



**WILL COUNTY HEALTH DEPARTMENT
BOH MEETING MINUTES
AUGUST 19, 2020**

IN ACCORDANCE WITH EXECUTIVE ORDER 2020-07 ISSUED BY GOVERNOR PRITZKER, THIS MEETING IS HELD VIRTUALLY VIA MICROSOFT TEAMS APP. WILL COUNTY BOARD OF HEALTH MEMBERS WILL BE ATTENDING THE MEETING REMOTELY AND THE GENERAL PUBLIC IS STRONGLY ENCOURAGED TO DO THE SAME.

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 (arrived 3:17pm)
John Cicero, Secretary
Donald Gould
Paul Hertzmann
Gary Lipinski, M.D. (arrived 3:10pm)
Teena Mackey
Nanci Reiland (arrived at 3:10pm)
Scott Soderquist, D.D.S.
Margaret Tyson

MEMBERS ABSENT

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

STAFF PRESENT

Susan Olenek, Executive Director
Elizabeth Bilotta, Assistant Executive Director, Administration
Stephanie Baskin, Executive Assistant, 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, Emergency Preparedness & Response
Joseph Troiani, PhD., Division Director, Behavioral Health
Armando Reyes, Regulatory Compliance Manager, Behavioral Health
Scott DuBois, Program Coordinator, Behavioral Health
David Delrose, Mental Health Counselor, Behavioral Health & AFSCME President Local 1028
Jennifer Byrd, M.D., Chief Medical Officer, Community Health Center
Thomas Casey, Division Director, Environmental Health
Georgia VanderBoegh, Division Director, Family Health Services
Alpesh Patel, Program, Coordinator, Family Health Services
Carrie Jackson, Resource Coordinator, Family Health Services
Angela Maffeo, Contact Tracer Manager, Family Health Services
Susan O'Keefe, Contact Tracer Manager, Family Health Services
Cindy Jackson, Program Coordinator, Family Health Services
Nicole Garrett, Program Manager, MAPP, Family Health Services

OTHERS PRESENT

Dan McGrath, Assistant State's Attorney
Marie Lindsay, Governing Council, Chairman

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. Ms. Baskin will call the roll after each motion.

EXECUTIVE DIRECTOR'S COMMENTS - NONE

APPROVAL OF BOARD OF HEALTH MINUTES

Moved: (Mr. Cicero second Ms. Mackey) to approve the June 17, 2020 Regular Session minutes as presented.

Motion carried

Roll Call: Mr. Zelko, "Aye", Mr. Cicero, "Aye", Mr. Gould "Aye", Dr. Lipinski "Aye", Ms. Mackey "Aye", Mr. Hertzmann, "Aye," and Dr. Soderquist "Aye".

TREASURER'S REPORT AND DEPARTMENT FINANCIAL REPORTS

June

- The monthly statement from the Treasurer ending June 30, 2020 showed a balance of \$8,296,695.34.
- The Schedule of Revenue for the month of June was reviewed and discussed showing agency revenue at 54% for the fiscal year.
- The Expense Report for the month of June was reviewed and discussed showing agency expenditures at 50.5% for the fiscal year.

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

Motion Carried

Roll Call: Mr. Zelko, "Aye", Mr. Cicero, "Aye", Mr. Gould "Aye", Dr. Lipinski "Aye", Ms. Mackey "Aye", Mr. Hertzmann, "Aye," and Dr. Soderquist "Aye".

July

- The monthly statement from the Treasurer ending July 31, 2020 showed a balance of \$9,194,796.49.
- 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 54.6% for the fiscal year.

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

Motion Carried

Roll Call: Mr. Zelko, "Aye", Dr. Terrell, "Aye", Mr. Cicero, "Aye", Mr. Gould "Aye", Mr. Hertzmann, "Aye," Dr. Lipinski "Aye", Ms. Mackey "Aye", Ms. Reiland, "Aye," Ms. Tyson, "Aye," and Dr. Soderquist "Aye".

REPORTS FROM DIVISIONS

Reports were provided in the packet by the Executive Director, Chief Executive Officer, Chief Medical Officer, Division Directors, EP&R Program Coordinator, Media Services Manager, and Nicole Garrett.

Administrative Services (Presented Monthly Reports for the months of July & August)

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

Behavioral Health Programs (Presented Monthly Reports for the months of July & August)

- Report of activities were provided in the packet for the Board's review.
- Dr. Troiani reported as of August 19th, BH has collected just under \$130,000 in pending deposits.
- ✚ Mr. Zelko briefly interjected saying he was impressed with the pictures included in the packet of the old HD building.

