



**WILL COUNTY HEALTH DEPARTMENT  
BOH MEETING MINUTES  
SEPTEMBER 16, 2020**

**IN ACCORDANCE WITH EXECUTIVE ORDER 2020-07 ISSUED BY GOVERNOR PRITZKER, THIS MEETING IS HELD VIRTUALLY VIA MICROSOFT TEAMS APP. WILL COUNTY BOARD OF HEALTH MEMBERS WILL BE ATTENDING THE MEETING REMOTELY AND THE GENERAL PUBLIC IS STRONGLY ENCOURAGED TO DO THE SAME.**

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The monthly meeting of the Board of Health held via virtual conference call was called to order at 3:00 p.m., Mr. Zelko, President presiding.

**ROLL CALL/ QUORUM PRESENT**

**MEMBERS PRESENT**

James Zelko, President  
Billie Terrell, PhD., Vice President  
John Cicero, Secretary  
Donald Gould  
Paul Hertzmann  
Gary Lipinski, M.D.  
Teena Mackey  
George Pitsilos, M.D.  
Edgar Ramos, PsyD.  
Nanci Reiland  
Margaret Tyson

**MEMBERS ABSENT**

Scott Soderquist, D.D.S.

**STAFF PRESENT**

Susan Olenek, Executive Director  
Elizabeth Bilotta, Assistant Executive Director, Administration  
Stephanie Baskin, Executive Assistant, Administration  
Denise Bergin, Director of Grants Management & Finance, Administration  
Stacey Knack, Program Coordinator, Human Resources  
Steve Brandy, Media Services Manager, Administration  
Anthony Melei, Director ITT, Administration  
Katie Weber, Program Coordinator, Emergency Preparedness & Response  
Barb Agor, Emergency Preparedness Specialist, Emergency Preparedness & Response  
Joseph Troiani, PhD., Division Director, Behavioral Health  
Armando Reyes, Regulatory Compliance Manager, Behavioral Health  
Scott DuBois, Program Coordinator, Behavioral Health  
Thomas Casey, Division Director, Environmental Health  
Trisha Kautz, Program Coordinator, Environmental Health Lab  
Georgia VanderBoegh, Division Director, Family Health Services  
Alpesh Patel, Program, Coordinator, Family Health Services  
Cindy Jackson, Program Coordinator, Family Health Services  
Nicole Garrett, Program Manager, MAPP, Family Health Services

**OTHERS PRESENT**

Dan McGrath, Assistant State's Attorney  
Marie Lindsay, Governing Council, Chairman  
Kathleen Burke, PhD., Director of Substance Use Initiatives, County of Will

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## PLEDGE OF ALLEGIANCE

### APPROVAL OF BOARD OF HEALTH MINUTES

**Moved:** (Mr. Cicero second Ms. Mackey) to approve the August 19, 2020 Regular Session minutes as presented.

**Motion carried**

**Roll Call:** Mr. Zelko, "Aye", Dr. Terrell, "Aye", Mr. Cicero, "Aye", Mr. Gould "Aye", Mr. Hertzmann, "Aye," Dr. Lipinski "Aye", Ms. Mackey "Aye", Dr. Pitsilos, "Aye," Ms. Reiland, "Aye," Ms. Tyson, "Aye," and Dr. Ramos, "Aye".

**Moved:** (Ms. Mackey second Dr. Terrell) to approve the September 9, 2020 Regular Session Coordinating Committee minutes as presented.

**Motion carried**

**Roll Call:** Mr. Zelko, "Aye", Dr. Terrell, "Aye", Mr. Cicero, "Aye", Mr. Gould "Aye", Mr. Hertzmann, "Aye," Dr. Lipinski "Aye", Ms. Mackey "Aye", Dr. Pitsilos, "Aye," Ms. Reiland, "Aye," Ms. Tyson, "Aye," and Dr. Ramos, "Aye".

**Moved:** (Mr. Gould second Dr. Terrell) to approve the September 9, 2020 Executive Session Coordinating Committee minutes as presented.

