



**WILL COUNTY HEALTH DEPARTMENT  
BOH Meeting Minutes  
June 21, 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 3:02 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  
Joseph Karcavich, M.D.  
George Pitsilos, M.D. (arrived at 3:54p.m.)  
Scott Soderquist, D.D.S. (arrived at 3:13p.m.)  
Denise Winfrey  
Edward Zabrocki

**MEMBERS ABSENT**

Donald Gould  
Judith McDonald, Ed.D.  
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  
Jennifer Byrd, 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  
Denise Bergin, Program coordinator, Administrative Services  
Cindy Jackson, Program Manager, Family Health Services  
Anthony Melei, ITT Coordinator, Administrative Services  
Barbara Agor, EP&R Specialist, Emergency Preparedness & Response  
David Delrose, President AFSCME 1028, Behavioral Health

**OTHERS PRESENT**

Keith Aeschliman, Assistant State's Attorney  
Marie Lindsey, Governing Council Chair

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**PLEDGE OF ALLEGIANCE**

**PRESIDENT'S COMMENTS**

Mr. Zelko welcomed everyone to the meeting and noted the Board will not meet in July. Next meeting will resume in August.

**EXECUTIVE DIRECTOR'S COMMENTS**

General Assembly was back in Springfield for a 10-day special session called by Gov. Bruce Rauner in an effort to reach a budget deal before the end of the fiscal year on June 30. Ms. Olenek stated she's hoping for a stop-gap budget by June 30<sup>th</sup>.

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

**Moved:** (Ms. Winfrey second Dr. Terrell) to approve the May 17, 2017 Regular Session minutes as presented.

**Motion carried**

**Moved:** (Ms. Winfrey second Dr. Terrell) to approve the May 17, 2017 Executive Session minutes as presented.

**Motion carried**

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

The monthly statement from the Treasurer ending May 31, 2017 showed a balance of \$3,182,249.32.

- The Schedule of Revenue for the month of May was reviewed and discussed showing agency revenue at 36% for the fiscal year.
- The Expense Report for the month of May was reviewed and discussed showing agency expenditures at 40.0%.
- The Capital Improvement Fund report was discussed for the month of May showing activity with an ending balance of \$37,233.38.

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

- Report of activities through the month of May were provided in the packet for the Board's review.
- Parking lot repairs are on schedule for the seal coating and striping to be completed by August.

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

- Report of activities through the month of May were provided in the packet for the Board's review.
- Dr. Troiani reported Silver Oaks, a new psychiatric hospital in Will County on the Silver Cross property, benefiting outpatient services to the adult and child/adolescent populations is scheduled to open at the end of 2018. Mr. Zelko asked if the hospital will have an effect on the 90% of child patients who leave the county for services elsewhere. Dr. Troiani confirmed the opening of this hospital will have a profound affect and will keep the children local.

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

- Report of activities through the month of May were provided in the packet for the Board's review.
- Mr. Zelko acknowledged the letter included in the packet from the office of Larry Walsh Jr. congratulating the CHC for being awarded Joint Commission accreditation.

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

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

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

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

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

- Report of activities through the month of May were provided in the packet for the Board's review.
- Ms. Dames-Schuster reported audits continue in FHS until July for HIV and the All Our Kids Early Childhood Network programs.



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

- Report of activities through the month of May were provided in the packet for the Board's review.
- Ms. Weber reported 1<sup>st</sup>. Sergeant Dan Reilly spoke at the Medical Reserve Corps meeting thanking the MRC team on behalf of his battalion regarding the donations sent to his troops in Niger, Africa over the holidays in December.

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

Reports of press releases and media coverage through the month of May were provided in the packet for the Board's review.

### **OLD BUSINESS**

#### **Strategic Planning Update**

The 2<sup>nd</sup> survey for strategic planning was sent out a couple days ago, the Core Team consisting of 18 members was split into smaller teams of 3-4 members to be given the opportunity to work with others within the agency. During the month of July, the Core Team will conduct mini-listening sessions for the purposes of the "visioning" portion of the process. The target date to complete the task of coming up with a vision statement for the agency is July 30<sup>th</sup>.

### **NEW BUSINESS**

#### **Resolution #17-20 Appropriation of Additional Funds for FY17 Teen Pregnancy Prevention Grant (FHS)**

**Moved:** (Dr. Terrell, second Chief Forsythe) the Board of Health approves the following appropriation of funds into FY17 Health Department Budget in the Revenue amount of \$15,434 and the expense amount of \$6,560 for items including supplies, training fees, curriculum and teaching aids, and giveaways expenses. The difference will cover local dollars already budgeted in salary and fringe.

