



**WILL COUNTY HEALTH DEPARTMENT  
BOH MEETING MINUTES  
JANUARY 16, 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 (arrived at 3:04pm)  
John Cicero, Member-At-Large  
Donald Gould  
Gary Lipinski, M.D  
Nanci Reiland  
Scott Soderquist, D.D.S.  
Denise Winfrey

**MEMBERS ABSENT**

George Pitsilos, M.D.  
Edward Zabrocki

**STAFF PRESENT**

Susan Olenek, Executive Director  
Stephanie Baskin, Executive Assistant, Administration  
Steve Brandy, Media Services Manager, Administration  
Katie Weber, Program Coordinator, Emergency Preparedness & Response  
Denise Bergin, Grants Management & Finance Director, Administration  
Stacey Knack, HR Program Coordinator, Administration  
Anthony Melei, ITT Director  
Joseph Troiani, Ph.D, Division Director, Behavioral Health  
Scott DuBois, Program Coordinator, Behavioral Health  
Mary Maragos, Chief Executive Officer, Community Health Center  
Jennifer Byrd, M.D., Chief Medical Officer, Community Health Center  
Thomas Casey, Division Director, Environmental Health  
Georgia VanderBoegh, Division Director, Family Health Services  
Cindy Jackson, Program Coordinator, Family Health Services

**OTHERS PRESENT**

Dan McGrath, 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.
- ✚ Mr. Zelko welcomed the newest board member to the meeting and asked Ms. Olenek to provide the introduction.

## **EXECUTIVE DIRECTOR'S COMMENTS**

- ✚ Ms. Olenek welcomed board member Nanci Reiland.
- ✚ Ms. Reiland introduced herself to the Board. The BOH members and Division Directors introduced themselves to Ms. Reiland.

## **PRESIDENT'S COMMENTS CONTINUED**

- ✚ Mr. Zelko reported Chief Dan Forsythe has retired from the Manhattan Fire Department and Board of Health. Mr. Zelko mentioned Chief Forsythe mentioned it would be a good idea to replace his board position with another fire service member. Chief Forsythe provided a recommendation to Mr. Zelko for a potential candidate. Chief Forsythe offered to forward the candidates information to the County Executive's office with a follow-up from Ms. Olenek.
- ✚ Mr. Zelko asked Mr. Cicero if he could serve as interim Secretary for approximately three months. Mr. Cicero agreed.
- ✚ Mr. Zelko also asked if any Board members would be interested in permanently securing the position. The discussion will be revisited in three months.
- ✚ Ms. Olenek noted discussions ensue at the County level regarding the new board candidate's appointment. Ms. Olenek is hopeful for a February start. Ms. Olenek noted another candidate is in discussions with the County Executive to replace Chief Forsythe. This candidate will bring the compliment back up to a full board.

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

**Moved:** (Dr. Terrell second Mr. Cicero) to approve the December 19, 2018 Regular Session minutes as presented.

**Motion carried**

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

- The monthly statement from the Treasurer ending December 31, 2018 showed a balance of \$7,476,036.30.
- The Schedule of Revenue for the month of December was reviewed and discussed showing agency revenue at 5% for the fiscal year.
- The Expense Report for the month of December was reviewed and discussed showing agency expenditures at 6.6% for the fiscal year.
- The Capital Improvement Fund report was discussed for the month of December showing activity with an ending balance of \$6,484.64.

**Moved:** (Mr. Cicero, second Dr. Terrell) to approve the Treasurer's Report and Department Financial Reports for the month of December 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 (Ms. Olenek Presented Monthly Reports for December)**

- Report of activities were provided in the packet for the Board's review.
- Ms. Olenek reported much of the facilities management work order system has been transitioned to the County level.
- Mr. Melei and staff have been working very hard on the data center for the new building.

- ✚ Mr. Zelko asked if the facilities management team will remain under the HD budget? Ms. Olenek replied, “yes they are for now.”
- ✚ Mr. Cicero asked if the work orders will come from the County? Ms. Olenek noted yes. As of now, work orders are submitted through the HIPPO work order system.