**Motion carried**

**Roll Call:** Mr. Zelko, "Aye", Dr. Terrell, "Aye", Mr. Cicero, "Aye", Mr. Gould "Aye", Mr. Hertzmann, "Aye," Dr. Lipinski "Aye", Ms. Mackey "Aye", Dr. Pitsilos, "Aye," Ms. Reiland, "Aye," Ms. Tyson, "Aye," and Dr. Ramos, "Aye".

### TREASURER'S REPORT AND DEPARTMENT FINANCIAL REPORTS

- The monthly statement from the Treasurer ending August 31, 2020 showed a balance of \$8,206,975.38.
- The Schedule of Revenue for the month of August was reviewed and discussed showing agency revenue at 66% for the fiscal year.
- The Expense Report for the month of August was reviewed and discussed showing agency expenditures at 62.5% for the fiscal year.

**Moved:** Mr. Cicero, second Ms. Reiland) to approve the Treasurer's Report and Department Financial Reports for the month of August as presented.

**Motion Carried**

**Roll Call:** Mr. Zelko, "Aye", Mr. Cicero, "Aye", Dr. Terrell, "Aye", Mr. Gould, "Aye", Dr. Lipinski, "Aye", Ms. Mackey, "Aye", Mr. Hertzmann, "Aye", Dr. Ramos, "Aye", Ms. Reiland, "Aye", and Ms. Tyson, "Aye".

### REPORTS FROM DIVISIONS

*Reports were provided in the packet by the Chief Executive Officer, Division Directors, EP&R Program Coordinator, and Media Services Manager.*

#### **Administrative Services (Presented Monthly Reports for the month of September)**

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

#### **Behavioral Health Programs (Presented Monthly Reports for the month of September)**

- Report of activities were provided in the packet for the Board's review.
- Dr. Troiani reported as of September 16<sup>th</sup>, BH has collected \$98,477.23 in deposits.
- Dr. Troiani shared Illinicare is offering grants to agencies. The grant amount BH would receive is \$42,857.14. A brief proposal will be submitted detailing how the grant funds will be spent.
- Dr. Troiani mentioned the CARF survey will take place virtually and will span over a three-day period. Armando Reyes, Regulatory Compliance Manager is preparing for the accreditation renewal survey.
- Dr. Troiani briefly discussed moving ahead and currently doing the background work for the proposal for Development of a Substance Use Disorder Outpatient Treatment Program. Further discussions will resume during the discussion topic in new business.

### **Chief Executive Officer – CHC (Presented Monthly Reports for the month of September)**

- Report of activities were provided in the packet for the Board's review.
- Ms. Maragos informed the Board the CHC received \$348,000 in additional CARES funding from HRSA to supplement lost revenue.
- Ms. Maragos noted the County approved \$395,000 for a whole building generator and \$52,000 for security cameras through their CARES funding. The approval to appropriate the funds will go the County Board meeting tomorrow. The CHC is also working on bids for the electronic message sign.
- ↓ Mr. Zelko inquired about the update in Ms. Maragos' report regarding the threat to the 340B program. Ms. Maragos added letters have been sent to the legislators for their support for the continuation of the program.

### **Environmental Health (Presented Monthly Reports for the month of September)**

Mr. Casey reported on the following topics below:

- EH continues working on COVID-related complaints and has handled 324 COVID complaints since March regarding food service and outdoor events.
- The West Nile Virus season is coming to close; staff are breaking down traps. Since the submission of Mr. Casey's report, four positive cases have been reported – none are in Will County.
- Mr. Casey briefly noted the farmhouse that burned over a year ago, the septic tanks and well are now permanently sealed.
- ↓ Mr. Zelko thanked the EH staff members for their work on the "unnamed" occupied property with the squatters.

### **Family Health Services – (Presented Monthly Reports for the month of September)**

- Reports of activities were provided in the packet for the Board's review.
- Ms. VanderBoegh noted Joliet High School agreed to incorporate the Teen Pregnancy Prevention Program in the Schools. A MOA was sent over for signature.

### **Emergency Preparedness and Response (EP&R) (Presented Monthly Reports for the month of September)**

- Report of activities were provided in the packet for the Board's review.
- Ms. Weber mentioned vaccination clinic planning is underway.