#### **Motion Carried**

#### **Resolution #17-21 Appropriation of Additional Funds for FY17 Tobacco Control and Prevention Grant (FHS)**

**Moved:** (Mr. Cicero, second Ms. Winfrey) the Board of Health approves the following appropriation of funds into FY17 Health Department Budget in the Revenue amount of \$70,000 and the expense amount of \$67,332 for a media campaign in June and July consisting of advertisements on local radio stations, in local theaters, local newspapers, and pay at the pump gas station kiosks. The difference will cover local dollars already budgeted in salary and fringe.

#### **Motion Carried**

#### **Resolution #17-22 Purchase of Radio Media Campaign for The Tobacco Control and Prevention Program (FHS)**

**Moved:** (Ms. Winfrey, second Dr. Terrell) A radio campaign for 8-weeks consisting of 1,120 thirty-second radio commercials on four local radio stations will educate the public on the effects of tobacco use and to promote the Illinois Tobacco Quit line. The Board of Health approves the payment of an amount not to exceed \$32,480 to Alpha Media.

#### **Motion Carried**

#### **Resolution #17-23 The Purchase of Cinema Theater Media Campaign for The Tobacco Control and Prevention Program (FHS)**

**Moved:** (Chief Forsythe, second Dr. Terrell) A cinema theater campaign for 8-weeks consisting of 8,960 thirty-second advertisements in three local theaters on 40 screens will educate the public on the effects of tobacco use and to promote the Illinois Tobacco Quit line. The Board of Health approves the payment of an amount not to exceed \$12,378 to National CineMedia LLC (NCM).

#### **Motion Carried**

#### **Resolution #17-24 The Board of Health Request to Increase Health Department Levy (ADM)**

**Moved:** (John Cicero, second Dr. Terrell) the Board of Health requests the County of Will increase the FY2018 levy amount to ensure we continue programming at the current level of service.

#### **Motion Carried**

**Resolution #17-25 Purchase of Media Campaign for The West Nile Virus (WNV) Program (EH)**

**Moved:** (Ms. Winfrey, second Mr. Zabrocki) the Board of Health approves the payment of an amount not to exceed \$11,000 to Chicago Billboards for a media campaign in the WNV Grant Program.

**Motion Carried**

**FY2018 Budget (ADM)**

Ms. Olenek distributed a detailed draft of the FY2018 revenue and expense budgets to the board outlining salaries, fees and reimbursable, grant funds, etc. In depth discussions ensued regarding the budget build out for FY2018. Ms. Olenek also distributed a document detailing the levy amounts since 2011 and the number of positions (68) eliminated since 2011 due to budgeting constraints.

**NALBOH (ADM)**

Ms. Olenek asked if any one of the Board members were interested in attending the annual conference this year in Cleveland, Ohio August 2<sup>nd</sup>-4<sup>th</sup>. The membership was not renewed, but anyone can attend as a non-member. Dr. Terrell said she was interested and would confirm with Stephanie Baskin.

**Agency Financial Status (ADM)**

This topic was included and covered during the FY2018 budget discussion.

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

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

**Moved:** (Ms. Winfrey, second Chief Forsythe) to approve all personnel change(s) for the Will County Health Department for the month of June 2017.

**Motion carried**

**Board Members' Comments/Concerns**

Mr. Cicero inquired about the new building schedule and meeting held June 20<sup>th</sup>. The Building Committee members (Mr. Cicero, Ms. Winfrey, Dr. Terrell, Chief Forsythe) had complete packets of the kick-off meeting materials at their desks, others were distributed a timeline for the project. Ms. Olenek, Ms. Bilotta, and Mr. Thorne attended the kick-off meeting with the Kluber principles and other County of Will building officials. Ms. Olenek discussed the information Kluber is requiring from us for now and some of the specifics discussed during the meeting.

Ms. Olenek noted paper copies of the Annual Report were placed at the board member's desks. Ms. Olenek stated the statistics are on the website. In the future, she would like to see less statistics added to the report and more geared towards our Strategic Planning process – goals and whether we've met them and/or not, why?

**ADJOURNMENT**

At 4:08p.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

By:   
Stephanie Baskin, Executive Assistant  
Will County Health Department