



**WILL COUNTY HEALTH DEPARTMENT  
BOH MEETING MINUTES  
JUNE 17, 2020**

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The monthly meeting of the Board of Health held via virtual conference call was called to order at 3:06 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. (conferenced in at 3:08 p.m.)  
Edgar Ramos, PsyD.  
Nanci Reiland

**MEMBERS ABSENT**

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

**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  
Thomas Casey, Division Director, Environmental Health  
Trisha Kautz, Program Coordinator, Environmental Health Lab  
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  
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  
Margaret Tyson, County Board, District #3  
Ken Harris, County Board, District #4  
Jackie Traynere, County Board, District #4  
Rachel Ventura, County Board, District #9  
Julie Berkowicz, County Board, District #11

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## **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. Effective immediately Ms. Winfrey is no longer a Board member due to her appointment as County Executive following the passing of Mr. Larry Walsh. Ms. Winfrey has referred Ms. Margaret Tyson to the Board in place of her. Ms. Tyson is expected to be approved as the newest Board of Health member at the June 18<sup>th</sup> County Board meeting and will assume as BOH member at the August meeting due to no session in July.

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

**Moved:** (Mr. Cicero second Mr. Gould) to approve the May 20, 2020 Regular Session minutes as presented.

#### **Motion carried**

**Roll Call:** Mr. Zelko, "Aye", Dr. Terrell, "Aye", Mr. Cicero, "Aye", Mr. Gould "Aye", Dr. Ramos, "Aye", and Ms. Reiland, "Aye", Mr. Hertzmann, "Aye."

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

- The **corrected** monthly statement from the Treasurer ending April 30, 2020 is included in the packet.
- The monthly statement from the Treasurer ending May 31, 2020 showed a balance of \$4,989,103.76.
- The Schedule of Revenue for the month of May was reviewed and discussed showing agency revenue at 36% for the fiscal year.
- The Expense Report for the month of May was reviewed and discussed showing agency expenditures at 42.9% for the fiscal year.
- The Capital Improvement Fund statement was presented for the month of May showing activity with an ending balance of \$51.18.
- The end-of-year FY2019 Year-End Comparison (expenses only) document was presented and discussed.

**Moved:** (Dr. Terrell, second Mr. Hertzmann to approve the Treasurer's Report including the corrected statement for April and Department Financial Reports for the month of May as presented.

#### **Motion Carried**

**Roll Call:** Mr. Zelko, "Aye", Dr. Terrell, "Aye", Mr. Cicero, "Aye", Mr. Gould "Aye", Dr. Lipinski "Aye", Dr. Ramos, "Aye", Ms. Reiland, "Aye", and Mr. Hertzmann, "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, and Media Services Manager.*

#### **Administrative Services (Presented Monthly Reports for the month of May)**

- Ms. Bilotta reported the draft for FY2021 is being developed. Meeting with the County Friday to review the draft and will bring the draft budget to the Board at the August meeting.
- I.T.T. continues working on the phone systems, computers, and decommissioning the old phones from the old building.
- ✚ Mr. Zelko inquired about the cell phone signal issues in the new building. Ms. Bilotta mentioned Anthony is working with AT&T to assess the signal issues. Brief discussion ensued.

### **Behavioral Health Programs (Presented Monthly Reports for the month of May)**

- Dr. Troiani reported as of June 17<sup>th</sup>, has collected \$105,824.29 with \$7,208.53 in pending deposits.
- Dr. Troiani informed the Board he received a notice from HFS regarding the increase in Medicaid Rule 132 for Community Mental Health rates. The new rates will be increased by 2% effective June 1, 2020.
- ✚ Mr. Cicero inquired if the retroactive payments have been funded? Dr. Troiani replied, 'yes.'

### **Chief Executive Officer – CHC (Presented Monthly Reports for the month of May)**

Ms. Maragos reported the mobile health unit is out in the community five days a week doing COVID-19 screenings; including the Bolingbrook and Monee sites. Up to 90 patients were screened for testing at the Will County Office Building today.

- ✚ Mr. Cicero inquired about the P.P.E. supply at the CHC. Ms. Maragos noted the only thing they have run out of is the Clorox wipes, the remaining P.P.E. supplies are stocked.

### **Chief Medical Officer – CHC (Presented Monthly Reports for the month of May)**

Dr. Byrd highlighted from the report, the CDC's cumulative trends shows a continued increase in the death rate in Illinois from COVID-19 through June 15<sup>th</sup>. Dr. Byrd noted continued CDC guidelines should be followed.

