



**WILL COUNTY HEALTH DEPARTMENT
BOH MEETING MINUTES
MAY 20, 2020**

The monthly meeting of the Board of Health held via virtual conference call 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, Secretary
Donald Gould
Paul Hertzmann
Gary Lipinski, M.D.
Teena Mackey
George Pitsilos, M.D.
Edgar Ramos, PsyD.
Nanci Reiland
Denise Winfrey

MEMBERS ABSENT

Scott Soderquist, D.D.S.

STAFF PRESENT

Susan Olenek, Executive Director
Stephanie Baskin, Executive Assistant, Administration
Elizabeth Bilotta, Assistant Executive Director, Administration
Denise Bergin, Director of Grants Management & Finance, Administration
Stacey Knack, Program Coordinator, Human Resources
Steve Brandy, Media Services Manager, Administration
Anthony Melei, Director ITT, Administration
Katie Weber, Program Coordinator, Emergency Preparedness & Response
Barb Agor, Emergency Preparedness Specialist, Administration
Joseph Troiani, PhD., Division Director, Behavioral Health
Thomas Casey, Division Director, Environmental Health
Mary Maragos, Chief Executive Officer, Community Health Center
Jennifer Byrd, M.D., Chief Medical Officer, Community Health Center
Georgia VanderBoegh, Division Director, Family Health Services
Alpesh Patel, Program Coordinator, Family Health Services
Cindy Jackson, Program Coordinator, Family Health Services

OTHERS PRESENT

Dan McGrath, Assistant State's Attorney
John Stratton, Plainfield Fire District

PLEDGE OF ALLEGIANCE

PRESIDENT'S COMMENTS

Mr. Zelko welcomed everyone to the meeting and asked Board members who are making the motions to announce their names in advance.

APPROVAL OF BOARD OF HEALTH MINUTES

Moved: (Mr. Cicero second Dr. Terrell) to approve the March 26, 2020 Regular Session minutes as presented.

Motion carried

TREASURER'S REPORT AND DEPARTMENT FINANCIAL REPORTS

March

- The monthly statement from the Treasurer ending March 31, 2020 showed a balance of \$6,835,037.38.
- The Schedule of Revenue for the month of March was reviewed and discussed showing agency revenue at 24% for the fiscal year.
- The Expense Report for the month of March was reviewed and discussed showing agency expenditures at 25.2% for the fiscal year.

Moved: (Ms. Winfrey, second Mr. Cicero to approve the Treasurer's Report and Department Financial Reports for the month of March as presented.

Motion Carried

April

- The monthly statement from the Treasurer ending April 30, 2020 showed a balance of \$6,212,177.70.
- The Schedule of Revenue for the month of April was reviewed and discussed showing agency revenue at 30% for the fiscal year.
- The Expense Report for the month of April was reviewed and discussed showing agency expenditures at 32.7% for the fiscal year.

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

Motion Carried

REPORTS FROM DIVISIONS

Reports were given verbally by the Chief Executive Officer, Chief Medical Officer, Division Directors, Program Coordinator, and Media Services Manager.

Administrative Services (Discussed Monthly Reports for March/April) – None

Behavioral Health Programs (Discussed Monthly Reports for March/April)

- Dr. Troiani reported as of March / April, BH for the current county fiscal year has collected \$1,300,000 in deposits.
- Dr. Troiani informed the Board he was on WBBM-AM news regarding the psychological impact of COVID-19 and the Governor's Call4Calm hotline which we participate. There have been 42 calls to date.
- Dr. Troiani noted that the clinical staff were successful in being able to provide tele-psychiatry and counseling remotely.
- BH management put together a tool for persons experiencing mental illness during the COVID-19 crisis. The tool was shared with the State. Mental Health America acknowledged the clinical interview tool that the Will County Health Department's Behavioral Health Programs developed for Community Mental Health agencies to use in working with their patients during the COVID-19 crisis.
- ✚ Mr. Zelko commended the BH team for managing their program and maintaining services throughout the COVID pandemic. Mr. Zelko also mentioned, if the BH team needs any assistance with anything to reach out to the Board. The Board is willing to continue supporting operations.

Chief Executive Officer – CHC (Discussed Monthly Reports for March/April)

- Ms. Maragos reported the mobile health unit is out in the community three days a week doing COVID-19 screenings. Screening up to 80 patients per day; looking to hire temporary staff in order to expand to five days a week.
- Ms. Maragos mentioned the CHC was approached by various Medicaid Managed Care organizations to assist with revenue shortfalls. The MCO's want to propose a per member – per month capitated payment schedule; will present to the Board if the proposal makes good fiscal sense for the CHC.
- Ms. Maragos reported the CHC received three grants from HRSA totaling over \$1,000,000.00 for COVID-19 operations, P.P.E., and testing assistance.
- Ms. Maragos noted in 2014, the CHC received a grant from the Illinois Capital Board for a whole clinic generator and an electronic messaging sign. CHC was not awarded any funding for those capital improvement repairs. The funds have become available again and Ms. Maragos has asked the Capital Board if the funds could be re-directed and used for roof replacement and an electronic message sign. The request was approved.

