Pitsilos, M.D.
Scott Soderquist, D.D.S.
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 (arrived at 3:15p.m.)
Stacy Knack, Human Resources Coordinator, Administration
Anthony Melei, I.T.T. Program Coordinator, Administration
Joseph Troiani, Ph.D., Division Director, 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
Barbara Agor, EP&R Specialist, Emergency Preparedness & Response
Jennifer Gorszczyk, Program Manager, Family Health Services
Rose Stroemer, Nutritionist, Family Health Services

OTHERS PRESENT

Dan McGrath, Assistant State's Attorney
Lewis University Nursing Students
Judith McDonald, Former Board Member
Paul Lauridsen, Governing Council Vice Chairman

PLEDGE OF ALLEGIANCE

PRESIDENT'S COMMENTS

- Mr. Zelko welcomed everyone to the meeting.
- Mr. Zelko and Ms. Olenek presented Ms. Judith McDonald with a certificate of appreciation and an award of recognition for serving 24 years as a Board of Health member. Ms. McDonald thanked the Board and noted it was her pleasure serving as a dedicated member during her time of tenure.

EXECUTIVE DIRECTOR'S COMMENTS

Ms. Olenek provided a brief update regarding the annual release of the County Health Rankings. Will County (WC) has gone up to number 9 from number 11 in rankings for general outcomes, which places WC in the top 10. Ms. Olenek will bring more comprehensive information to the April board meeting. Ms. Olenek noted this information can be found on <http://www.countyhealthrankings.org>.

APPROVAL OF BOARD OF HEALTH MINUTES

Moved: (Ms. Winfrey second Dr. Terrell) to approve the February 21, 2018 Regular Session minutes as presented.

Motion carried

TREASURER'S REPORT AND DEPARTMENT FINANCIAL REPORTS

The monthly statement from the Treasurer ending February 28, 2018 showed a balance of \$6,687,297.39.

- The Schedule of Revenue for the month of February was reviewed and discussed showing agency revenue at 19% for the fiscal year.
- The Expense Report for the month of February was reviewed and discussed showing agency expenditures at 19.3% for the fiscal year.
- The Capital Improvement Fund report was discussed for the month of February showing activity with an ending balance of \$37,274.58.

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

Motion Carried

REPORTS FROM DIVISIONS

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

Administrative Services (Presented Monthly Reports for February)

- Report of activities were provided in the packet for the Board's review.
- Ms. Bilotta provided a brief update regarding the upcoming CPR and AED training April 26th in the Community Room. Ms. Bilotta extended an invitation to the board to stop by and participate if interested.
- Ms. Bilotta noted the cleaning contract with Alpha Building Maintenance Services had a 90-day trial period. The HD agrees to maintain Alpha's cleaning services. Ms. Bilotta asks if the bid contract can be counter signed to officially enter into contract with Alpha Building Maintenance Services, Inc.

Behavioral Health Programs (Presented Monthly Reports for February)

- Report of activities were provided in the packet for the Board's review.
- Dr. Troiani reported as of March 21st, BH received \$73,000 in deposits through MCO (Managed Care Organizations).
- Dr. Troiani updated the board regarding the status of the missing check payment from the MCO Family Health Network. The check trace requires a 30-45 day wait period. The BH billing department will place the call this Friday regarding the check status.

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

- Report of activities were provided in the packet for the Board's review.
- Ms. Maragos briefly discussed the Uniformed Data System (UDS) report included in the packet.
- ✚ Mr. Cicero asked if the under the National Health Service Corp site visit report, if the tuition loan repayment is \$25,000 per year or \$25 per year? Ms. Maragos replied, "Yes. It's \$25,000 for two years and renewable for an additional two years."
- Ms. Maragos reported a grant opportunity has become available for up to \$30,000 for construction/equipment. Ms. Maragos suggested using the funds for a panoramic x-ray in dental. Ms. Maragos noted a sponsor is needed and asked the Board member's if anyone of them happened to be a Rotarian? The response from the board members was, "no."

