



**WILL COUNTY HEALTH DEPARTMENT
BOH MEETING MINUTES
FEBRUARY 20, 2019**

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, Interim Secretary
Donald Gould
Gary Lipinski, M.D (arrived at 3:30pm)
Nanci Reiland
Scott Soderquist, D.D.S.
Denise Winfrey (arrived at 3:07pm)

MEMBERS ABSENT

George Pitsilos, M.D.
Edward Zabrocki

STAFF PRESENT

Susan Olenek, Executive Director
Elizabeth Bilotta, Director of Administrative Services
Stephanie Baskin, Executive Assistant, Administration
Steve Brandy, Media Services Manager, Administration
Denise Bergin, Grants Management & Finance Director, Administration
Anthony Melei, ITT Director, Administration
Katie Weber, Program Coordinator, EP&R
Barb Agor, EP&R Specialist, EP&R
Joseph Troiani, Ph.D, Division Director, Behavioral Health
David Delrose, Mental Health Counselor, Behavioral Health & AFSCME President Local 1028
Mary Maragos, Chief Executive Officer, Community Health Center
Jennifer Byrd, M.D., Chief Medical Officer, Community Health Center (arrived at 3:02pm)
Thomas Casey, Division Director, Environmental Health
Georgia VanderBoegh, Division Director, Family Health Services

OTHERS PRESENT

Dan McGrath, Assistant State's Attorney
Marie Lindsey, Governing Council Chair
Lewis University Nursing Students

PLEDGE OF ALLEGIANCE

PRESIDENT'S COMMENTS

- 🚩 Mr. Zelko welcomed everyone to the meeting.
- 🚩 Mr. Zelko noted the position for Secretary is still available. Mr. Zelko inquired if any board members are interested in anyone wanting to be the secretary.

EXECUTIVE DIRECTOR'S COMMENTS

Ms. Olenek announced the newest Board member will be appointed at the County Board meeting February 21st. Dr. Ramos' appointment will be replacing Mr. Vega's BOH seat. Ms. Olenek is hoping to have Dr. Ramos orientated and in attendance for the next meeting in March.

APPROVAL OF BOARD OF HEALTH MINUTES

Moved: (Dr. Terrell second Dr. Soderquist) to approve the January 16, 2019 Regular Session minutes as presented.

Motion carried

TREASURER'S REPORT AND DEPARTMENT FINANCIAL REPORTS

- The monthly statement from the Treasurer ending January 31, 2019 showed a balance of \$7,480,624.25.
- The Schedule of Revenue for the month of January was reviewed and discussed showing agency revenue at 13% for the fiscal year.
- The Expense Report for the month of January was reviewed and discussed showing agency expenditures at 10.4% for the fiscal year.
- The Capital Improvement Fund report was discussed for the month of January showing activity with an ending balance of \$6,525.66.

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

Administrative Services (Presented Monthly Reports for January)

- Report of activities were provided in the packet for the Board's review.
- Ms. Bilotta thanked the maintenance staff for a job well done and their response during the HD closure days due to the extreme cold by helping keep the boilers and air conditioning units maintained.

Behavioral Health Programs (Presented Monthly Reports for January)

- Report of activities were provided in the packet for the Board's review.
- Dr. Troiani reported a coordinated effort between Illinois law makers, are working to roll out a four-year plan to rescue the beleaguered mental health system. This plan is part of HB2486 and SB1673.

Chief Executive Officer – CHC (Presented Monthly Reports for January)

- Report of activities were provided in the packet for the Board's review.
- Ms. Maragos reported the UDS report was submitted on time and will bring a comparison report to the next board meeting.
- Ms. Maragos mentioned the health center submitted a change of scope to expand more clinical services to the EBO location. Ms. Maragos noted the response time takes about 4-6 weeks. Brief discussion ensued.

Chief Medical Officer – CHC (Presented Monthly Reports for January)

- Report of activities were provided in the packet for the Board's review.
- Dr. Bryd mentioned Dr. Balin Durr is the fourth prescriber at the health center. Dr. Durr has received her credentials to prescribe Suboxone.
- Dr. Byrd noted the Advanced Practice Nurse Michelle Axiom, will now start on the 25th instead of the 11th of the month.

Environmental Health (Presented Monthly Reports for January)

- 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 reported EH staff will be meeting with IDPH for the first field training in Lead Risk Assessment.
- ✚ Mr. Zelko asked if the staff will continue using the XRF machine when checking for lead levels in homes? Mr. Casey replied, "yes." The machine has been updated to a newer version. The new XRF machine costs \$18,000; EH will share with the IDPH West Chicago office until we purchase a new one with grant funding.

Family Health Services – (Presented Monthly Reports for January)

- 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. As of to-date, no new cases have been reported.

