

**WILL COUNTY HEALTH DEPARTMENT  
THE BOARD OF HEALTH  
COVID-19 RESPONSE COMMITTEE  
BOH MEETING MINUTES  
MARCH 24, 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 Board of Health COVID-19 Response Committee 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  
Nanci Reiland  
Margaret Tyson

**MEMBERS ABSENT**

Teena Mackey

**OTHERS PRESENT**

Susan Olenek, Executive Director  
Stephanie Baskin, Executive Assistant  
Cindy Jackson, Vaccine Director, FHS  
Katie Weber, Program Coordinator, EP&R  
Elizabeth Cervantes, SSIP  
Lourdes Camacho, Resident  
Gabriela Reyes, Accounts Payable Specialist, Translator  
Jose Vera, SSIP  
Venita Voss, SSIP

**PLEDGE OF ALLEGIANCE**

**PRESIDENT'S COMMENTS**

Mr. Zelko welcomed everyone to the meeting and thanked everyone for contributing their time.

**EXECUTIVE DIRECTOR'S COMMENTS**

Ms. Olenek mentioned, Saturday, March 20<sup>th</sup>, Illinois Department of Public Health (IDPH) released the most recent updated version (Version 7.0) of the Mass Vaccination plan. Phase 1c is eliminated – going directly into Phase 2.

**PUBLIC COMMENTS FOR AGENDA ITEMS ONLY**

Ms. Camacho was inquiring if a translator from the HD was able to translate her comments during the meeting. Ms. Olenek noted during the course of the meeting, she will try to get an interpreter to assist with translations.

**APPROVAL OF BOARD OF HEALTH MINUTES**

Moved to approve the March 10, 2021 Regular Session minutes as presented.

<b>RESULT:</b>	<b>APPROVED [UNANIMOUS]</b>
<b>MOVER:</b>	Dr. Terrell
<b>SECONDER:</b>	Ms. Tyson
<b>AYES:</b>	Mr. Zelko, Dr. Terrell, Ms. Reiland, Ms. Tyson

**OLD BUSINESS**

**COVID-19 RESPONSE (CINDY JACKSON)**

Ms. Jackson presented a Power Point (PP) slideshow regarding Covid-19 Vaccination Updates as of March 24th. The PP slideshow included: vaccines administered / total completed doses, vaccination clinic schedules/locations/partner clinics, vaccine inventory, and call center updates. Ms. Jackson noted the PR Team will begin taking over the website today.

Dr. Lipinski inquired if we are using providers to administer the vaccinations at the sites? Ms. Jackson replied, “we are using volunteers, nursing students; also seeking volunteers if interested.” Other discussions ensued regarding vaccination email messaging and registration updates.

Ms. Jackson mentioned Joliet has been selected for placement of Mobile Vaccination Units; currently working with the State regarding details and implementations.

Ms. Olenek met with the National Guard, IEMA, FEMA, IDPH, and WCEMA, at two additional sites in Will County (Romeville & Joliet). The Joliet site is being considered because of accessibility determinations. Ms. Olenek mentioned the importance of having the National Guard at the sites is they help bring consistent vaccine allocations.

- Mr. Zelko mentioned he is very impressed with the quality and quantity of the utilization of the PR firm. Mr. Zelko inquired if we are receiving the Johnson and Johnson vaccine? Ms. Olenek replied, “We have received a shipment, it was allocated for the Stateville NRC.” Brief discussions ensued.
- Mr. Zelko inquired if EMA continues to incorporate the phone system which targeted communities providing information in both English / Spanish (i.e. need for vaccine or vaccine locations)? Ms. Olenek replied, “Yes. Information continues to be disseminated through the reverse 9-1-1 system.” Ms. Jackson will look into the protocols and will bring the follow-up response back to the meeting in April.

Ms. Weber reported the WCHD has been utilizing the County issued GIS technology program (Owned by ESRI) since December for the survey to register. ESRI issues a monthly newsletter reporting on the different ways the software is utilized. ESRI released a Press Release regarding the partnership with Will County which was picked up by the media. Ms. Weber interviewed with USA Today, The Washington Post, & CNBC regarding the significance technology has played during the pandemic. The television interview will air March 25<sup>th</sup> 6pm est. on the Shepard Smith Show.

Ms. Tyson inquired if the publications will be added to the website? Ms. Tyson would like to share the information with various committees. Ms. Weber replied, “She will share the publication information with Ms. Olenek and Ms. Jackson and try to send links out for access.”

Ms. Weber provided a brief update regarding setting up vaccine clinics with the 55 and older communities.

**NEW BUSINESS**

**RESOLUTION #21-17 PURCHASE OF PROMOTIONAL ITEMS FOR VACCINATION CLINIC (ADM)**

WCHD is currently responding directly to the COVID-19 global pandemic. The WCHD’S communication firm (The Fource) has recommended the purchase of promotional items for the community vaccination clinics. The Board of Health approves the expenditure for clinic promotional items from The Fource in the amount of \$13,800.

<b>RESULT:</b>	<b>APPROVED [UNANIMOUS]</b>
<b>MOVER:</b>	Dr. Terrell
<b>SECONDER:</b>	Ms. Reiland
<b>AYES:</b>	Mr. Zelko, Dr. Terrell, Ms. Reiland, Ms. Tyson

**RESOLUTION #21-18 PURCHASE OF UNIFORMS FOR VACCINATION CLINIC (ADM)**

WCHD is currently responding directly to the COVID-19 global pandemic. The WCHD’S communication firm (The Fource) has recommended the purchase of uniforms for the community vaccination clinics. The Board of Health approves the expenditure for clinic uniforms from Atomic Air Jumps Inc. in the amount of \$14,062.

