



**WILL COUNTY HEALTH DEPARTMENT
BOH MEETING MINUTES
DECEMBER 16, 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 3:03 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
Teena Mackey
Scott Soderquist, D.D.S.
Margaret Tyson (exited at 5:39p.m.)

MEMBERS ABSENT

Gary Lipinski, M.D.
George Pitsilos, M.D.
Edgar Ramos, PsyD.
Nanci Reiland

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
Mary Maragos, Chief Executive Officer, Community Health Center
Jennifer Byrd, M.D., Chief Medical Officer, Community Health Center
Joyce Wallace-Butler, Director of Nursing, Community Health Center
Erin Kueber, Reimbursement Specialist, CHC, Chief Steward & Executive Board member AFSCME Local 1028
Scott DuBois, 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
Alpesh Patel, Program, Coordinator, Family Health Services

OTHERS PRESENT

Dan McGrath, Assistant State’s Attorney
Marie Lindsay, Governing Council, Chair
Kathleen Burke, PhD., Director of Substance Use Initiatives, County of Will
Christian Hains, AFSCME Staff Representative, Council 31
Mike Nolan, Tribune Media

PLEDGE OF ALLEGIANCE

PRESIDENT’S COMMENTS

Mr. Zelko welcomed everyone to the meeting and wished everyone a Merry Christmas, and a safe and healthy New Year.

EXECUTIVE DIRECTOR’S COMMENTS

Ms. Olenek wished everyone a Merry Christmas, a Happy New Year, and wishes for 2021 to be a much better year.

Ms. Olenek provided the following updates to the Board.

- ✚ Ms. Olenek reported Ms. Reiland’s father passed away. We will share funeral / memorial details once received from Ms. Reiland.
- ✚ The County has begun emailing the Statement of Economic Interest (SOEI). The SOEI needs to be completed and sent back.
- ✚ At the previous Board meeting, a request was made to have the BOH packet online. As of this meeting, the packet has been uploaded to the website and we will continue to make it available online.

APPROVAL OF BOARD OF HEALTH MINUTES

Moved: (Ms. Mackey, second Dr. Terrell) to approve the November 18, 2020 Regular Session minutes as presented.

Motion carried

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

TREASURER’S REPORT AND DEPARTMENT FINANCIAL REPORTS

- The monthly statement from the Treasurer ending November 30, 2020 showed a balance of \$9,001,040.91.
- ✚ Ms. Bilotta informed the Board due to the transition to D365, the Treasurer’s report is actually as of November 25th.
- The Schedule of Revenue for the month of November was reviewed and discussed showing agency revenue at 94% for the fiscal year.
- The Expense Report for the month of November was reviewed and discussed showing agency expenditures at 88.2% for the fiscal year.
- ✚ Mr. Cicero inquired if the new D365 system is more user friendly? Ms. Bilotta replied, “staff are still in training and will not be using the system independently until this upcoming Monday”.

Moved: (Mr. Hertzmann, second Ms. Tyson) to approve the Treasurer’s Report and Department Financial Reports for the month of November as presented.

Motion Carried

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

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

Behavioral Health Programs (Presented Monthly Reports for the month of December)

- Report of activities were provided in the packet for the Board’s review.
- Dr. Troiani reported BH has applied for the Illinois Children’s Healthcare Foundation grant. BH was awarded \$149,940.
- Dr. Troiani mentioned as of December 16th, BH has collected \$131,809.99 in deposits.

- Dr. Troiani participated in Congressman Foster’s townhall on the issues of Mental Health and COVID-19. The virtual meeting is available for viewing on Congressman Foster’s website.

Chief Executive Officer – CHC (Presented Monthly Reports for the month of December)

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

Chief Medical Officer – CHC (Presented Monthly Reports for the month of December)

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

Environmental Health and Lab (Presented Monthly Reports for the month of December)

- Report of activities were provided in the packet for the Board’s review.
- Mr. Casey provided updates regarding invoicing and vendor contacts for the Food, Septic, and IMS programs. Brief discussion ensued.

