



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

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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  
Joseph Karcavich, M.D. (arrived at 3:11p.m.)  
Judith McDonald, Ed.D, (arrived at 3:05p.m.)  
Scott Soderquist, D.D.S.  
Denise Winfrey  
Edward Zabrocki

**MEMBERS ABSENT**

Donald Gould  
George Pitsilos, M.D.  
Guadalupe Vega

**STAFF PRESENT**

Susan Olenek, Executive Director  
Stephanie Baskin, Executive Assistant  
Steve Brandy, Media Services Manager  
Elizabeth Bilotta, Administrative Services Director  
Mary Maragos, Chief Executive Officer  
Jennifer Byrd, M.D., Chief Medical Officer  
Joseph Troiani, Ph.D., Division Director  
Cindy Jackson, Program Manager, Family Health Services  
Thomas Casey, Division Director, Environmental Health  
Kathleen Weber, Emergency Preparedness & Response Coordinator  
Anthony Melei, ITT Coordinator  
David Delrose, President AFSCME 1028  
Barbara Agor, EP&R Specialist  
Alpesh Patel, Program Coordinator, Family Health Services

**OTHERS PRESENT**

Keith Aeschliman, Assistant State's Attorney  
Paul Lauridsen, Governing Council Chairman  
Benedictine Student, MBA  
Lewis University Nursing Students

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**PLEDGE OF ALLEGIANCE**

**PRESIDENT'S COMMENTS**

Mr. Zelko welcomed everyone to the meeting, including the Lewis University students  
Mr. Zelko introduced the newest board member Mr. Edward Zabrocki. Mr. Zabrocki briefly spoke about his personal and professional background. Mr. Zabrocki brings the board total compliment to 12 members.

## **EXECUTIVE DIRECTOR'S COMMENTS – None**

### **APPROVAL OF BOARD OF HEALTH MINUTES**

**Moved:** (Chief Forsythe, second Ms. Winfrey) to approve the February 15, 2017 Regular Session minutes as presented.

**Motion carried**

### **TREASURER'S REPORT AND DEPARTMENT FINANCIAL REPORTS**

The monthly statement from the Treasurer ending February 28, 2017 showed a balance of \$4,289,612.47.

- The Schedule of Revenue for the month of February was reviewed and discussed showing agency revenue at 17% for the fiscal year.
- The Expense Report for the month of February was reviewed and discussed showing agency expenditures at 18.5%.
- The Capital Improvement Fund report was discussed for the month of February showing activity with an ending balance of \$37,224.32.

**Moved:** (Dr. Terrell, second Chief Forsythe) 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 Health Department Executive Director, the Community Health Center CEO, Chief Medical Officer, Division Directors, Emergency Response Coordinator, and Media Services Manager.*

#### **Administrative Services (Presented in Monthly Report)**

- Report of activities through the month of February were provided in the packet for the Board's review.
- Ms. Bilotta noted approximately 25 staff members attended and received the American Heart Association Friends and Family AED/CPR training by Second Chance Cardiac Solutions March 9<sup>th</sup>.
- WCHD's fleet vehicle and courier vans conditions was discussed. A resolution is included in the packet for the replacement of one of the fleet vehicles.

#### **Behavioral Health Programs (Presented in Monthly Report)**

- Report of activities through the month of February were provided in the packet for the Board's review.
- Dr. Troiani noted at the request of the Executive Director (ED) a revenue aging report was created and will be discussed on a monthly basis with the ED. This report is a breakdown of the funding payments owed by the payors for over 30 days at a time.
- As of March 14<sup>th</sup>, BH received \$86,400 in deposits from patient payments.

#### **Community Health Center (CHC) (Presented in Monthly Report)**

- Report of activities through the month of February were provided in the packet for the Board's review.
- Received formal approval from HRSA (Health Resources Services Administration) for the change of scope and expansion for CHC's Teen Clinic at NBO 2 times a week and Dr. Navakas providing psychiatric services 3 times a week. Must be fully operational by July 8<sup>th</sup>.
- Joint Commission surveyor will be visiting the CHC April 18<sup>th</sup>, 19<sup>th</sup>, and 20<sup>th</sup> to conduct the inaugural accreditation survey.
- HRSA site visit is scheduled for June.

