



**WILL COUNTY HEALTH DEPARTMENT
BOH Meeting Minutes
September 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 3:01 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
Judith McDonald, Ed.D.
Scott Soderquist, D.D.S.
Guadalupe Vega
Denise Winfrey

MEMBERS ABSENT

George Pitsilos, M.D.
Edward Zabrocki

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 (arrived 3:04pm)
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
Trisha Kautz, Program Manager, Environmental Health
Tina Bilecki, Program Coordinator, Environmental Health
Sharrita Vantrece, Program Coordinator, Environmental Health
Brenda Hamby, Sanitarian, Environmental Health
Cindy Jackson, Program Manager, Family Health Services
Jennifer Gorszczyk, Program Manager, Family Health Services

OTHERS PRESENT

Marie Lindsey, Governing Council Chair
Lewis University Student(s)

PLEDGE OF ALLEGIANCE

PRESIDENT'S COMMENTS

Mr. Zelko welcomed everyone to the meeting.

EXECUTIVE DIRECTOR'S COMMENTS

- Ms. Olenek noted Mr. Zabrocki is absent from the meeting today due to Hurricane Irma's damage to his residence in Florida. Ms. Olenek sent best wishes on behalf of the board.
- Dr. Lipinski will be appointed to the BOH at the next County Board meeting September 21st. Dr. Lipinski will bring the board compliment back up to 12 members and will be attending the October 18th meeting.

APPROVAL OF BOARD OF HEALTH MINUTES

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

Motion carried

TREASURER'S REPORT AND DEPARTMENT FINANCIAL REPORTS

The monthly statement from the Treasurer ending August 31, 2017 showed a balance of \$5,730,367.40.

- The Schedule of Revenue for the month of August was reviewed and discussed showing agency revenue at 69% for the fiscal year.
- The Expense Report for the month of August was reviewed and discussed showing agency expenditures at 65.2%.
- The Capital Improvement Fund report was discussed for the month of August showing activity with an ending balance of \$37,241.93.

Ms. Olenek addressed the transfer amount in the financial report.

Moved: (Chief Forsythe, second Ms. Winfrey) to approve the Treasurer's Report and Department Financial Reports for the month of August 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 September)

- Report of activities were provided in the packet for the Board's review
- The mandatory pre-bid meeting was scheduled for September 13th. We had a successful turnout of 8 vendors in attendance. The bid opening is scheduled for October 4th with the contract being awarded to the successful bidder at the October 18, 2017 BOH meeting.
- Ms. Billotta asked the BOH members to look at the CHC landscaping on their way out after the meeting. Administration's Facility Manager worked with our landscaper to clean up and replace the landscaping around most of the CHC. Crack filling and seal coating will begin later in the week.

Behavioral Health Programs (Presented Monthly Reports for September)

- Report of activities were provided in the packet for the Board's review.
- The Commission on the Accreditation of Rehabilitation Facilities (CARF) conducted their three-day accreditation site visit from August 23rd to the 25th. This was BH's 9th CARF Survey. Of the nine CARF Surveys that were conducted this one had the fewest number of recommendations with only 5 recommendations this site visit.

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

- Report of activities were provided in the packet for the Board's review.
- Patient billing has been brought within eight days from date of service due to the great work from Abosede Oshin, Office Billing Supervisor.

- The CHC received a notice of award from HRSA (Health Resources and Services Administration) to provide substance abuse treatment and for expansion of Mental Health services in the amount of \$175,700; Will be looking to hire a LCSW (Licensed Clinical Social Worker) with these funds.

Dr. Byrd, Chief Medical Officer (CHC) (Presented Monthly Reports for September)

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

Environmental Health (Presented Monthly Reports for September)

- Report of activities were provided in the packet for the Board's review.
- Mr. Casey provided updates to the West Nile Program, including 6 new positive batches.
- EH participated in the Will County Fair; operated a booth with informational pamphlets regarding EH programs and giveaways were passed out.
- Mr. Casey reported he toured the Clarke Environmental Manufacturing Plant and labs in St. Charles August 24th. Clark Environmental is EH's current Larvicide distributor. Mr. Casey gleefully noted his ride to the plant was via helicopter. During the helicopter ride, Mr. Casey was able to view the areas that are treated with aerial applications.

Family Health Services (Presented Monthly Reports for September)

- Report of activities were provided in the packet for the Board's review.
- Ms. Linsey inquired about the HIV and PrEP (pre-exposure prophylaxis) anti-viral medication used for treatment. Ms. Dames-Schuster reported the medication used is Truvada.

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

- Report of activities were provided in the packet for the Board's review.
- Ms. Weber reported on the site visit to O'Hare Airport for an overview of their quarantine area and processes for travelers in the event of an infectious disease outbreak.

Media Services (Presented Monthly Reports for September)

- Reports of press releases and media coverage were provided in the packet for the Board's review.
- Mr. Brandy discussed his visit with Silvia Muniz to WJOL regarding Newborn Screening Awareness Month. Next appearance will be Monday, October 2nd regarding the Teen Prevention Program.
- Mr. Brandy noted he is working with Dr. Byrd and Ms. Maragos regarding the Patient Portal system.

OLD BUSINESS

Strategic Planning Update

Ms. Olenek provided updates regarding the survey sent out for selection of Value Statements. The next survey was sent out September 15th with a due date of October 6th. The SP Retreat is October 25th and 26th. Ms. Olenek asked board members if they were interested in participating. Mr. Cicero and Mr. Zelko will attend the retreat. Ms. Olenek also asked the board if they would like to approve the revised Mission Statement, Proposed Core Values & Value statements at one time, after the retreat, or approve everything all at once, excluding the initiatives? The boards consensus was to bring any approved documents to the next October board meeting and will approve future approved documents when appropriate.