Family Health Services – (Presented Monthly Reports for the month of December)

- Reports of activities were provided in the packet for the Board’s review.
- Ms. VanderBoegh reported in addition to the Purchase of the Ultra Cold Freezer Resolution, as of last week IDPH referred a medical freezer company in Chicago wanting to donate freezers for free; two freezers were selected and awarded. The two freezers will be delivered to Immunizations Monday, December 21st. Ms. VanderBoegh noted if the two freezers donated are in good working condition, FHS will not need to purchase any.
- ✚ Mr. Cicero inquired about the agency the contact tracers were transferred to. Ms. VanderBoegh noted the agency is Ajilon and the Contact Tracers were transferred as of December 7th.

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

- Report of activities were provided in the packet for the Board’s review.
- Ms. Weber reported today we received the first vaccine shipment. The vaccine and ancillary supplies were redistributed to each of the four hospitals in Will County (Amita St. Joseph’s, Silver Cross, Amita Health Bolingbrook, Silver Oaks Hospital).
- Ms. Weber provided updates regarding preparations for the vaccine which includes Phase 1A and Phase 1B, also requests and questions about the vaccination availability. Ms. Weber noted the information will be added to the website by the end of the week or very early next week.
- ✚ Dr. Kathleen Burke inquired what phase would workers in Treatment Centers or Congregate Living settings be a part of to receive the vaccine? Ms. Weber replied, “Congregate Living settings could be potentially part of Phase 2”. Ms. Weber noted if the Congregate Settings or Treatment Centers have questions, to reach out to her. Further guidance will be sought from IDPH regarding the classification of “Healthcare / Frontline workers.” Brief discussions ensued.

Media Services (Presented Monthly Reports for the month of December)

- Mr. Brandy updated the Board on past/upcoming events scheduled.
- Mr. Brandy mentioned he was on WJOL yesterday discussing the BiNax test availability and Radon Action Month which occurs in January.

OLD BUSINESS

COVID-19 RESPONSE

- Ms. Olenek reiterated Ms. Weber’s sentiments noting today was a very historic day receiving and re-distributing the vaccines to the County’s hospitals. Ms. Olenek also noted County Executive, Jennifer Bertino-Tarrant stopped by to view the process.
- Ms. Olenek mentioned plans are being finalized for the remaining phases through the guidance of IDPH. Constant meetings occur daily. Leadership will meet this weekend for further plan discussions.
- Ms. Olenek mentioned she will receive the vaccination once it available.

NEW BUILDING UPDATE (ADM)

Ms. Bilotta provided updates for the new building including:

- Way-finding signs updates.
- Working through the punch list with Kluber and Leopardo.
- The lobby was decorated for Christmas, air purifiers have been ordered and sent to the branch offices, and we are working on improving cell phone reception in the building.

NEW BUSINESS

RESOLUTION #20-60 BY-LAWS REVISION (CHC) - TABLED

Moved: (Mr. Gould second Mr. Cicero) HRSA advised the language needs to reflect the need for virtual meetings. The language was previously approved at the Governing Council meeting December 2, 2020 and will need to be re-approved at the January meeting. The Board of Health approves to table Resolution #20-60 By-Laws Revision until the next meeting.

Motion Carried

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

RESOLUTION #20-61 PURCHASE OF ULTRA COLD FREEZER (FHS)

Moved: (Dr. Terrell second Ms. Reiland) FHS is expecting to receive the COVID-19 vaccine from IDPH. FHS is receiving two free freezers from a medical freezer company in Chicago. If the freezers work properly, FHS will not need to use the funds to purchase two new ones. The Board of Health approves the payment not to exceed \$11,128.00 to McKesson Medical Surgical Inc. pending the outcome of the equipment's donated condition.

Motion Carried

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

RESOLUTION #20-62 FOOD ESTABLISHMENT SANITATION ORDINANCE – MODIFICATION OF FOOD FEES (EH)

Moved: (Ms. Tyson second Dr. Terrell) Revisions have been made to the current Will County Food Establishment Sanitation Ordinance. The Will County Health Department would like to work collaboratively with county food establishment owners and operators during this unprecedented and financially difficult time. The revisions make provision for prescribed food permit penalty fees to be waived until March 1, 2021. The current revisions herein reflect the needed changes for enforcement to this ordinance, effective January 1, 2021. The Board of Health approves this revision to the Will County Food Establishment Sanitation Ordinance.