#### **Dr. Byrd, Chief Medical Officer (CHC) – none**

- Report of activities through the month of February were provided in the packet for the Board's review.
- Dr. William Udrow has started anxiety and depression group sessions. This helps with the service need and revenue generation.

### **Environmental Health (Presented in Monthly Report)**

- Report of activities through the month of February were provided in the packet for the Board's review.
- West Nile Virus seminar was conducted 3/14 by IDPH. Fifty of the 70 participants were in attendance. Dates will be arranged in April for those absent attendees to pick up the Larvicide.
- Mr. Casey provided brief updates as of February 27<sup>th</sup> regarding a couple of House Bill proposals for raw milk, the requirement of mechanical refrigeration and cottage food vendor menu expansion.
- Mr. Zelko inquired about the water sampling numbers differential between February 2016 (1,747) vs February 2017 (4,230). Mr. Casey noted the 2017 numbers are higher due to the analyst staff being at full staff in the laboratory.
- Ms. Olenek and Ms. Bilotta will meet with Shawn Walsh (Regional Office of Education) to discuss new lead testing requirements in the schools and help come up with a strategy to assist the schools and possibly generate revenue.

### **Family Health Services (Presented in Monthly Report by Cindy Jackson, FHS Program Manager)**

- Report of activities through the month of February were provided in the packet for the Board's review.
- Ms. Jackson read an email received from a patient regarding the amazing and efficient treatment and service from the immunization program.
- Mr. Patel, FHS Program Coordinator provided an update per request from the previous board meeting, regarding the Zika virus and activity to date.

### **Emergency Preparedness and Response (EP&R) (Presented in Monthly Report)**

- Report of activities through the month of February were provided in the packet for the Board's review.
- Will County was accepted into the training program for FEMA in Maryland. Ms. Weber and Ms. Bilotta will attend the training at the end of April.

### **Media Services (Presented in Monthly Report)**

- Report of press releases through the month of February were provided in the packet for the Board's review.
- Mr. Brandy noted preparation is underway for National Public Health Week April 3<sup>rd</sup> – 9<sup>th</sup>.
- Mr. Brandy stated he is keeping busy with press releases documenting the numerous divisions here at the HD.
- Two BOH profiles were included for today's meeting. As additional profiles are received, they will be shared with the BOH and will be posted on the WCHD website.

### **OLD BUSINESS**

#### **Strategic Planning – Progress Report (ADM)**

Ms. Olenek noted the readiness assessment is coming up in the next week or two with the Steering Committee. Looking to see if Beverly Triana-Tremain, Strategic Planning Facilitator is available to spend the morning with the Steering Committee and attend the board meeting in the afternoon on April 19<sup>th</sup>. We would like her to speak and address the timelines and board feedback.

#### **New Health Department Building (ADM)**

- Mr. Zelko, Ms. Olenek, and Ms. Winfrey participated on the County committee to select the architectural/engineering firm. The committee chose three (3) top firms. The resolution will be presented to the County Board tomorrow to request the County Executive's office negotiate with individuals, starting with the top firm to the last. The final selection will be presented at the County Board meeting Thursday, May 9<sup>th</sup>.
- A concern brought forth by Mr. Zelko regarding a possible move of the HD building to another location off the Health complex campus. One of the many concerns was moving away from CHC which is also on the campus. Many of the patients look at the campus as a "one stop shop." There is great concern regarding the immobile patients and losing patients due to any inconvenience. Discussions ensued.

## **NEW BUSINESS**

### **Resolution #17-08 Purchase of 2017 Dodge Grand Caravan Se (ADM)**

**Moved:** (Chief Forsythe, second Dr. Karcavich) the vehicle, a 2003 Ford Taurus has reached its end of life and will be retired. The Board of Health hereby approves the payment of an amount not to exceed \$21,000.00 to Wright Automotive.

**Motion carried**

### **Resolution #17-09 Inter-Fund Loan – (ADM)**

**Moved:** (Chief Forsythe, second Dr. Terrell) the Will County Health Department's current outstanding receivables owed to the Department from the State of Illinois totals over \$500,000. The Health Department may need to request a temporary loan through the County that would be repaid as the health tax levy revenue comes in. The Board of Health hereby approves the Health Department to request an inter-fund County Cash Flow loan not to exceed \$ 3,000,000.