### **Environmental Health (Presented Monthly Reports the month of May)**

Mr. Casey reported on the following topics below:

- A total of 6 West Nile Virus positive cases have been reported in Lake and Cook Counties. Will County has no positive cases.
- The swimming program inspections are on hold – might re-open for Phase 4; waiting for the Governor's guidance.
- Tent events are on hold which will result in a loss of revenue for the EH division.
- Restaurant inspections are back to normal.
- No COVID-19 related calls for meat plants since last month's meeting.
- Lakeside Refrigerated Services, a Swedesboro, N.J. establishment, is recalling approximately 42,922 pounds of ground beef products that may be contaminated with E. coli.

### **Family Health Services – (Presented Monthly Reports for the month of May)**

- Ms. VanderBoegh reported for the Healthworks program, FHS was notified by DHS, they plan to execute the full FY2020 contract. The DCFS contract is extending for the next 6 months.
- ✚ ASA McGrath inquired if a contract has been submitted by DHS? Ms. VanderBoegh replied, 'a contract has not been received by the agency.'
- Ms. VanderBoegh reported Cindy Jackson applied for a mini grant for Jeff Eberhart (Micro Pantry founder). He was awarded 2000 pairs of socks by the Bombas Sock company. The socks will go into the homeless backpacks.

### **Emergency Preparedness and Response (EP&R) (Presented Monthly Reports for the month of May)**

#### **Media Services (Presented Monthly Reports for the month of May)**

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

- ✚ *Mr. Zelko asked the audience to reserve a moment of silence for the passing of Mr. Larry Walsh, Will County Executive. Mr. Zelko stated thoughts and prayers are with Mr. Walsh's family.*

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

Ms. Garrett was pulled into the COVID-19 task force to implement web development for COVID-19 information and data through the WORDPRESS software currently used by the agency. The outcome was that 2 pages were developed; one to display information related to educating the public about Coronavirus; signs, symptoms, treatment, current testing strategies, executive order proclamations, workplace guidelines, informational videos, informational graphics, and prevention and treatment strategies, including resources for food, and additional social services. The second, to display daily crude data analysis of the pandemic for our county in real time.

- ↓ Mr. Cicero acknowledged Ms. Garrett for her hard work, efforts, and for providing a very comprehensive report.
- ↓ Mr. Cicero inquired if there is a link to provide to get the status of COVID-19 related reporting regarding long-term care facilities in Will County. Ms. Garrett noted the link can be found on the IDPH website.

## **OLD BUSINESS**

### **COVID-19 RESPONSE (ADM)**

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

- ❖ The hotline is still operational.
- ❖ Daily reports have been reduced a couple times a week.
- ❖ The approval of several resolutions containing over \$1,000,000 of grant funding appropriations.

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

Ms. Bilotta provided updates for the new building including:

- ❖ Working on detention basin.
- ❖ HVAC issues continue.
- ❖ Cameras are running.
- ❖ Received panic button training; Policy is being developed regarding operations.
- ❖ Burglar and Fire alarms are activated.
- ❖ Hanging days are underway. Started this week.
- ❖ Outdoor benches have been set in place in the front of the building; Picnic tables have arrived for the back patio.
- ❖ Ordered and received 36 Germ barriers for the workstations/security desk.
- ❖ Additional P.P.E. stations have been put up around the building.
- ❖ The old building is cleaned out and going through the abatement process.

### **RESOLUTION #20-23 SURPLUS EQUIPMENT (ADM)**

**Moved:** (Dr. Terrell second Mr. Cicero) 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", Dr. Lipinski "Aye", Dr. Ramos, "Aye", Ms. Reiland, "Aye", and Mr. Hertzmann, "Aye".

### **RESOLUTION #20-24 PURCHASE OF AVAYA GATEWAY PHONE SYSTEM (ADM)**

**Moved:** (Mr. Hertzmann second Dr. Terrell) The WCHD new 501 Ella Building has a Voice Over IP (VOIP) phone system while the CHC and the branch offices have older phone systems which does not allow for a seamless form of communication across our agency facilities. The purchase of Avaya Gateway licenses, VOIP phones, and installation of the equipment for the CHC, the Eastern Branch Office and Northern Branch Office are needed for approval. The Board of Health approves the payment of an amount not to exceed \$64,000 to Altura Communication Solutions.

Mr. Gould and ASA McGrath inquired if the AVAYA system had been bided on previously or if the purchase for equipment needed to go out for bid? After a brief review by the ASA McGrath, the ASA recommended the Board to proceed with approval of this resolution, no bid requirement for this purchase.