Motion Carried

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

ELECTION OF OFFICERS

Nomination for President

Moved: (Mr. Cicero, second Dr. Terrell) to accept the nomination for President of the Will County Board of Health and appoint Jim Zelko President of the Board of Health.

Motion carried. Mr. Zelko abstained.

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

Nomination for Vice President

Moved: (Mr. Hertzmann, second Ms. Mackey) to accept the nomination for Vice President of the Will County Board of Health and appoint Billie Terrell, PhD. Vice President of the Board of Health.

Motion carried. Dr. Terrell abstained.

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

Nomination for Secretary

Moved: (Dr. Terrell, second Ms. Mackey) to accept the nomination for Secretary of the Will County Board of Health and appoint John Cicero Secretary of the Board of Health.

Motion carried. Mr. Cicero abstained.

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

BOARD MEETING DATES FY2021

Moved: (Dr. Terrell, second Ms. Mackey) To approve the FY2021 Board of Health Meetings Calendar as presented. The Board of Health meets the third Wednesday of each month (except July) at 3:00 p.m. (via Virtually during the COVID-19 pandemic). Usual meeting location will occur in the Will County Health Department's Community Room 1005A/1005B meeting rooms, 501 Ella Avenue, Joliet, IL.

Motion carried.

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

SUBSTANCE USE PROGRAM DASA/LICENSE (BH)

- Dr. Troiani mentioned a final candidate is being selected for the Program Manager position. A graduate student has been recruited to assist with additional research.
- The process of developing policies / procedures has begun.
- Mr. Cicero inquired if the Crisis Line of Will County closed? Dr. Troiani replied, "yes it did. It closed December 1st due to lack of revenue for operations." Other hotline services are available (e.g. The National Suicide Hotline, Veterans Hotline, & Mobile Crisis Response). Brief discussion ensued.
- Ms. Weber briefly showed a video of Silver Cross staff receiving the COVID-19 vaccine distribution from the WCHD staff.

EXECUTIVE SESSION RE: GRIEVANCES PRESENTATION

Moved: (Dr. Terrell, second Mr. Cicero) To recess the Regular meeting at 4:15p.m. to go into Executive Session for the purpose of discussing grievances presented from AFSCME, in accordance to sec. 2, c-2 of the Open Meetings Act. All members voted "Aye."

Motion Carried

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

OPEN SESSION

During Executive Session. A lengthy discussion ensued regarding the CHC staff grievances presented by AFSCME and the language presented in the Collective Bargaining Agreement. The Board's consensus was to forgo deciding at this time and asked Ms. Olenek to set up a Labor Management meeting with AFSCME before the next Board meeting with a grievance resolution and a future resolution for the needs of the staff and needs of the agency.

APPROVAL OF PERSONNEL STATUS REPORT FOR THE WILL COUNTY HEALTH DEPARTMENT

Moved: (Dr. Terrell, second Mr. Cicero) To approve all personnel changes for the Will County Health Department for the month of December.

Motion Carried

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

BOARD MEMBERS' COMMENTS/CONCERNS

Mr. Zelko noted the County Board has public comments / concerns in two places on the agenda. Mr. Zelko inquired if we should follow the same protocol? The Board and Ms. Olenek agreed to the suggestion in both places; in the beginning for the public to address agenda items and the end for general comments/concerns. Ms. Baskin will have the agenda adjusted for the January meeting.

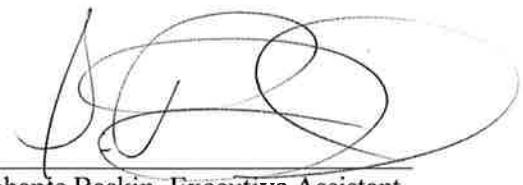
PUBLIC CONCERNS AND COMMENTS – NONE

ADJOURNMENT

At 5:49p.m. a motion was made by (Mr. Cicero, second Dr. Terrell) to adjourn the meeting.

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

By: 
John Cicero, Secretary
Will County Board of Health

By: 
Stephanie Baskin, Executive Assistant
Will County Health Department