Chief Medical Officer – CHC (Discussed Monthly Reports for March/April)

- Dr. Byrd shared updates regarding COVID activity including publishing daily COVID sick leave and activity reports, reinstating the suggestion box, and published a stress management resource guide for patient literature.
- Dr. Byrd mentioned Dr. Lourgos' last day is June 2nd. Currently recruiting for a Psychiatrist.

Environmental Health (Discussed Monthly Reports for March/April)

- Mr. Casey reported all EH and Lab staff are back—fully functional in the office(s) and in the field; social distancing rules are enforced.
- Mr. Casey mentioned staff has spent the last couple months responding to numerous COVID-19 complaints in the field (i.e. processing plants whose complaints have been directed to the Attorney General & IDPH).
- Mr. Casey announced the lab passed the virtual inspection by IDPH.
- Mr. Casey reported the larvicide shipment has come in and EH will be informing the municipalities for pick-up via appointment.
- Mr. Casey reported due to the COVID pandemic, EH has had to process refunds for temporary events and food establishments. Mr. Casey reported EH is past the refund allotment, which will have some affect towards the budget.
- Mr. Casey updated the Board regarding IMS fees collected.
- ✦ Mr. Cicero asked if there is any indication for restaurants brick and mortar restaurants were doing carry out / to go? Mr. Casey noted the decision was up to the individual owners to keep their businesses open.

Family Health Services – (Discussed Monthly Reports for March/April)

- Ms. VanderBoegh reported the Immunizations clinic is aiming to reopen June 1st, with a few changes and modifications to the original process. Clients will wait in their vehicles or outside the building until the nurse comes out to retrieve them and the rooms will be sanitized after each encounter.
- W.I.C. operations have also continued; also, the go Live date for the EBT card system will be available at the end of July. The EBT card replaces the coupons.
- Mr. Patel was asked to provide any updates regarding COVID-19 activity to the Board. Mr. Patel noted, all activity tracking and responses remain the same and didn't have any new updates at this moment.

Emergency Preparedness and Response (EP&R) (Discussed Monthly Reports for March/April)

Ms. Weber reported on P.P.E. distribution and alternate housing.

1. Ms. Weber gave special acknowledgement to the Will County EMA for providing and distributing P.P.E. supplies to numerous agencies in the County of Will. The total amount distributed to more than 200 organizations were 327,000 gloves, 72,000 n95 masks, 72,000 surgical masks, 7,600 bottles of sanitizer, 7,600 gowns, 14,500 face shields, 7,500 glasses/goggles, and 575 thermometers.
2. Ms. Weber reported on the alternate housing project. EMA has tasked every local EMA agency to have an alternate housing plan. This program assists someone who has been exposed to COVID-19 or someone in the home who has tested positive and do not have alternative living arrangements.
3. As of today, out of the 7 requests, three have been found temporary housing.

Media Services (Discussed Monthly Reports for March/April)

- Mr. Brandy updated the board on off-site past/upcoming events scheduled.
- Mr. Brandy reported on daily and weekly tasks he has scheduled.

OLD BUSINESS

COVID-19 RESPONSE (ADM)

Ms. Olenek mentioned, in addition to sending the Board daily updates, the following other topics below have been addressed:

