



**WILL COUNTY HEALTH DEPARTMENT
BOH MEETING MINUTES
APRIL 17, 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, Acting Secretary
Edgar Ramos, PsyD
Nanci Reiland
Scott Soderquist, D.D.S.
Denise Winfrey

MEMBERS ABSENT

Donald Gould
Gary Lipinski, M.D
George Pitsilos, M.D.

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
Stacey Knack, Program Coordinator, Human Resources
Katie Weber, Program Coordinator, EP&R
Scott DuBois, Ph.D, Program Coordinator, Behavioral Health
Armando Reyes, Regulatory Compliance Coordinator, Behavioral Health
Mary Maragos, Chief Executive Officer, Community Health Center
Thomas Casey, Division Director, Environmental Health
Georgia VanderBoegh, Division Director, Family Health Services
Cindy Jackson, Program Coordinator, Family Health Services
Caitlin Murray, Community Health Educator, Family Health Services
Lisa Carlson, Program Coordinator, Family Health Services
Rebecca Deang, Community Health Educator, Family Health Services

OTHERS PRESENT

Dan McGrath, Assistant State's Attorney
Christopher Wise, 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 proposed Mr. Cicero be the acting Secretary until November's meeting when the election of officers is presented. Mr. Cicero accepted the position.

EXECUTIVE DIRECTOR'S COMMENTS

- ✚ Ms. Olenek announced Mr. Zabrocki has resigned from the Board.
- ✚ Recruitment continues for the previous vacated board position. We will now recruit for two board members.
- ✚ Ms. Olenek noted the 2018 Annual Reports are complete and at the Board member's desks.
- ✚ Ms. Olenek asked the Division heads to announce themselves to the audience and wished everyone a happy Easter.

APPROVAL OF BOARD OF HEALTH MINUTES

Moved: (Dr. Terrell second Ms. Winfrey) to approve the March 20, 2019 Regular Session minutes as presented.

Motion carried

TREASURER'S REPORT AND DEPARTMENT FINANCIAL REPORTS

- The monthly statement from the Treasurer ending March 31, 2019 showed a balance of \$5,509,893.41.
- The Schedule of Revenue for the month of March was reviewed and discussed showing agency revenue at 21% for the fiscal year.
- The Expense Report for the month of March was reviewed and discussed showing agency expenditures at 25.3% for the fiscal year.
- The Capital Improvement Fund report was discussed for the month of March showing activity with an ending balance of \$6,560.29.
- The Multi-year, end-of-year revenue and expense comparison document and the FY2018 Year-End Comparison (expenses only) document was presented and discussed.

Moved: (Ms. Winfrey, second Dr. Terrell) to approve the Treasurer's Report and Department Financial Reports for the month of March 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 March)

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

Behavioral Health Programs (Dr. DuBois Presented Monthly Reports for March)

- Report of activities were provided in the packet for the Board's review.
 - Dr. DuBois reported as of April 17th, BH received \$64,436.54 in deposits for MCO (Managed Care Organizations).
- ✚ Mr. Zelko inquired about a potential psychiatric hospital to be built in Tinley Park? Dr. DuBois replied, "he has not heard anything official regarding this topic and will check into the inquiry." Brief discussion ensued.
- ✚ Ms. Olenek inquired about how many beds will be available for adolescents during the initial opening of the Silver Oaks Hospital? Dr. DuBois said, "25 beds will be available."

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

- Report of activities were provided in the packet for the Board's review.
- Ms. Maragos reported Optometry Services with the Midwestern University students have been initiated. Sixty-one patients were provided screenings on Saturday, April 13th. Starting in June, patients will be seen twice a week.

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

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

Environmental Health (Presented Monthly Reports for March)

- Report of activities were provided in the packet for the Board's review.
 - Mr. Casey reported early in the week, EH was notified by IDPH of a salmonella outbreak of pre-cut melons affecting 9 states, including Illinois, supplied at the Caito Foods LLC facility in Indianapolis, Indiana dating back to March 4th.
 - Mr. Casey provided an update regarding the EH five Lead Risk Assessments that have been conducted in the homes.
 - Mr. Casey updated the Board regarding fees collected for the EH food, sewage, and swimming programs.
 - Mr. Casey reported EH's review with IDPH for the well and septic program is next week.
- ✚ Mr. Zelko thanked Mr. Casey for including in his narrative on the complexity of the inspections and increased inspection times that have been conducted regarding the FDA Food Code inspections.