#### **Motion Carried**

**Roll Call:** Mr. Zelko, “Aye”, Dr. Terrell, “Aye”, Mr. Cicero, “Aye”, Dr. Lipinski “Aye”, Dr. Ramos, “Aye”, Ms. Reiland, “Aye”, Mr. Hertzmann, “Aye”, Mr. Gould “Nay”.

**RESOLUTION #20-25 IDPH CONTACT TRACING GRANT APPROPRIATION (AGENCY)**

**Moved:** (Dr. Terrell second Ms. Reiland) The FHS division obtained an IDPH COVID-19 Contact Tracing Grant for implementing a robust contact tracing program. The Award of \$4,905,792 provides one-time funding to support this initiative for the hire of full-time, temporary and management staff to comply with the requirements of IDPH contact tracing protocols. The Board of Health approves the appropriation of funds to the FY2020 Will County Health Department and Community Health Center budget in the amount of \$1,442,632.

**Motion Carried**

**Roll Call:** Mr. Zelko, “Aye”, Dr. Terrell, “Aye”, Mr. Cicero, “Aye”, Mr. Gould “Aye”, Dr. Lipinski “Aye”, Dr. Ramos, “Aye”, Ms. Reiland, “Aye”, and Mr. Hertzmann, “Aye”.

**RESOLUTION #20-26 PURCHASE OF PLANMECA PROMAX PANOREX MACHINE (CHC)**

**Moved:** (Dr. Terrell second Dr. Lipinski) The CHC received a Notice of Award from HSRA for Oral Health Infrastructure Supplemental Funding. The CHC desires to purchase and install a panoramic x-ray unit to enhance oral imaging and improve patient care. The Board of Health approves the payment of an amount not to exceed \$30,000 to Midway Dental. Bid documents included.

**Motion Carried**

**Roll Call:** Mr. Zelko, “Aye”, Dr. Terrell, “Aye”, Mr. Cicero, “Aye”, Mr. Gould “Aye”, Dr. Lipinski “Aye”, Dr. Ramos, “Aye”, Ms. Reiland, “Aye”, and Mr. Hertzmann, “Aye”.

**RESOLUTION #20-27 CARES ACT GRANT APPROPRIATION (ADM)**

**Moved:** (Mr. Cicero second Ms. Reiland) The WCHD was awarded an IDPH COVID-19 Crisis Grant. The Award of \$288,861 provides one-time funding to build capacity to address incident management for early crisis response, jurisdictional recovery, information management, countermeasures and mitigation, surge management, and bio surveillance however most of the award was for personnel expenses for existing staff already included in our County budget. The Board of Health approves the additional appropriation of funds to the FY2020 Will County Health Department budget in the amount of \$20,650.

**Motion Carried**

**Roll Call:** Mr. Zelko, “Aye”, Dr. Terrell, “Aye”, Mr. Cicero, “Aye”, Mr. Gould “Aye”, Dr. Lipinski “Aye”, Dr. Ramos, “Aye”, Ms. Reiland, “Aye”, and Mr. Hertzmann, “Aye”.

**RESOLUTION #20-28 CARES ACT GRANT APPROPRIATION (CHC)**

**Moved:** (Mr. Hertzmann second Dr. Terrell) The CHC obtained FY2020 Expanding Capacity for Coronavirus Testing (ECT) Supplemental Funding for Health Centers (COVID-19) from HRSA on 5/4/2020. The Award of \$271,924.00 provides one-time funding to support the detection of coronavirus and/or the prevention, diagnosis, and treatment of coronavirus disease 2019. The Board of Health approves the additional appropriation of funds to the FY2020 Will County Health Department and Community Health Center budget in the amount of \$149,854.

**Motion Carried**

**Roll Call:** Mr. Zelko, “Aye”, Dr. Terrell, “Aye”, Mr. Cicero, “Aye”, Mr. Gould “Aye”, Dr. Lipinski “Aye”, Dr. Ramos, “Aye”, Ms. Reiland, “Aye”, and Mr. Hertzmann, “Aye”.

**RESOLUTION #20-29 CARES ACT GRANT APPROPRIATION (AGENCY)**

**Moved:** (Dr. Terrell second Ms. Reiland) The CHC obtained FY2020 Coronavirus Aid, Relief, and Economic Security (CARES) Supplemental Funding for Health Centers (COVID-19) from HRSA on 4/3/20. The Award of \$793,985 provides one-time funding to support the detection of coronavirus and/or the prevention, diagnosis, and treatment of coronavirus disease 2019, including maintaining or increasing health center capacity and staffing levels during a coronavirus-related public health emergency. The Board of Health approves the additional appropriation of funds to the FY2020 Will County Health Department and Community Health Center budget in the amount of \$311,518.

