



**WILL COUNTY HEALTH DEPARTMENT
BOH Meeting Minutes
December 20, 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 3:00 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.
Scott Soderquist, D.D.S. (arrived at 3:04p.m.)
Guadalupe Vega
Denise Winfrey

MEMBERS ABSENT

Judith McDonald, Ed.D.
George Pitsilos, M.D.
Edward Zabrocki

STAFF PRESENT

Susan Olenek, Executive Director
Stephanie Baskin, Executive Assistant
Elizabeth Bilotta, Administrative Services Director, Administration
Steve Brandy, Media Services Manager, Administration
Joseph Troiani, Ph.D., Division Director, Behavioral Health
Mary Maragos, Chief Executive Officer, Community Health Center
Thomas Casey, Division Director, Environmental Health
Patricia Dames-Schuster, Division Director, Family Health Services
Anthony Melej, ITT Coordinator, Administration
Patrick Thorne, Facilities Manager, Administration
Scott DuBois, Program Manager, Behavioral Health
Barbara Agor, EP&R Specialist, Emergency Preparedness & Response
Katie Nelson, Program Coordinator, Environmental Health
Susan Szeremeta, Environmental Health Assistant, Environmental Health
Cynthia Jackson, Program Manager, Family Health Services
Sylvia Muniz, Program Manager, Family Health Services

OTHERS PRESENT

Keith Aeschliman, Assistant State's Attorney
Marie Lindsey, Governing Council Chairman
Eva Book, Community Wellness, Graduate

PLEDGE OF ALLEGIANCE

PRESIDENT'S COMMENTS

Mr. Zelko welcomed everyone to the meeting.

EXECUTIVE DIRECTOR'S COMMENTS

Ms. Olenek noted January 5th at 3:30, she will be holding the 2nd annual State of the Agency address in the WCHD community room. Ms. Olenek invited the BOH members to attend. Ms. Olenek will send out the invitation to the staff and BOH members after the meeting.

APPROVAL OF BOARD OF HEALTH MINUTES

Moved: (Dr. Terrell second Mr. Cicero) to approve the November 15, 2017 Regular Session minutes as presented.

Motion carried

TREASURER'S REPORT AND DEPARTMENT FINANCIAL REPORTS

The monthly statement from the Treasurer ending November 30, 2017 showed a balance of \$8,668,182.20.

- The Schedule of Revenue for the month of November was reviewed and discussed showing agency revenue at 101% for the fiscal year.
- The Expense Report for the month of November was reviewed and discussed showing agency expenditures at 86.8%.
- The Capital Improvement Fund report was discussed for the month of November showing activity with an ending balance of \$37,254.48.
- ✚ Mr. Zelko asked if the HD is anticipating receiving the remaining funding from the Federal Financial Participation (FFP)? Ms. Bilotta said we do not anticipate receiving the remaining funds. The FFP has been reduced from \$600,000 to \$500,000 for FY18 in hopes for receiving the reduced amount.
- ✚ Mr. Zelko thanked the staff and management for their collective efforts in keeping the sustainability of the agency.

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

- Report of activities were provided in the packet for the Board's review.
- Ms. Bilotta noted Resolution #17-44 Managed Print Services Bid Recommendations will be tabled. Further research and consultations with the State's Attorney's office are needed. This resolution will possibly be brought back to the next meeting.

Behavioral Health Programs (Presented Monthly Reports for November)

- Report of activities were provided in the packet for the Board's review.
- Dr. Troiani reported BH had a record month in deposits, receiving over \$250,000.00. As of December 19th, BH received \$93,000 in deposits through MCO (Managed Care Organizations).
- BH is in the process of re-building the Clinical Training Program. Currently, the program has three graduate students, one man and two women who are military veterans (Army, Navy, and Airforce.) These graduates come with an exceptional work ethic.

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

- Report of activities were provided in the packet for the Board's review.
- Ms. Maragos reported CHC has been provided the new encounter rates for Medicaid and Medicare for FY2018.
- Ms. Maragos started discussions with Armando Reyes, Compliance Manager, BH and his team to establish linkages between the Will County Adult Detention Center releases and the CHC to receive expedited primary care and dental services.

