



**WILL COUNTY HEALTH DEPARTMENT
BOH Meeting Minutes
August 16, 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
Judith McDonald, Ed.D. (arrived at 3:08p.m.)
George Pitsilos, M.D. (arrived at 3:11p.m.)
Denise Winfrey
Edward Zabrocki

MEMBERS ABSENT

Scott Soderquist, D.D.S.
Guadalupe Vega

STAFF PRESENT

Susan Olenek, Executive Director
Stephanie Baskin, Executive Assistant
Elizabeth Bilotta, Administrative Services Director
Joseph Troiani, Ph.D., Division Director, Behavioral Health
Mary Maragos, Chief Executive Officer, Community Health Center
Jennifer Byrd, M.D. Chief Medical Officer, Community Health Center
Thomas Casey, Division Director, Environmental Health
Patricia Dames-Schuster, Division Director, Family Health Services
Kathleen Weber, Program Coordinator, Emergency Preparedness & Response
Stacey Knack, Human Resources Coordinator, Administrative Services
Denise Bergin, Program Coordinator, Administrative Services
Anthony Melei, ITT Coordinator, Administrative Services
Scott DuBois, Program Coordinator, Behavioral Health
Cindy Jackson, Program Manager, Family Health Services
Jennifer Gorszcyk, Program Manager, Family Health Services

OTHERS PRESENT

Keith Aeschliman, Assistant State's Attorney
Marie Lindsey, Governing Council Chair
Grant Spooner, Community Videographer

PLEDGE OF ALLEGIANCE

PRESIDENT'S COMMENTS

Mr. Zelko welcomed everyone to the meeting.

EXECUTIVE DIRECTOR'S COMMENTS

- Ms. Olenek noted Dr. Karcavich's appointment was not renewed. The County Board is recommending Dr. Gary Lipinski, CMO of Presence Hospital for the Board of Health position. Dr. Lipinski's recommendation for appointment will go to the next County Board meeting in September and may be presented at the October BOH meeting. This appointment will bring the compliment back up to 12 members.
- Ms. Olenek stated as of December 31st, Dr. Trager will no longer remain as the consulting Medical Director for the agency. Ms. Olenek asked if anyone knows of an Infectious Disease doctor who can serve our agency as a consultant and please notify her of any recommendations. Ms. Olenek stated she is going to reach out to Dr. Gargenera, the Medical Director at the TB Clinic. Mr. Zelko and Mr. Cicero suggested a couple doctors to Ms. Olenek. Ms. Olenek noted she will reach out to them if Dr. Gargenera is not interested.

APPROVAL OF BOARD OF HEALTH MINUTES

Moved: (Chief Forsythe second Ms. Winfrey) to approve the June 21, 2017 Regular Session minutes as presented.

Motion carried

TREASURER'S REPORT AND DEPARTMENT FINANCIAL REPORTS

The monthly statement from the Treasurer ending June 30, 2017 showed a balance of \$5,642,770.51.

- The Schedule of Revenue for the month of June was reviewed and discussed showing agency revenue at 54% for the fiscal year.
- The Expense Report for the month of June was reviewed and discussed showing agency expenditures at 50.7%.
- The Capital Improvement Fund report was discussed for the month of June showing activity with an ending balance of \$37,236.10.

Moved: (Dr. Terrell, second Mr. Cicero) to approve the Treasurer's Report and Department Financial Reports for the month of June as presented.

Motion Carried

The monthly statement from the Treasurer ending July 31, 2017 showed a balance of \$5,309,275.75.

- The Schedule of Revenue for the month of July was reviewed and discussed showing agency revenue at 60% for the fiscal year.
- The Expense Report for the month of July was reviewed and discussed showing agency expenditures at 57.6%.
- The Capital Improvement Fund report was discussed for the month of July showing activity with an ending balance of \$37,238.92.

Moved: (Mr. Gould, second Dr. Terrell) to approve the Treasurer's Report and Department Financial Reports for the month of July as presented.

Motion Carried

REPORTS FROM DIVISIONS

Written reports were submitted by the Executive Director, Community Health Center CEO, Chief Medical Officer, Division Directors, Emergency Response Coordinator, and Media Services Manager.

Administrative Services (Presented Monthly Reports for July and August)

- Report of activities through the month of May were provided in the packet for the Board's review.
- Ms. Olenek pointed out the pictures included in the packets from NBO illustrating the progress of the Community Health Center (CHC) / Behavioral Health (BH) areas. The contractor anticipates completing the FHS area in October and then moving on to the EH area. Other improvements to

NBO include signage on the front and the back of the building illustrating the WCHD / CHC's presence at this location.

Behavioral Health Programs (Presented Monthly Reports for July and August)

- Report of activities were provided in the packet for the Board's review.
- Dr. Troiani discussed and passed around an article published regarding the lack of resources for mental health in Will and Grundy counties. Mr Zelko asked in reference to the patients who have no means of paying, are we exploring if they are eligible for any insurance options. Dr. Troiani answered "yes" two (2) of his Reimbursement Specialists are also navigators and try to help find medical coverage for these patients. Dr. Troiani referenced his report of self-pay patients.

Community Health Center (CHC) (Presented Monthly Reports for July and August)

- Report of activities were provided in the packet for the Board's review.
- Basinger's pharmacist visited the Center for a walk-through.
- Mr. Cicero asked the divisional statistics for the month of July reporting for the first 6 months, if the unduplicated patients figure was based on an annual target? Ms. Maragos said, "yes."