**Motion carried**

### **Resolution #17-10 Purchase of AT&T Switched Ethernet (ASE) Circuit Upgrade (ADM)**

**Moved:** (Ms. Winfrey, second Ms. McDonald) the Board of Health hereby approves the upgrade for the ICN (Illinois Century Network) Internet connection for a total cost of \$991 per month, (\$500 for bandwidth and \$491 for the ASE circuit) and upgrade the Health Department and branch office ASE networks for a monthly cost not to exceed \$1600 per month.

**Motion carried**

### **Resolution #17-11 IP Flex – AT&T Network Integration Services (ADM)**

**Moved:** (Ms. Winfrey, second Chief Forsythe) the Board of Health hereby approves the Statement of Work with a minimum payment period of 36 months with AT&T for \$1918.80 per month to replace the existing PRI (Primary Rate Interface) with an IP Flex (Flexible Reach) Interface to reduce phone service costs and disaster recovery.

**Motion carried**

### **Resolution #17-12 Schedule of Fees (CHC)**

**Moved:** (Ms. McDonald, second Dr. Terrell) the Governing Council approved the usual and customary fees for these services which are adjusted every 2 (two) years. The Board of Health hereby approves the increase of the CHC Medical charges and sliding fee scales.

**Motion carried**

### **Resolution #17-13 Cities Readiness Initiative (CRI) Grant (EPR)**

**Moved:** (Chief Forsythe, second Ms. McDonald) the EP&R department received the Cities Readiness Initiative (CRI) Grant from Illinois Department of Public. The Board of Health hereby approves the following appropriation of Zika carryover funds into FY17 Health Department Budget in the amount of \$14, 247 for items including supplies, technology, and contractual expenses.

**Motion carried**

### **Grant Funding Policy and Procedures (P&P) (ADM)**

Ms. Olenek noted a grant funding policy and procedures was put into place to formalize the vetting process for grant applications. This p&p was also put into place to minimize time spent applying for grants as well.

### **HERO/HELPS Summit (ADM)**

A flier was distributed for the 6<sup>th</sup> annual summit on April 21<sup>st</sup>. All are welcome to attend. This summit will address the Heroin/Opioid epidemic.

### **Uniformed Data System (UDS) Report (CHC)**

Ms. Maragos discussed the UDS report's stats for the health center. The UDS report is designed for health center program grantees and look-alikes to report on their performance using the measures defined in the Uniform Data System. Mr. Zelko asked if Ms. Maragos could put together an executive report for the next meeting.

### **Executive Session Re Employment/Legal Matters**

**Moved:** (Dr. Terrell, second Mr. Cicero) To recess the Regular meeting at 4:19.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", Ms. McDonald, "Aye", Mr. Cicero, "Aye", Chief Forsythe, "Aye, Dr. Karcavich, "Aye", Dr. Soderquist, "Aye", Ms. Winfrey, "Aye", and Mr. Zabrocki, "Aye.

**OPEN SESSION**

**Roll Call** Mr. Zelko, "Aye", Dr. Terrell, "Aye", Ms. McDonald, "Aye", Mr. Cicero, "Aye", Chief Forsythe, "Aye, Dr. Karcavich, "Aye", Dr. Soderquist, "Aye", Ms. Winfrey, "Aye", and Mr. Zabrocki, "Aye.

**Approval of Personnel Status Report for the Will County Health Department**

**Moved:** (Ms. Winfrey, second Ms. McDonald) to approve all personnel change(s) for the Will County Health Department for the month of March 2017.

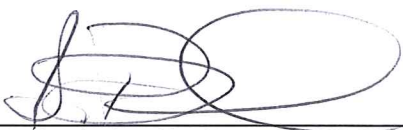
**Motion carried**

**Board Members' Comments/Concerns – none**

**ADJOURNMENT**

At 4:40p.m. a motion was made by (Chief Forsythe and seconded by Ms. McDonald) to adjourn the meeting.

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

By:   
Stephanie Baskin, Executive Assistant  
Will County Health Department