### **Media Services (Presented Monthly Reports for the month of September)**

- Mr. Brandy updated the Board on past/upcoming events scheduled.
- Mr. Brandy reported on daily and weekly tasks he has scheduled.
- Mr. Brandy noted up-to-date content is continuously added to the website, Facebook, and Twitter pages regarding COVID-19.
- Mr. Brandy reported today, Region 7 is under 6.5%. The removal of the mitigation set in place regarding indoor dining requires the region to fall under 6.5% for three consecutive days.
- ↓ Mr. Zelko asked if we are receiving negative feedback regarding the incoming complaints being investigated by the department. Mr. Brandy replied, "Yes. We have received negative feedback regarding our investigations."

## **OLD BUSINESS**

### **COVID-19 RESPONSE (ADM)**

- Ms. Olenek mentioned, there are three large initiatives the agency is working on:
  1. Working with Tom Casey regarding putting in place a complaint and enforcement process for (e.g. restaurant owners/ homeowners, elected officials, law enforcement, etc.) who are either wanting / or not wanting to follow the restrictions and guidelines set forth by the Governor and IDPH.
  2. Continuously working on the Contact Tracing initiative while meeting the grant compliance with the appropriate staffing.
  3. Vaccination clinic planning initiatives are underway.
- Ms. Olenek reported we received over 300 complaints since the beginning of COVID including over 200 within the last several weeks regarding "how to report COVID violations." Ms. Olenek noted the posts had to be removed due to the negative backlash received.
- Ms. Olenek briefly provided an explanation for the difference between regional and county metrics. Ms. Olenek suggested taking a look at IDPH's website for daily metric updates.

- ✦ Mr. Zelko asked Dr. Lipinski and Dr. Pitsilos to comment on the COVID vaccine development.
  - Dr. Lipinski briefly noted he's hearing about vaccine developments; no dates have been set forth; maybe after the 1<sup>st</sup> of the year.
  - Dr. Pitsilos echoed Dr. Lipinski remarks. He believes the vaccine will be developed in a 2-part step and actually might not have a vaccine until next summer.
  - Ms. Olenek inquired if the doctors heard the vaccine could possibly be geared toward the 18-65-year-old adult population. Dr. Pitsilos said he has heard the same information, but nothing has been confirmed.
- Ms. Olenek noted the County's Ad Hoc committee is requesting each agency submit their CARES request list to continue to address COVID needs. Ms. Olenek mentioned we requested 1.1 million dollars on behalf of the HD and the CHC.

#### **NEW BUILDING UPDATE (ADM)**

Ms. Bilotta provided updates for the new building including:

- Working through the punch list with Kluber, Leopardo, and Midwest Furniture.
- Continuous building updates and repairs are ongoing.
- Parking lot completion date is set for the end of October.

#### **RESOLUTION #20-42 TRANSFER OF 2010 DODGE CARAVAN 3 (ADM)**

**Moved:** (Dr. Terrell second Mr. Gould) The 2010 Dodge Caravan has been unreliable and has been in need of periodic mechanical repairs. The Will County Sheriff's Department has offered to repair the 2010 Dodge Caravan and add it to their fleet of vehicles. The Board of Health approved this vehicle to be transferred to the Will County Sheriff's Department.

#### **Motion Carried**

**Roll Call:** Mr. Zelko, "Aye", Dr. Terrell, "Aye", Mr. Cicero, "Aye", Mr. Gould "Aye", Mr. Hertzmann, "Aye," Dr. Lipinski "Aye", Ms. Mackey "Aye", Ms. Reiland, "Aye," Ms. Tyson, "Aye," and Dr. Ramos, "Aye".

#### **RESOLUTION #20-43 SURPLUS EQUIPMENT (ADM)**

**Moved:** (Dr. Terrell second Mr. Hertzmann) The HD requires disposal and recycling of office equipment, phone equipment, copiers, electronics, televisions, routers and switches, computer related items, and other miscellaneous items from the CHC, Family Health Services, Administration, Behavioral Health and Environmental Health. The Board of Health approves the disposal and/or recycling.

#### **Motion Carried**

**Roll Call:** Mr. Zelko, "Aye", Dr. Terrell, "Aye", Mr. Cicero, "Aye", Mr. Gould "Aye", Mr. Hertzmann, "Aye," Dr. Lipinski "Aye", Ms. Mackey "Aye", Dr. Pitsilos, "Aye," Ms. Reiland, "Aye," Ms. Tyson, "Aye," and Dr. Ramos, "Aye".

