



**WILL COUNTY HEALTH DEPARTMENT  
THE BOARD OF HEALTH  
COVID-19 RESPONSE COMMITTEE  
MEETING MINUTES  
MAY 12, 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, DNP
- Margaret Tyson (arrived 3:05pm)

**MEMBERS ABSENT**

- Teena Mackey

**OTHERS PRESENT**

- Susan Olenek, Executive Director
- Stephanie Baskin, Executive Assistant
- Elizabeth Bilotta, Assistant Executive Director
- Cindy Jackson, Vaccine Director
- Vinita Voss, Equity Manager
- John Cicero, Board of Health Member
- Marie Lindsey, Governing Council
- Aida Guhlincozzi, Student
- Jose Vera, 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 informed the Board, today we received a SIREN notice from IDPH indicating they will be investing about \$235,000,000 throughout the State of Illinois for COVID testing. The rollout purpose is to have children return to school on a full time basis.

Ms. Olenek mentioned the vote passed today by ACIP to allow children 12+years of age to be given the Pfizer vaccine. That age group can start receiving the vaccine tomorrow. Dr. Reiland suggested if Ms. Olenek would like additional information regarding the SHIELD rollout, she can provide additional feedback.

**PUBLIC COMMENTS FOR AGENDA ITEMS ONLY – NONE**

**APPROVAL OF BOARD OF HEALTH MINUTES**

Moved to approve the April 28, 2021 Regular Committee meeting minutes as presented.

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

**OLD BUSINESS**

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

Ms. Jackson presented a Power Point (PP) slideshow regarding COVID-19 Vaccination Updates as of May 12<sup>th</sup>. The PP slideshow included: vaccines administered / total completed doses, homebound scheduling, social media updates, and upcoming vaccination clinics / schedules.

Ms. Lindsey inquired about the website’s messaging for walk-ins. Ms. Jackson mentioned she has been in contact with the PR team to continue making the website as user friendly as possible. Brief discussions ensued.

Dr. Reiland inquired how the percentages will be measured with the 12 years and up ages added to the vaccine population? Ms. Jackson provided a brief update regarding how the percentages will be measured.

Mr. Cicero inquired if there is any indication if patients are foregoing there 2<sup>nd</sup> vaccines? Ms. Jackson (she didn’t have the raw data). Ms. Jackson shared from what she can see, 98% of the patients are showing up for their 2<sup>nd</sup> dose vaccines.

**COVID VACCINE EQUITY MANAGER (ED)**

Ms. Olenek introduced Vinita Voss as the new Equity Manager. Ms. Voss introduced herself at the meeting. Mr. Zelko noted he is very pleased to have Ms. Voss on board.

**FUNDING FOR CBO’S / HEALTH NAVIGATORS**

Ms. Olenek noted she and Ms. Voss will begin working on the requirements for the funding of the CBO’s next week.

**NEW BUSINESS**

**RESOLUTION #21-23 PAYMENT OF JANITORIAL SERVICES FOR THE COMMUNITY VACCINATION CLINICS (ADM)**

The County contracted with Eco Clean Maintenance, Inc. (the current County janitorial contractor) to facilitate the cleaning at the community vaccinations clinics in Monee, Wilmington, and Joliet (Toys R Us). Funding for this expenditure was budgeted in the Illinois Department of Public Health Mass Vaccination Grant. The Board of Health approves the expenditure for janitorial services from Eco Clean Maintenance Inc. in the amount of \$10,600.

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

**RESOLUTION #21-24 PAYMENT FOR PROMOTIONAL ITEMS FOR THE COMMUNITY VACCINATION CLINICS (ADM)**

The WCHD’S communication firm (The Fource) has recommended the purchase of additional vaccination card sleeves as a promotional item 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 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>	Dr. Reiland
<b>AYES:</b>	Mr. Zelko, Dr. Terrell, Dr. Reiland, Ms. Tyson

**RESOLUTION #21-25 PAYMENT FOR THE MEDIA PLAN ACTIVITIES FOR THE FOURCE FOR THE COMMUNITY VACCINATION CLINICS AND THE COVID-19 PANDEMIC RESPONSE (ADM)**

The Business Associate Agreement for the WCHD’s Communication firm hired through a County RFQ (The Fource) includes a media plan for different markets / populations in Will County. Funding for this expenditure was budgeted in the County Mass Vaccination Loan. The Board of Health approves the expenditure for the media plan activities for May 2021 from The Fource in the amount not to exceed of \$245,000.

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

**VACCINE EQUITY PRESENTATION (VINITA VOSS)**

Ms. Voss presented a detailed presentation on the COVID-19 Community Action Plan (CCAP). A printed version was included in the packet.

Mr. Zelko thanked Ms. Voss for providing the comprehensive plan on community outreach and achieving vaccine equity in Will County. Dr. Terrell echoed Mr. Zelko’s sentiments and asked Ms. Voss to reach out to Board members if additional collaborations are needed.

Ms. Tyson and Dr. Reiland welcomed Ms. Voss to the HD and also echoed Dr. Terrell’s sentiments. Dr. Reiland noted the vaccination buttons should be something to consider giving away rather than stickers because of the longevity of the button.

Ms. Olenek reported the requirements for the funding of the CBO’s will be brought to the full Board meeting at the next meeting or the meeting in June. Ms. Olenek also mentioned, in terms of Health Navigators, Ms. Voss and herself have been working on finishing the job description; Ms. Voss will continue working on the affiliation agreement.

**CBO COLLABORATION REPORT**

Ms. Olenek reminded the Board, the report from Aida Guhlincozzi regarding community-based organizations collaborations is included in the packet for review.

**CONTINUATION OF COVID-19 RESPONSE COMMITTEE (BOARD PRESIDENT)**

Mr. Zelko mentioned the goal of the committee is to provide support in a timely manner in order to avoid delays for timely projects. Brief discussion ensued. The consensus of the Board is to cancel the next scheduled meeting May 26<sup>th</sup> and resume on an as needed basis.

Dr. Reiland suggested if presentations and the newsletters can be sent to the Board outside of Board meeting packets / meetings for informational purposes.

Mr. Zelko also reminded the Committee to take into consideration the Board does not meet in July. Mr. Zelko suggested looking into meeting in-person in the near future. ASA McGrath mentioned, once the Governor chooses to not continue the disaster proclamation, meetings will have to resume in-person in order to avoid any Open Meetings Act violations.

The Board of Health approves to continue the Committee with the scheduled meetings. Ms. Olenek will cancel each scheduled meeting accordingly.

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

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

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

**PUBLIC CONCERNS AND COMMENTS**

Mr. Vera congratulated Ms. Voss on her new roll at the Health Department. Mr. Vera also expressed the comments were refreshing to hear regarding the vaccine roll-out and Mr. Zelko’s comments regarding the long-term equity goals.

**ADJOURNMENT**

At 4:21p.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, Dr. Reiland, Ms. Tyson

By: James Zelko  
James Zelko, President  
Will County Board of Health

By: Stephanie Baskin  
Stephanie Baskin, Executive Assistant  
Will County Health Department