



**WILL COUNTY HEALTH DEPARTMENT  
BOH MEETING MINUTES  
OCTOBER 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, PhD., Vice President  
John Cicero, Member-At-Large, Acting Secretary  
Donald Gould  
Gary Lipinski, M.D.  
Nanci Reiland  
Scott Soderquist, D.D.S.  
Denise Winfrey

**MEMBERS ABSENT**

Paul Hertzmann  
George Pitsilos, M.D.  
Edgar Ramos, PsyD.

**STAFF PRESENT**

Susan Olenek, Executive Director  
Stephanie Baskin, Executive Assistant, Administration  
Elizabeth Bilotta, Director Administration Services, Administration  
Stacey Knack, Program Coordinator, Human Resources  
Anthony Melei, Director ITT, Administration  
Denise Bergin, Director of Grants Management & Finance, Administration  
Katie Weber, Program Coordinator, Emergency Preparedness & Response  
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  
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  
Alan Dyche, Governing Council, Secretary  
Kathleen Burke, PhD., Director for Substance Use Initiatives, County of Will  
Lewis University Nursing Students

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**PLEDGE OF ALLEGIANCE**

**PRESIDENT'S COMMENTS**

Mr. Zelko welcomed everyone to the meeting.

## **EXECUTIVE DIRECTOR'S COMMENTS**

- ✚ Ms. Olenek noted Board of Health member Paul Hertzmann, Retired Fire Chief, Lockport Township Fire Protection District was not present at this meeting. Mr. Hertzmann will be at the next meeting. Ms. Olenek also mentioned, Teena Mackey is to be appointed at the County Board meeting in November. Ms. Mackey's appointment will bring the Board's full complement up to 12 members.
- ✚ Ms. Olenek informed the Board Dr. Byrd and Ms. Maragos will not attend this meeting. They are attending the IPHCA (Illinois Primary Health Care Association) annual leadership conference.
- ✚ Ms. Olenek wished the Board of Health members a Happy Boss' Day!

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

**Moved:** (Ms. Winfrey second Ms. Reiland) to approve the September 18, 2019 Regular Session minutes as presented.

**Motion carried**

**Moved:** (Mr. Gould second Dr. Terrell) to approve the Compensation Committee October 9, 2019 Regular Session minutes as presented.

**Motion carried**

**Moved:** (Mr. Gould second Dr. Terrell) to approve the Compensation Committee October 9, 2019 Executive Session minutes as presented.

**Motion carried**

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

The monthly statement from the Treasurer ending September 30, 2019 showed a balance of \$9,837,160.60.

- The Schedule of Revenue for the month of September was reviewed and discussed showing agency revenue at 84% for the fiscal year.
- The Expense Report for the month of September was reviewed and discussed showing agency expenditures at 73.3% for the fiscal year.
- The Capital Improvement Fund report was discussed for the month of September showing activity with an ending balance of \$6,773.62.

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

- Report of activities were provided in the packet for the Board's review.
  - Ms. Bilotta made brief comments regarding the resolutions presented later in the agenda.
  - Ms. Bilotta mentioned the transition of the maintenance staff to the County contract is going very well. Internal meetings with the maintenance staff continue.
- ✚ Ms. Lindsey asked if there has been an issue with the NextGen system due the OSIS upgrade and if the upgrade is affecting patient charting? Mr. Melei replied, "No. The upgrade has not affected the system."

### **Behavioral Health Programs (Presented Monthly Reports for October)**

- Report of activities were provided in the packet for the Board's review.
- Dr. Troiani reported he will be in attendance Saturday, October 19<sup>th</sup> at the National Alliance for the Mentally Ill Convention. Dr. Troiani will present a presentation on Recreational Marijuana, Public Health, Public Safety Concerns.

### **Chief Executive Officer – CHC (Ms. Olenek Presented Monthly Reports for October)**

- Report of activities were provided in the packet for the Board's review.
- Ms. Olenek briefly noted Tele-Pharmacy services with Basingers Pharmacy will begin November 1<sup>st</sup>. Ms. Lindsey noted she had some concerns/questions regarding the Tele-Pharmacy protocols and will be looking into becoming more educated on the subject matter.
- Ms. Olenek reported she signed commitment documents for the Ryan White Grant which was submitted Friday October 11<sup>th</sup>, but there are pending questions on the funding. Depending on the answers, we may or may not sign the grant.

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

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

### **Environmental Health (Presented Monthly Reports for October)**

- Report of activities were provided in the packet for the Board's review.
- Mr. Casey reported EH received approval for the Radon grant from October 1, 2019 – September 30, 2020 for \$5,400.
- Mr. Casey briefly noted Aqua Illinois reached out to 165 homeowners whose houses were built after 1990 to offer free lead testing to become removed from the registry; only one home tested and there was no lead solder found in their home.
- Mr. Casey reported there was a pre-cautionary recall on 2.3 million pounds of beef from Taco Bell (in 21 states, mostly in the southeast/coastal states) due to metal shavings in the meat from the machines from September 20<sup>th</sup> to October 4<sup>th</sup>.
- Mr. Casey provided a brief update regarding the chemical fire that occurred August 3<sup>rd</sup> at MPG Industries.

### **Family Health Services – (Presented Monthly Reports for October)**

- Report of activities were provided in the packet for the Board's review.
- Ms. VanderBoegh briefly discussed her meeting with Illinicare representatives and counterparts from Kankakee county regarding Illinicare's billing processes. The expected go-live date is February 1, 2020.

