



**REVISED**

**WILL COUNTY HEALTH DEPARTMENT  
BOH Meeting Minutes  
October 18, 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 3:01 PM, Mr. Zelko, President presiding.

**ROLL CALL/QUORUM PRESENT**

**MEMBERS PRESENT**

James Zelko, President,  
Chief Daniel Forsythe, Secretary  
John Cicero, Member-At-Large  
Donald Gould  
Gary Lipinski, M.D.  
Judith McDonald, Ed.D. (arrived at 3:13pm)  
George Pitsilos, M.D. (arrived at 3:09pm)  
Guadalupe Vega  
Denise Winfrey  
Edward Zabrocki

**MEMBERS ABSENT**

Billie Terrell, Ph.D., Vice President  
Scott Soderquist, D.D.S.

**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  
Denise Bergin, Program Coordinator, Administrative Services  
Anthony Melei, ITT Coordinator, Administrative Services  
David Delrose, President AFSCME 1028, Behavioral Health  
Scott DuBois, Program Manager, Behavioral Health  
Barbara Agor, EP&R Specialist, Emergency Preparedness & Response  
Kathryn Nelson, Program Coordinator, Environmental Health  
Sylvia Muniz, Program Manager, Family Health Services

**OTHERS PRESENT**

Keith Aeschliman, Assistant State's Attorney (arrived at 3:13pm)  
Paul Lauridsen, Governing Council Vice Chairman  
Lewis University Nursing Students  
Chris Hansen, Senior Design Architect, Kluber Architects & Engineers  
Mike Elliott, Vice President, Kluber Architects & Engineers  
Joel Van Essen, Facility Management Director, Will County

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**PLEDGE OF ALLEGIANCE  
PRESIDENT'S COMMENTS**

# REVISED

Mr. Zelko welcomed everyone to the meeting and introduced the newest board member Dr. Gary Lipinski, Chief Medical Officer, Presence St. Joseph Hospital.

## EXECUTIVE DIRECTOR'S COMMENTS

Ms. Olenek welcomed Chris Hansen and Mike Elliott from Kluber Architects and Engineers (Kluber) to the meeting who are working with the HD Committee for the new Health Department building. Mr. Hansen and Mr. Elliott provided a presentation regarding the progress on the work to date. After the presentation, Mr. Hansen and Mr. Elliott opened the floor to Q & A.

**Q:** Mr. Zelko asked what criteria are they using for deciding the building site?

**A:** Mr. Hansen replied Kluber will be working with H.R. Green, the County's Civil Engineering Firm to identify:

1. Site accessibility
2. Access to public transportation
3. Availability of utilities on site (utilities that might need to be brought to the site)
4. Availability of parking to accommodate a building of 80,000 sq. ft. & convenience to the building
5. Security of the site
6. Work with Administration regarding the client demographics breakdown

**Q:** Mr. Zabrocki asked if any discussions were made about multi-level parking.

**A:** Mr. Hansen replied not at this point. Parking will be looked at during the next phase.

✚ Mr. Hansen noted the three sites being considered are:

1. Current Health Department site (some site options have been developed for this parcel)
2. Will County Courthouse (WCC)
3. Will County Administrative building (WCAB) at 302 N. Chicago Street

✚ Mr. Hansen mentioned the intent is to weigh out the pros/cons of each site.

**Q:** Mr. Zelko suggested and strenuously stressed adding an additional criterion to the site selection: Are the sites user friendly? Mr. Zelko noted the question to ask is what's in the best interest of the clients served? Our clients are used to a one-stop shop.

**A:** Mr. Elliott replied that was a very important question to ask. These are important points seen from the administration side and not from the architectural standpoint. These are goals to be included in the decision-making process.

**Q:** Mr. Cicero asked if (the conversation has not been to date) Kluber meet with the Division Management regarding the working relations and interactions the clients have with the Community Health Center.

