

**WILL COUNTY HEALTH DEPARTMENT
BOH REGULAR MEETING MINUTES
APRIL 21, 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 3:00 p.m., Mr. Zelko, President presiding.

ROLL CALL/ QUORUM PRESENT

MEMBERS PRESENT

James Zelko, President
Billie Terrell, PhD., Vice President
John Cicero, Secretary
Paul Hertzmann
Gary Lipinski, M.D.
Ms. Mackey
Edgar Ramos, Psy.D
Nanci Reiland, DNP
Scott Soderquist, D.D.S. (arrived at 3:08 p.m.)
Margaret Tyson

MEMBERS ABSENT

Donald Gould
George Pitsilos, M.D.

STAFF PRESENT

Susan Olenek, Executive Director, Administration
Elizabeth Bilotta, Assistant Executive Director, Administration
Stephanie Baskin Executive Assistant, Administration
Joseph Troiani, Division Director, Behavioral Health
Mary Maragos, CEO, Community Health Center
Tom Casey, Division Director, Environmental Health
Georgia VanderBoegh, Division Director, Family Health Services
Cindy Jackson, Vaccine Director, Family Health Services
Kathleen Weber, Program Coordinator, EP&R
Steve Brandy, Program Manager, Administration
Nicole Garrett, MAPP, Family Health Services
Scott DuBois, Program Coordinator, Behavioral Health

OTHERS PRESENT

Dan McGrath, Assistant State's Attorney
Paul Lauridsen, Governing Council, Chair
Kathleen Burke, Director of Substance Use Initiatives
Aida Guhlincozzi, Student
DeLinda Herod, Joliet Resident
Elizabeth Cervantes, South Suburban Immigrant Project (SSIP)
Jose Vera, SSIP
Veronica Gloria, Spanish Community Center (SCC)

PLEDGE OF ALLEGIANCE

PRESIDENT’S COMMENTS

Mr. Zelko welcomed and thanked everyone for their participation. Mr. Zelko iterated – public comments are to be made during the times designated on the agenda.

EXECUTIVE DIRECTOR’S COMMENTS

Ms. Olenek mentioned the annual report FY2020 is delayed, Ms. Olenek and Mr. Brandy are currently in discussions regarding the content and format. The content will mostly be in dedication to COVID.

PUBLIC COMMENTS FOR AGENDA ITEMS ONLY – NONE

APPROVAL OF BOARD OF HEALTH MINUTES

Moved to approve the March 17, 2021 Regular meeting minutes as presented.

RESULT:	APPROVED [UNANIMOUS]
MOVER:	Ms. Mackey
SECONDER:	Ms. Tyson
AYES:	Mr. Zelko, Dr. Terrell, Mr. Cicero, Mr. Hertzmann, Dr. Lipinski, Ms. Mackey, Dr. Ramos, Dr. Reiland, Dr. Soderquist, Ms. Tyson

TREASURER’S REPORT AND DEPARTMENT FINANCIAL REPORTS

Ms. Bilotta provided a detailed explanation of the financial reports including revenue, expenditure, and cash reports for the month of March 2021.

RESULT:	APPROVED [UNANIMOUS]
MOVER:	Dr. Terrell
SECONDER:	Mr. Cicero
AYES:	Mr. Zelko, Dr. Terrell, Mr. Cicero, Mr. Hertzmann, Dr. Lipinski, Ms. Mackey, Dr. Ramos, Dr. Reiland, Dr. Soderquist, Ms. Tyson

REPORTS FROM DIVISIONS

Reports were provided in the packet by the 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 April)

- o Report of activities were provided in the packet for the Board’s review.
- o Ms. Bilotta briefly reiterated building updates included in the packet, including: the fire alarm system/emergency alert system plans for correction. Brief discussion ensued regarding this item.

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

- o Report of activities were provided in the packet for the Board’s review.
- o Dr. Troiani mentioned as of April 21st, BH has collected \$365,517 in deposits.
- o Dr. Troiani announced Dr. Scott DuBois, Program Coordinator has resigned. Dr. DuBois will be working as a Coordinator for the Problem Solving Court Program at the Will County States Attorney’s Office. Mr. DuBois’ last day is May 14th.
- ⚡ Mr. Zelko congratulated Dr. DuBois and noted he will be missed.
- o Dr. Troiani provided an update regarding the Substance Use Treatment Program; currently working with SUPRA (Substance Use Prevention & Recovery Abuse) developing a detailed and extensive application. Brief discussions ensued.

