



**WILL COUNTY HEALTH DEPARTMENT  
BOH Meeting Minutes  
May 17, 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,  
Billie Terrell, Ph.D., Vice President  
John Cicero, Member-At-Large  
Donald Gould  
Judith McDonald, Ed.D,  
Joseph Karcavich, M.D.  
George Pitsilos, M.D. (arrived at 3:04p.m.)  
Scott Soderquist, D.D.S. (arrived at 3:16p.m.)  
Guadalupe Vega (arrived at 3:09p.m.)  
Denise Winfrey

**MEMBERS ABSENT**

Chief Daniel Forsythe, Secretary  
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  
Thomas Casey, Division Director, Environmental Health  
Patricia Dames-Schuster, Division Director, Family Health Services  
Kathleen Weber, Program Coordinator, Emergency Preparedness & Response  
Jennifer Gorszcyk, Program Manager, Family Health Services  
Amrita Raghuraman, Community Health Educator, Family Health Services  
Anthony Melei, ITT Coordinator, Administrative Services  
Stacey Whitehead, Human Resources Coordinator, Administrative Services  
Kathryn Nelson, Program Coordinator, Environmental Health  
Trisha Kautz, Program Coordinator, Environmental Health  
Barbara Agor, EP&R Specialist, Emergency Preparedness & Response  
Scott DuBois, Program Coordinator, Behavioral Health

**OTHERS PRESENT**

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

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**PLEDGE OF ALLEGIANCE**

**PRESIDENT'S COMMENTS**

Introduced & welcomed Marie Lindsey, the newly elected Governing Council Chair. Ms. Lindsey will replace Paul Lauridsen at the BOH meetings.

## **EXECUTIVE DIRECTOR'S COMMENTS**

- Ms. Olenek mentioned Ms. Winfrey, Mr. Zabrocki, and Mr. Zelko have been re-appointed by the County Executive for three-year terms ending in the year 2020.
- The Annual Report is near completion. The completed version will be sent out when finished and a paper copy will be presented at the June meeting.

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

**Moved:** (Ms. Winfrey second Dr. Terrell) to approve the April 19, 2017 Regular Session minutes as presented.

**Motion carried**

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

The monthly statement from the Treasurer ending April 30, 2017 showed a balance of \$2,950,344.61.

- The Schedule of Revenue for the month of April was reviewed and discussed showing agency revenue at 27% for the fiscal year.
- The Expense Report for the month of April was reviewed and discussed showing agency expenditures at 33.0%.
- The Capital Improvement Fund report was discussed for the month of April showing activity with an ending balance of \$37,230.61.

**Moved:** (Mr. Gould, second Mr. Cicero) to approve the Treasurer's Report and Department Financial Reports for the month of April 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 April were provided in the packet for the Board's review.
- The re-decoration project at the North Branch Office is near completion. An update will be brought back to the next meeting.
- The new courier van has arrived at the Health Department. The logo will be installed soon and the van will be ready for service within the next week.
- On May 5, 2017, the Will County Health Department received from the Will County Auditor our Final Report for a Receipts Audit for audit year 2015. There were no findings or recommendations. Thank you to Denise Bergin and her staff for all their hard work!

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

- Report of activities through the month of April were provided in the packet for the Board's review.
- Dr. Troiani reported by weeks' end, BH will have \$287,335 in deposits from patient payments.
- Dr. Troiani noted out of 27 companies submitting RFP's for the MCO contract, nine of the companies were selected. Of the nine companies, AETNA, BCBSIL, Illini Care are the front runners.

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

- Report of activities through the month of April were provided in the packet for the Board's review.
- Ms. Maragos reported to the board The Joint Commission accreditation site visit occurred on April 18, 19, and 20. We were awarded Accreditation status for 3 years, until April 2020! In addition, we also achieved Patient-Centered Medical Home accreditation. The Will County Community Health Center received the Joint Commission's Gold Seal of Approval for Ambulatory Health Care Accreditation by demonstrating continuous compliance with its nationally recognized standards. The Health Center will receive a site visit from the IL Dept. of Public Health (IDPH) on May 30-31 for approval to provide Title X Family Planning Services in Bolingbrook and on the Mobile Unit and Health Resources and Services Administration (HRSA) site reviewers on June 6, 7, and 8. HRSA will review all operations with regards to clinical, financial and governance matters.