**Motion Carried**

**Roll Call:** Mr. Zelko, “Aye”, Dr. Terrell, “Aye”, Mr. Cicero, “Aye”, Mr. Gould “Aye”, Dr. Lipinski “Aye”, Dr. Ramos, “Aye”, Ms. Reiland, “Aye”, and Mr. Hertzmann, “Aye”.

**RESOLUTION #20-30 APPROPRIATION FY2020 CORONAVIRUS SUPPLEMENTAL FUNDING (CHC)**

**Moved:** (Mr. Cicero second Dr. Terrell) The CHC is an active member of the Illinois Primary Health Care Association (IPHCA). IPHCA launched an “Invest to Advance Campaign” and announced a one-time due increase to support the initiative. The Board of Health hereby approves the first installment payment for membership dues for FY2021 is \$8,689 along with a one-time membership dues add-on fee of \$3,000 payable to IPHCA in the amount of \$11,689.

**Motion Carried**

**Roll Call:** Mr. Zelko, “Aye”, Dr. Terrell, “Aye”, Mr. Cicero, “Aye”, Mr. Gould “Aye”, Dr. Lipinski “Aye”, Dr. Ramos, “Aye”, Ms. Reiland, “Aye”, and Mr. Hertzmann, “Aye”.

**BUDGET FY2021 (ADM)**

Ms. Bilotta provided the Budget summary during her report; will have a draft budget for review at the next BOH meeting in August. Mr. Cicero asked if the same tax levy numbers are used this year same as the previous year. Ms. Bilotta replied, ‘yes.’

**HB4150 UPDATE (ADM)**

Ms. Olenek mentioned this HB was introduced by Representative Robyn Gable for increased funding for local health departments. Ms. Olenek does not have an update to provide at this current time. Mr. Cicero asked, if approved, what benefit does it have for Will County? Ms. Olenek replied, ‘she does not know the specifics.’

**COUNTY BOARD RESOLUTION (CHC)**

Ms. Olenek reported at the last County Board meeting, the Restore Illinois plan moving from Phase III to Phase IV were discussed. The resolution’s purpose is to make an appeal to the Governor for removal of Will County in Region 7. Resolution #20-175 Request for Governor and General Assembly to Create Additional Region in Restore IL Plan was passed at the County Board meeting May 1, 2020.

✚ Mr. Zelko asked Ms. Olenek what’s considered a successful contact trace? Ms. Olenek did not have the answer at this time and will reach out to Mr. Zelko once she receives the response.

**EXECUTIVE DIRECTOR ANNUAL PERFORMANCE EVALUATION**

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 August meeting.

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

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

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

**Motion Carried**

**Roll Call:** Mr. Zelko, “Aye”, Dr. Terrell, “Aye”, Mr. Cicero, “Aye”, Mr. Gould “Aye”, Dr. Ramos, “Aye”, Ms. Reiland, “Aye”, and Mr. Hertzmann, “Aye”.

Mr. Zelko suggested, at later date, put together a tribute to honor Dr. Gutierrez’s service at the Health Center. Ms. Maragos suggested planting a tree or a bench in his name, along with presenting him a plaque in his honor. Mr. Zelko agreed to those suggestions.

**BOARD MEMBERS' COMMENTS/CONCERNS**

- Mr. Zelko reiterated we will not meet in July. The next meeting is in August.
- Mr. Hertzmann and Dr. Terrell gave kudos and acknowledgement to the staff for continuously doing a great job during the COVID pandemic.
- Ms. Olenek gave Ms. Stacey Knack special recognition for managing Human Resources intermittently without staff due to COVID.

**PUBLIC CONCERNS AND COMMENTS – NONE**

**ADJOURNMENT**

At 4:34 p.m. a motion was made by (Mr. Cicero, second by Dr. Terrell) to adjourn the meeting.

**Roll Call:** Mr. Zelko, "Aye", Dr. Terrell, "Aye", Mr. Cicero, "Aye", Mr. Gould "Aye", Dr. Ramos, "Aye", Ms. Reiland, "Aye", and Mr. Hertzmann, "Aye".

By: \_\_\_\_\_

  
John Cicero, Secretary  
Will County Board of Health

By: \_\_\_\_\_

  
Stephanie Baskin, Executive Assistant  
Will County Health Department