1. As of today, May 20th, Ms. Olenek received information from IDPH regarding Emergency Executive Order #30 which defines "State Agency." Prohibits residential eviction actions and all law enforcement officers are instructed to cease enforcing evictions for non-residential premises, unless the tenant poses a threat. Permits service of pleadings to be conducted personally, by first-class mail, or by electronic mail. Ms. Olenek mentioned, she will have to go back to re-group to adjust to the order to set in place.
2. Working on hiring Contact Tracers (at least 30 are needed). The contact tracers will be hired on a temporary basis and utilized to trace and monitor contacts of infected people and notify us of their exposure; awaiting details from IDPH in order to proceed and apply for the grant funding; will work with Susan Flessner, Workforce Services to help assist with the grant writing.
3. Ms. Olenek briefly discussed the CARES Act funding that is still available. Ms. Olenek noted the leadership team are writing grants to receive the resources.
4. Ms. Olenek thanked Mr. Zelko for acknowledging the staff during this pandemic crisis and Ms. Olenek also thanked the staff for their unbelievable hard-working efforts. Ms. Olenek provided special acknowledgement to Ms. Bilotta for her hard work and dedication on taking over the move and other Executive leadership duties.
5. Ms. Olenek asked Mr. Zelko if the June Board meeting can be held virtually again due to Governor Pritzker's meeting capacity restrictions. Mr. Zelko agreed to meeting virtually in June and also confirmed there will be no meeting in July. Mr. Zelko suggested to meet in the HD community room by August (if the orders are no longer in place.) ASA Dan McGrath commented if we move into Stage 3, the emergency order issued by the Governor allowing meetings to be held virtually, will still be enforced, if not enforced, the only (2) options would be to hold the meeting in-person or cancel the meeting. ASA McGrath noted, for now, the virtual Board meeting for June stands until further notice is provided.
6. Ms. Olenek shared she has received feedback from many of the local elected officials, legislators, County Board members, and the general public who are looking for direction and a position from the HD and if the HD is following the Restore Illinois guidelines or instituting guidelines different than the state. The request by these groups is to be removed from the Region 7 designation. The reasoning is that the metrics in Will County are much better, and therefore we should not be included with counties like Cook, DuPage, Lake. Ms. Olenek is awaiting the metrics for the County of Will compared to the metrics of other these other counties. Discussions ensued. The Board's consensus was to give Ms. Olenek approval to collect the data and if supported by the data, make an appeal to the Governor for removal of Will County in Region 7. Whatever the decision of the Governor, we would abide by it, and not appeal or disregard the requirements.
7. Ms. Olenek reported three weeks ago, she sent letters to all the Illinois legislators asking for their support for HB4150. HB4150 appropriates \$25,800,000 from the Personal Property Tax Replacement Fund to the IDPH for the purpose of making Local Health Protection Grants to Certified Local Health Departments. Effective July 1, 2020. Ms. Olenek will provide an update to the Board once a decision has been given.

NEW BUILDING UPDATE (ADM)

Ms. Bilotta provided updates for the new building move including:

- The move details for the week of May 4th and May 11th.
- I.T.T. was stellar and have worked tirelessly throughout the process.
- Ms. Bilotta commended the staff, movers, and maintenance team on an outstanding job during the moving process.
- The electronic kiosk was installed in the lobby May 18th.
- Key card access cards for staff are being issued.
- A list is being drafted to share to Kluber regarding building issues found after the move.
- Daily COVID updates related to the move and cases were sent to staff for over 2 months.
- Abatement starts May 26th and demo to the building is set for the end of June.

RESOLUTION #20-14 AMERICAN CLEANING & RESTORATION SOUTH CONTRACT (CHC)

Moved: (Ms. Winfrey second Dr. Terrell) The CHC requires routine ventilation cleaning for the building to ensure satisfactory air quality is maintained in the facility. All received bids were vetted and considered. The Board of Health approves the payment of an amount not to exceed \$13,000.00 to American Cleaning & Restoration South.

Motion Carried

RESOLUTION #20-15 PURCHASE OF AIR PURIFIERS THROUGH MAERTIN HEATING & COOLING (CHC)

Moved: (Ms. Winfrey second Ms. Mackey) The CHC received a Notice of Award from HRSA for CARES funding. The installation of a 16-unit RGF Photohydroionization Air Purification system will improve the air quality in the CHC in accordance with the existing HVAC equipment. The Board of Health approves the payment of an amount not to exceed \$13,000 to Maertin Heating and Cooling.

Motion Carried

RESOLUTION #20-16 PURCHASE OF THREE DENTAL CHAIRS (CHC)

Moved: (Mr. Cicero second Dr. Terrell) The CHC received a Notice of Award from HRSA for Oral Health Infrastructure. This supplemental funding is for the purchase of dental supplies, equipment, signage, training, and marketing. The Board of Health approves the payment of an amount not to exceed \$27,000.00 to Patterson Dental.

Motion Carried

RESOLUTION #20-17 BY-LAWS REVISION (CHC)

Moved: (Ms. Winfrey second Mr. Cicero) At the advice of the ASA McGrath, the resolution needs to be removed from the agenda due to the current Governor's order, this revision is not allowable and any changes to the By-Laws would be a violation. The Board of Health approves to remove the By-Laws Revision resolution from the agenda.

Motion Carried

RESOLUTION #20-18 2020 DENTAL & TELEHEALTH FEES (CHC)

Moved: (Ms. Winfrey second Dr. Terrell) The CHC provides medical, behavioral health, family planning, 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, family planning, and hospital evaluation charges.