<b>RESULT:</b>	<b>APPROVED [UNANIMOUS]</b>
<b>MOVER:</b>	Dr. Terrell
<b>SECONDER:</b>	Ms. Reiland
<b>AYES:</b>	Mr. Zelko, Dr. Terrell, Ms. Reiland, Ms. Tyson

**NEW VACCINE CLINIC SITE COORDINATOR (ED)**

Ms. Olenek presented the job description and job functions for the Vaccine Site Coordinator position. Brief discussions ensued regarding the position details. The Board of Health approves the hiring of the Vaccine Site Coordinator as needed, bringing the hire to the full Board for final approval when appropriate.

<b>RESULT:</b>	<b>APPROVED [UNANIMOUS]</b>
<b>MOVER:</b>	Dr. Terrell
<b>SECONDER:</b>	Ms. Reiland
<b>AYES:</b>	Mr. Zelko, Dr. Terrell, Ms. Reiland, Ms. Tyson

**NEW COVID VACCINE EQUITY COORDINATOR (ED)**

Ms. Olenek discussed the job description and job functions of the COVID Vaccine Equity Coordinator / Manager. The Executive Committee of the County Board approved to move this position to the Board of Health to consider hiring for this position. This position will report to the Executive Director. The Board of Health approves to move forward bringing the Vaccine Equity Coordinator / Manager position to the full Board for final approval.

<b>RESULT:</b>	<b>APPROVED [UNANIMOUS]</b>
<b>MOVER:</b>	Ms. Tyson
<b>SECONDER:</b>	Dr. Terrell
<b>AYES:</b>	Mr. Zelko, Dr. Terrell, Ms. Tyson

**COVID-19 JUSTICE & EQUITY COMMUNITY OUTREACH PROPOSAL (ED)**

Ms. Olenek indicated at prior committee meetings, discussions regarding this position and criteria were being proposed by the several community-based organizations. Ms. Olenek discussed the COVID-19 Justice & Equity Community Outreach Proposal included in the packet. Discussions ensued regarding the content of the position and who this position would report to?

Ms. Cervantes brought up several issues to be discussed:

- o The best way to advance equity and resource to utilize?
- o How to catch up with discrepancies in the Black & Brown & Latin X hardest hit communities?
  - o The funding amount is not sufficient
  - o The messaging from a reputable source, instead of call centers
  - o Expansion of the CBO; not just inclusive to the one’s listed in the packet

Mr. Zelko agreed with all the valid points Ms. Cervantes indicated. Mr. Zelko noted, this would be the responsibility of the Vaccine Equity Coordinator / Manager. Mr. Zelko also suggested receiving County input regarding equitable funding. Mr. Vera thanked Ms. Olenek for sharing the hiring process of the Vaccine Equity Coordinator / Manager.

Ms. Camacho inquired if she and some members of the community can attend the meetings on a regular basis and if it’s possible to make the meetings bilingual? Ms. Olenek stated translating the meeting would be complicated. Ms. Olenek noted, other ethnicities may also be attendance of the meetings (Polish, Arabic, etc--) which would make it difficult to translate those languages in real time. Ms. Olenek will look into translation options. We will also speak with the I.T.T. team to see if there is a feature on the Teams site for translation during meetings.

Ms. Camacho inquired when we will receive the Johnson & Johnson vaccine? Ms. Olenek noted she does not have a date when we will receive the vaccine for the public.

Ms. Camacho inquired if she has questions during non-meeting dates, is there someone she can contact? Ms. Olenek advised she can call the contact center, which is staffed with Spanish-speaking staff. The website can also be translated into Spanish as well.

Ms. Voss echoed the previous sentiments of Ms. Camacho and Mr. Vera regarding recruitment and the importance of the Vaccine Equity Coordinator / Manager position. Ms. Voss noted education and outreach is a vital portion of the position.

Ms. Tyson inquired when we will move to 1c? Ms. Olenek replied, "There is no 1c. IDPH went from 1b to 1b+ to 2." We are currently moving to 1b+." Ms. Olenek does not have a timetable for 2 currently. Once 1b+ is available, we will offer the vaccinations to the entire population.

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

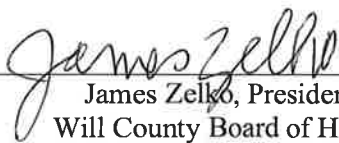
**BOARD MEMBERS' COMMENTS/CONCERNS – NONE**

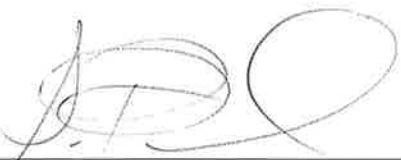
**PUBLIC CONCERNS AND COMMENTS – NONE**

**ADJOURNMENT**

At 5:05p.m. a motion was made to adjourn the meeting.

<b>RESULT:</b>	<b>APPROVED [UNANIMOUS]</b>
<b>MOVER:</b>	Dr. Terrell
<b>SECONDER:</b>	Ms. Tyson
<b>AYES:</b>	Mr. Zelko, Dr. Terrell, Ms. Reiland, Ms. Tyson

By:   
James Zelko, President  
Will County Board of Health

By:   
Stephanie Baskin, Executive Assistant  
Will County Health Department