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 February)

- Report of activities were provided in the packet for the Board's review.
- Mr. Casey provided a brief update and the changes being made to the Swimming Facility Ordinance.
- Mr Casey updated the board regarding fees collected for the EH lab water and sewage program.
- Mr. Casey reported he received a notice from River Valley sprouts recalling their shipments between March 6th – March 15th from the Jimmy John's stores in Wisconsin and Minnesota. The Salmonella results were negative, but are going forward with the recall for precautionary purposes.
- ✚ In accordance to the dragon's breath report discussed in Mr. Casey's report, Mr. Zelko asked if prior to the Cottage Food Act Amendments, if the act listed prohibited foods? Mr. Casey yes, very minimal foods were listed, the operators began bypassing health departments and started contacting their legislators to have more food products added.

Family Health Services (Presented Monthly Reports for February)

- Report of activities were provided in the packet for the Board's review.
- Ms. VanderBoegh reported FHS will be working with a Registered Nurse intern this summer. The intern is working towards his Master Degree which requires a capstone project. The intern will be collecting data for the department.

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

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

Media Services (Presented Monthly Reports for February)

- Reports of press releases and media coverage were provided in the packet for the Board's review.
- Mr. Brandy visited Joliet Central High School today and will be visiting Lincolnway West Friday to discuss and get the word out for National Public Health week April 2nd -6th. Mr. Brandy thanked Alyssa Shelton, Sanitarian, Betsy Cozzie, and Shree Woods, Community Health Educators for speaking at the high school regarding the importance of Public Health.
- Mr. Brandy provided an overview of the events happening the week of April 2nd – April 6th including: implementing daily walks on lunch breaks and a scavenger hunt. Mr. Brandy displayed the t-shirts the HD employees will be wearing that week for National Public Health Week.
- Mr. Brandy presented a one minute video presentation titled "Breaking Up with Salt" for the audience. This is part of the Illinois Sodium Reduction Week campaign.

OLD BUSINESS

NEW BUILDING UPDATE

Ms. Olenek reported she attended the Capital Improvements Committee (CIC) meetings yesterday morning and it was decided not to go out for bid for the new building design, rather continue utilizing services with Kluber and Associates Architectural and Engineering firm. Once the negotiations are finalized at the County level with Kluber, we will be contacted to start the design phase within 45 days. Ms. Olenek has extended an invitation to Kluber to attend a board meeting once the details are finalized.

✚ Mr. Cicero asked Mr. Gould and Ms. Winfrey if the County has established a budgeted number for the design portion. Ms. Winfrey noted not as of to date. Waiting for the schematics to be complete.

NEW BUSINESS

Ms. Olenek discussed and reviewed the WCHD inaugural strategic plan; final draft was included in the packet. The plan includes a comprehensive roadmap for the next five years. Ms. Olenek thanked the staff for all their hard work and efforts and asked the staff currently in attendance to stand for acknowledgment.

RESOLUTION #18-06 WILL COUNTY HEALTH DEPARTMENT STATEGIC PLAN (ADM)

Moved: (Dr. Terrell, second Mr. Cicero) The adoption of a Strategic Plan is necessary for clear direction and guidance for the future of the agency. All staff and Board of Health members will be expected to embrace and actively participate where appropriate in the implementation of the Strategic Plan. The Board of Health adopts the Strategic Plan, effective April 1, 2018 - March 31, 2023.

Motion Carried

RESOLUTION #18-07 SLIDING FEE SCALE REVISION (BH)

Moved: (Mr. Gould, second Dr. Terrell) The BH division provides Behavioral Health evaluations, services, and procedures in Behavioral Health care. In 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 approves the sliding fee scales.

Motion Carried

RESOLUTION #18-08 SWIMMING FACILITY ORDINANCE (EH)

Moved: (Ms. Winfrey, second Dr. Terrell) The Board of Health reviews and recommends to the County Board, changes to existing Health Department related ordinances. The Board of Health has reviewed the amendments to the Will County Chapter 97 Public Swimming Facility Ordinance as proposed and recommends the revision of the Ordinance as attached. The Board of Health recommends the County Board consider the revision of the Will County Chapter 97 Public Swimming Facility Ordinance.

