



**WILL COUNTY HEALTH DEPARTMENT  
BOH MEETING MINUTES  
MAY 15, 2019**

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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 P.M., Mr. Zelko, President presiding.

**ROLL CALL/ QUORUM PRESENT**

**MEMBERS PRESENT**

James Zelko, President  
Billie Terrell, Ph.D., Vice President  
John Cicero, Member-At-Large, Acting Secretary  
Donald Gould  
Gary Lipinski, M.D  
Nanci Reiland  
Denise Winfrey (arrived at 3:06pm)

**MEMBERS ABSENT**

George Pitsilos, M.D.  
Edgar Ramos, PsyD.  
Scott Soderquist, D.D.S.

**STAFF PRESENT**

Susan Olenek, Executive Director  
Elizabeth Bilotta, Director of Administrative Services  
Stephanie Baskin, Executive Assistant, Administration  
Steve Brandy, Media Services Manager, Administration  
Anthony Melei, Director ITT, Administration  
Denise Bergin, Grants Management & Finance Director, Administration  
Stacey Knack, Program Coordinator, Human Resources  
Joseph Troiani, PhD., Division Director, Behavioral Health  
Scott DuBois, Ph.D., Program Coordinator, Behavioral Health  
Mary Maragos, Chief Executive Officer, Community Health Center  
Jennifer Byrd, Chief Medical Officer, Community Health Center  
Thomas Casey, Division Director, Environmental Health  
Tina Bilecki, Program Coordinator, Environmental Health (EBO)  
Trisha Kautz, Lab Program Coordinator, Environmental Health  
Georgia VanderBoegh, Division Director, Family Health Services

**OTHERS PRESENT**

Dan McGrath, Assistant State's Attorney  
Christopher Wise, Assistant State's Attorney  
Marie Lindsey, Governing Council Chair  
Alan Dyche, Governing Council Secretary

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**PLEDGE OF ALLEGIANCE**

## **PRESIDENT'S COMMENTS**

Mr. Zelko welcomed everyone to the meeting; noting the meeting will be a focused meeting and hope everyone can enjoy the weather.

## **EXECUTIVE DIRECTOR'S COMMENTS**

- ✚ Recruitment continues for the previous vacated board position. No updates at this time.
- ✚ Ms. Olenek reported through the NIPHC, a letter was sent to Senator Steans regarding the possible legalization of recreational use marijuana for adults; noting the NIPHC committee is not in favor of the bill.

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

**Moved:** (Dr. Terrell second Mr. Cicero) to approve the April 17, 2019 Regular Session minutes as presented.

### **Motion carried**

**Moved:** (Dr. Terrell second Mr. Cicero) to approve the April 17, 2019 Executive Session minutes as presented.

### **Motion carried**

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

- The monthly statement from the Treasurer ending April 30, 2019 showed a balance of \$5,595,834.98.
- The Schedule of Revenue for the month of April was reviewed and discussed showing agency revenue at 29.0% for the fiscal year.
- ✚ Mr. Cicero inquired about the funds received from the Local Health Protection grant. Ms. Bergin mentioned a portion comes in from the PrEP funds.
- The Expense Report for the month of April was reviewed and discussed showing agency expenditures at 33.2% for the fiscal year.
- The Capital Improvement Fund report was discussed for the month of April showing activity with an ending balance of \$6,585.81.

**Moved:** (Mr. Gould, second Dr. Terrell) 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 Chief Executive Officer, Chief Medical Officer, Division Directors, Emergency Response Coordinator, and Media Services Manager.*

### **Administrative Services (Presented Monthly Reports for April)**

- Report of activities were provided in the packet for the Board's review.
- Ms. Bilotta thanked Dale Misischia, Enrique Villafranco, both Maintenance Technicians and the County staff for handling the maintenance requests since the retirement of Pat Thorne.

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

- Report of activities were provided in the packet for the Board's review.
- Dr. Troiani provided brief overviews of the 2019 Community Development Block Grant and the Mobile Crisis response program which is included in the packets.
- ✚ Mr. Cicero commented due diligence is necessary for billing and timely reimbursements.

### **Chief Executive Officer – CHC (Presented Monthly Reports for April)**

- Report of activities were provided in the packet for the Board's review.
- Ms. Maragos reported Optometry Services will be begin on a regular basis starting Wednesday, May 29<sup>th</sup> from 9am to 5pm with Dr. Labuda and Midwestern University students.
- Ms. Maragos noted Psychiatry services with Dr. Durr will be available every Tuesday at the EBO location starting Tuesday, May 21<sup>st</sup> and Primary Care services will be every Wednesday beginning Wednesday, May 29<sup>th</sup>. Additional days / hours will be available upon patient demand.