#### **RESOLUTION #20-44 MOATZART GRAPHIC DESIGN (ADM)**

**Moved:** (Ms. Mackey second Dr. Terrell) The HD has received grant funding for Contact Tracing, COVID-19 Contact Tracing –Contract #05180194H. Moatzart Graphic Design and Web Development was the chosen vendor, after the review of three quotes. The Board of Health approves the contract for Graphic Design and Web Development from Moatzart Graphic Design and Web Development, Joliet, IL 60435 not to exceed \$20,000.

#### **Motion Carried**

**Roll Call:** Mr. Zelko, "Aye", Dr. Terrell, "Aye", Mr. Cicero, "Aye", Mr. Gould "Aye", Mr. Hertzmann, "Aye," Dr. Lipinski "Aye", Ms. Mackey "Aye", Dr. Pitsilos, "Aye," Ms. Reiland, "Aye," Ms. Tyson, "Aye," and Dr. Ramos, "Aye".

#### **RESOLUTION #20-45 GLOBAL SECURITY SERVICES RENEWAL (ADM)**

**Moved:** (Mr. Gould second Dr. Terrell) The HD requires security services for the Health Department Building and the CHC Building. We request approval to renew the contract with Global Security Services effective December 1, 2020 through November 30, 2021 at the following rates of \$16.59 regular hourly, \$24.88 overtime hourly, and \$24.88 hourly for holidays. The Board of Health approves the renewal of the contract with Global Security Services.

#### **Motion Carried**

**Roll Call:** Mr. Zelko, "Aye", Dr. Terrell, "Aye", Mr. Cicero, "Aye", Mr. Gould "Aye", Mr. Hertzmann, "Aye," Dr. Lipinski "Aye", Ms. Mackey "Aye", Dr. Pitsilos, "Aye," Ms. Reiland, "Aye," Ms. Tyson, "Aye," and Dr. Ramos, "Aye".

**RESOLUTION #20-46 FY21 IPHCA SECOND INSTALLMENT OF THE MEMBERSHIP DUES (CHC)**

**Moved:** (Mr. Cicero second Dr. Lipinski) The CHC is an active member of the Illinois Primary Health Care Association (IPHCA). The second installment payment for membership dues for FY2021 is \$8,689 along with the second installation membership dues add-on fee of \$3,000 payable to IPHCA. The Board of Health hereby approves the FY21 IPHCA second installment of the membership dues in the amount of \$11,689.

**Motion Carried**

**Roll Call:** Mr. Zelko, "Aye", Dr. Terrell, "Aye", Mr. Cicero, "Aye", Mr. Gould "Aye", Mr. Hertzmann, "Aye," Dr. Lipinski "Aye", Ms. Mackey "Aye", Dr. Pitsilos, "Aye," Ms. Reiland, "Aye," Ms. Tyson, "Aye," and Dr. Ramos, "Aye".

**RESOLUTION #20-47 2020-2021 INFLUENZA VACCINE CHARGES (CHC)**

**Moved:** (Ms. Mackey second Dr. Terrell) The cost of the influenza vaccine varies according the manufacturer charges and strength of the vaccine. The CHC will bill patients' insurances and charge the uninsured a flat fee for the vaccine. The Board of Health approves the charges for influenza vaccine.

**Motion Carried**

**Roll Call:** Mr. Zelko, "Aye", Dr. Terrell, "Aye", Mr. Cicero, "Aye", Mr. Gould "Aye", Mr. Hertzmann, "Aye," Dr. Lipinski "Aye", Ms. Mackey "Aye", Dr. Pitsilos, "Aye," Ms. Reiland, "Aye," Ms. Tyson, "Aye," and Dr. Ramos, "Aye".

**RESOLUTION #20-48 2020-2021 FHS VACCINATION FEES (FHS)**

**Moved:** (Mr. Hertzmann second Ms. Reiland) FHS periodically reviews vaccination fees and updates fees as necessary. FHS requires Board of Health approval for this increase to immunization and travel clinic fees. The Board of Health approves the staff recommendations for each vaccination.