- As of to date, Ms. Maragos reported she had not heard any news regarding the Health Care funding cliff. Ms. Maragos stated, now the tax plan is complete, hopefully she will hear something soon.

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 November)

- Report of activities were provided in the packet for the Board's review.
- Mr. Casey provided an update on fees collected for food permit fees, permit to discharge fees, and septic contractor fees.
- Mr. Casey reported December 15th, over 1000 automated phone calls to food operators were generated as a reminder fees are due by December 31st. Mr. Casey thanked Tina Bilecki, Program Coordinator for organizing this effort.
- Mr. Casey noted in 2017 EH sold 209 Radon test kits compared to 142 kits sold in 2016. Mr. Casey thanked Brenda Hamby, Wendy Deutch, Nicole Garrett, and Steve Brandy for working very diligently getting the message out for radon awareness.
- Ms. Lindsey asked Mr. Casey if he knew the percentage of positive tested radon cases based on the amount of kits sold. Mr. Casey replied he did not have the figures, but will have the numbers ready at the next meeting.

Family Health Services (Presented Monthly Reports for November)

- Report of activities were provided in the packet for the Board's review.
- Ms. Dames-Schuster reported changes have been made in the lead reporting system. As part of the FHS statistical report, this line item will be removed from the report because these cases are no longer being processed, only cases where home visits are required.
- The PrEP clinic opened at the CHC Thursday, November 30th. This program allows for prophylaxis and education for partners of HIV positive partners. This was a soft opening for the PrEP clinic.

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

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

Media Services (Presented Monthly Reports for November)

- Reports of press releases and media coverage were provided in the packet for the Board's review.
- Mr. Brandy mentioned next month starts the Radon Action month kick-off. Mr. Brandy will continue radio appearances for advertisement.
- Mr. Brandy thanked Shanaz Fatima, Intern from Lewis University for helping with the website re-design.
- Mr. Brandy will be at Carillion Lakes January 25th discussing the immunization traveling clinic with Lisa Carlson and Patrick McCarthy.

🌈 Sue acknowledged the EP&R team for collecting over \$10,000 in donated items, packed them up into 98 boxes, and shipped the boxes out to three military sites, while utilizing the Medical Reserve Corps. EP&R also teamed with the Stickney Public Health District to conduct this as a "mock trial" exercise. Ms. Olenek thanked Barb Agor, Robin Suhs, and Katie Weber for doing a great job!

OLD BUSINESS

STRATEGIC PLANNING UPDATE

Ms. Olenek noted a decision was made for the selection of the vision statement. The statement was narrowed down to three statements. A final survey via Survey Monkey was sent out to staff and a final decision was made. The vision statement is presented in the resolution below. Also, staff were asked if they wanted to participate in the decision making for strategic issues, goals, steps. Eight additional staff have been chosen and invited to join the SP committee.

NEW BUILDING UPDATE

- Ms. Olenek reported pursuing efforts to schedule another meeting with Kluber Architects before this board meeting, those efforts were not successful. Kluber Architects will be coming out tomorrow to discuss plans and provide a site evaluation matrix. Ms. Olenek shared of the three sites selected, the HD site is the least expensive site to build upon.
- Ms. Olenek noted the BOH Capital Improvements Committee members are invited to attend the Capital Improvements meeting in January.
- Mr. Zelko asked State's Attorney Keith Aeschliman about the committee formalities regarding quorums and/or being in violation of the Open Meetings Act. Mr. Aeschliman noted he will conduct some research and provide a response to Ms. Olenek. Ms. Olenek will confirm the formalities with the County Board staff in the morning. Once confirmed, Ms. Olenek will send out the official meeting notice.

NEW BUSINESS

Resolution #17-43 FY2018 MAPP CONTRIBUTION (ADM)

Moved: (Dr. Terrell, second Ms. Winfrey) Will County Mobilizing for Action Through Planning and Partnership (MAPP) collaborative continues to assess the health needs of Will County using a broad-based community wide strategy. The Board of Health hereby approves the FY2018 MAPP contribution in the amount of \$10,000.