### **Chief Medical Officer – CHC (Presented Monthly Reports for April)**

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

### **Environmental Health (Presented Monthly Reports for April)**

- Report of activities were provided in the packet for the Board's review.
- Mr. Casey provided an update regarding the now, EH 12 Lead Risk Assessments (previously 5) that have been conducted in the homes.
- Mr. Casey reported starting Monday, May 20<sup>th</sup>, three summer interns will be working on the swimming and West Nile programs.
- Mr. Casey read a complimentary letter from IDPH regarding Ms. Kautz and staff for having an outstanding quality and well run laboratory. The lab passed with zero deviations.

### **Family Health Services – (Presented Monthly Reports for April)**

- Report of activities were provided in the packet for the Board's review.
- Ms. VanderBoegh reported FHS had their HealthWorks grant audit and received one minor finding, (which has been corrected) and one VFC audit with no findings.
- ✚ Ms. Olenek wished Ms. VanderBoegh a happy birthday.

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

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

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

- Reports of press releases and media coverage were provided in the packet for the Board's review.
- Mr. Brandy updated the board on all off-site appearances he and staff have been attending and upcoming events scheduled.
- Mr. Brandy noted the 2<sup>nd</sup> quarter newsletter will be available for review on the website.

### **OLD BUSINESS**

#### **NEW BUILDING UPDATE**

- Ms. Olenek provided new building updates and the progress made so far with the construction process.
- Ms. Olenek noted discussions with the vendor for the office furniture continues.
- Ms. Olenek reported parking will be reduced in the visitor lot south of the WIC lot as of early June.

#### **UDS REPORT FINDINGS (CHC)**

Ms. Lindsey introduced Mr. Dyche to the meeting. Ms. Lindsey reported the Governing Council (GC) met early in the month. Ms. Lindsey noted some of the members have volunteered to discuss the data and UDS comparisons of the CHC's competitors and hoping to meet very soon.

#### **NBO LEASE**

Mr. Zelko noted this discussion will be discussed in Executive Session.

#### **NEW BUSINESS**

##### **COLLECTIVE BARGAINING AGREEMENT (CHC)**

Ms. Olenek reported contract negotiations are complete. Ms. Olenek noted approximately 12 new titles were added to the Collective Bargaining Agreement due to job specifics becoming very specialized. Current and new employees will be given these new titles. The ratification date is May 30<sup>th</sup>.

- ✚ Mr. Cicero asked when does the labor agreement term. Ms. Olenek noted she thinks year 2020. Ms. Olenek will have a confirmed response at the next meeting.

The impact bargaining meeting for the facilities management staff was conducted. A MOU has been drafted, but as of to date, nothing is in writing. The expected date for the two staff to move under the County Executive's contract is expected June 1<sup>st</sup>. A brief discussion ensued.

**STRATEGIC PLANNING (ADM)**

Ms. Olenek briefly discussed the initiative and status updates to the strategic plan included in the packet.

**EXECUTIVE SESSION RE: EMPLOYMENT/LEGAL MATTERS**

**Moved:** (Mr. Cicero, second Dr. Terrell) To recess the Regular meeting at 3:32p.m. to go into Executive Session, under section 2c5 of the OMA to discuss the NBO lease. All members voted "Aye."

**Motion carried**

**Roll Call:** Mr. Zelko, "Aye", Dr. Terrell, "Aye", Mr. Cicero, "Aye", Mr. Gould, "Aye", Dr. Lipinski, "Aye", Ms. Reiland, "Aye, and, Ms. Winfrey, "Aye".

**OPEN SESSION**

**Roll Call:** Mr. Zelko, "Aye", Dr. Terrell, "Aye", Mr. Cicero, "Aye", Mr. Gould, "Aye", Dr. Lipinski, "Aye", Ms. Reiland, "Aye, and, Ms. Winfrey, "Aye".

**Moved:** (Ms. Winfrey, second Ms. Reiland) To approve the board's consensus after discussions ensued in Executive Session, to accept the recommendation of the ASA to recommend to Lincoln Way Community Bank a three (3) year lease with two (2) – three (3) year renewal options. The other recommendation would be to accept the three (3) year lease with the two (2) year renewal option.

**Motion carried**

**APPROVAL OF PERSONNEL STATUS REPORT FOR THE WILL COUNTY HEALTH DEPARTMENT**

**Moved:** (Mr. Gould, second Dr. Lipinski) to approve all personnel changes for the Will County Health Department for the month of May.

**Motion Carried**

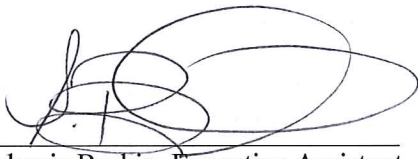
**PUBLIC CONCERNS AND COMMENTS – DISCUSSION – NONE**

**BOARD MEMBERS' COMMENTS/CONCERNS – NONE**

**ADJOURNMENT**

At 4:11 p.m. a motion was made by (Mr. Cicero and seconded by Ms. Winfrey) to adjourn the meeting.

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

By:   
Stephanie Baskin, Executive Assistant  
Will County Health Department