**A:** Mr. Hansen noted they have had discussions with the division management.

**Q:** Mr. Cicero mentioned from the patient perspective, there are the hidden costs that come along with relocating to a new site and separating from the Health Center (e.g. noting administrative, finance, and I.T. support costs), if separated, those services would need to be reproduced.

**A:** Mr. Hansen agreed and noted Kluber does recognize one of the challenges will be duplicating the administrative costs by separating the two buildings (HD & CHC).

✚ Mr. Elliott mentioned one of the questions asked at the committee meeting Tuesday, October 17<sup>th</sup> was "what would it take to take the Primary care functions into a new site?". Mr. Elliott noted additional square footage would be added to one of the sites for accommodation purposes.

✚ Mr. Cicero agreed with that option.

**Q:** Mr. Zabrocki inquired about the square footage of the WCC and the WCAB?

**A:** Mr. Van Essen noted the sq. ft. for the WCC is approximately 106,000sq. ft. and the WCAB is approximately 77,000sq. ft. Mr. Van Essen also mentioned the buildings are currently occupied, timing would play a role in the decision as well in regards to relocating the prior tenants.

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- Mr. Zelko pointed out (in reference to the County Courthouse building) converting the space would be extremely difficult as the building is made of concrete.
- Mr. Zelko stressed one last time the HD location should be the focus for the client and their convenience. Mr. Zelko noted having an easily accessible building for services is vital and essential. Mr. Zelko thanked Mr. Hansen, Mr. Elliott, and Mr. Van Essen for attending the meeting.

Kluber and Mr. Van Essen excused themselves from the meeting at 3:31p.m.

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

**Moved:** (Mr. Gould second Ms. McDonald) to approve the September 20, 2017 Regular Session minutes as presented.

**Motion carried**

**Moved:** (Mr. Gould second Ms. McDonald) to approve the September 20, 2017 Executive Session minutes as presented.

**Motion carried**

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

The monthly statement from the Treasurer ending September 30, 2017 showed a balance of \$7,344,296.44.

- The Schedule of Revenue for the month of September was reviewed and discussed showing agency revenue at 82% for the fiscal year.
  - The Expense Report for the month of September was reviewed and discussed showing agency expenditures at 72.6%.
  - The Capital Improvement Fund report was discussed for the month of September showing activity with an ending balance of \$37,246.03.
- 🗳️ Ms. Olenek addressed the budget transfer reversal in the financial report.
- 🗳️ Mr. Cicero inquired about the continued funding for the Juvenile Accountability Incentive Block Grant (JAIBG). Dr. Troiani stated the grant has ended.

**Moved:** (Ms. Winfrey, second Mr. Cicero) to approve the Treasurer's Report and Department Financial Reports for the month of September 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 Monthly Reports for October)**

- Report of activities were provided in the packet for the Board's review.
- Ms. Bilotta briefly noted a resolution is being brought forward including a recommendation to enter into a contract for Cleaning Services.
- Ms. Bilotta asked the BOH members to look at the CHC parking lot on their way out after the meeting. The CHC parking lot has been completed.
- Ms. Bilotta recognized and thanked the staff involved with the successful upgrade of our Kronos time keeping system. The Kronos system went live September 29<sup>th</sup>.

### **Behavioral Health Programs (Presented Monthly Reports for October)**

- Report of activities were provided in the packet for the Board's review.
- Dr. Troiani noted the Health Department has been issued CARF (The Commission on the Accreditation of Rehabilitation Facilities) accreditation for the next three years.

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### **Community Health Center (CHC) (Thomas Edwards, Director of Operations Presented Monthly Reports for October)**

- Report of activities were provided in the packet for the Board's review.
- Mr. Edwards reported on the 30<sup>th</sup> or 31<sup>st</sup> of this month, Illinois Department of Public Health (IDPH) will visit the NBO site to approve Family Planning (Title X) Services for recommendation to begin the delivery of services.

