



**WILL COUNTY HEALTH DEPARTMENT
BOH Meeting Minutes
November 15, 2017**

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 3:01 PM, Mr. Zelko, President presiding.

ROLL CALL/QUORUM 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.
Judith McDonald, Ed.D. (arrived at 3:15pm)
Scott Soderquist, D.D.S.
Denise Winfrey
Edward Zabrocki

MEMBERS ABSENT

George Pitsilos, M.D.
Guadalupe Vega

STAFF PRESENT

Susan Olenek, Executive Director
Stephanie Baskin, Executive Assistant
Elizabeth Bilotta, Administrative Services Director, Administration
Joseph Troiani, Ph.D., Division Director, Behavioral Health
Jennifer Byrd, Chief Medical Officer, Community Health Center
Thomas Casey, Division Director, Environmental Health
Patricia Dames-Schuster, Division Director, Family Health Services
Stacey Knack, Human Resources Coordinator, Administration
Denise Bergin, Program Coordinator, Administration
Anthony Melei, ITT Coordinator, Administration
Barbara Agor, EP&R Specialist, Emergency Preparedness & Response
Cynthia Jackson, Program Manager, Family Health Services

OTHERS PRESENT

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

PLEDGE OF ALLEGIANCE

PRESIDENT'S COMMENTS

Mr. Zelko welcomed everyone to the meeting.

EXECUTIVE DIRECTOR'S COMMENTS

Ms. Olenek stated the County Board is beginning to put their Legislative agenda together for FY2018 which included input from the department heads (county-wide). Ms. Olenek noted she requested additional funding for chronically-mentally ill or Behavioral Health services (e.g. Opioid addictions), Health Center funding, and prevention funding for chronic disease.

Ms. Olenek also asked the County Board to look out for Senate Bill1607 Prescription Monitoring Bill which passed by the time of the meeting.

APPROVAL OF BOARD OF HEALTH MINUTES

Moved: (Ms. Winfrey second Dr. Terrell) to approve the October 18, 2017 Regular Session minutes as presented.

Mr. Zelko noted for Resolution #17-34 Cleaning Services Bid Recommendation in the October 18th minutes, Mr. Zabrocki voted on the motion not Mr. Zelko.

Motion carried with the amendment of the previously adopted motion for Resolution #17-34 Cleaning Services Bid Recommendation.

TREASURER'S REPORT AND DEPARTMENT FINANCIAL REPORTS

The monthly statement from the Treasurer ending October 31, 2017 showed a balance of \$8,781,053.27.

*A revised copy of the Schedule of Revenue for the month of September was provided in the packet. Ms. Bilotta discussed the corrections made in Behavioral Health.

- The Schedule of Revenue for the month of October was reviewed and discussed showing agency revenue at 94% for the fiscal year.
- The Expense Report for the month of October was reviewed and discussed showing agency expenditures at 79.4%.
- The Capital Improvement Fund report was discussed for the month of October showing activity with an ending balance of \$37,249.59.
- Mr. Zelko commended Abosede Oshin, Billing Supervisor for doing a great job with back-billing; bringing the Health Center within a week of billing.
- Mr. Cicero asked if additional staff was used to help get caught up? Dr. Byrd noted Bose used her existing staff by redirecting their job duties.

Moved: (Ms. Winfrey, second Dr. Terrell) to approve the Treasurer's Report and Department Financial Reports for the month of October 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 October)

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

Mr. Zelko asked Ms. Bilotta to explain the NBO Nicor gas meter mix-up at the North Branch Office. Ms. Bilotta explained she discovered WCHD made payments since September 2010, on a gas meter for the adjacent tenant in the Bolingbrook complex. Nicor indicated they will credit our account going back for 2 years. The credit from Nicor will be in the amount of \$3,116.45. The remaining amount of payments (\$14,884.34) has been submitted to the Will County State's Attorney's Office for review to determine our next step in recovering this cost dating back to 2010.

Behavioral Health Programs (Presented Monthly Reports for October)

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

Dr. Troiani informed the board starting January 1st Medicaid Managed Care will occur throughout the entire State of Illinois. The Managed Care Organizations (MCO) selected this 2017 year will be the contracted MCO's for all Medicaid recipients. Six MCO's have been selected BCBSIL, Harmony Health

Care Plan, IlliniCare Health, Meridian Health Plan, Molina Health Care, and County-Care Health Plan (Cook County). The length of the contracts with the state are for four calendar years 2018, 2019, 2020, and 2021.

Dr. Troiani mentioned the Medicaid reimbursement rate for the State of Illinois has been enhanced to the end of the state fiscal year June 30th 2018.

Community Health Center (CHC) (Ms. Olenek Presented Monthly Reports for October)

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

Ms. Olenek asked the board if they would like to participate in the Strategic Planning session at the Health Center December 6th from 4:30p.m.-7:30p.m. in the Community Room.

Ms. Olenek asked the board if anyone knows any board members at Amita Adventist Medical Center Bolingbrook. The CHC is trying to solidify a services agreement contract required by HRSA (Health Resources and Services Administration). If so, please contact Ms. Olenek or Ms. Maragos.

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 October)

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

Mr. Casey reported billing for the season was completed November 3rd for Food and IMS (Individual Mechanical Septic System) programs.