Motion Carried

RESOLUTION #20-19 MOLINA PROVIDER SERVICES AGREEMENT (CHC)

Moved: (Ms. Winfrey second Ms. Mackey) In order to provide medical and Behavioral Health services at the WCHD and the CHC under the Illinois Department of Healthcare and Family Services Integrated Care Program, provider agreements must be executed with the State of Illinois contracted managed care organizations. The Board of Health approves entering into the attached Provider Agreement with Molina Healthcare pending final review by Behavioral Health Senior leadership and the Will County State's Attorney's office.

Motion Carried

RESOLUTION #20-20 ILLINOIS MANAGEMENT AGENCY IEMA, IDPH, IL HFS AGREEMENT FOR COVID-19 TESTING (CHC)

Moved: (Ms. Winfrey second Ms. Reiland) The CHC provides outpatient medical services to the Will County population. The Community Health Center also provides patients with point of care testing and assessment. The Board of Health approves the participation agreement between IEMA, IL HFS, IDPH, and the CHC for COVID-19 community-based testing.

Motion Carried

RESOLUTION #20-21 AMENDMENT 1 TO PHARMACY SERVICES AGREEMENTS FOR 340B CHARITY CARE (CHC)

Moved: (Dr. Terrell second Dr. Lipinski) The 340B Drug Program is a Federal program that allows health centers to purchase prescription and non-prescription medications for out-patients at a reduced cost. The 340B program allows us to offer discounts through multiple vendors. The Board of Health approves the amendment to the contract with Basinger's and Joliet Professional Pharmacy to dispense the 340B drugs on behalf of the CHC.

Motion Carried

RESOLUTION #20-22 APPROPRIATION FY2020 CORONAVIRUS SUPPLEMENTAL FUNDING (CHC)

Moved: (Ms. Mackey second Ms. Reiland) The CHC has obtained FY2020 Coronavirus Supplemental Funding for Health Centers (COVID-19) from HRSA on 3/19/20. The expenses in response to the COVID pandemic were immediate and urgent, much of the funding was spent but not included in our existing budget. The Board of Health approves the additional appropriation of funds to the FY2020 Will County Health Department and Community Health Center budget.

Motion Carried

BOH TERMS (ADM)

Ms. Baskin mentioned Mr. Zelko, Dr. Terrell, Mr. Hertzmann, Dr. Lipinski, Ms. Mackey, and Ms. Winfrey's terms are expiring this June. All members said they are still interested in renewing and most have completed and submitted their documents to the County Board. Ms. Baskin will reach out to Robin Tyda, Executive Assistant to the Chief of Staff to have paperwork sent out to those who haven't received theirs. The BOH members re-appointments have been tabled for approval at the County Board level, the appointments are expected to be voted on in June.

EXECUTIVE DIRECTOR ANNUAL PERFORMANCE EVALUATION (ADM)

Ms. Olenek mentioned her 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, Mr. Gould, and Dr. Terrell to continue with conducting the evaluation process. Mr. Zelko mentioned due to all the COVID complications, if the Board members would be willing to postpone the evaluation to a later date. Mr. Zelko asked Ms. Olenek to put together her previous / upcoming goals when she is able. Mr. Zelko asked for the packet to be put together and be provided at the June meeting if that works with our workload.

STRATEGIC PLAN (CHC)

Ms. Maragos briefly provided an update to the CHC's strategic plan. Mr. Zelko requested Ms. Maragos include the strategic plan in the packet for the next meeting for the Board's review and ability to follow along with her verbal discussion.

EXECUTIVE SESSION RE: EMPLOYMENT/LEGAL MATTERS – NONE

APPROVAL OF PERSONNEL STATUS REPORT FOR THE WILL COUNTY HEALTH DEPARTMENT

Moved: (Ms. Winfrey, second Ms. Reiland) to approve all personnel changes for the Will County Health Department for the months of April and May.

Motion Carried

BOARD MEMBERS' COMMENTS/CONCERNS

- Dr. Terrell mentioned the Governor thanked all the Health Departments for responding to all the CDC guidelines and their hard work and efforts continued dedication the during the pandemic.
- Ms. Olenek asked if she can reduce the daily reports to the Board to a couple times a week. The Board approved.
- Mr. Zelko asked Sue to communicate the appreciation and acknowledgements from the Board to the staff.

PUBLIC CONCERNS AND COMMENTS – NONE

ADJOURNMENT

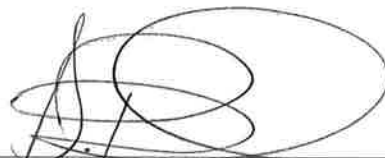
At 4:45p.m. a motion was made by (Mr. Cicero, second by Dr. Terrell) to adjourn the meeting.

By: _____



John Cicero, Secretary
Will County Board of Health

By: _____



Stephanie Baskin, Executive Assistant
Will County Health Department