Motion Carried

Resolution #17-44 MANAGED PRINT SERVICES BID RECOMMENDATIONS (ADM)

Moved: (Mr. Cicero, second Chief Forsythe) The Board of Health hereby approves to table this resolution.

Motion Carried

Resolution #17-45 THE RENEWAL OF SECURITY SERVICES CONTRACT WITH GLOBAL SECURITY SERVICES FOR THE WILL COUNTY HEALTH DEPARTMENT BUILDING LOCATED AT 501 ELLA AVENUE AND THE WILL COUNTY COMMUNITY HEALTH CENTER BUILDING AT 1106 NEAL AVENUE (ADM)

Moved: (Dr. Terrell, second Chief Forsythe) The Health Department requires security services for the Health Department Building and the Community Health Center building. We request approval to renew the contract with Global Security Services effective December 1, 2017 through November 30, 2018. The Board of Health approves the renewal of the contract with Global Security Services at the following rates of \$13.54 regular hourly, \$20.31 overtime hourly, and \$20.31 hourly for holidays.

Motion Carried

Resolution #17-46 ADOPTION OF THE VISION STATEMENT FOR WILL COUNTY HEALTH DEPARTMENT (ADM)

Moved: (Ms. Winfrey, second Mr. Gould) the Will County Health Department is embarking on an inaugural Strategic Plan for the agency. The Board of Health adopts the Vision Statement of "**Deliver sustainable programs and policies in response to the public health needs of the community.**"

Motion Carried

MEDICAL ADVISOR CONTRACT

Ms. Olenek had a meet and greet with Dr. Garganera, Southwest Infectious Disease this morning. Dr. Garganera mentioned Dr. Patwa will be his alternate contact in the event Dr. Garganera is not available. Ms. Olenek will invite Dr. Garganera and Dr. Patwa to the HD after the New Year to meet the Division Directors and some of the staff they will be working with. The contract is for one year with the dollar amount remaining at \$1000 per month for the consulting fee.

Moved: (Dr. Terrell, second Mr. Cicero) The Board of Health hereby approves the Medical Advisor contract.

Motion Carried

EXECUTIVE SESSION RE EMPLOYMENT/LEGAL MATTERS – NONE

APPROVAL OF PERSONNEL STATUS REPORT FOR THE WILL COUNTY HEALTH DEPARTMENT

Moved: (Chief Forsythe, second Dr. Terrell) to approve all personnel changes for the Will County Health Department for the month of December.

Ms. Olenek noted at the board members' desk, background information and a rubric was provided including Ms. VanderBoegh's and the other candidate's resumes as well.

- ✚ Ms. Olenek recommended Ms. Georgia VanderBoegh for the position of Division Director replacing Patricia Dames-Schuster for Family Health Services.
- ✚ Ms. Olenek recommended Ms. Patricia Krause for promotion from the WIC Program Manager to a Program Coordinator, Family Health Services with a slight increase in pay.
- ✚ Ms. Olenek also noted after 20 years of service, Dr. Edward Navakas, Psychiatrist is retiring at the beginning of January. Ms. Maragos mentioned Locum Tenens will fill in for his position until a permanent replacement is found.

Motion Carried

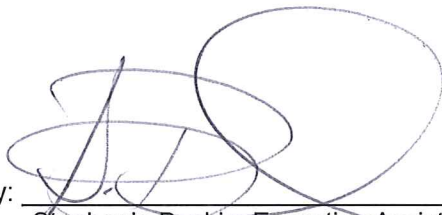
BOARD MEMBERS' COMMENTS/CONCERNS

- ✚ Mr. Zelko wished everyone a Merry Christmas and a Happy New Year. Mr. Zelko also thanked the board members for their continued efforts coming to the monthly meetings.
- ✚ Dr. Terrell commended Patricia Dames-Schuster for being an exemplary employee; noting she will be greatly missed. Ms. Olenek will send out official invites to the Board members for Pat's retirement party.

ADJOURNMENT

At 3:57p.m. a motion was made by (Chief Forsythe and seconded by Mr. Soderquist) to adjourn the meeting.

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

By: 
Stephanie Baskin, Executive Assistant
Will County Health Department