Family Health Services (Presented Monthly Reports for October)

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

Ms. Dames-Schuster acknowledged her staff for hosting the Breast Cancer "Stress-Free Zone" event October 27th. Ms. Kendra Coleman, FHS Promotion Specialist and staff transformed the WIC classroom into a "spa-like" setting called the "Stress-Free Lounge." Employees, including Ms. Olenek signed up for a 10-minute relaxation session. The event was a success with over 50 staff in attendance.

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

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

Media Services (Presented Monthly Reports for October)

Reports of press releases and media coverage were provided in the packet for the Board's review.

Mr. Brandy and Rosa Gomez, Outreach Specialist will be on the air at WJOL November 16th discussing how to sign up for the 2018 Affordable Care Act. Mr. Brandy also mentioned ideas for future radio appearances.

OLD BUSINESS

STRATEGIC PLANNING RETREAT

Ms. Olenek provided updates from the SP retreat which took place October 25th and 26th. In attendance was the Core Team, Mr. Zelko, Mr. Cicero, and Beverly Triana-Tremain, Facilitator. During the two-day retreat, a decision was made for the timeframe for the plan year and the Core Team decided on a five-year plan. Subcommittees were established within the Core Team to work on Visioning Statements. The five Visioning Statements suggested will be put out to staff via Survey Monkey. Ms. Olenek noted the selected Vision Statement will appear on our letterhead also.

Mr. Cicero noted it was a very engaging two days. Mr. Cicero and Mr. Zelko both mutually agreed they enjoyed the experience, were pleased with the Facilitator, and the outcome of the retreat. Ms. Olenek stated the goal is to present the Strategic Plan to the board for approval at the February board meeting.

NEW BUILDING UPDATE

Ms. Olenek circulated a report from Kluber and Associates for the site selection. Included in the report were pros & cons for the three sites selected. Ms. Olenek discussed current issues pertaining to the current HD department.

Mr. Zelko questioned one of the cons provided in the report regarding the "remoteness." One of his concerns was transportation. Ms. Olenek noted this is one of the major issues she is challenging. Discussions ensued.

Ms. Olenek briefly noted the Public Safety Complex is nearing completion. Looking to be in operation mid-late December. The Courthouse Project Team is currently releasing bids for the spring.

NEW BUSINESS

ELECTION OF OFFICERS FY2018

Nomination for President

Moved: (Ms. McDonald, second Ms. Winfrey) to accept the nomination for President of the Will County Board of Health and appoint Jim Zelko President of the Board of Health.

Motion carried. Mr. Zelko abstained.

Nomination for Vice President

Moved: (Ms. McDonald, second Mr. Gould) to accept the nomination for Vice President of the Will County Board of Health and appoint Billie Terrell, PhD. Vice President of the Board of Health.

Motion carried. Dr. Terrell abstained.

Nomination for Secretary

Moved: (Ms. McDonald, second Dr. Terrell) to accept the nomination for Secretary of the Will County Board of Health and appoint Chief Daniel Forsythe Secretary of the Board of Health.

Motion carried. Chief Forsythe abstained.

Nomination for Member-At-Large

Moved: (Ms. McDonald, second Chief Forsythe) to accept the nomination for Member-At-Large of the Will County Board of Health and appoint Mr. John Cicero for Member-At-Large of the Board of Health.

Motion carried. Mr. Cicero abstained

BOARD MEETING DATES FY2018

Moved: (Mr. Gould, second Chief Forsythe) to approve the FY2018 Board of Health Meetings Calendar as presented. The Board of Health meets the third Wednesday of each month (except July) at 3:00 p.m. in the Will County Health Department's Community Room, 501 Ella Avenue, Joliet, IL.

Motion carried.

Resolution #17-40 EBO Sublease Agreement (ADM)

Moved: (Mr. Zabrocki, second Ms. Winfrey) the Board of Health approves the renewal of the sub-lease agreement with Senior Services Center of Will County for the sum of \$400.00 per month.

Motion Carried

Resolution #17-41 Will County Health Department FY2018 Budget Appropriations (ADM)

Moved: (Ms. Winfrey, second Chief Forsythe) the Board of Health hereby adopts the Will County Health Department's FY2018 Operations and Capital Improvement budget appropriations as presented.

Motion Carried

Resolution #17-42 – This item not discussed. No action was taken

EXECUTIVE SESSION RE EMPLOYMENT/LEGAL MATTERS – NONE

APPROVAL OF PERSONNEL STATUS REPORT FOR THE WILL COUNTY HEALTH DEPARTMENT

Moved: (Chief Forsythe, second Ms. Winfrey) to approve all personnel changes for the Will County Health Department for the month of November.

Motion carried

BOARD MEMBERS' COMMENTS/CONCERNS

Ms. Olenek noted the hours of operation for the month of December per the usual holiday closings (Christmas Eve and New Year's Eve) will not be brought forth as both days and dates fall on a Sunday. This is a non-working day for the agency.

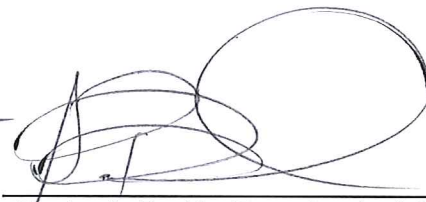
Mr. Zelko wished everyone a Happy Thanksgiving.

ADJOURNMENT

At 4:24p.m. a motion was made by (Chief Forsythe and seconded by Mr. Cicero) to adjourn the meeting.

By: 

Chief Daniel Forsythe, Secretary
Will County Board of Health

By: 

Stephanie Baskin, Executive Assistant
Will County Health Department