



REVISED

**WILL COUNTY HEALTH DEPARTMENT
BOH Meeting Minutes
April 18, 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
John Cicero, Member-At-Large
Donald Gould
Gary Lipinski, M.D
George Pitsilos, M.D.
Scott Soderquist, D.D.S.
Edward Zabrocki
Denise Winfrey

MEMBERS ABSENT

Guadalupe Vega

STAFF PRESENT

Susan Olenek, Executive Director
Stephanie Baskin, Executive Assistant
Elizabeth Bilotta, Administrative Services Director, Administration
Steve Brandy, Media Services Manager, Administration
Stacey 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 (arrived 3:16pm)
Scott DuBois, Ph.D., Program Managers, Behavioral Health
Jennifer Byrd, Chief Medical Officer, Community Health Center
Thomas Casey, Division Director, Environmental Health
Katie Nelson, Program Coordinator, Environmental Health
Georgia VanderBoegh, Division Director, Family Health Services
Barbara Agor, EP&R Specialist, Emergency Preparedness & Response
Cindy Jackson, Program Manager, Family Health Services
Rebecca Deang, Community Health Educator, Family Health Services
Betsy Cozzie, Community Health Educator, Family Health Services
Shree Woods, Community Health Educator, Family Health Services
Amrita Raghuramah, Community Health Educator, Family Health Services
Kathleen Harkins, Community Health Educator, Family Health Services

OTHERS PRESENT

Dan McGrath, Assistant State's Attorney
Judith Easley, Governing Council Secretary
Dr. Kathleen Burke, Will County Substance Use Coordinator

PLEDGE OF ALLEGIANCE

PRESIDENT'S COMMENTS – NONE

EXECUTIVE DIRECTOR'S COMMENTS – NONE

APPROVAL OF BOARD OF HEALTH MINUTES

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

Motion carried

TREASURER'S REPORT AND DEPARTMENT FINANCIAL REPORTS

The monthly statement from the Treasurer ending March 28, 2018 showed a balance of \$5,810,935.24.

- The Schedule of Revenue for the month of March was reviewed and discussed showing agency revenue at 23% for the fiscal year.
 - The Expense Report for the month of March was reviewed and discussed showing agency expenditures at 26.5% for the fiscal year.
 - The Capital Improvement Fund report was discussed for the month of March showing activity with an ending balance of \$37,285.84.
- ✚ Ms. Bilotta discussed the breakdown of the financial document distributed to the board members. The report entailed the FY results versus year end cash & deposits. Discussion ensued.

Moved: (Mr. Gould, second Mr. Cicero) to approve the Treasurer's Report and Department Financial Reports for the month of March 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 March)

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

Behavioral Health Programs (Presented Monthly Reports for March)

- Report of activities were provided in the packet for the Board's review.
- Dr. Troiani reported the check from the MCO Family Health Network/Psych Health has been received in the amount of \$99,000.
- Dr. Troiani reported as of April 18th, BH received \$114,000 in deposits through MCO (Managed Care Organizations).
- Dr. Troiani noted the Department of Human Services (DHS) is looking at re-working the SASS contracts process. DHS is in the process of developing a move to Managed Care Organizations.
- Mr. Cicero asked if an option is possible to increase revenue? Dr. Troiani responded no because the intention of Managed Care is to save money for the State.

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

- Report of activities were provided in the packet for the Board's review.
- Dr. Byrd reported the Center received their ADA site visit April 12th. There were no findings.

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 March)

- Report of activities were provided in the packet for the Board's review.
- Mr. Casey noted EH is on the County Board agenda tomorrow for the revision to the Will County Chapter 97 Public Swimming Facility Ordinance. If approved, the invoices for 2018 permit fees will be issued tomorrow as well.

REVISED

- Mr. Casey mentioned Thursday, April 12th, EH hosted the West Nile Virus seminar at the HD. 102 cases of Larvicide was ordered, 92 were distributed to various municipalities.
- Mr. Casey reported an e-Coli breakout for bagged romaine lettuce grown in Yuma, AZ. 11 states were affected, Illinois had one case. The case is currently being investigated by the Center for Disease Control.
- Mr. Casey also reported as of Tuesday April 17th, over 207 million eggs have been recalled for fear of salmonella from Rose Acre Farms, Seymour, Indiana. Illinois was not included in the recall.