**Motion Carried**

**Roll Call:** Mr. Zelko, "Aye", Dr. Terrell, "Aye", Mr. Cicero, "Aye", Mr. Gould "Aye", Mr. Hertzmann, "Aye," Dr. Lipinski "Aye", Ms. Mackey "Aye", Dr. Pitsilos, "Aye," Ms. Reiland, "Aye," Ms. Tyson, "Aye," and Dr. Ramos, "Aye".

**SUBSTANCE USE PROGRAM DASA/LICENSE (BH)**

Dr. Troiani discussed the Proposal for Development of a Substance Use Disorder Outpatient Treatment Program in the Division of Behavioral Health. Discussions ensued regarding the need of this program.

- ↓ Dr. Troiani noted, we are requesting from the CARES grant \$62,906.95 for two (2) temporary staff.
- ↓ Dr. Troiani mentioned we will need to prepare and apply for licensing and accreditation.
- ↓ Dr. Troiani asked for a consensus from the Board to recruit a Program Manager.
- ↓ Dr. Burke mentioned weekly meetings will begin to convene. Dr. Burke also mentioned at the CHC, Dr. Byrd's program will supply the program with referrals.

Brief Discussions ensued. Mr. Zelko asked the Board for their input regarding giving a consensus to hire a Program Manager. Mr. Zelko mentioned if we cannot retain grant funding for the position, we will fund the position from the Agency's fund balance.

**EXECUTIVE DIRECTOR ANNUAL PERFORMANCE EVALUATION**

- ↓ On September 9<sup>th</sup>, the Coordinating Committee met to include Mr. Gould's input for Ms. Olenek's evaluation. No additions or changes were added to the previously submitted performance evaluation conducted by Mr. Zelko and Dr. Terrell.
- ↓ The Board acknowledged and thanked Ms. Olenek for her hard work, efforts, and accomplishments especially during these very difficult times.

**EXECUTIVE SESSION RE: EMPLOYMENT/LEGAL MATTERS – NONE**

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

**Moved:** (Dr. Terrell, second by Ms. Tyson) to approve all personnel changes for the Will County Health Department for the month of September.

**Motion Carried**

**Roll Call:** Mr. Zelko, "Aye", Dr. Terrell, "Aye", Mr. Cicero, "Aye", Mr. Gould "Aye", Mr. Hertzmann, "Aye," Dr. Lipinski "Aye", Ms. Mackey "Aye", Dr. Pitsilos, "Aye," Ms. Reiland, "Aye," Ms. Tyson, "Aye," and Dr. Ramos, "Aye".

**BOARD MEMBERS' COMMENTS/CONCERNS**

- ✚ Dr. Terrell and the Board gave kudos and acknowledgement to the leadership team and staff for continuously doing a great job during the COVID pandemic.
- ✚ Ms. Reiland mentioned IDPH will be at Lewis University, Sunday September 20<sup>th</sup> for their large COVID testing event. We will include the announcement on the website.
- ✚ Mr. Cicero inquired about rapid testing sites. Ms. Cindy Jackson will provide Ms. Baskin with the listing to send to the Board within the next couple days.
- ✚ Dr. Terrell inquired if Immunizations has the flu vaccine available? Ms. Olenek noted not as of today.
- ✚ Ms. Olenek thanked the Board for their flowers and cards for her mother's passing.


**PUBLIC CONCERNS AND COMMENTS – NONE**

**ADJOURNMENT**

At 4:17 p.m. a motion was made by (Dr. Terrell, second by Ms. Reiland) to adjourn the meeting.

**Roll Call:** Mr. Zelko, "Aye", Dr. Terrell, "Aye", Mr. Cicero, "Aye", Mr. Gould "Aye", Mr. Hertzmann, "Aye," Dr. Lipinski "Aye", Ms. Mackey "Aye", Dr. Pitsilos, "Aye," Ms. Reiland, "Aye," Ms. Tyson, "Aye," and Dr. Ramos, "Aye".

By: \_\_\_\_\_

  
John Cicero, Secretary  
Will County Board of Health

By: \_\_\_\_\_

  
Stephanie Baskin, Executive Assistant  
Will County Health Department