Chief Executive Officer – CHC (Presented Monthly Reports for months of July & August)

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

Chief Medical Officer – CHC (Presented Monthly Reports for months of July & August)

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

- ↓ Mr. Cicero congratulated Dr. Byrd on the Joint Commission’s re-accreditation.

Environmental Health (Presented Monthly Reports the months of July & August)

Mr. Casey reported on the following topics below:

- Since the submission of his report, Will County reported their first West Nile Virus positive cases this week from a trap in Plainfield and one from Romeoville’s mosquito abatement district. No human/animal cases have been reported.
- EH has handled over 150 COVID complaints since March regarding food service and outdoor events.
- On August 1, 2020, Thomson International, Inc. recalled all varieties of onions that could have come in contact with potentially contaminated red onions, due to the risk of cross-contamination. Recalled products include red, yellow, white, and sweet yellow onions shipped from May 1, 2020 to August 1, 2020.

Family Health Services – (Presented Monthly Reports for the months of July & August)

- Reports of activities were provided in the packet for the Board’s review.
- Ms. VanderBoegh pointed out on the second page of her report, included are five poster examples from a social media mask campaign. These posters will be distributed to the branch offices and County buildings.
- Ms. VanderBoegh reported two Community Health Educators have been posting COVID updates on our social media pages (Facebook and Twitter); we have had over 1500 likes/comments/shares/ from social media users reaching over 57k users since June.
- Ms. VanderBoegh mentioned FHS has hired three new managers via the COVID grant; Carrie Jackson, Resource Coordinator, and two – Contact Tracer Managers, Susan O’Keefe and Angela Maffeo.
- ↓ Mr. Zelko inquired about addressing the contact tracing updates now or in Sue’s narrative. Ms. Olenek invited the Contact Tracer managers into the discussion as well as Alpesh Patel.
- ↓ Mr. Zelko referenced the article in the Herald Newspaper regarding residents not following the COVID-19 guidelines. Discussions ensued.

Emergency Preparedness and Response (EP&R) (Presented Monthly Reports for the months of July & August)

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

Media Services (Presented Monthly Reports for the months of July & August)

- Mr. Brandy updated the board on past/upcoming events scheduled.
- Mr. Brandy reported on daily and weekly tasks he has scheduled.
- Mr. Brandy noted up-to-date content is continuously added to the website, Facebook, and Twitter pages regarding COVID-19.

Nicole Garrett, MAPP Coordinator provided a written report in the packet detailing her involvement with the COVID-19 pandemic.

Ms. Garrett discussed the Will County COVID-19 analysis report included in the packet. The analysis showcases numerous charts broken out by COVID-19 cases, incidents per week, deaths associated with long-term care facilities, and deaths by age and gender.

- ↓ Ms. Olenek welcomed our newest Board of Health member and County Board member Margaret Tyson to the meeting. Ms. Tyson replaces Ms. Denise Winfrey. Ms. Tyson’s appointment brings the Board’s full complement up to 12 members. Ms. Olenek asked Ms. Tyson to introduce herself to everyone.

OLD BUSINESS

COVID-19 RESPONSE (ADM)

Ms. Olenek mentioned, her overview included in the packet contains the following topics below:

- ❖ Discussions with the Sheriff's office and the WCHD leadership team were conducted regarding mitigation efforts underway to enforce the rules centered around HB41 (rulemaking of the masking, social distancing, and gatherings.)
- ❖ Working with the Regional Office of Education regarding the learning environment and preparations for the start of the school year. Also suggested the parents have to participate in enforcing the rules of COVID safety with their children.
- ❖ Human Resources onboarded over 41 individuals within 30-days; including 31 Contact Tracers and 10 F.T.E.'s. Ms. Olenek thanked everyone for their hard work participating in the hiring process of all the individuals listed on the Personnel Status Report.

NEW BUILDING UPDATE (ADM)

Ms. Bilotta provided updates for the new building including:

- ❖ Briefly discussed the photos in the packet of the last walk through in the old building before the scheduled demolition.
- ❖ Demolition is set for August 6th and is scheduled to last between three – four weeks.
- ❖ Working through the punch list with Kluber, Leopardo, and Midwest Furniture.
- ❖ Lost Power after Monday's storm and was able to use the generator until Wednesday August 18th. The Health Center was without power; therefore, needed to close for the day due to being without a generator. The campus was back on normal power as of Wednesday night.
- Mr. Zelko suggested looking into funding for a generator for the Health Center.
- Mr. Zelko acknowledged Steve Brandy for his well-written tribute on Dr. Gutierrez's retirement. Ms. Olenek mentioned a dedication tree will be planted and a plaque will be placed by the tree. A tree planting ceremony will be planned for some time in the fall.

