



**WILL COUNTY HEALTH DEPARTMENT
BOH MEETING MINUTES
JANUARY 20, 2021**

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
Nanci Reiland
Scott Soderquist, D.D.S.
Margaret Tyson

MEMBERS ABSENT

Gary Lipinski, M.D.
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
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
William Karmia, Program Manager -SUTP, 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
Nicole Garrett, Program Manager – MAPP, Family Health Services
Magda, Lara, Staff Nurse, Family Health Services, AFSCME Steward Local 1028

OTHERS PRESENT

Dan McGrath, Assistant State's Attorney
Marie Lindsay, Governing Council, Chair
Kathleen Burke, PhD., Director of Substance Use Initiatives, County of Will
Nick Palmer, County Board
Rachel Ventura, County Board
Samantha Marcum, Director of Administrative Services, County Executive's Office
Alicia Falbre, Daily Southtown
James Tupplen, Joliet Resident
Bernie Schepler, Naperville Resident
Lewis University Nursing Students

PLEDGE OF ALLEGIANCE

PRESIDENT'S COMMENTS

Mr. Zelko welcomed everyone to the meeting; noting he is looking forward to resume in-person meetings once the pandemic is under control.

EXECUTIVE DIRECTOR'S COMMENTS

- ✚ Ms. Olenek wished everyone a Happy New Year and wishes 2021 to be a much better year.
- ✚ Ms. Olenek stated, today a new president (President Joseph R. Biden) was sworn in today and is hopeful the healing of the nation can start.

APPROVAL OF BOARD OF HEALTH MINUTES

Moved: (Mr. Cicero, second Dr. Terrell) to approve the December 16, 2020 Regular Session minutes as presented.

Motion carried

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

- ✚ During the Motion /Roll Call, audio / visual malfunctions occurred with several Board members. Ms. Olenek suggested using an alternative route by identifying the phone numbers on the meeting. Ms. Baskin attempted that method to no avail. Mr. Zelko continued with the motions.

Moved: (Dr. Terrell, second Mr. Hertzmann) to approve the December 16, 2020 Executive Session minutes as presented.

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

- ✚ The Microsoft Teams application continued to suffer malfunctions. Ms. Ventura made mention we were potentially at risk of violating the Open Meetings Act (OMA) due to the Microsoft Teams link being omitted from the website – granted the teleconference phone number was provided and listed. ASA, McGrath provided further clarification regarding the potential violation. ASA McGrath advised with respect to the OMA, the only requirement is the audio's link be posted, not the visual. The link will be added to the website for the next BOH meeting.

PUBLIC COMMENTS FOR AGENDA ITEMS ONLY – NONE

TREASURER'S REPORT AND DEPARTMENT FINANCIAL REPORTS

- ✚ Ms. Bilotta informed the Board due to the transition to D365 from New World, the Treasurer's report is not available to present for the meeting. The County was not able to generate any reports at this time. The February BOH meeting will have a combination of December and January's financial reporting.
- ✚ Ms. Bilotta inquired if the BOH members preferred to continue to receive the financial reports in the same format as submitted in the past? Ms. Bilotta asked the Board to email her their suggestions.

REPORTS FROM DIVISIONS

Reports were provided in the packet by the Chief Executive Officer, Chief Medical Officer, Division Directors, and Media Services Manager.

Administrative Services (Presented Monthly Reports for the month of January)

- Report of activities were provided in the packet for the Board's review.
- Ms. Bilotta provided brief overview of items included in her report.

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

- Report of activities were provided in the packet for the Board's review.
- Dr. Troiani mentioned as of January 20th, BH has collected \$134,228.02 in deposits.
- Dr. Troiani reported as of today, BH received notice they have achieved three years full accreditation through CARF.
- ✚ The Board expressed their congratulations.

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

- Report of activities were provided in the packet for the Board's review.
- Ms. Maragos noted a report was submitted to HRSA regarding the deficiencies found in the site visit; The report was found to be satisfactory.
- Ms. Maragos mentioned the the Joint Commission will be conducting a virtual site visit during the first week of February.
- ✚ Mr. Cicero acknowledged the Governing Council and Ms. Maragos for their hard work and efforts.

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

- Report of activities were provided in the packet for the Board's review.
- Dr. Byrd mentioned the Director of Nursing has resigned. Currently recruiting to fill that position.
- Mr. Zelko briefly discussed the death rate totals for FY2020 included in the report.

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

- 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
- Mr. Casey reported EH received positive feedback from the public regarding the postponement of the fee and penalty payments.

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

- Reports of activities were provided in the packet for the Board's review.
- Ms. VanderBoegh reported in December, WIC reached 99% of the assigned caseload. Before COVID, the case load was met at about 75%.
- Ms. VanderBoegh thanked Mr. Brandy for the article written for the December 18th press release regarding the WIC program's mission.
- Ms. VanderBoegh mentioned FHS has received an extension of the WIC waiver from the USDA through May 21st.