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

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

Media Services (Presented Monthly Reports for January)

- Reports of press releases and media coverage were provided in the packet for the Board's review.
- Mr. Brandy thanked Dr. Garg for speaking about Dental Health Month on WJOL.
- Mr. Brandy reported a conference call took place with The Regional Public Information Officer Consortium. He noted they are preparing later in the year to an areawide campaign regarding the Heroin-Opioid epidemic. Mr. Brandy was asked to serve on the three-person sub-committee.

OLD BUSINESS

NEW BUILDING UPDATE

Ms. Olenek, Kluber and Associates, Ms. Bilotta, and Mr. Thorne met with the vendor at the Public Safety Building to get an idea of furniture samples and ideas. Ms. Olenek noted based on suggestions and comments, the vendor will put representations together. Ms. Olenek will share and discuss with the Division Directors the selection process.

Ms. Olenek noted in the packet is an update of the building's progress.

NEW BUSINESS

RESOLUTION #19-05 OFFICIAL AGENCY LOGO ADOPTION (ADM)

Moved: (Ms. Winfrey second Mr. Cicero) The Agency has no identifiable brand within the community by which to be recognized. The strategic plan approved by the Board of Health on April 18, 2018 included an initiative to develop an agency logo. The Board of Health hereby approves and adopts the agency logo to be used by the Will County Health Department and Community Health Center in all materials relating to or representing the Agency.

Motion Carried

RESOLUTION #19-06 SURPLUS OF EQUIPMENT (CHC)

Moved: (Mr. Gould second Ms. Winfrey) The Will County Health Department requires the disposal of surplus equipment and furniture that is obsolete, and/or not working. The Board of Health approves the disposal and/or recycling of the above listed equipment.

Motion Carried

- ✚ Ms. Olenek mentioned from this point forward, much of the equipment and various items from the HD and the CHC will be surplus. Ms. Olenek proposed to the Board if they would want to see the inventory to be surplus every meeting or if we can adopt a surplus policy for disposal? Mr. Zelko suggested to look at how the Sheriff's Department disposed of their surplus and bring back to the board the solution.

RESOLUTION #19-07 COMMUNITY HEALTH CENTER AMENDED GOVERNING COUNCIL BY-LAWS (CHC)

Moved: (Mr. Cicero second Ms. Winfrey) As provided for in the By-Laws of the Will County Community Health Center Governing Council, any amendments made to the By-Laws shall have the approval of the Will County Board of Health. The Board of Health approves the Will County Community Health Center Governing Council By-Laws as amended.

Motion Carried

RESOLUTION #19-08 DENTAL FEE SCALE (CHC)

Moved: (Ms. Winfrey second Dr. Soderquist) The CHC provides dental evaluation, services, and procedures. In keeping with the changes to these usual and customary fees, as well as the sliding fee scales for purposes of billing maximization. The Board of Health approves increases for the CHC dental charges.

Motion Carried

2019 STATE OF THE AGENCY (ADM)

The transcript of Ms. Olenek's State of the Agency speech was included in the packet for the Board's review.

- ✚ Mr. Zelko complimented Ms. Olenek for doing a great job with keeping staff informed on agency issues.
- ✚ Ms. Lindsey inquired if the onboarding process for the HD is the same for the CHC? Ms. Olenek said, "Yes it will include the CHC."

STRATEGIC PLAN (CHC)

Ms. Maragos noted the strategic plan included in the packet has been adopted and approved by the Governing Council.

- ✚ Mr. Cicero asked if there were many changes made from 2018 to 2019? Ms. Maragos noted not much has changed in the last year. The CHC is focusing on specific quality indicators (i.e. provider recruitment and retention).

EXECUTIVE SESSION RE: EMPLOYMENT/LEGAL MATTERS – NONE

APPROVAL OF PERSONNEL STATUS REPORT FOR THE WILL COUNTY HEALTH DEPARTMENT

Moved: Ms. Winfrey, second Dr. Terrell) to approve all personnel changes for the Will County Health Department for the month of February.

Motion Carried

Mr. Zelko mentioned Ms. Olenek's annual performance evaluation is approaching. Previously there were three members conducting the evaluation. With the Board's approval, Mr. Zelko asked if it was okay for himself and Dr. Terrell to conduct the evaluation and share with the board members at the next meeting? The Board approved.

BOARD MEMBERS' COMMENTS/CONCERNS – NONE

ADJOURNMENT

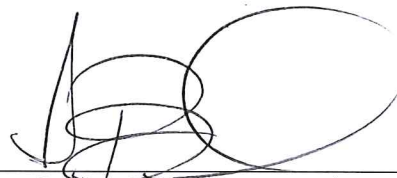
At 3:39 p.m. a motion was made by (Mr. Cicero and seconded by Dr. Terrell) to adjourn the meeting.

By:



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

By:



Stephanie Baskin, Executive Assistant
Will County Health Department