RESOLUTION #20-31 AGREEMENT BETWEEN THE WILL COUNTY HEALTH DEPARTMENT AND SUNNY HILL SANATORIUM BOARD (ADM)

Moved: (Dr. Terrell second Mr. Hertzmann) The WCHD provides select support services to the Sunny Hill Tuberculosis Clinic for an annual fee. This services agreement is reviewed and renewed annually. The Board of Health approves the attached agreement between the Sunny Hill Sanatorium Board and Will County Health Department throughout the Fiscal Year of 2021 (December 1, 2020 – November 30, 2021) for an annual amount of \$9,350.

Motion Carried

Roll Call: Mr. Zelko, "Aye", Dr. Terrell, "Aye", Mr. Cicero, "Aye", Mr. Gould "Aye", Mr. Hertzmann, "Aye," Dr. Lipinski "Aye", Ms. Mackey "Aye", Ms. Reiland, "Aye," Ms. Tyson, "Aye," and Dr. Soderquist "Aye".

RESOLUTION #20-32 FY2021 BUDGET APPROPRIATION (ADM) – TABLED

Moved: (Dr. Terrell second Mr. Cicero) Due to the changes in some of the grants, the FY2021 Budget Appropriation has been tabled until the next BOH meeting. The Board of Health approves to table Resolution #20-32 FY2021 Budget Appropriation.

Motion Carried

Roll Call: Mr. Zelko, "Aye", Dr. Terrell, "Aye", Mr. Cicero, "Aye", Mr. Gould "Aye", Mr. Hertzmann, "Aye," Dr. Lipinski "Aye", Ms. Mackey "Aye", Ms. Reiland, "Aye," Ms. Tyson, "Aye," and Dr. Soderquist "Aye".

RESOLUTION #20-33 SURPLUS EQUIPMENT (ADM)

Moved: (Mr. Hertzmann second Dr. Terrell) WCHD requires disposal of surplus items from Family Health Services, Administration, Behavioral Health Services, and Environmental Health that are obsolete and/or not working. The Board of Health approves the disposal and/or recycling.

Motion Carried

Roll Call: Mr. Zelko, "Aye", Dr. Terrell, "Aye", Mr. Cicero, "Aye", Mr. Gould "Aye", Mr. Hertzmann, "Aye," Dr. Lipinski "Aye", Ms. Mackey "Aye", Ms. Reiland, "Aye," Ms. Tyson, "Aye," and Dr. Soderquist "Aye".

RESOLUTION #20-34 TRANSFER OF APPROPRIATION OF FUNDS – FY2020 HD BUDGET (CHC)

Moved: (Dr. Terrell second Ms. Tyson) The CHC obtained a grant for Expanding Capacity for Coronavirus Testing Supplemental Funding. The CHC hired several temporary coronavirus testers and is in need of money in the temporary salaries budget code. The Board of Health approves the following transfer of appropriation of funds in the FY2020 Health Department budget.

Motion Carried

Roll Call: Mr. Zelko, “Aye”, Dr. Terrell, “Aye”, Mr. Cicero, “Aye”, Mr. Gould “Aye”, Mr. Hertzmann, “Aye,” Dr. Lipinski “Aye”, Ms. Mackey “Aye”, Ms. Reiland, “Aye,” Ms. Tyson, “Aye,” and Dr. Soderquist “Aye”.

RESOLUTION #20-35 APPROPRIATION OF FUNDS – ROOF REPLACEMENT (CHC)

Moved: (Mr. Gould second Mr. Cicero) the CHC obtained an IL Capital Development Grant in 2014 but the project was unfunded under Governor Rauner’s administration and refunded under Governor Pritzker. The cost of the generator alone in 2020 dollars far exceeds the estimated cost obtained in 2014. The Board of Health approves the additional appropriation of funds to the FY2020 Will County Health Department and Community Health Center budget for FY2020.

Motion Carried

Roll Call: Mr. Zelko, “Aye”, Dr. Terrell, “Aye”, Mr. Cicero, “Aye”, Mr. Gould “Aye”, Mr. Hertzmann, “Aye,” Dr. Lipinski “Aye”, Ms. Mackey “Aye”, Ms. Reiland, “Aye,” Ms. Tyson, “Aye,” and Dr. Soderquist “Aye”.