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

Due to the vaccination roll-out, Ms. Weber was not able to provide a written report. Ms. Weber provided her report verbally.

During Ms. Weber's verbal report, the following items were discussed:

- ✚ The COVID Hotline
- ✚ Vaccine shipment and distribution
- ✚ Will County Medical Office partnerships
- ✚ Internal Clinic at the WCHD and Off-site Clinics
- ✚ Pharmacy Partnerships (Jewel, Meijer, Walmart, Sam's Club, etc-)
- ✚ School Districts
- ✚ Appointment Survey
- ✚ #4 in Will County out of all Illinois Counties for vaccinations given
- ✚ Discussions ensued regarding the age criteria and restrictions for the online survey. Ms. Weber said the criteria is ever-changing in the GIS system as the Phase categories continue to change.
- ✚ Mr. Gould inquired if Joliet has a separate vaccination plan versus the County of Will? Ms. Weber provided an explanation for the discrepancy of information that was put out by the Herald News media.

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

- Mr. Brandy updated the Board on past/upcoming events scheduled.
- Mr. Brandy provided an overview of day-to-day COVID communications.
- Mr. Brandy provided an update from the PIO meeting.
- Mr. Brandy mentioned he was on the Channel 7 news program discussing changes to the survey.

Ms. Baskin and ASA McGrath provided clarification to the previously discussed potential OMA violation brought forth by Ms. Ventura. After further review of the County Board's agenda template (style), ASA McGrath agreed the BOH post for the meeting online met the OMA standards.

OLD BUSINESS

COVID-19 RESPONSE (ED)

Ms. Olenek provided the following updates:

- Dr. Byrd, Dr. Garganera, and herself have co-signed a letter urging Community Medical Providers to become COVID vaccine providers to help assist with the efforts.
- No updates as of today regarding the deployment of the National Guard coming to Will County.
- After reviewing the metrics on the IDPH website, Ms. Olenek inquired to IDPH why Will County has not moved back to Tier 1. As of today, she was notified the changes will occur; Ms. Olenek was not given an official date for the change.
- COVID funding updates were provided.
- Version 5.0 of the mass vaccination plan to be released soon.

NEW BUILDING UPDATE (ADM)

Ms. Bilotta provided updates for the new building including:

- Received a cost savings report from the Resource Recovery and Energy Department at the County regarding the car charging station located in the WCHD parking lot.
- Heating and ventilation updates were provided regarding the temperature variations.

SUBSTANCE USE TREATMENT PROGRAM DASA/LICENSE (BH)

- Dr. Troiani mentioned the Program Manager has been hired. Dr. William Karmia was introduced at the meeting.
- Mr. Reyes continues working on DASA licensure and compliance.

NEW BUSINESS

RESOLUTION #21-01 SURPLUS EQUIPMENT (ADM)

Moved: (Mr. Cicero second Dr. Terrell) The HD requires disposal and recycling of office equipment, phone equipment, copiers, electronics, televisions, routers and switches, computer related items, and other miscellaneous items from the CHC, Family Health Services, Administration, Behavioral Health and Environmental Health. 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", Ms. Reiland, "Aye," Dr. Soderquist, "Aye," and Ms. Tyson, "Aye."

RESOLUTION #21-02 CISCO SMARTNET RENEWAL (ADM)

Moved: (Dr. Terrell second Ms. Tyson) 24x7x4 support is required for mission critical Cisco Equipment. CDWG is the State of Illinois Master Contract vendor for the purchase of Cisco Equipment and Services. The Board of Health approves the CISCO SMARTNET renewal for \$15,875.98 to CDWG.

Motion Carried

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

RESOLUTION #21-03 MEDICAL/HOSPITAL/DENTAL/BH/FAMILY PLANNING FEES (CHC)

Moved: (Ms. Mackey 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 increases for the CHC medical, behavioral health, and family planning hospital evaluation charges.

Motion Carried

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

RESOLUTION #21-04 DENTAL CHARGES AND COORDINATING SLIDING FEE SCALE (CHC)

Moved: (Mr. Hertzmann second Dr. Terrell) The CHC provides dental 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's dental charges.

Motion Carried

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

RESOLUTION #21-05 BYLAWS CHANGES TO COMPLY WITH OMA (CHC)

Moved: (Ms. Mackey second Dr. Terrell) HRSA required additional language to be added to the Governing Council By-Laws after the regularly scheduled monthly meeting of the Governing Council December 2, 2020. The amendments to the GC By-Laws were made at the regularly scheduled monthly meeting of the GC on January 6, 2021. The Board of Health approves the WCCHC Governing Council By-Laws as amended.

