



**WILL COUNTY HEALTH DEPARTMENT
BOH MEETING MINUTES
AUGUST 21, 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, PhD., Vice President
John Cicero, Member-At-Large, Acting Secretary
Donald Gould
Gary Lipinski, M.D.
Edgar Ramos, PsyD.
Nanci Reiland
Denise Winfrey

MEMBERS ABSENT

George Pitsilos, M.D.
Scott Soderquist, D.D.S.

STAFF PRESENT

Susan Olenek, Executive Director
Stephanie Baskin, Executive Assistant, Administration
Steve Brandy, Media Services Manager, Administration
Anthony Melei, Director ITT, Administration
Denise Bergin, Director of Grants Management & Finance, Administration
Barb Agor, Emergency Preparedness Specialist, Administration
Joseph Troiani, PhD., Division Director, Behavioral Health
Scott DuBois, PhD., Program Coordinator, 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
Trisha Kautz, Lab Program Coordinator, 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
Alan Dyche, Governing Council, Secretary
Lewis University Nursing Student

PLEDGE OF ALLEGIANCE

PRESIDENT'S COMMENTS

Mr. Zelko welcomed everyone to the meeting; noting due to the lengthy agenda, if the reports per division can be brief.

EXECUTIVE DIRECTOR'S COMMENTS

- ✦ Ms. Olenek mentioned she met with Ngozi Ezike, MD and three of her staff. Dr. Ezike was appointed by Illinois Governor J.B. Pritzker as the new Director for the Illinois Department of Public Health.

APPROVAL OF BOARD OF HEALTH MINUTES

Moved: (Ms. Winfrey second Mr. Cicero) to approve the June 19, 2019 Regular Session minutes as presented.

Motion carried

- ✦ **The minutes on the agenda reflected June 30th, however, the minutes included in the packets had the correct date on them.**

TREASURER'S REPORT AND DEPARTMENT FINANCIAL REPORTS (Presented by Denise Bergin)

June

- The monthly statement from the Treasurer ending June 30, 2019 showed a balance of \$7,774,199.49.
- The Schedule of Revenue for the month of June was reviewed and discussed showing agency revenue at 55% for the fiscal year.
- The Expense Report for the month of June was reviewed and discussed showing agency expenditures at 51.4% for the fiscal year.
- The Capital Improvement Fund report was discussed for the month of June showing activity with an ending balance of \$6,719.23.

Moved: (Dr. Terrell, second Dr. Ramos to approve the Treasurer's Report and Department Financial Reports for the month of June as presented.

Motion Carried

July

- The monthly statement from the Treasurer ending July 31, 2019 showed a balance of \$7,561,022.63.
- The Schedule of Revenue for the month of July was reviewed and discussed showing agency revenue at 61% for the fiscal year.
- The Expense Report for the month of July was reviewed and discussed showing agency expenditures at 58.5% for the fiscal year.
- The Capital Improvement Fund report was discussed for the month of July showing activity with an ending balance of \$6,754.00.

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

Motion Carried

REPORTS FROM DIVISIONS

Written reports were submitted by the Chief Executive Officer, Chief Medical Officer, Division Directors, and Media Services Manager.

Administrative Services (Presented Monthly Reports for July/August)

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

Behavioral Health Programs (Presented Monthly Reports for July/August)

- Report of activities were provided in the packet for the Board's review.
- Dr. Troiani reported as of July, BH received \$515,282.22 in deposits for MCO (Managed Care Organizations).
- Dr. Troiani informed the Board Dr. Herbert Goodman passed away July 20th. Dr. Goodman retired as the Child and Adolescent Mental Health Program Coordinator. Dr. Goodman was a U.S. Marine veteran who served in the Vietnam War.

Chief Executive Officer – CHC (Presented Monthly Reports for July/August)

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

Chief Medical Officer – CHC (Presented Monthly Reports for July/August)

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

Environmental Health (Presented Monthly Reports for July/August)

- o Report of activities were provided in the packet for the Board’s review.
- o Mr. Casey provided updates regarding the lead in the water, the Aqua Illinois company, and the University Park residents. Mr. Casey shared the recommendations from Aqua Illinois that were provided to the residents. Remediation continues. Discussions ensued.
- o Mr. Casey discussed the chemical fire that occurred August 3rd at MPG Industries, New Lenox Township. Discussions ensued.

