



**WILL COUNTY HEALTH DEPARTMENT
BOH COMPENSATION COMMITTEE MEETING
MINUTES
OCTOBER 9, 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 PM, Mr. Zelko, Board of Health President presiding.

ROLL CALL/QUORUM PRESENT

MEMBERS PRESENT

James Zelko, Board of Health, President
Billie Terrell, Ph.D., Board of Health, Vice President
Donald Gould, BOH Member

MEMBERS ABSENT – NONE

STAFF PRESENT

Susan Olenek, Executive Director
Stephanie Baskin, Executive Assistant
Stacey Knack, Human Resources Coordinator
Mary Maragos, Chief Executive Officer, Community Health Center

OTHERS PRESENT

Dan McGrath, Assistant State's Attorney
Marie Lindsey, Chair, Governing Council

PLEDGE OF ALLEGIANCE

PRESIDENT'S COMMENTS

Mr. Zelko suggested during the meeting, if all business pertaining to the agenda items can be discussed in great lengths to keep the convening of the compensation committee meetings reduced to two instead of the three scheduled.

EXECUTIVE DIRECTOR'S COMMENTS – NONE

OLD BUSINESS – NONE

NEW BUSINESS

ELECTION OF OFFICERS

Nomination for **Chair**

Moved: (Mr. Gould, second Dr. Terrell) to accept the nomination for Chair of the Compensation Committee and appoint Mr. Zelko Chair of the Compensation Committee.

Motion carried. Mr. Zelko abstained.

Nomination for **Secretary**

Moved: (Mr. Zelko, second Mr. Gould) to accept the nomination for Secretary of the Compensation Committee and appoint Dr. Terrell Secretary of the Compensation Committee.

Motion carried. Dr. Terrell abstained.

SALARY INCREASES FOR EXEMPT STAFF

Ms. Olenek distributed packets to the committee that included the financial estimations for a 4.5% increase with an effective date of December 1, 2019. Also, included in the packets was documentation necessary to support salary increases for exempt and management staff. Below are the goals Ms. Olenek provided in the packets. Discussions ensued.

Goals for the meeting:

1. Review salary increase history for the CBU staff.
2. Review/discuss recommended compensation for exempt and management staff for FY2020.
3. Discuss recommendation for Elizabeth Bilotta for promotion to Assistant Executive Director.
4. Begin discussion regarding more successful provider recruitment and retention.

Mr. Gould suggested a member(s) from the CBU unit attend the Board of Health meetings regarding the decisions made during negotiations for the CBU staff. Mr. Zelko provided historical background regarding the negotiations process; noting bargaining unit representatives are not usually present in Board meetings after negotiations. This process has been the practicing standard since induction by the County.

RECOMMENDATION FOR PROMOTION OF ELIZABETH BILOTTA TO ASSISTANT EXECUTIVE DIRECTOR

Ms. Olenek recommended Ms. Bilotta for promotion to Assistant Executive Director. The promotion would become effective December 1, 2019. Ms. Bilotta is currently in the role as Director of Administrative Services. During discussions, Mr. Zelko suggested the remaining discussions be held in executive session. After consulting with Dan McGrath, ASA, the consensus was to motion to go into executive session.

EXECUTIVE SESSION FOR MATTERS REGARDING THE PROMOTION FOR ELIZABETH BILOTTA AND THE SALARIES/ POSITIONS NON-EXEMPT STAFF

Moved: (Mr. Gould, second Dr. Terrell) To recess the Regular meeting at 3:32p.m. to go into Executive Session for purposes of discussing promoting Elizabeth Bilotta to Assistant Executive Director and salaries/positions for non-exempt staff.

Motion carried

Roll Call: Mr. Zelko, "Aye", Terrell, "Aye", Mr. Gould, "Aye".

OPEN SESSION

Roll Call: Mr. Zelko, "Aye", Dr. Terrell, "Aye", Mr. Gould, "Aye".

SALARY INCREASES FOR EXEMPT STAFF

Moved: (Dr. Terrell, second Mr. Gould) to support Ms. Olenek's recommendation for exempt and management staff receive a 4.5% increase (with the exception of recent management hired at the appropriate salary). This recommendation will be presented to the Board at the next Board of Health meeting October 16th.

Motion carried

RECOMMENDATION FOR PROMOTION OF ELIZABETH BILOTTA TO ASSISTANT EXECUTIVE DIRECTOR

Moved: (Mr. Gould, second Dr. Terrell) to support Ms. Olenek's recommendation to promote Ms. Bilotta to Assistant Executive Director. Ms. Bilotta will receive a 4.5 % salary increase and a 5% promotion increase totaling 9 ½ % which includes additional duties as outlined in the job description. This recommendation will be presented to the Board at the next Board of Health meeting October 16th.

Motion carried


INITIATIVES FOR SUCCESSFUL PROVIDER RECRUITMENT AND RETENTION


Ms. Olenek mentioned herself and Ms. Maragos attended a seminar on Provider compensation August 28th. After the seminar, Ms. Olenek asked Ms. Maragos to put together a spreadsheet illustrating the current physician salaries, revised salaries, and additional compensation packages (which is included in the packets). Ms. Olenek provided a brief overview of the eight (8) physicians in need of salary increases. After discussions ensued, Mr. Zelko recommended the salaries, additional compensation, and productivity increases be costed out and presented at the next Compensation Committee meeting October 23rd.

Ms. Olenek suggested to committee recommending hiring a recruiter for provider recruitment. Ms. Olenek noted the position would not be filled until 2020 and is currently exploring the cost/financial benefit. Updates will be brought to the Board periodically.

ADJOURNMENT

At 4:25p.m. a motion was made by (Mr. Gould, second Dr. Terrell) to adjourn the meeting.

By: 
Billie Terrell, Secretary
Will County Board of Health

By: 
Stephanie Baskin, Executive Assistant
Will County Health Department