RESOLUTION #20-36 PURCHASE OF ROOF REPLACEMENT (CHC)

Moved: (Dr. Terrell second Ms. Reiland) The County Facilities Department formally bid the project in accordance with the County of Will Procurement policy. The Will County Board passed resolution 20-179 on May 20th, 2020 to award the work to Malcor Roofing of Illinois in the amount of \$239,000. The Board of Health approves the purchase of a roof replacement amount in the amount of \$239,000 to Malcor Roofing of Illinois.

Motion Carried

Roll Call: Mr. Zelko, “Aye”, Dr. Terrell, “Aye”, Mr. Cicero, “Aye”, Mr. Gould “Aye”, Mr. Hertzmann, “Aye,” Dr. Lipinski “Aye”, Ms. Mackey “Aye”, Ms. Reiland, “Aye,” Ms. Tyson, “Aye,” and Dr. Soderquist “Aye”.

RESOLUTION #20-37 AMENDMENT TO APPROPRIATION OF THE CHC CARES ACT MAY 2020 (CHC)

Moved: (Mr. Hertzmann second Dr. Terrell) Resolution #20-25 appropriated \$892,149 in expense line item 207-41-252-1030 by scrivener’s error instead of the correct amount of \$828,750. The Board of Health approves the amendment to the appropriation (due to scrivener’s error) of funds to the FY2020 WCHD and CHC’s budget.

Motion Carried

Roll Call: Mr. Zelko, “Aye”, Dr. Terrell, “Aye”, Mr. Cicero, “Aye”, Mr. Gould “Aye”, Mr. Hertzmann, “Aye,” Dr. Lipinski “Aye”, Ms. Mackey “Aye”, Ms. Reiland, “Aye,” Ms. Tyson, “Aye,” and Dr. Soderquist “Aye”.

RESOLUTION #20-38 IDPH FAMILY PLANNING PROGRAM SLIDING FEE SCALE (CHC)

Moved: (Mr. Cicero second Ms. Mackey) The CHC provides Title X Family Planning services and procedures. The CHC Governing Council approved the IDPH Title X Family Planning Program SFY2020 at the August 5, 2020 meeting. The Board of Health approves the adoption of the IDPH Title X Family Planning Program sliding fee scales effective July 1, 2020 and the amended changes to the header FY2020 to FY2021.

Motion Carried

Roll Call: Mr. Zelko, “Aye”, Dr. Terrell, “Aye”, Mr. Cicero, “Aye”, Mr. Gould “Aye”, Mr. Hertzmann, “Aye,” Dr. Lipinski “Aye”, Ms. Mackey “Aye”, Ms. Reiland, “Aye,” Ms. Tyson, “Aye,” and Dr. Soderquist “Aye”.

RESOLUTION #20-39 CONTINGENCY AGREEMENT WITH THE NECNIC GROUP LLC. (CHC)

Moved: (Dr. Terrell second Ms. Reiland) At times budgeted provider positions become vacant at the CHC. From time to time we have enlisted the assistance of a recruitment and/or placement firm for filling these vacancies. The Board of Health approves entering into the attached contingency agreement with Necnic Group, LLC.

Motion Carried

Roll Call: Mr. Zelko, “Aye”, Dr. Terrell, “Aye”, Mr. Cicero, “Aye”, Mr. Gould “Aye”, Mr. Hertzmann, “Aye,” Dr. Lipinski “Aye”, Ms. Mackey “Aye”, Ms. Reiland, “Aye,” Ms. Tyson, “Aye,” and Dr. Soderquist “Aye”.

RESOLUTION #20-40 CONTRACT APPROVAL FOR LOCUM TENENS SERVICES (CHC)

Moved: (Dr. Terrell second Mr. Cicero) The CHC has Provider position vacancies from time to time. CHC has used locum tenens services to temporarily fill vacancies with contracted providers. 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 Delta Locum Tenens, LLC.

Motion Carried

Roll Call: Mr. Zelko, "Aye", Dr. Terrell, "Aye", Mr. Cicero, "Aye", Mr. Gould "Aye", Mr. Hertzmann, "Aye," Dr. Lipinski "Aye", Ms. Mackey "Aye", Ms. Reiland, "Aye," Ms. Tyson, "Aye," and Dr. Soderquist "Aye".