Dr. Byrd, Chief Medical Officer (CHC) (Presented Monthly Reports for July and August)

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

Environmental Health (Presented Monthly Reports for July and August)

- Report of activities were provided in the packet for the Board's review.
- Mr. Casey provided an update regarding West Nile Virus.
- Mr. Casey commended Ms. Nelson for her well run WNV program and for making the front page of the Herald News.
- Balmoral and Crete-Monee schools have shown elevated levels of lead in the drinking water. Both schools are currently working on their Mitigation plan.

Family Health Services (Presented Monthly Reports for July and August)

- Report of activities were provided in the packet for the Board's review.
- Ms. Dames-Schuster distributed a Teen Resource Guide the Health Educators put together. Ms. Olenek commended staff from the Teen Pregnancy Prevention Program for putting a well written and informative guide together.

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

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

Media Services (Presented Monthly Reports for July and August)

- Reports of press releases and media coverage were provided in the packet for the Board's review.
- Mr. Brandy will be on the air at WJOL August 17th discussing National Health Center Week, August 14th through August 18th. An Open House on Friday will conclude the celebration.
- Ms. Olenek pointed out Mr. Brandy has done an excellent job cleaning up the website and keeping posts and press releases up-to-date. YouTube videos are now being added to the website as well.

OLD BUSINESS

Strategic Planning Update

Ms. Olenek updated the Board on the Core Team's completion of the value statement choices for the agency staff to vote on.

During the July and August staff meetings throughout the agency, the Core Team will conduct mini-listening sessions for the purposes of the "visioning" portion of the process. The target date to complete this task is August 30th. We are preparing for our environmental scan and the SWOT (Strengths, Weaknesses, Opportunities, and Threats) analysis in September. The dates for the SP retreat will be

Wednesday and Thursday, October 25-26, 2017 from 8:30-4:30. Participants from the BOH and Core Team will decide on the agency's strategic issues and how to address them.

FY2018 Budget Status

Ms. Olenek discussed the FY2018 budget. Upon discussions, Ms. Olenek provided agency budget overviews outlining viable options for decreasing expenses and/or increasing revenue. The deadline to have a budget produced and due to the County is mid-September. This will allow the County finance department time to produce a final balanced budget.

New Building Update

Ms. Olenek provided updates from the meeting that took place July 12th. At that meeting, staffing and programming for Administrative Services was reviewed. Other divisions will be reviewed at later dates: EH-July 31st, FHS – August 15th, BH – August 29th. "Wish lists" were also provided to Kluber and Associates from everyone in the agency.

NEW BUSINESS

Resolution #17-26 Disposal of Surplus (2003 Taurus) – ADM

Moved: (Mr. Cicero, second Chief Forsythe) The 2003 Ford Taurus has been evaluated by the Will County Sheriff's Department maintenance garage. It is being recommended this vehicle not be repaired. The Board of Health declares this vehicle as surplus and directs the Sheriff's office to conduct the disposition of the vehicle.

Motion Carried

Resolution #17-27 CHC Governing Council By-Laws Revisions – CHC

Moved: (Mr. Zabrocki, second Dr. Terrell) The Board of Health approves the Will County Community Health Center Governing Council By-Laws as amended.

Motion Carried

Resolution #17-28 Transfer of Appropriation – CHC

Moved: (Dr. Terrell, second Chief Forsythe) The Community Health Center will be hiring an additional contractual physician later in this fiscal year and was extremely successful with the 340B program. To complete the payment cycle through the end of this fiscal year for the contractual physician, and purchase drugs and medications, an additional \$121,000 will be needed. The Board of Health approves the following transfer of appropriation of funds in the FY2017 Health Department budget.

Motion Carried

Resolution #17-29 Transfer of Appropriation – FHS

Moved: (Ms. Winfrey, second Chief Forsythe) The Family Health Services Women, Infant and Children (WIC) Program were required to hire contractors this fiscal year to serve as Breastfeeding Peer Counselors to participate in the Special Supplemental Nutrition Program. To complete the payment cycle through the end of this fiscal year for the contractual peer counselors an additional \$32,000 will be needed. The Board of Health approves the following transfer of appropriation of funds in the FY2017 Health Department budget.

Motion Carried

Annual Management Address (ADM)

Ms. Olenek held the 2nd Annual Management Address Friday July 28th with the management team discussing the direction of the agency and the financial outlook for FY2017. Many of the management staff attended and was positive and energetic. Ms. Olenek reinforced the energy of the staff regarding the future of the new building and what looks to be the "light at the end of the tunnel!"

Executive Session Re Employment/Legal Matters – None

Approval of Personnel Status Report for the Will County Health Department

Moved: (Dr. Terrell, second Mr. Zabrocki) to approve all personnel changes for the Will County Health Department for the months of July/August 2017.

Motion carried

Board Members' Comments/Concerns

Board members are invited and welcome to come to attend the Open House Friday at the CHC. Senator Jennifer Bertino-Tarrant and a representative from Bill Foster's office will be in attendance for National Health Center Week.

ADJOURNMENT

At 4:15p.m. a motion was made by (Chief Forsythe and seconded by Mr. Zabrocki) to adjourn the meeting.

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

By: 
Stephanie Baskin, Executive Assistant
Will County Health Department