Family Health Services – (Presented Monthly Reports for March)

- Report of activities were provided in the packet for the Board's review.
 - Ms. Cindy Jackson and Caitlin Murray briefly discussed the Adolescent Health Resource Guide handouts provided to the Board members and previewed a 40 second video commercial regarding the Teen Pregnancy Prevention Media Campaign. Ms. Murray provided an explanation for the campaign. This campaign will be viewed in Bolingbrook's Regal Cinema Theaters.
- ✚ Mr. Zelko commented the campaign program in Bolingbrook has been very successful and asked if grant funds for this program are distributed countrywide? Ms. Jackson noted the grant ends June 2020, unfortunately this is a state to state program.
- ✚ Mr. Zelko asked if Bolingbrook is considering retaining and funding the program? Ms. Jackson replied, "Bolingbrook does have what they need to sustain the program after grant funds expire, but so far, they will remain funded by the grant."

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

- Report of activities were provided in the packet for the Board's review.
- Ms. Weber asked if anyone would like to participate in the Health Career Fair as a judge at Joliet West High School? Is so, please contact the instructor on the attached flier included in the packets.

Media Services (Presented Monthly Reports for March)

- Reports of press releases and media coverage were provided in the packet for the Board's review.
- Mr. Brandy thanked all who helped assist with preparations for National Public Health Week April 1st – April 7th and helped with contributions to the Annual Report.
- Mr. Brandy updated the board on all off-site appearances he and staff have been attending and upcoming events scheduled.

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 and the Division Directors continue to meet regarding furnishings and office equipment. Also, during this process, Ms. Olenek and Ms. Bilotta have been tagging the existing furniture; separating the furniture that's going to the new building and furniture that will either be discarded, transferred, or donated.

✚ Mr. Zelko asked ASA McGrath if any action is required from the board for the donation process? ASA McGrath said, “Once Ms. Olenek and Ms. Bilotta has the list assembled, it will then be determined which items will need to be brought back to the board.”

UDS REPORT FINDINGS (CHC)

Ms. Olenek discussed the UDS 10 Year Trend Analysis report included in the packets. In depth discussions ensued. Mr. Zelko requested the Governing Council review the UDS report, the downtrend of patient numbers, the increase in cost per patient, and bring back to the Board a plan of correction and recommendations.

NBO LEASE

ASA McGrath noted this discussion needs to be discussed in Executive Session. Mr. Zelko agreed.

NEW BUSINESS

RESOLUTION #19-12 MEDICAL, BEHAVIORAL HEALTH, HOSPITAL CHARGES (CHC)

Moved: (Mr. Cicero second Ms. Winfrey) The CHC provides medical, behavioral health, and hospital 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 the increases for the CHC medical, behavioral health, and hospital evaluation charges.

Motion Carried

RESOLUTION #19-13 aLLMEDICAL CONTRACT (CHC)

Moved: (Dr. Terrell second Ms. Winfrey) the CHC has numerous Provider position vacancies at this time. CHC will continue to recruit and hire to fill the position vacancies with permanent staff. The Board of Health approves the contract for locum tenens services with allMedical Personnel.

Motion Carried

RESOLUTION #19-14 IMMUNIZATION FEE INCREASES (FHS)

Moved: (Dr. Terrell second Dr. Soderquist) 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 as presented.

Motion Carried

COUNTY HEALTH RANKINGS CHC)

Ms. Olenek briefly mentioned and discussed the current Health Rankings report that was included in the packet. Ms. Olenek noted a more comprehensive version is available online at www.countyhealthrankings.org.

BOARD OF HEALTH TERMS (ADM)

Ms. Olenek mentioned Mr. Cicero, Dr. Pitsilos, and Ms. Reiland’s terms are expiring this June. All members said they are still interested in renewing and have already completed and submitted the documented to the County Board. The BOH members are to be approved at the County Board meeting next month.

EXECUTIVE DIRECTOR ANNUAL PERFORMANCE EVALUATION (ADM)

Mr. Zelko mentioned Ms. Olenek’s annual performance evaluation has been completed. Mr. Zelko asked if any Board members had any additions they were welcome to submit in writing to Ms. Olenek. Mr. Zelko mentioned he has full trust in Ms. Olenek’s decisions for the agency.

EXECUTIVE SESSION RE: EMPLOYMENT/LEGAL MATTERS

Moved: (Mr. Cicero, second Dr. Terrell) To recess the Regular meeting at 4:17p.m. to go into Executive Session for the purpose of discussing the NBO Lease/personnel/legal matters. All members voted “Aye.”

Motion carried