Family Health Services – (Presented Monthly Reports for July/August)

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

Media Services (Presented Monthly Reports for July/August)

- o Reports of press releases and media coverage were provided in the packet for the Board’s review.
- o Mr. Brandy updated the board on off-site past/upcoming events scheduled.
- o Mr. Brandy reported the Will County Fair is from Wednesday August 21st to Sunday August 25th. Staff from the CHC and EH will have informative tables set-up for the event.
- o Mr. Brandy mentioned a Nursing student from Lockport, would like to interview a Board member regarding mandated external defibrillators in senior living and nursing facilities. The interview is needed to satisfy his college credit requirement.

OLD BUSINESS

NEW BUILDING UPDATE (ADM)

- o Ms. Olenek provided a document with updated construction visuals and discussed the construction progress.
- o Ms. Olenek briefly provided parking updates.
- o Ms. Olenek noted final furniture and equipment decisions are underway.
- o Ms. Olenek asked Leopardo if the BOH members and neighbors can tour the building at some point over the winter. Ms. Olenek noted, Leopardo will let her know when the facility is available for walk throughs and Ms. Olenek will send invitations out once she receives approval.

NEW BUSINESS

RESOLUTION #19-18 MICROSOFT ENTERPRISE AGREEMENT (ADM)

Moved: (Dr. Terrell second Mr. Cicero) The Health Department requires the renewal of Microsoft Office 365 Enterprise Agreement for three (3) years. The State of Illinois has bid Microsoft Office 365 Enterprise Agreement managed by CDWG. The Board of Health approves the payment of \$79,333.94 to CDWG for Microsoft Office 365 Enterprise Agreement for Fiscal Years 2019, 2020, and 2021.

Motion Carried

RESOLUTION #19-19 BUDGET FY20 APPROVAL (ADM)

Moved: (Ms. Winfrey second Dr. Terrell) The final FY2020 budget for the General Operating Fund (207) was presented and discussed in detail. The 303 Capital Account will be spent down in the remainder of FY2019 and will remain inactive until such time other capital projects funding is needed. The Board of Health hereby adopts the Will County Health Department’s FY2020 Operations budget appropriations.

Motion Carried

RESOLUTION #19-20 GO STAFFING AGREEMENT (CHC)

Moved: (Ms. Winfrey second Mr. Cicero) The CHC will continue to use a variety of methods to recruit and hire to fill the position vacancies along with the recruitment agency services. The CHC has used the services of recruitment agencies to fill vacancies.

Motion Carried

RESOLUTION #19-21 TILE X SLIDING FEE SCALE (CHC)

Moved: (Ms. Winfrey second Dr. Terrell) The CHC provides Title X Family Planning 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 adoption of the IDPH Title X Family Planning Program sliding fee scales as attached, effective July 1, 2019.

Motion Carried

- ✚ Ms. Bergin noted the sliding fee scale attached has the incorrect state fiscal year notated on the document (SFY2019). The document should read (SFY2020).

Moved: (Ms. Winfrey second Dr. Terrell) the Board of Health proposed the amendment of Resolution #19-21 stating SFY2019.

Motion Carried

Moved: (Ms. Winfrey second Mr. Cicero) the Board of Health approved the amendment of Resolution #19-21 with the SFY2020 correction.

RESOLUTION #19-22 ACCELA CONTRACT (EH)

Moved: (Ms. Winfrey second Dr. Terrell) The current database application in the Environmental Health Division is Envision Connect, purchased through Decade Software. Decade Software has been purchased by Accela, and we must contract with Accela for this licensing and support. The Board of Health approves the purchase of Accela contract in the amount not to exceed \$31,063.17.

Motion Carried

RESOLUTION #19-23 2019 IMMUNIZATION FEES / INCREASES (FHS)

Moved: (Ms. Winfrey second Mr. Cicero) FHS periodically reviews vaccination fees and updates fees as necessary. The Board of Health approves the staff recommendations for each vaccination fee.

Motion Carried

RESOLUTION #19-24 PURCHASE OF VACCINES - MERCK (FHS)

Moved: (Dr. Terrell second Ms. Reiland) FHS has been awarded additional funds for their FY19 Immunization Awareness Grant. The grant requires that the funds be spent by June 30, 2019. The Board of Health approves the payment not to exceed \$58,723.41 to Merck.