### **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 October)**

- Report of activities were provided in the packet for the Board's review.
- Mr. Casey stated since the Illinois Department of Public Health has again extended the effective date of converting all local health departments to the FDA Model Food Code to July 1, 2018 and there could be another extension to January 1, 2019. EH has decided to hold off adopting the FDA Food Code. EH decided to remain with the current food ordinance and added some new language, categories, and updated fees. Mr. Casey reported the suggested language was added in the ordinance stipulating if a decision by the Health Authority was aggrieved, a hearing before the Executive Director would need to occur.
- Mr. Casey clarified a concern made by Mr. Zelko at last month's meeting regarding the importance of the durability of the walls, ceilings, etc. in food establishments. Mr. Casey noted that language is referenced in Will County Food Service and Retail Food Store Sanitation Ordinance, Chapter Physical Facilities.
- Mr. Zelko inquired about the public hearing at the Public Health and Safety Committee meeting to increase fees for the Will County Food Service And Retail Food Store Sanitation Ordinance. Mr. Casey said, it went very well. Mr. Moustis, County Board Speaker was advocating about the importance the Health Department's EH division. Mr. Casey confirmed the ordinance is going to County Board tomorrow to consider the adoption of the Will County Food Service and Retail Food Store Sanitation Ordinance with amendments and fees. The fee increase helps ensure EH continue to meet financial targets by being able to bill at the increased rate for the FY2018.
- IDPH reported 68 human cases of West Nile Virus in Illinois.

### **Family Health Services (Presented Monthly Reports for October)**

- Report of activities were provided in the packet for the Board's review.
- Pat noted immunizations have seen a surge in patient walk-ins; bringing the immunization clinic packed to capacity - due to the schools sending the children home for not meeting the vaccination deadline. The staff has been as accommodating as possible.

### **Emergency Preparedness and Response (EP&R) (Presented Monthly Reports for October)**

- Report of activities were provided in the packet for the Board's review.
- Ms. Weber mentioned it's that time of the year to adopt a military unit for the holidays. This is the 2<sup>nd</sup> Annual Adopt A Military Unit. Ms. Weber is accepting donations of all kinds (including monetary gifts). Donations are being accepted until November 22<sup>nd</sup>.

### **Media Services (Presented Monthly Reports for October)**

- Reports of press releases and media coverage were provided in the packet for the Board's review.
- Mr. Brandy asked the board members to send in their profiles. The profiles are located on the website. Mr. Gould provided his profile.
- Mr. Brandy provided updates regarding the Regional P.I.O. (Public Information Officer) meeting this morning at the McHenry County Public Health building.

**OLD BUSINESS**

**FY2018 Budget Status**

Ms. Olenek mentioned at the County the Board meeting tomorrow, Thursday October 19<sup>th</sup> the levy will be voted on as well as individual department disbursements. Ms. Olenek thanked Mr. Gould and Ms. Winfrey for championing and advocating for the Health Department at the county board level. Mr. Gould said he is predicting the Health Department will fare well at the County Board meeting.

Last week Ms. Olenek learned the County Board was holding their Democratic and Republican caucuses. Ms. Olenek mentioned she did not attend the caucuses, but provided a packet of information to the caucuses. This packet included information regarding what the HD and MAPP has determined as one of the needed initiatives and programming in this county which is Behavioral Health. Ms. Olenek also provided the caucuses with the CHIP booklet and talking points. A document describing our funding and levy support was also provided. Ms. Olenek stated she will come back to the next BOH meeting with a balanced budget. Mr. Zelko stated on behalf of the board he would like see no layoffs or discontinuance of any services. Ms. Olenek agreed.

Mr. Zabrocki inquired what each penny represents in the levy? Ms. Olenek informed Mr. Zabrocki she does not have that information at hand and will bring back to the next meeting.