**Behavioral Health Programs (Presented Monthly Reports for December)**

- Report of activities were provided in the packet for the Board’s review.
- Dr. Troiani reported, as of the afternoon, BH received \$52,095.26 in deposits through MCO (Managed Care Organizations) for the month of August.
- Dr. Troiani provided a brief report regarding the MCR (Manages Crisis Response Program). Looking to receive approximately \$38,000 monthly from the State.
- Ms. Olenek noted the goal is to hire another individual to help with the workload the current staff is maintaining, however we will be reviewing the program’s financials-revenue, and expenses.

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

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

- Ms. Maragos updated the Board on the Strategic Planning session held at the Governing Council meeting January 9<sup>th</sup>. If the SP is approved at the next GC meeting, the SP will be brought back to the February board meeting for the Board’ approval.

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

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

**Environmental Health (Presented Monthly Reports for December)**

- Report of activities were provided in the packet for the Board’s review.
- Mr. Casey updated the Board regarding fees collected for the EH food and sewage program.
- Mr. Casey provided an update on the Radon kits sold so far for the month of January as January is Radon Action Month.
- Mr. Casey reported two staff are currently testing for the Lead Risk Assessor.
- ✚ Mr. Cicero inquired about the unpaid and tagged food facilities. Mr. Casey reported the facilities had been given until January 7<sup>th</sup>.

**Family Health Services – (Presented Monthly Reports for December)**

- Report of activities were provided in the packet for the Board’s review.
- Ms. VanderBoegh updated the Board on the Mumps outbreak at Lewis University (LU). Six remain the number confirmed, fourteen probable, and two suspected.
- ✚ Dr. Lipinski inquired if the outbreak is contained strictly to LU. Ms. VanderBoegh yes; primarily students who were previously immunized.

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

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

**Media Services (Presented Monthly Reports for December)**

- Reports of press releases and media coverage were provided in the packet for the Board’s review.
- Mr. Brandy discussed his visit to the Plainfield North High school.
- Mr. Brandy reported he sent out press releases on both the Mumps and Flu outbreaks.
- Mr. Brandy will be on WJOL later this month with Ms. Olenek to discuss Radon Action Month and the new building updates.
- ✚ Ms. Lindsey asked if the phone number on the WCHD’s website for the CHC can be larger? Mr. Brandy noted he will work on it.

## **OLD BUSINESS**

### **NEW BUILDING UPDATE**

- Ms. Olenek briefly addressed the ground-breaking ceremony invitation provided to the Board as well as the door hangers that will be distributed on the neighbor's doors.
- Ms. Olenek provided updates from the continuous Capital Projects meetings.
- Ms. Olenek noted the furnishings display will remain by the foyer for viewing immediately after the meeting.
- Ms. Olenek mentioned she contacted PACE Bus Service to build out another bus shelter and if a bus stop is feasible to install in the new building's parking lot. Ms. Olenek is also in discussions with PACE to include advertising on the bus. The bus does allow for free advertising to be posted.

### **MERIDIAN CLAIMS**

ASA Dan McGrath provided an update per Mr. Zelko's request from the December meeting. At the December meeting, Ms. Maragos reported in 2015 we enrolled with Meridian Medicaid HMO, since that time, difficulty with filing claims electronically arose. The total Accounts Receivable balance for 2015 is \$80,017.45, and for 2016: \$18,313.97. Meridian's response was to agree to pay outstanding eligible 2016 claims. However, no 2015 claims would be addressed because "their books were already closed for that period." Mr. Zelko suggested to proactively attempt to seek legal action to recoup the \$80,000 remaining payment. Mr. Zelko does not think a "write off" is the best action for this issue. Mr. Zelko asked the ASA to look further into this case to see if a "potential lawsuit" could be the action determined or if this case has reached its capacity for further disputing. ASA McGrath reported the decision was the CHC missed the allotted time frame to file the complaint and provided explanation of the arbitration clause. Further Discussion ensued.

## **NEW BUSINESS**

### **RESOLUTION #19-01 SURPLUS OF SAVIN COPIER EQUIPMENT (ADM)**

**Moved:** (Mr. Cicero second Ms. Winfrey) The Will County Health Department has replaced Seven (7) Savin Copiers with Canon Multi-Functional Printers. The Savin copiers are obsolete and need repair. The Board of Health approves the surplus of Seven (7) Savin Copiers and transfer to Will County Records Management for disposal.

