



**WILL COUNTY HEALTH DEPARTMENT  
BOH Meeting Minutes  
April 19, 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/ NO QUORUM PRESENT**

**MEMBERS PRESENT**

James Zelko, President,  
Billie Terrell, Ph.D., Vice President (arrived at 3:05p.m.)  
Chief Daniel Forsythe, Secretary  
John Cicero, Member-At-Large  
Donald Gould  
George Pitsilos, M.D. (arrived at 3:03p.m.)  
Scott Soderquist, D.D.S.  
Edward Zabrocki

**MEMBERS ABSENT**

Joseph Karcavich, M.D.  
Judith McDonald, Ed.D,  
Guadalupe Vega  
Denise Winfrey

**QUORUM PRESENT (3:03p.m.)**

**STAFF PRESENT**

Susan Olenek, Executive Director  
Stephanie Baskin, Executive Assistant  
Elizabeth Bilotta, Administrative Services Director  
Joseph Troiani, Ph.D., Division Director, Behavioral Health  
Thomas Casey, Division Director, Environmental Health  
Patricia Dames-Schuster, Division Director, Family Health Services  
Kathleen Weber, Program Coordinator, Emergency Preparedness & Response  
Cynthia Jackson, Program Manager, Family Health Services  
Anthony Melei, ITT Coordinator, Administrative Services  
Denise Bergin, Program Coordinator, Administrative Services  
Patrick Thorne, Facilities Manager, Administrative Services  
David Delrose, President AFSCME 1028, Behavioral Health  
Michelle Zambrano, Program Manager, Behavioral Health  
Silvia Muniz, Staff Nurse, Family Health Services  
Amrita Raghuraman, Community Health Educator, Family Health Services  
Kathryn Nelson, Program Coordinator, Environmental Health

**OTHERS PRESENT**

Keith Aeschliman, Assistant State's Attorney  
Alan Dyche, Governing Council Treasurer  
Beverly Triana-Tremaine, Strategic Planning Facilitator  
Lewis University Nursing Students

---

**PLEDGE OF ALLEGIANCE**

**PRESIDENT'S COMMENTS**

Mr. Zelko welcomed everyone to the meeting, including the Lewis University students

## **EXECUTIVE DIRECTOR'S COMMENTS**

Ms. Olenek noted at this meeting, MAPP will not be discussed per the previous meeting's discussion. Due to a heavy agenda, the MAPP presentation will be deferred to the May meeting. Will bring an update from the next MAPP meeting in May to the next board of health meeting.

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

**Moved:** (Mr. Zabrocki second Mr. Cicero) to approve the March 15, 2017 Regular Session minutes as presented.

**Moved:** (Mr. Zabrocki, second Mr. Cicero) to approve the March 15, 2017 Executive Session minutes as presented.

**Motion carried**

## **OLD BUSINESS**

### **Strategic Planning Presentation – Ms. Beverly Triana-Tremaine**

Mr. Zelko notified the board and guests of the agenda change, noting Old Business would be discussed after approval of the minutes.

Ms. Triana-Tremaine was introduced to the meeting. Ms. Olenek read to the board and guests Ms. Triana-Tremaine's biography. Ms. Triana-Tremaine provided minutes to the board detailing agenda items discussed with the core team the day before. Ms. Triana-Tremaine provided information regarding the process, timeline and, purpose for having a strategic plan in place. As the SP process continues, updates will be brought back to the monthly board meetings.

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

The monthly statement from the Treasurer ending March 28, 2017 showed a balance of \$3,659,167.88.

- The Schedule of Revenue for the month of March was reviewed and discussed showing agency revenue at 22% for the fiscal year.
- The Expense Report for the month of March was reviewed and discussed showing agency expenditures at 26.0%.
- The Capital Improvement Fund report was discussed for the month of March showing activity with an ending balance of \$37,227.84.

**Moved:** (Chief Forsythe, second Dr. Terrell) 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 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 March were provided in the packet for the Board's review.
- Ms. Bilotta briefly discussed the parking lot repairs and estimated cost which will be discussed in the Resolution on the agenda.