FY2018 Budget Status

- Ms. Olenek provided updates for the FY2018 budget. Upon discussions, Ms. Olenek provided agency budget overviews outlining viable options for decreasing expenses and/or increasing revenue. Ms. Olenek noted a resolution is being presented for Amendments to The Will County Food Service and Retail Food Store Sanitation Ordinance which will allow food fees to be increased and will assist with closing the budget gap. Mr. Gould mentioned he and Ms. Winfrey have been abdicating for this increase and is hopeful Mr. Walsh will be able to get approval for the increase from the County Board.

- Ms. Olenek thanked Mr. Gould for the opportunity at the most recent Public Health and Safety Committee meeting for being able to brief the committee and other present County Board members of our financial situation.
- Ms. Olenek reported she received very good news from the County Executive, Mr. Larry Walsh that at the next County Board meeting, he is going to propose the board provides the WCHD with a levy increase of \$499,000. The funds will be transferred from a defunct county department.
- Ms. Olenek also clarified and addressed several rumors circulating around the HD regarding closure of programs and a hiring freeze.

New Building Update

Ms. Olenek noted the programming phase is complete. Site visits to Lake County Health Departments have been planned to look at some of the building designs with Ms. Bilotta, Mr. Thorne, Dr. Troiani, and Ms. Krause. The board asked Ms. Olenek to stress to Kluber the importance of keeping the new HD building on this campus. Mr. Zelko asked if Kluber Architects and Engineers can attend the next meeting in October providing a presentation to the board members. Discussions ensued.

Replacement for Medical Director

Dr. Trager will no longer serve as Medical Director for Infectious Disease. Currently reaching out to Dr. Gargenera, Southwest Infectious Disease Associates Ltd for the Medical Advisor position. Ms. Olenek noted in the event Dr. Gargenera cannot provide services, one of the Infectious Disease doctors will be able to respond on his behalf. Mr. Zelko asked Ms. Olenek to check with the Department of Public Health for contract clarification regarding contracting with a physician who is part of a group practice.

Opioid Overdose, Prevention and Intervention Task Force

Ms. Olenek noted an announcement out of Governor Bruce Rauner's office regarding a task force from different disciplines is being assigned for the opioid epidemic in Illinois. Ms. Olenek included in the packet the information received from the announcement.

NEW BUSINESS

Resolution #17-30 Renewal of Agreement with Sunny Hill Sanatorium Board (ADM)

Moved: (Chief Forsythe, second Dr. Terrell) Board of Health approves the attached agreement between the Sunny Hill Sanatorium Board and Will County Health Department throughout the Fiscal Year of 2018 (December 1, 2017 – November 30, 2018) for an annual amount of \$14,850.

Motion Carried

Resolution #17-31 Renewal of Agreement with Will County Animal Control Department to Provide Courier Service (ADM)

Moved: (Chief Forsythe, second Ms. Winfrey) the Board of Health approves the attached agreement between the Will County Health Department and the Will County Animal Control Department throughout the Fiscal Year of 2018 (December 1, 2017 – November 30, 2018) for an annual amount of \$4,530.

Motion Carried

Resolution #17-32 Amendments to The Will County Food Service and Retail Food Store Sanitation Ordinance (EH)

Moved: (Dr. Terrell, second Chief Forsythe) Board of Health recommends that the County Board consider the adoption of the Will County Food Service and Retail Food Store Sanitation Ordinance with amendments.

Motion Carried

It was suggested to put language in the Ordinance stipulating if a decision by the Health Authority was aggrieved, a hearing before the Executive Director would need to occur. It was also stressed to make sure the date is reflective of the date approved by the County Board.

Resolution #17-33 Approval to Set The 2017-2018 Seasonal Influenza Vaccination Fees (FHS)

Moved: (Ms. Winfrey, second Mr. Gould) approves the staff recommendation for each Seasonal Influenza Vaccination for the upcoming 2017-2018 flu season: Quadrivalent \$40.00, Fluzone High Dose (65+) \$65.00, FluBlok (egg-free 18+) \$65.00.

Motion Carried

Executive Session Re Employment/Legal Matters

Moved: (Chief Forsythe, second Mr. Cicero) To recess the Regular meeting at 4:25.p.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", Mr. Gould, "Aye", Dr. Soderquist, "Aye", Ms. Winfrey, "Aye", and Mr. Vega, "Aye."

OPEN SESSION

Roll Call: Mr. Zelko, "Aye", Dr. Terrell, "Aye", Ms. McDonald, "Aye", Mr. Cicero, "Aye", Chief Forsythe, "Aye", Mr. Gould, "Aye", Dr. Soderquist, "Aye", Ms. Winfrey, "Aye", and Mr. Vega, "Aye."

Approval of Personnel Status Report for the Will County Health Department

Moved: (Ms. Winfrey, second Mr. Gould) to approve all personnel change(s) for the Will County Health Department for the months of September including adding Pat Dames-Schuster's retirement.

Motion carried

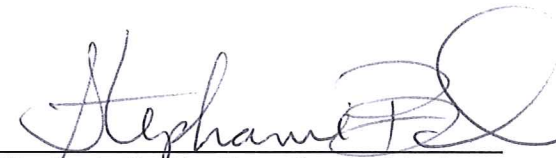
Board Members' Comments/Concerns

Mr. Zelko thanked the board for spending additional time regarding the Food Service and Retail Food Store Sanitation Ordinance.

ADJOURNMENT

At 4:42p.m. a motion was made by (Chief Forsythe and seconded by Mr. Vega) to adjourn the meeting.

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

By: 
Stephanie Baskin, Executive Assistant
Will County Health Department