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

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

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

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

- ✦ Mr. Zelko mentioned he appreciated Dr. Byrd's comprehensive report included in the packet.
- ✦ Dr. Reiland inquired if there is a demographic to target to receive the vaccine or how to make vaccine appointments?
Ms. Maragos said, 'Yes. Through Social Media, the website, and fliers that will be hand delivered by staff to businesses with employees without insurance.'

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

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

Mr. Casey provided the following reports:

- Updates regarding IMS fees collected.
- West Nile Virus and Swimming and Bathing Beach program student interns have been hired.
- EH staff have signed up to work the Toys R Us vaccine site.
- Received a slight increase in COVID complaints.

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

- Reports of activities were provided in the packet for the Board's review.
- Ms. VanderBoegh reported WIC is operating at 102% of their assigned caseloads; Waiver to not see clients in the building will be extended until the end of July.

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

Ms. Weber added the CNBC segment has been bumped to another date. Once she receives notice for the date, she will share with the Board; the USA today article is included in the report.

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

- Mr. Brandy updated the Board on past/upcoming events scheduled.
- Mr. Brandy mentioned daily conversations continue on the Social Media pages.
- Mr. Brandy reported Will County is 4th in the State for vaccinations according to the IDPH website.
- ✦ Mr. Zelko noted the newsletter looked great.

OLD BUSINESS

COVID-19 RESPONSE (ED)

Ms. Jackson presented a Power Point (PP) slideshow regarding Covid-19 Vaccination Updates as of April 21st. The PP slideshow included: vaccines administered / total completed doses, vaccination clinic schedules/locations/partner clinics, vaccine inventory, and call center updates.

Ms. Weber shared a series of photos from the Special Needs clinic. Ms. Weber thanked Dr. Reiland and her Lewis University students for doing a fantastic job with the prep and vaccinations. Dr. Reiland thanked the HD for allowing the students to perform the vaccinations.

Ms. Olenek provided an update regarding recruitment for the Vaccine Equity Manager position. After several interviews, Ms. Olenek and Ms. VanderBoegh have chosen a candidate for hire. Ms. Olenek asked for approval from the Board to hire for the position possibly before the next Board meeting. Mr. Zelko suggested to bring the candidate decision to the COVID-19 Response Committee meeting for approval and bring back to the Board for full approval.

Ms. Olenek brought back the discussion from the previous COVID-19 Response Committee meeting regarding funding for the Community Based Organizations (CBOs). Ms. Olenek mentioned discussions with the States Attorney's Office (SAO) occurred regarding options for providing funding without going out for an (Request for Proposal) RFP. A.S.A. McGrath discussed the criteria to distribute funds within the bidding criteria ranges. A.S.A. McGrath mentioned the State Statute and the Will County ordinance has bidding provisions indicating anything over \$20,000 requires an RFP. Mr. Zelko's concerns was the original purpose of the loan / funding to be received from the County and the time it will take to draft an RFP. Discussions regarding this issue was deliberated in great detail.

- ✦ Mr. Zelko suggested Ms. Olenek work with Ms. Maragos regarding further community outreach.

NEW BUSINESS

RESOLUTION #21-15 PURCHASE OF NITRILE EXAM GLOVES FOR THE USE IN THE MASS VACCINATION INITIATIVE (ADM)

The Will County Health Department (WCHD) is currently responding directly to the COVID-19 global pandemic. The WCHD is in need of medical supplies in the form of Personal Protective Equipment (PPE) for safe and compliant administration of vaccine. The Board of Health approves the expenditure for Nitrile exam gloves from Impact in the amount of \$17,936.

RESULT:	APPROVED [UNANIMOUS]
MOVER:	Dr. Terrell
SECONDER:	Dr. Lipinski
AYES:	Mr. Zelko, Dr. Terrell, Mr. Cicero, Mr. Hertzmann, Dr. Lipinski, Ms. Mackey, Dr. Ramos, Dr. Reiland, Dr. Soderquist, Ms. Tyson

RESOLUTION #21-16 APPROPRIATION OF FUNDS FOR THE IDPH COVID-19 MASS VACCINATION GRANT ADDITIONAL FUNDS (ADM)

WCHD obtained an IDPH COVID-19 Mass Vaccination Grant to help prevent transmission of COVID-19 through mass vaccination efforts and to help defray costs associated with the administration of the COVID-19 vaccine as well as relieve some of the financial burdens associated with responding to the COVID-19 pandemic. The Board of Health approves the additional appropriation of funds in the amount of \$40,000 to the FY2021 Will County Health Department budget; including the amended agenda title for the resolution to reflect the resolution attached in the packet.