Motion Carried

RESOLUTION #19-25 PURCHASE OF VACCINES – MEDICO MART (FHS)

Moved: (Ms. Winfrey second Dr. Ramos) Family Health Services has been awarded additional funds for their FY19 Immunization Awareness Grant. The grant requires that the funds be spent by June 30, 2019. The Board of Health approves the payment not to exceed \$19,692.74 to Medico Mart.

Motion Carried

RESOLUTION #19-26 PURCHASE OF VACCINES – GLAXO SMITH KLINE (FHS)

Moved: (Ms. Winfrey second Dr. Terrell) FHS has been awarded additional funds for their FY19 Immunization Awareness Grant. The grant requires that the funds be spent by June 30, 2019. The Board of Health approves the payment not to exceed \$55,276 to Glaxo Smith Kline.

Motion Carried

RESOLUTION #19-27 APPROPRIATION OF ADDITIONAL FUNDS (FHS)

Moved: (Mr. Gould second Ms. Winfrey) FHS has been awarded additional funds for the FY19 Immunization Awareness Grant. These additional funds must be appropriated into the FY19 Budget. The Board of Health approves the following appropriation of funds in the FY2019 Health Department budget in the amount of \$207,989.

Motion Carried

RESOLUTION #19-28 PURCHASE OF REFRIGERATION / FREEZER UNITS FOR IMMUNIZATIONS (FHS)

Moved: (Ms. Winfrey second Mr. Gould) FHS has been awarded additional funds for their FY19 Immunization Awareness Grant. The grant requires that the funds be spent by June 30, 2019. The Board of Health approves the payment not to exceed \$13,217.84 to McKesson Medical Surgical Inc.

Motion Carried

RESOLUTION #19-29 SURPLUS OF REFRIGERATOR (FHS)

Moved: (Mr. Cicero second Ms. Reiland) FHS requires the disposal of surplus equipment and furniture that is obsolete, and/or not working. The vaccine Turbo Air Refrigerator (Model #TSR-49SD) was no longer able to consistently hold the temperature required for vaccine storage. The Board of Health approves the disposal and/or recycling of the equipment listed.

Motion Carried

ESTOPPEL CERTIFICATE

Ms. Olenek provided a brief explanation of the document included in the packet. EBO is going through a change of ownership. The certificate verifies (in legal terms) our lease is in effect and the lease terms remain the same.

CHC DRAFT PLAN

Included in the packets was an examination to the UDS report and 10-year trends for the CHC. Ms. Lindsey summarized the background, assessments, regarding the decrease in patient numbers, need for increased awareness, and provided recommendations. Extensive discussions ensued. During the discussion, suggestions for physician retention, recruitment, salaries, and the ability to negotiate fringe benefits were discussed. Mr. Zelko recommended Ms. Maragos and Dr. Byrd fill the current budgeted vacancies even if the budgeted positions do not reflect the position being recruited for before bringing on additional Provider positions.

Mr. Zelko thanked the Governing Council and staff for presenting and preparing a comprehensive document.

PUBLIC CONCERNS AND COMMENTS – NONE

BOARD MEMBERS’ COMMENTS/CONCERNS

Mr. Cicero mentioned at the June meeting, Ms. Olenek mentioned the Collective Bargaining Unit and the County Human Resources were in final negotiations. Mr. Cicero asked if the resolution to approve the CBA was ready for submission? Ms. Olenek noted the contract continues in final negotiations and is hopeful the resolution can be presented at the September meeting.

EXECUTIVE SESSION RE: EMPLOYMENT/LEGAL MATTERS – NONE

APPROVAL OF PERSONNEL STATUS REPORT FOR THE WILL COUNTY HEALTH DEPARTMENT

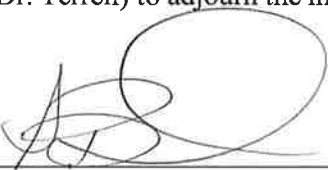
Moved: (Dr. Terrell, second Mr. Gould) to approve all personnel changes for the Will County Health Department for the months of July and August.

Motion Carried

ADJOURNMENT

At 5:00 p.m. a motion was made by (Mr. Cicero and seconded by Dr. Terrell) 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