Motion Carried

RESOLUTION #18-09 FUNDS FOR A MEDICAL RESERVE CORP CHALLENGE (EP&R)

Moved: (Mr. Gould, second Ms. Winfrey) The WCHD received an additional grant from the National Association of County and City Health Officials (NACCHO) to expand the capacity of the local MRC unit in collaboration with MAPP. The grant funds will be used for services to provide access to food pantries in food deserts throughout Will County totaling \$7,500 which will be expended in the FY18 budget. The Board of Health approves the following appropriation of funds into FY18 Health Department Budget in the amount of \$7,500.

Motion Carried

RESOLUTION #18-10 STAFFCARE TEMP TO HIRE (CHC)

Moved: (Ms. Winfrey, second Dr. Terrell) The vacant Psychiatrist position is being filled by a Locum Tenen under contract with Staff Care. The psychiatrist is interested in full time employment with the agency. The contract with Staff Care includes the standard buy-out requirement for payment in the amount of \$38,850. The Board of Health approves the payment of buy-out for hiring in the psychiatrist vacancy in the Will County Community Health Center in the amount of \$38,850.

Motion Carried

RESOLUTION #18-11 MANAGED PRINT SERVICES BID RECOMMENDATION (ADM)

Moved: (Mr. Gould, second Chief Forsythe) The HD went out for bid March 16th. Additional review time of the bids with the State's Attorney's Office is necessary. Ms. Bilotta asked if Resolution 18-11 Managed Print Services Bid Recommendation can be tabled until the next board meeting for a thorough review. The Board of Health approves to table Resolution 18-11 Managed Print Services Bid Recommendation until the next board meeting.

Motion Carried

HERO/HELPS Summit (ADM)

Ms. Olenek made acknowledgement of the HERO/HELPS schedule provided in the packet. Ms. Olenek invited the board members to attend the event Friday May 11th.

EXECUTIVE SESSION RE EMPLOYMENT/LEGAL MATTERS

Moved: (Mr. Cicero, second Ms. Winfrey) To recess the Regular meeting at 4:08p.m. to go into Executive Session for the purpose of discussing personnel/legal matters. All members voted "Aye."

Motion carried

Roll Call: Mr. Zelko, "Aye", Dr. Terrell, "Aye", Mr. Cicero, "Aye", Chief Forsythe, Dr. Lipinski, "Aye", "Aye, and, Ms. Winfrey, "Aye".

OPEN SESSION

Roll Call: Mr. Zelko, "Aye", Dr. Terrell, "Aye", Mr. Cicero, "Aye", Chief Forsythe, Dr. Lipinski, "Aye", "Aye, and, Ms. Winfrey, "Aye".

APPROVAL OF PERSONNEL STATUS REPORT FOR THE WILL COUNTY HEALTH DEPARTMENT

Moved: (Ms. Winfrey, second Chief Forsythe) to approve all personnel changes for the Will County Health Department for the month of March with the removal of the temporary intern position from the personnel status report.

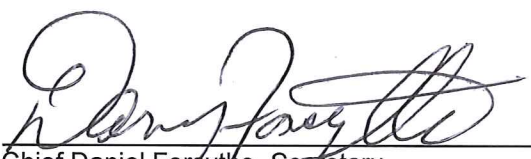
Motion Carried

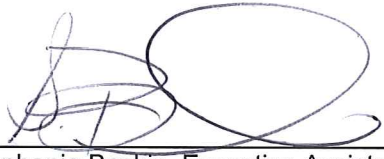
BOARD MEMBERS' COMMENTS/CONCERNS

Ms. Olenek thanked Ms. Stephanie Baskin for her assistance arranging the gifts and presentation for Ms. McDonald.

ADJOURNMENT

At 4:42p.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