Motion Carried

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

RESOLUTION #21-06 PURCHASE OF VECTOR SURVEILLANCE & CONTROL – LARVICIDE PROGRAM (EH)

Moved: (Mr. Hertzmann second Mr. Cicero) Part of the 2021 Vector Surveillance and Control Grant Program being conducted by the EH includes the distribution of mosquito larvicide. The Board of Health approves the purchase of up to eighty (80) cases of Natular XRT larvicide for a total cost (not to exceed) \$72,000.

Motion Carried

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

RESOLUTION #21-07 TRANSFER OF FUNDS (EH)

Moved: (Dr. Terrell second Ms. Mackey) Accela Envision Connect Application is used by Environmental Health to manage their Public Health Programs and Services, Billing and Collections. The new Will County Dynamics 365 ERP system has additional Procurement Categories and Main Accounts for Information Technology. The Board of Health approves the following transfer of funds in the FY2021 Health Department—Environmental Health budget

Motion Carried

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

RESOLUTION #21-08 TRANSFER OF APPROPRIATION (FHS)

Moved: (Dr. Terrell second Ms. Mackey) The WCHD obtained a grant for Contact Tracing. The WCHD transitioned the employment of the Contact Tracers to a temporary employment agency. The WCHD transferred funds into the temporary contractual budget code from other available budget codes which now need to be replenished. The Board of Health approves the following transfer of appropriation of funds in the FY2021 Health Department budget.

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

RESOLUTION #21-09 APPROPRIATION OF FUNDS FOR THE IDPH CONTACT TRACING GRANT (FHS)

Moved: (Mr. Hertzmann second Dr. Terrell) FHS obtained an IDPH COVID-19 Contact Tracing Grant for implementing a robust contact tracing program. \$1,379,233 was appropriated at the June 2020 Board of Health Meeting. Most of the award was anticipated to be carried forward to FY2021 to continue to support the program to the end of the grant period. The Board of Health approves the appropriation of funds to the FY2021 WCHD and CHC budget.

Motion Carried

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

RESOLUTION OF GRIEVANCES HD20CHC4 & HD20CHC5 (CHC)

At the previous BOH meeting, The Board asked Ms. Olenek and AFSCME leadership to set up a Labor Management meeting. After meeting with AFSCME leadership January 12th, the grievances have been settled. Documentation was sent out to the Board members regarding the decision made for the two grievances. Both employees' sick banks will be converted back to personal business days. Grievance HD20CHC5 also requires converting a vacation day back to a personal day as well. The employer also agrees to follow the terms of the CBA. Going forward, it was agreed the language documented in the CBA – in the future, if there is difficulty scheduling coverage for the operation, the Union will be notified, and discussions will take place.

Mr. Delrose mentioned the grievance discussion was tabled at the previous meeting. Ms. Baskin noted a request to table the discussion was not made or voted on – the actual discussion was to “forgo making a decision at that time and set up a Labor Management meeting.” ASA McGrath interjected a table was made and to proceed to vote to un-table the meeting.

Moved: (Mr. Hertzmann, second Mr. Cicero) To remove Grievances HD20CHC4 & HD20CHC5 from table.

Motion Carried

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

Moved: (Dr. Terrell, second Ms. Reiland) To approve the resolution of the grievances HD20CHC4 & HD20CHC5.

Motion Carried

Ms. Mackey inquired if future discussions will be had regarding protocols for the requesting time off during the holiday season? Mr. Zelko mentioned future discussions with Labor Management will need to make this a topic of discussion. Ms. Olenek mentioned reminders are sent to staff to try to avoid (if possible) using PBD’s so close to the end-of-year. Mr. Delrose noted, this year (in particular) was more difficult because of COVID and agreed with Ms. Olenek.

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

STATE OF THE AGENCY

Ms. Olenek noted the State of the Agency’s address was taped by Mr. Brandy and the link will be uploaded to the website. The transcript of the speech was included in the packet for the Board’s review. Ms. Olenek thanked the Board for the patience and support.

EXECUTIVE SESSION RE: GRIEVANCES PRESENTATION - NONE

APPROVAL OF PERSONNEL STATUS REPORT FOR THE WILL COUNTY HEALTH DEPARTMENT

Moved: (Dr. Terrell, second Ms. Reiland) To approve all personnel changes for the Will County Health Department for the month of January.

Motion Carried

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

BOARD MEMBERS’ COMMENTS/CONCERNS - NONE

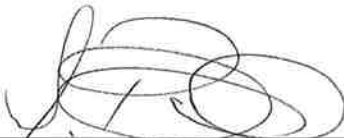
PUBLIC CONCERNS AND COMMENTS – NONE

ADJOURNMENT

At 4:50p.m. a motion was made by (Dr. Terrell, second Mr. Hertzmann) to adjourn the meeting.

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