- The health center passed the Vaccine for Children (VFC) site visit on 4/28/17. This is a state funded program for immunizations that is **gifted** to us by the State of Illinois. This is a usual and ordinary periodic site visit.

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

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

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

- Report of activities through the month of April were provided in the packet for the Board's review.
- Mr. Casey thanked Mr. Aeschliman, Assistant State's Attorney for his assistance recouping over \$3,200 in funds for past service discharge fees.
- Mr. Casey reported IDPH released an article from the CDC recommending new Zika virus testing for pregnant or soon to be pregnant moms traveling to/from the region where Zika is active.

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

- Report of activities through the month of April were provided in the packet for the Board's review.
- Ms. Dames-Schuster highlighted the graphic included in the packet. Ms. Dames-Schuster noted the graphic was designed by the health educators through software purchased. This purpose is to eliminate 3<sup>rd</sup> party graphic designers.
- Mr. Cicero inquired how the WIC caseload numbers were calculated for the WIC audit. Ms. Dames-Schuster explained the WIC caseload is lower and the reimbursement rate set per person is higher.

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

- Report of activities through the month of April were provided in the packet for the Board's review.
- Ms. Weber elaborated on the visit she and Ms. Bilotta attended during the Complex Coordinated Events training at the Emergency Management Institute in Emmitsburg, MD April 23<sup>rd</sup>-28<sup>th</sup>.

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

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

**OLD BUSINESS**

**Strategic Planning Update**

Ms. Olenek asked the board if the members were able to complete the Survey Monkey Stakeholder Analysis questionnaire. Ms. Olenek suggested the board refer to the NACCHO guide for additional clarification. Board members mentioned they had not received the survey or NACCHO guide by the time of meeting. Stephanie Baskin was asked to re-send out those attachments via email tomorrow. Binders will also be prepared containing the SP information. Webinars will be scheduled for June, July, and August.

**Risk Analysis Update**

Mr. Melei provided background and history for the need to perform a comprehensive risk assessment for the agency. Mr. Melei discussed how we mitigated some of those issues and the current status to date.

**MAPP Presentation**

Amrita Raghuraman, Community Health Educator presented a brief presentation regarding the Will County MAPP collaborative and the next steps of the strategic process.

**NEW BUSINESS**

**Resolution #17-18 Declaring Surplus Items – (ADM)**

**Moved:** (Dr. Terrell, second Ms. Winfrey) The A-Team Recyclers will audit all the recycled equipment, shred hard-drives per HIPAA guidelines, and provide a certificate of destruction. The Board of Health approves the surplus of computer equipment with A-Team Recyclers.

**Motion carried**

**Resolution #17-19 NBO Lease Renewal (ADM)**

**Moved:** (John Cicero, second Dr. Terrell) the landlord is offering to extend our current lease to December 31, 2019 at the same monthly rent. The Board of Health accepts the recommendation to extend our current lease with the Rhoads Development Company for one additional year from December 31, 2018 to December 31, 2019.

**Motion carried**

**Executive Session Re Employment/Legal Matters**

**Moved:** (Mr. Cicero, second Dr. Terrell) To recess the Regular meeting at 4:15p.m. to go into Executive Session for the purposes 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", Mr. Gould, "Aye", Dr. Karcavich, "Aye", Dr. Pitsiolos, "Aye", Dr. Soderquist, "Aye", Mr. Vega, "Aye", and Ms. Winfrey, "Aye".

**OPEN SESSION**

**Roll Call** Mr. Zelko, "Aye", Dr. Terrell, "Aye", Ms. McDonald, "Aye", Mr. Cicero, "Aye", Mr. Gould, "Aye", Dr. Karcavich, "Aye", Dr. Pitsiolos, "Aye", Dr. Soderquist, "Aye", Mr. Vega, "Aye", and Ms. Winfrey, "Aye".

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

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

**Motion carried**

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

**ADJOURNMENT**

At 5:06p.m. a motion was made by (Ms. Winfrey and seconded by Dr. Terrell) to adjourn the meeting.

By:   
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John Cicero, Member At Large  
Will County Board of Health

By:   
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Stephanie Baskin, Executive Assistant  
Will County Health Department