RESOLUTION #20-41 2020 NARCAN PURCHASE (AGENCY)

Moved: (Dr. Terrell second Mr. Hertzmann) the Will County Health Department is working with the Will County Office of Substance Use Initiatives to expand its harm reduction efforts by purchasing additional Narcan for the County which will be provided to participants after completing the training program. The purchase of additional doses of Narcan will allow the Will County Office of Substance Use Initiatives to continue providing training sessions to groups and organizations in Will County. The Board of Health approves the payment not to exceed \$15,000 to ADAPT Pharma, Inc.

Motion Carried

Roll Call: Mr. Zelko, "Aye", Dr. Terrell, "Aye", Mr. Cicero, "Aye", Mr. Gould "Aye", Mr. Hertzmann, "Aye," Dr. Lipinski "Aye", Ms. Mackey "Aye", Ms. Reiland, "Aye," Ms. Tyson, "Aye," and Dr. Soderquist "Aye".

SUBSTANCE ABUSE PROGRAM DASA/LICENSE (BH)

Dr. Troiani discussed the Proposal for Development of a Substance Use Disorder Outpatient Treatment Program in the Division of Behavioral Health included in the packet. Discussions ensued regarding the need of this program. Dr. Burke commented on the need of the program and her advocacy for outpatient services.

- ↓ Mr. Hertzmann inquired if the program is limited to Will County residents? Dr. Troiani replied, "the program will be offered to Will County residents at this time."
- ↓ Mr. Zelko suggested we start working on the getting funding for the program with the assistance of Dr. Burke. Mr. Zelko asked for meetings to be established to see who can be involved in getting the program up and running. Mr. Zelko asked for this topic to be put on the agenda for an update at next month's meeting.
- ↓ Ms. Olenek noted this program was not included in the FY2021 budget when it was being built out as this program was only in the proposal stages at the time. Ms. Olenek suggested she would include some of the budget changes depending on how quick the rollout is. Ms. Olenek will also bring back "only" the increases and decreases in the grants. Dr. Troiani mentioned he would need to hire a Program Manager to run the development and implementation for the program.

EXECUTIVE DIRECTOR ANNUAL PERFORMANCE EVALUATION

Ms. Olenek's evaluation was conducted by Mr. Zelko and Dr. Terrell and was included in the packet for the Board's review. Mr. Gould iterated since he was not able to provide his feedback during the evaluation discussions, he would like re-schedule a meeting for his inclusion. A meeting will be scheduled to include Mr. Zelko, Dr. Terrell, and Mr. Gould before the next Board meeting.

EXECUTIVE SESSION RE: EMPLOYMENT/LEGAL MATTERS – NONE

APPROVAL OF PERSONNEL STATUS REPORT FOR THE WILL COUNTY HEALTH DEPARTMENT

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

Motion Carried

Roll Call: Mr. Zelko, "Aye", Dr. Terrell, "Aye", Mr. Cicero, "Aye", Mr. Gould "Aye", Mr. Hertzmann, "Aye," Dr. Lipinski "Aye", Ms. Mackey "Aye", Ms. Reiland, "Aye," Ms. Tyson, "Aye," and Dr. Soderquist "Aye".

BOARD MEMBERS' COMMENTS/CONCERNS


- ↓ Mr. Zelko noted next meeting will be virtual in September.
- ↓ Dr. Terrell and the Board gave kudos and acknowledgement to Ms. Olenek, the leadership team, and staff for continuously doing a great job during the COVID pandemic.

PUBLIC CONCERNS AND COMMENTS – NONE

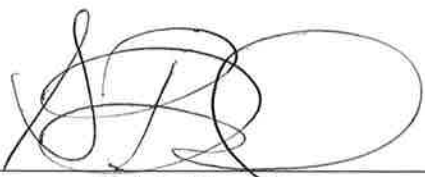
ADJOURNMENT

At 5:09 p.m. a motion was made by (Ms. Reiland, second by Mr. Cicero) to adjourn the meeting.

Roll Call: Mr. Zelko, “Aye”, Dr. Terrell, “Aye”, Mr. Cicero, “Aye”, Mr. Gould “Aye”, Mr. Hertzmann, “Aye,” Dr. Lipinski “Aye”, Ms. Mackey “Aye”, Ms. Reiland, “Aye,” Ms. Tyson, “Aye,” and Dr. Soderquist “Aye”.

By: 

John Cicero, Secretary
Will County Board of Health

By: 

Stephanie Baskin, Executive Assistant
Will County Health Department