RESULT:	APPROVED [UNANIMOUS]
MOVER:	Dr. Terrell
SECONDER:	Dr. Reiland
AYES:	Mr. Zelko, Dr. Terrell, Mr. Cicero, Mr. Hertzmann, Dr. Lipinski, Ms. Mackey, Dr. Ramos, Dr. Reiland, Dr. Soderquist, Ms. Tyson

RESOLUTION #21-17 PURCHASE OF PROMOTIONAL ITEMS FOR THE COMMUNITY VACCINATION CLINICS (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.

RESULT:	APPROVED [UNANIMOUS]
MOVER:	Dr. Terrell
SECONDER:	Ms. Tyson
AYES:	Mr. Zelko, Dr. Terrell, Mr. Cicero, Mr. Hertzmann, Dr. Lipinski, Ms. Mackey, Dr. Ramos, Dr. Reiland, Dr. Soderquist, Ms. Tyson

RESOLUTION #21-18 PURCHASE OF UNIFORMS FOR THE COMMUNITY VACCINATION CLINICS (ADM)

The WCHD'S communication firm (The Fource) has recommended the purchase of uniforms for the community vaccination clinics. Funding for this expenditure was budgeted for in the County Mass Vaccination Loan. The Board of Health approves the expenditure for clinic uniforms from Atomic Air Jumps Inc. in the amount of \$14,062.

RESULT:	APPROVED [UNANIMOUS]
MOVER:	Dr. Reiland
SECONDER:	Ms. Tyson
AYES:	Mr. Zelko, Dr. Terrell, Mr. Cicero, Mr. Hertzmann, Dr. Lipinski, Ms. Mackey, Dr. Ramos, Dr. Reiland, Dr. Soderquist, Ms. Tyson

RESOLUTION #21-19 PAYMENT OF COMMUNICATION ACTIVITIES FOR THE FOURCE FOR THE COMMUNITY VACCINATION CLINICS AND THE COVID-19 PANDEMIC RESPONSE (ADM)

Ms. Olenek noted the County provided payment for communication / marketing activities from The Fource. The Board of Health approves to remove Resolution #21-19 from the agenda.

RESULT:	APPROVED [UNANIMOUS]
MOVER:	Mr, Hertzmann
SECONDER:	Ms. Tyson
AYES:	Mr. Zelko, Dr. Terrell, Mr. Cicero, Mr. Hertzmann, Dr. Lipinski, Ms. Mackey, Dr. Ramos, Dr. Reiland, Dr. Soderquist, Ms. Tyson

RESOLUTION #21-20 PURCHASE OF NARCAN (ADM)

The Will County Office of Substance Use Initiatives distributes Narcan (a nasal spray form of the opioid overdose reversal medicine Naloxone) and offers training on how to administer it to first responders, social service workers, local organizations, and interested members of the community. WCHD 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 Board of Health approves the payment not to exceed \$15,000 to ADAPT Pharma, Inc.

Dr. Burke thanked the Board for helping with the funding with this initiative and the on-going collaborations.

RESULT:	APPROVED [UNANIMOUS]
MOVER:	Dr. Lipinski
SECONDER:	Dr. Terrell
AYES:	Dr. Terrell, Mr. Cicero, Mr. Hertzmann, Dr. Lipinski, Ms. Mackey, Dr. Ramos, Dr. Reiland, Dr. Soderquist, Ms. Tyson

RESOLUTION #21-21 APPROVAL TO INCREASE THE MEDICAL, BEHAVIORAL HEALTH, FAMILY PLANNING, HOSPITAL EVALUATION CHARGES AND COORDINATING SLIDING FEE SCALE FOR SERVICES AND PROCEDURES (CHC)

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 the increases for the CHC medical, behavioral health, family planning, and hospital evaluation charges.

RESULT:	APPROVED [UNANIMOUS]
MOVER:	Mr. Cicero
SECONDER:	Dr. Terrell
AYES:	Mr. Zelko, Dr. Terrell, Mr. Cicero, Mr. Hertzmann, Dr. Lipinski, Ms. Mackey, Dr. Ramos, Dr. Reiland, Dr. Soderquist, Ms. Tyson

RESOLUTION #21-22 APPROVAL OF THE COMMUNITY HEALTH CENTER AMENDED GOVERNING COUNCIL BY-LAWS (CHC)

Recent amendments to the Governing Council By-Laws were made at the regularly scheduled monthly meeting of the Governing Council on April 7, 2021. The Board of Health approves the Will County Community Health Center Governing Council By-Laws as amended.

