



**WILL COUNTY HEALTH DEPARTMENT**  
**BOH Meeting Minutes**  
**February 15, 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 3:00 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  
Joseph Karcavich, M.D.  
Denise Winfrey

**MEMBERS ABSENT**

Judith McDonald, Ed.D,  
George Pitsilos, M.D.  
Scott Soderquist, D.D.S.  
Guadalupe Vega

**STAFF PRESENT**

Susan Olenek, Executive Director  
Stephanie Baskin, Executive Assistant  
Steve Brandy, Media Services Manager  
Elizabeth Bilotta, Administrative Services Director  
Anthony Melej, I.T.T. Program Coordinator  
Mary Maragos, Chief Executive Officer  
Jennifer Byrd, M.D., Chief Medical Officer  
Joseph Troiani, Ph.D., Division Director  
Scott DuBois, Program Coordinator (arrived at 3:15p.m.)  
David Delrose, President AFSCME  
Pat Dames-Schuster, Division Director  
Tom Casey, Division Director  
Kathryn Nelson, Program Coordinator  
Trisha Kautz, Program Coordinator  
Kathleen Weber, Emergency Preparedness & Response Coordinator

**OTHERS PRESENT**

Keith Aeschliman, Assistant State's Attorney

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**PLEDGE OF ALLEGIANCE**

**PRESIDENT'S COMMENTS**

Mr. Zelko welcomed everyone to the meeting.

**EXECUTIVE DIRECTOR'S COMMENTS**

- Senate Bill 741 was not called. This senate bill allows IDPH the authority to impose a mandate for all healthcare workers to receive flu vaccinations in cases of crisis or pandemic outbreaks. Ms. Olenek will bring back to the BOH with any updates once they are provided.
- The County Executive has chosen candidate Edward Zabrocki, former Tinley Park Mayor as our Board of Health member and will be presented at the March BOH meeting. Mr. Zabrocki will bring the compliment up to 12 members. Completing the BOH's 12 member requirement.

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

**Moved:** (Dr. Terrell, second Mr. Gould) to approve the January 18, 2017 Regular Session minutes as presented. Mr. Cicero noted Ms. McDonald is listed as Member At Large. The correction is noted.

### **Motion carried**

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

The monthly statement from the Treasurer ending January 31, 2017 showed a balance of \$4,492,407.36.

- The Schedule of Revenue for the month of January was reviewed and discussed showing agency revenue at 10% for the fiscal year.
- The Expense Report for the month of January was reviewed and discussed showing agency expenditures at 11.2%.
- The Capital Improvement Fund report was discussed for the month of January showing activity with an ending balance of \$37,220.64.

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

### **Motion Carried**

## **REPORTS FROM DIVISIONS**

*Written reports were submitted by the Health Department Executive Director, 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 January were provided in the packet for the Board's review.

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

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

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

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

### **Dr. Byrd, Chief Medical Officer (CHC) – none**

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

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

- Report of activities through the month of January were provided in the packet for the Board's review.
- January 1<sup>st</sup> late payment penalties were assessed to 197 food facilities. Facility issued penalties were up this year from last year. As of today, all facilities are current.
- Mr. Casey attended the waste water seminar in Bloomington. IDPH notified Mr. Casey Will County ranks #10 in septic permit issuances. 2016 results will be released in April.

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

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

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

- Report of activities through the month of January were provided in the packet for the Board's review.
- Ms. Weber briefly discussed the bio-watch incident planning, training, and notification processes.

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

- Report of press releases through the month of January were provided in the packet for the Board's review.
- Mr. Brandy mentioned Ms. Olenek will be profiled in the Herald News, Sunday January 22<sup>nd</sup>.
- The Herald news will be coming Monday, January 23<sup>rd</sup> to photo the adolescent patients receiving immunizations.

- Radon Action month is this month. Mr. Brandy, Nicole Garrett (EH), and Wendy Deutch (EH) spoke on the WJOL radio station about Radon and encouraged residents to pick up radon test kits here at the HD in the EH department.

## **OLD BUSINESS**

### **Strategic Planning – Progress Report (ADM)**

In the process of choosing the facilitator for the remainder of the strategic planning (SP) process. Two additional proposals were received with one being highly favorable. The steering committee is February 14<sup>th</sup> for a final decision. Staff from each division are also being considered for the process.

### **New Health Department Building (ADM)**

- Twelve Request for Qualifications (RFQ) responses were received and will be vetted and reviewed February 21<sup>st</sup>. The interviews will be conducted March 3<sup>rd</sup> with the selected firms by the County Capital Improvements Chair, Finance Committee Chair, HD BOH President and Executive Director, Dave Tkac, County Executive's Office County Board's minority leader and minority member.
- Visited the Kendall County Health Department January 19<sup>th</sup> with Elizabeth Bilotta and Pat Thorne. The visit was very insightful. Gained plenty of perspectives and ideas helpful for the design of the new building.

## **NEW BUSINESS**

### **Resolution #17-03 Contract for Cherry Creek Rental Unit – Cozzo Group of Illinois, Inc. (ADM)**

**Moved:** (Ms. Winfrey, second Mr. Gould) Cozzo Group of Illinois Inc. has submitted the following lease renewal (with a rate increase of \$50 for next 24 months) at the rate of \$1,100.00 per month, the Board of Health accepts the recommendation to renew the contract with Cozzo Group of Illinois, Inc.

**Motion carried**

### **Resolution #17-04 Purchase of West Nile Virus Larvicide (EH)**

**Moved:** (Ms. Winfrey, second Mr. Cicero) the Board of Health approves the purchase of up to seventy (70) cases of Altosid XR Ingot larvicide up to a total cost (not to exceed) \$51,000.

**Motion carried**

### **Resolution #17-05 Sliding Fee Scales (CHC)**

**Moved:** (Ms. Winfrey, second Mr. Cicero) these guidelines were recently revised as published in the Federal Register on January 25, 2017 and was adopted by the Community Health Center Governing Council on February 1, 2017. The Board of Health approves 2017 Federal Poverty Guidelines as revised.

**Motion carried**

### **Resolution #17-06 Appropriation of PHEP Funds (EP&R)**

**Moved:** (Ms. Winfrey, second Mr. Cicero) IDPH is awarding \$63,509 of additional funds to WCHD's EP&R PHEP (Public Health Emergency Preparedness) grant due to the restoration of funding for this grant. The Board of Health approves the following appropriation of funds into the FY17 Health Department Budget in the amount of \$63,509 for items including supplies, technology, training and related travel expenses, contractual trainers, and general printing.

**Motion carried**

### **Resolution #17-07 Vaccine Administration Fee Increase (CHC)**

**Moved:** (Ms. Winfrey, second Mr. Cicero) the Board of Health approves the increase of the VFC Private Stock vaccine administrative fee from \$3.00 to \$6.40. The increased administrative fee is a means to capture indirect costs associated with these fees.

**Motion carried**

### **Board of Health Profiles (ADM)**

### **Human Services Summit (ADM)**

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

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

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

**Motion carried**

**Board Members' Comments/Concerns**

- Dr. Karcavish asks if a list of acronyms be provided in the packet going forward.
- Ms. Olenek's evaluation is due. Mr. Zelko and Dr. Terrell with conduct the evaluation and bring back for discussion with board to the next meeting.

**ADJOURNMENT**

At 4:16p.m. a motion was made by (Chief Forsythe and seconded by **Mr. Gould**) to adjourn the meeting.

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

By:   
Stephanie Baskin, Executive Assistant  
Will County Health Department