Family Health Services (Presented Monthly Reports for March)

- Report of activities were provided in the packet for the Board's review.
- Ms. VanderBoegh reported FHS will have several annual review site visits:
 - HealthWorks – Tuesday April 24th
 - APORS, Better Birth Outcomes, Intensive Case Management – Wednesday-Friday April 25th – 27th
 - Immunizations – May 1st
- Ms. VandeBoegh reported FHS received the Adolescent Health Grant in the amount of \$83,000+ for 14 months with the assistance of Ms. Cindy Jackson.

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

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

Media Services (Presented Monthly Reports for March)

- Reports of press releases and media coverage were provided in the packet for the Board's review.
- Mr. Brandy provided a brief verbal recap of National Public Health Week (NPHW) and acknowledged Shree Woods and Betsy Cozzie, Community Health Educators for helping speak to the students at the High Schools regarding public health.
- Mr. Brandy was invited to the Love in Action Monee luncheon, Monee, IL. At this meeting, Dr. Byrd and the Mobile Dental Van were praised for providing on-going assistance past the time allotted at last year's event.

OLD BUSINESS

NEW BUILDING UPDATE

Ms. Olenek mentioned the design meetings for the new building starts tomorrow, April 19th. Members of the CIC of the County Board, and BOH will meet at the HD. The meetings are scheduled every 1st and 3rd Thursday of the month 1:30pm to 3:30pm. The 1st Thursday is at the County Building following the CIC meeting and the 3rd Thursday is at the HD.

Mr. Zelko recommended disbanding the Capital Improvements board appointed committee. Mr. Zelko asked if Chief Forsythe, Mr. Cicero, Dr. Terrell, and Ms. Winfrey can take turns on an individual basis attending the meetings, as there is no need for all four to be present at all meeting times.

Moved: (Chief Forsythe, second Ms. Winfrey) To disband the Board of Health's Capital Improvement Committee.

Motion Carried

RESOLUTION #18-11 MANAGED PRINT SERVICES BID REMOVAL FROM TABLE (ADM)

Moved: (Chief Forsythe, second Dr. Terrell) The Health Department completed the formal bidding process for Managed Print Services. Resolution 18-11 was brought forth to the March 21, 2018 meeting for contract approval. At that meeting, the Board's decision was to table the resolution for a thorough review with the State's Attorney's office. The Managed Print Services Bid has been brought back to the meeting for rejection. The Board of Health approves to remove the Managed Print Services Bid from table.

Motion Carried

NEW BUSINESS

DR. KATHLEEN BURKE-OPIOID EPIDEMIC – DISCUSSION

Dr. Burke introduced herself and her role in the County as Director of Substance Use Initiatives. Dr. Burke discussed the opioid crisis epidemic, law enforcement training, and county employee training regarding administering the Narcan antidote. Dr. Burke reported she is working on receiving grant funding from SAMHSA through the Department of Human Services for additional training needs. Dr. Burke is also working on prevention education. Discussions ensued.

NATIONAL PUBLIC HEALTH WEEK RECAP – PRESENTATION

A PowerPoint slide show was shown to recap the National Public Health Week April 2nd - April 6th divisions daily open houses and staff participation.

COUNTY HEALTH RANKINGS – INFORMATION

Ms. Olenek briefly discussed the statics information provided in the packets highlighting Will County's health ranking from the report.

RESOLUTION #18-12 LEASE TERMINATION CHERRY CREEK COURT (ADM)

Moved: (Dr. Terrell, second Ms. Winfrey) The WCHD leased storage space located at 16562 West Cherry Creek Court in Joliet, Illinois 60433. The lease requires 120-day written notice to terminate. The Board of Health approves the termination of the lease with Cozzo Group of Illinois for the storage space located at 16562 West Cherry Creek Court in Joliet, Illinois 60433 in accordance with the termination requirements.

Motion Carried

RESOLUTION #18-13 MANAGED PRINT SERVICES BID – REJECTION (ADM)

Moved: (Ms. Winfrey, second Dr. Terrell) Resolution #18-11 for Managed Print Services was submitted and tabled at the March 21, 2018 Board of Health meeting for further consideration. None of the three bid responses were acceptable and none were in the best interest of the County. The Board of Health approves this resolution to reject the bid received for Managed Print Services.