RESULT:	APPROVED [UNANIMOUS]
MOVER:	Dr. Terrell
SECONDER:	Dr. Reiland
AYES:	Mr. Zelko, Dr. Terrell, Mr. Cicero, Mr. Hertzmann, Dr. Lipinski, Ms. Mackey, Dr. Ramos, Dr. Reiland, Dr. Soderquist, Ms. Tyson

GOVERNING COUNCIL APPROVAL TO NOT APPLY FOR UNITED WAY FUNDING – (CHC)

Ms. Maragos briefly noted due to the decline in United Way funding, Ms. Maragos decided the efforts to fundraise and additional requirements to meet the criteria is too time-consuming.

➤ Dr. Terrell inquired who the new Director of United Way is currently? Ms. Maragos does not know who the new Director is currently.

MEDIA PLAN – COVID-19 RESPONSE (ED)

Ms. Olenek discussed the media plan from The FOURCE (PR and Communications Firm) included in the packet. Included in the report was messaging, marketing, and media. Brief discussions ensued.

EXECUTIVE SESSION RE: PERSONNEL / LEGAL MATTERS – NONE

APPROVAL OF PERSONNEL STATUS REPORT FOR THE WILL COUNTY HEALTH DEPARTMENT

A motion was made to approve all personnel changes for the Will County Health Department for the month of April.

RESULT:	APPROVED [UNANIMOUS]
MOVER:	Dr. Terrell
SECONDER:	Mr. Cicero
AYES:	Mr. Zelko, Dr. Terrell, Mr. Cicero, Mr. Hertzmann, Dr. Lipinski, Dr. Ramos, Ms. Mackey, Ms. Reiland, Ms. Tyson

BOARD MEMBERS’ COMMENTS/CONCERNS – NONE

PUBLIC CONCERNS AND COMMENTS

Dr. DuBois thanked the Board and HD staff for providing continuous support and encouragement over the past 17 years. Looks forward to a great partnership and collaboration in his new role.

Dr. Burke mentioned there are pop-up Naloxone teams at all the distributions of the foodbank locations. She would be happy to include the Health Navigators at the tables for community education.

Dr. Burke inquired since the CARES funding is deemed grant funds, could the funds be distributed to the CBOs as a grant to assist the Navigators? A.S.A. McGrath re-iterated the risks of potentially breaking the law and / or legal consequences for not meeting the bidding requirements in regard to funding for CBOs. Further discussion among SSIP staff, Shawn West, Ms. Guhlincozzi ensued regarding funding clarification purposes and a plan to include CBOs.

Ms. Guhlincozzi mentioned as part of her studies, she has prepared a paper on CBO collaborations. Mr. Zelko asked Ms. Guhlincozzi to share her CBO collaborations report to Ms. Olenek.

Ms. Herod inquired if the HD is able to provide her with an EpiPen for her event next Monday at Shiloh Church. Ms. Olenek replied, ‘Yes. We can help provide the EpiPen before end of the week.’ Ms. Herod asked if SSIP and the SCC can offer Health Navigators for an event this upcoming Saturday? Ms. Olenek suggested Ms. Herod speak with SSIP and the SCC offline. Ms. Herod also thanked Dr. Reiland for offering clinician support at one of her events.

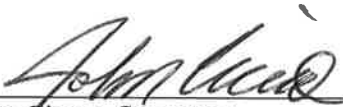
Other discussions included translation services and putting together deliverables regarding expectations for outreach with the CBOs.

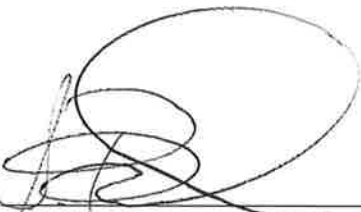
Chat room statements are to be included as attachment with the minutes.

ADJOURNMENT

At 6:05p.m. a motion was made to adjourn the meeting.

RESULT:	APPROVED [UNANIMOUS]
MOVER:	Dr. Terrell
SECONDER:	Mr. Cicero
AYES:	Mr. Zelko, Dr. Terrell, Mr. Cicero, Mr. Hertzmann, Dr. Lipinski, Ms. Mackey, Ms. Reiland, Dr. Ramos, Ms. Tyson

By: 
John Cicero, Secretary
Will County Board of Health

By: 
Stephanie Baskin, Executive Assistant
Will County Health Department