**Replacement for Medical Director**

Ms. Olenek mentioned after speaking with Dr. Gargenera, Medical Advisor for the TB Clinic, Dr. Gargenera suggested adding language into the contract allowing his medical group to have the ability to advise the HD. This language allows additional coverage in the event Dr. Gargenera is unavailable to provide services. Ms. Olenek went over some of the new clauses and updates in the contract with the board and will provide contract updates to the BOH in November.

**NEW BUSINESS**

**Resolution #17-34 Cleaning Services Bid Recommendation (ADM)**

**Moved:** (Mr. Zabrocki, second Ms. Winfrey) the Health Department requires cleaning services for the Health Department Building located at 501 Ella Avenue in Joliet, the Health Department Branch Offices located at 5601 W. Monee-Manhattan Road Suites 107-110 in Monee and 323-331 Quadrangle Drive in Bolingbrook and the Community Health Center building located at 1106 Neal Avenue in Joliet. The Board of Health approves the contract with Alpha Building Maintenance Services, Inc.

**Motion Carried**

**Resolution #17-35 Revisions To The Will County Food Service And Retail Food Store Sanitation Ordinance (EH)**

**Moved:** (Ms. Winfrey, second Chief Forsythe) revisions were made to the current Will County Food Service and Retail Food Store Sanitation Ordinance. Recent events have caused us to pause our conversion to the Model Food Code, and only revise some of the current language along with updating our fee structure. The bills will go out with the new fee increase rates effective January 1, 2018. The Board of Health approves the revisions to the Will County Food Service and Retail Food Store Sanitation Ordinance.

**Motion Carried**

**Resolution #17-36 Revision To The Mission Statement For The Will County Health Department (ADM)**

**Moved:** (Mr. Cicero, second Dr. Pitsilos) the Will County Health Department has an existing mission statement and is embarking on creating an inaugural Strategic Plan for the agency. From time to time it is necessary to revisit and revise such statements according to the will and needs of the community. The Board of Health approves the revision made to the current Will County Health Department Mission Statement.

**Motion Carried**

**Resolution #17-37 Adoption Of Core Values For Will County Health Department (ADM)**

**Moved:** (Mr. Gould, second Ms. Winfrey) the adoption of Core Values is a necessary component in a proper Strategic Plan. All staff and Board of Health members will be held to the standard of embracing and upholding these Core Values. The Board of Health adopts the Core Values of **Respect, Integrity, Professionalism, Quality, and Dedication.**

**Motion Carried**

**Resolution #17-38 Adoption Of Value Statements For Will County Health Department (ADM)**

**Moved:** (Mr. Gould, second Ms. Winfrey) the adoption of Value Statements is a necessary component in a proper Strategic Plan. All staff and Board of Health members will be held to the standard of embracing and upholding these Value Statements. The Board of Health adopts the Value Statements as attached.

**Motion Carried**

**Resolution #17-39 Appropriation Of Additional Funds For Access Increases In Mental Health And Substance Abuse Services (Aims) Grant (CHC)**

**Moved:** (Ms. Winfrey, second Chief Forsythe) the Will County Community Health Center received the Access Increases in Mental Health and Substance Abuse Services (AIMS) Grant from HRSA for Sept 1, 2017 to August 31, 2018 totaling \$175,700, for expansion of behavioral health and substance abuse services of which \$10,910 will be expended in FY17. The Board of Health hereby approves the following appropriation of funds into FY17 Health Department Budget.

**Motion Carried**

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

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

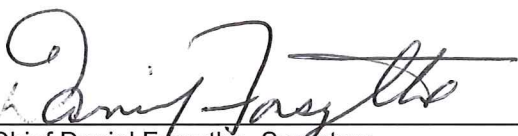
**Moved:** (Mr. Gould, second Mr. Cicero) to approve all personnel change(s) for the Will County Health Department for the month of October.

**Motion carried**

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

**ADJOURNMENT**

At 4:24p.m. a motion was made by (Chief Forsythe and seconded by Mr. Cicero) to adjourn the meeting.

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

By:   
Stephanie Baskin, Executive Assistant  
Will County Health Department