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

- Report of activities through the month of March were provided in the packet for the Board's review.
- Dr. Troiani introduced and recognized Michelle Zambrano, Program Manager. Ms. Zambrano, Dr. Rita Gray, and Dr. Troiani will be recognized May 2<sup>nd</sup>, for excellent service for the Youth Experiencing Success in Schools (YESS) program.
- The Center for Community Concerns awarded a \$15,000 block grant check to the Joliet Township High School (JTHS) district to help maintain counselor presence on the school campuses, who in turn presented the check to the WCHD for our services at JTHS.
- Dr. Troiani mentioned a situation at a school in Will County requiring the intervention of the SASS (Screening Assessment and Support Services) which intervened and prevented a dangerous situation from occurring. Dr. Troiani commended the SASS team for being able to get the situation under control and handled.

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

- Report of activities through the month of March were provided in the packet for the Board's review.
- Ms. Olenek provided updates on Ms. Maragos' behalf. Ms. Maragos and Dr. Byrd were working with Joint Commission.
- Ms. Olenek noted CHC has a few resolutions to be presented in New Business. Basinger's pharmacy has yet to be set up in the center due to a hold up at the State level for an inspection. Ms. Olenek asked for alternate methods be executed to move the process along quickly.
- The UDS information was included the packet per the board's previous request.

### **Dr. Byrd, Chief Medical Officer (CHC)**

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

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

- Report of activities through the month of March were provided in the packet for the Board's review.
- Mr. Casey provided an update regarding the permit to discharge fees and updates regarding the swimming program.
- Mr. Casey wished the laboratory success with passing the Micro-biology certification tomorrow, March 16<sup>th</sup>.

### **Family Health Services (Presented in Monthly Report)**

- Report of activities through the month of March were provided in the packet for the Board's review.
- Ms. Cindy Jackson provided updates from her trip to Washington regarding the Teen Prevention Program (TPP). The Will County Health Department, in partnership with the Valley View School District, was awarded the Teen Pregnancy Prevention grant from the Illinois Department of Human Services in 2016. Staff successfully piloted both the Making a Difference! and Making Proud Choices! curricula in both the middle and alternative schools. Full implementation of the curricula took place in the 2016-17 school year. Ms. Jackson noted additional staff will be hired due to the expanded grant funds.

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

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

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

Report of press releases through the month of March were provided in the packet for the Board's review.

### **NEW BUSINESS**

#### **Resolution #17-14 Parking Lot Repairs – (ADM)**

**Moved:** (Dr. Terrell, second Chief Forsythe) the Board of Health approves the payment of an amount not to exceed \$12,000.00 to Conte Paving Company Inc.

**Motion carried**

#### **Resolution #17-15 Dental Fee Amendment (CHC)**

**Moved:** (John Cicero, second Dr. Terrell) the Board of Health amends the CHC dental fees to include the fee for application of nitrous oxide.

**Motion carried**

#### **Resolution #17-16 340B Contract Basinger's (CHC)**

**Moved:** (Chief Forsythe, second Mr. Gould) the Board of Health approves the contract previously approved by the Governing Council with Basinger's Pharmacy in order to dispense the 340B Drugs on behalf of the Community Health Center.

**Motion carried**

#### **Resolution #17-17 340B Contract Joliet Professional Pharmacy (CHC)**

**Moved:** (Mr. Zabrocki, second Mr. Gould) the Board of Health approves the contract previously approved by the Governing Council with Joliet Professional Pharmacy in order to dispense the 340B Drugs on behalf of the Community Health Center.

**Motion carried**

**Executive Session Re Employment/Legal Matters – None**

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

**Moved:** (Dr. Terrell, second Dr. Soderquist) to approve all personnel change(s) for the Will County Health Department for the month of April 2017.


**Motion carried**

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


**ADJOURNMENT**

At 4:30p.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  
JOHN CICERO  
MEMBER AT LARGE

By: \_\_\_\_\_

  
Stephanie Baskin, Executive Assistant  
Will County Health Department