#### **Motion Carried**

### **RESOLUTION #19-02 NEW CONTRACT FOR A-1 WILL COUNTY STORAGE RENTAL UNIT (ADM)**

**Moved:** (Ms. Winfrey second Dr. Lipinski) The Will County Health Department maintains an off-site storage unit for housing Emergency Preparedness and Response supplies. The previous lease with A-1 Will County Storage expires on June 30, 2019. A-1 Will County Storage has submitted the following lease with a guaranteed rate of \$185.00 per month for 15 months which includes two (2) lease free months. The Board of Health accepts the recommendation of a new contract with A-1 Will County Storage

#### **Motion Carried**

### **RESOLUTION #19-03 PURCHASE OF RADIO MEDIA CAMPAIGN FOR THE TOBACCO CONTROL & PREVENTION PROGRAM (FHS)**

**Moved:** (Ms. Winfrey second (Dr. Terrell) The Family Health Services Division received an increase to their FY18 Tobacco Control & Prevention Program Grant. A radio campaign for 15-weeks consisting of 1,200 thirty-second radio commercials on four local radio stations will educate the public on the effects of tobacco use and promote the Illinois Tobacco Quit line. The Board of Health approves the payment of an amount not to exceed \$34,800 to Alpha Media.

#### **Motion Carried**

**RESOLUTION #19-04 PURCHASE OF TELEVISION MEDIA CAMPAIGN FOR THE TOBACCO CONTROL & PREVENTION PROGRAM (FHS)**

**Moved:** (Ms. Winfrey second Dr. Terrell) The Family Health Services Division received an increase to their FY18 Tobacco Control & Prevention Program Grant. a television campaign for 12-weeks consisting of 2,016 thirty-second television commercials on six local television stations will educate the public on the effects of tobacco use and promote the Illinois Tobacco Quit line. The Board of Health approves the payment of an amount not to exceed \$24,999 to Comcast Spotlight.

**Motion Carried**

**MEDICAL ADVISOR & CO-ADVISOR AGREEMENT RENEWAL (ADM)**

Ms. Olenek presented the renewal agreement between WCHD and Dr. Garganera (Advisor) and Dr. Patwa (Co-Advisor), Southwest Infectious Disease. Dr. Patwa will be his alternate contact in the event Dr. Garganera is not available.

**Moved:** (De. Terrell, second Mr. Cicero) to approve the agreement renewal with Dr. Garganera (Advisor) and Dr. Patwa (Co-Advisor), Southwest Infectious Disease.

**Motion Carried**

**BRANDING / LOGO (ADM)**

Ms. Olenek presented a document displaying various agency logos. Ms. Olenek discussed the importance of branding and having our own agency-created logo. Ms. Olenek also presented the final three logos selected as a result of several months of work from a subcommittee that was formed from the Strategic Planning Transition to New Building committee to collaborate on a logo for the agency. Ms. Olenek noted the Board and GC are welcomed to vote when the survey is distributed. Ms. Olenek will bring the final logo selection back to the Board for formal adoption.

**STRATEGIC PLANNING (ADM)**

Ms. Olenek briefly discussed the SP document that was provided to the Board at their desks.

**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 changes for the Will County Health Department for the month of January.

**Motion Carried**


**BOARD MEMBERS' COMMENTS/CONCERNS**

- ✚ Dr. Terrell asked if a thank you card can be sent to Chief Forsythe thanking him for his service.
- ✚ Mr. Gould asked if any carry over from FY2018 can be shared with the Board? Ms. Olenek said, "yes." We will provide the same documents as in the past after the soft close and present at the March meeting.
- ✚ Ms. Olenek conducted the State of the Agency address. The transcript and video is uploaded on our intranet. Ms. Olenek can provide a copy upon request.

**ADJOURNMENT**

At 4:04 p.m. a motion was made by (Ms. Winfrey and seconded by Mr. Cicero) to adjourn the meeting.

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

By:   
\_\_\_\_\_  
Stephanie Baskin, Executive Assistant  
Will County Health Department