Motion Carried

RESOLUTION #18-14 CHC IMMUNIZATION FEES (CHC)

Moved: (Chief Forsythe, second Mr. Cicero) The Will County Community Health Center (WCCHC) periodically reviews vaccination fees and updates fees as necessary. The Board of Health approves the staff recommendations for each of the vaccination fees.

Motion Carried

RESOLUTION #18-15 TOBACCO APPROPRIATION (FHS)

Moved: (Dr. Terrell, second Ms. Winfrey) The Will County Health Department will be awarded \$100,000 of federal funding to implement a countywide media campaign using CDC *Tips from Former Smokers* ads through a grant from The Illinois Department of Public Health. The campaign will include radio and television commercials, cinema and transit ads, newspaper print ads, and web banner ads. The Board of Health hereby approves the following appropriation of funds into the FY18 Health Department Budget in the amount of \$100,000 for the media campaign totaling \$83,688 and for staff time and fringe benefits totaling \$16,312.

Motion Carried

RESOLUTION #18-16 TOBACCO 21 (FHS)

Moved: (Chief Forsythe, second Dr. Terrell) Tobacco usage is a significant public health concern and reducing that usage is a goal of the Will County Health Department, using the Illinois Tobacco-Free Communities Grant and REALITY IL to prevent usage of tobacco among youth, promote tobacco cessation among youth and adults, eliminate tobacco-related disparities, and eliminate exposure to secondhand smoke. The Will County Board of Health, approves to commit to the public's health to support laws at the municipal and state levels that will prohibit the sale of tobacco to individuals under 21 years of age.

Motion Carried

RESOLUTION #18-17 REVISION TO THE MISSION STATEMENT FOR THE WCHD (ADM)

Moved: (Dr. Terrell, second Chief Forsythe) The Strategic Planning Committee is requesting a minor change to the revised agency mission statement for brevity. The Board of Health approved the Strategic Planning Committee's request for a minor change to the statement for brevity.

Motion Carried

EXECUTIVE SESSION RE EMPLOYMENT/LEGAL MATTERS – NONE

APPROVAL OF PERSONNEL STATUS REPORT FOR THE WILL COUNTY HEALTH DEPARTMENT

Per the board's request at the previous board meeting, Ms. Olenek was asked to bring forth information and data supporting the recommendation to provide wage increases to exempt and management staff. Ms. Olenek discussed the increases and payment schedule the bargaining unit agreed to. Ms. Olenek noted funds are available to support the increases primarily due to attrition and unfilled vacancies in the agency. Ms. Olenek recommended the exempt and management staff receive a 3% increase – including retroactive back pay dating to December 1st 2017. The increases are not applicable to mid-level providers, providers, or staff with employment contracts. Per Mr. Zelko's request, Ms. Olenek provided a summary document to the board addressing agency inconsistencies and a process to provide increases for exempt and management staff that will be issued on a "pay for performance or a merit based system." Discussions ensued.

Mr. Gould noted due to prior discussions with Ms. Olenek regarding pay increases, the decision was not to include increases for staff during County Board budget negotiations at a prior date. Mr. Gould said at this time, he would not support the decision to award exempt and management wage increases. Mr. Gould proposed including increases in the budget for FY2019. Ms. Winfrey suggested Ms. Olenek in the meantime, come up with a plan to provide one-time stipends to the exempt and management staff and bring the plan back to the next board meeting. Discussions ensued.

It was decided the BOH would not be in support of wage increases for exempt and management staff at this time.

Moved: (Mr. Zabrocki, second Chief Forsythe) to approve all personnel changes for the Will County Health Department for the month of April with the removal of the exempt and management staff wage adjustments.


Motion Carried

BOARD MEMBERS' COMMENTS/CONCERNS – NONE

ADJOURNMENT

At 4:35p.m. a motion was made by (Chief Forsythe and seconded by Dr. Terrell) to adjourn the meeting.

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

By: 
Stephanie Baskin, Executive Assistant
Will County Health Department