### **Emergency Preparedness and Response (EP&R) – (Presented Monthly Reports for October)**

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

### **Media Services (Presented Monthly Reports for October)**

Reports of press releases and media coverage were provided in the packet for the Board's review.

### **OLD BUSINESS**

#### **NEW BUILDING UPDATE (ADM)**

- Ms. Olenek provided a couple new building updates and reported during the construction meeting September 24<sup>th</sup>, WCHD Directors and TB Management were able to tour the new building. Ms. Olenek also reminded the Board, the new HD building tour is November 5<sup>th</sup>.
- Ms. Olenek reported the parking policy is now being heavily enforced and stickers are being placed on vehicles not parked in the correct designated areas. Brief discussions ensued.
- Ms. Olenek mentioned move preparations and monthly assigned tasks have begun. Each month, there will be new checklists to complete before the move into the new building.
- Ms. Olenek noted the request to approve the bid for office furniture is on the agenda at the County Board meeting tomorrow. Ms. Olenek is hopeful the bid will be approved.
- Ms. Olenek reported a larger sign will be erected on Mills Road and Neal Avenue and another sign near Richards street with all the Health Complex facilities listed.

**NEW BUSINESS**

**RESOLUTION #19-37 NON-RENEWAL CLEANING SERVICES CONTRACT (ADM)**

**Moved:** (Ms. Winfrey second Ms. Reiland) Our current contract for janitorial services with Perfect Cleaning Services Corporation expires on November 30, 2019. The Health Department buildings have been included in the County's Bid package for janitorial services. It is unnecessary to renew the contract with Perfect Cleaning Services Corporation for the FY2020. The Board of Health rejects the renewal of the contract with Perfect Cleaning Services Corporation and directs that notice of the non-renewal of the contract with Perfect Cleaning Services Corporation be sent to Perfect Cleaning Services Corporation.

**Motion Carried**

**RESOLUTION #19-38 FY2020 REVISED BUDGET (ADM)**

**Moved:** (Mr. Cicero second Mr. Gould) The FY2020 revised budget has been presented and reviewed by the Board of Health on August 21, 2019. Minor changes were made in revenue and expenses based on additional grant money awarded to the CHC. The final revised FY2020 budget for the General Operating Fund (207) is balanced for revenues and expenditures. The Board of Health approves the Will County Health Department's FY2020 operations budget appropriations.

**Motion Carried**

**RESOLUTION #19-39 SUGGESTED BY-LAWS CHANGES (CHC)**

**Moved:** (Ms. Winfrey second Dr. Lipinski) Recent amendments to the Governing Council By-Laws were made at the regularly scheduled monthly meeting of the Governing Council on October 2, 2019. 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**

**SUBSTANCE USE INITIATIVES UPDATE FROM DR. KATHLEEN BURKE**

Dr. Burke was introduced to the meeting and briefly discussed her role at the County as Director for Substance Use Initiatives. In this role, Dr. Burke manages the Illinois Department of Human Services' Prevent Prescription Drug/Opioid Overdose-Related Deaths grant.

Dr. Burke provided a PowerPoint presentation on Substance Use Initiatives and Prevention. Discussions ensued.

**QUARTLERY UPDATE – STRATEGIC PLAN (SP) (ADM)**

Ms. Olenek provided a PowerPoint presentation regarding benchmarks and milestones reached according to the strategic plan's timeline. Ms. Olenek asked the Board if they wanted to receive a copy of the SP to reach out to Stephanie Baskin.

**EXECUTIVE SESSION RE: EMPLOYMENT/LEGAL MATTERS – NONE**

**APPROVAL OF PERSONNEL STATUS REPORT FOR THE WILL COUNTY HEALTH DEPARTMENT**

**Moved:** (Mr. Cicero, second Dr. Terrell) to approve all personnel changes for the Will County Health Department for the month October, including: exempt and management staff receive 4.5% increases December 1<sup>st</sup> (with the exception of recent management hired at the appropriate salary), and promotion for Ms. Elizabeth Bilotta from Director of Administrative Services to Assistant Executive Director. Ms. Bilotta will receive a 4 ½ % salary increase plus 5% promotion on December 1<sup>st</sup>.

**Motion Carried**

**BOARD MEMBERS' COMMENTS/CONCERNS**

Mr. Gould inquired about outreach for the homeless community and the initiatives taken for prevention. Ms. Olenek mentioned we have the PATH (Projects for Assistance in Transition from Homelessness) program. The PATH Program provides services for those adults who are homeless or at risk of becoming homeless with a severe mental illness and/or a severe mental illness and a co-occurring substance abuse disorder. Ms. Olenek noted Mr. Delrose actively seeks and reaches out to the homeless community offering assistance. Mr. Cicero asked if Mr. Delrose can attend the next Board meeting to provide insight on the program and the program's initiatives.

Ms. Olenek also noted Nicole Garrett, Program Manager, Community Planning has included the homeless crisis as part of a MAPP initiative. Mr. Gould offered assistance from the County level if needed.

**PUBLIC CONCERNS AND COMMENTS**

A Lewis University Nursing student inquired if any policies were in place addressing access to hospice care through FQHC's? Ms. Lindsey offered to share information after the meeting.

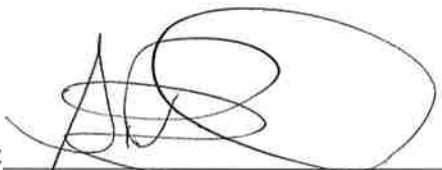
**ADJOURNMENT**

At 4:32 p.m. a motion was made by (Dr. Terrell and seconded by Mr. Gould) to adjourn the meeting.

By:

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

By:

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