



**WILL COUNTY HEALTH DEPARTMENT  
BOH REGULAR MEETING MINUTES  
SEPTEMBER 15, 2021**

**DUE TO THE COVID-19 PANDEMIC, THE GOVERNOR'S RECENT DISASTER PROCLAMATION, THE NUMBER OF COVID-19 CASES IN WILL COUNTY, AND THE CDC GUIDELINES REGARDING COVID-19, IT IS DETERMINED BY THE PRESIDENT OF THE WILL COUNTY BOARD OF HEALTH THAT IN-PERSON MEETINGS ARE NOT PRACTICAL NOR PRUDENT. THEREFORE, THIS MEETINGS OF THE WILL COUNTY BOARD OF HEALTH SHALL BE HELD VIA VIDEO AND/OR AUDIO UNTIL FURTHER NOTICE. THIS MEETING WILL BE HELD VIA VIDEOCONFERENCE/TELEPHONICALLY THROUGH THE MICROSOFT TEAMS EVENTS PLATFORM. WILL COUNTY BOARD OF HEALTH MEMBERS WILL BE ATTENDING THE MEETING REMOTELY AND THE GENERAL PUBLIC IS STRONGLY ENCOURAGED TO DO THE SAME. PLEASE GO TO [WWW.WILLCOUNTYHEALTH.ORG](http://WWW.WILLCOUNTYHEALTH.ORG) – NEWS AND EVENTS FOR A LINK TO ATTEND THE MEETING VIA MICROSOFT TEAMS.**

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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  
Chief Paul Hertzmann  
Gary Lipinski, M.D.  
Teena Mackey  
Silvio Morales, M.D.  
Annette Parker  
Nanci Reiland, DNP  
Scott Soderquist, D.D.S.  
Margaret Tyson

**MEMBERS ABSENT**

George Pitsilos, M.D.

**STAFF PRESENT**

Susan Olenek, Executive Director, Administration  
Elizabeth Bilotta, Assistant Executive Director, Administration  
Stephanie Baskin Executive Assistant, Administration  
Vinita Voss, Vaccine Equity Manager, Administration  
Joseph Troiani, Division Director, Behavioral Health  
Mary Maragos, CEO, Community Health Center  
Jennifer Byrd, CMO, 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

**OTHERS PRESENT**

Dan McGrath, Assistant State's Attorney  
Marie Lindsay, Governing Council, Vice Chair  
Laila Torres, Rasmussen University  
Kim Gibson, University of St. Francis  
Sue Battis, Joliet Junior College

## PLEDGE OF ALLEGIANCE

## PRESIDENT'S COMMENTS

Mr. Zelko welcomed everyone to the meeting. Mr. Zelko thanked everyone who attended the building dedication September 10<sup>th</sup>. Mr. Zelko acknowledged those who helped with preparations and stated how pleased he was with the ceremony. Mr. Zelko shared his disappointment regarding the ceremony being omitted from the front page of the Herald News.

## EXECUTIVE DIRECTOR'S COMMENTS

Ms. Olenek reiterated her sentiments regarding the building dedication ceremony and thanked Ms. Baskin for working with Ms. Anastasia Tuskey, Public Information Officer, Will County with the arrangements and set up.

Ms. Olenek announced flu shots are now available to staff and Board members at no cost. Ms. Olenek mentioned, due to past practice administering the shots in person prior to COVID, Board members can set up appointments with the Immunizations Clinic by calling to schedule an appointment; Ms. Olenek provided a contact number.

Ms. Tyson inquired if the free flu vaccine was available to all County employees or just Health Department staff. Ms. Olenek replied, "yes. Only available for staff and Board members."

## PUBLIC COMMENTS FOR AGENDA ITEMS ONLY – NONE

## APPROVAL OF BOARD OF HEALTH MINUTES

Moved to approve the August 18, 2021 Regular 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, Mr. Cicero, Chief Hertzmann, Dr. Lipinski, Dr. Morales, Ms. Mackey, Ms. Parker, 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 August 2021.

The Board of Health moved to approve the Treasurer's Report and Department Financial Reports for the month of August as presented.

<b>RESULT:</b>	<b>APPROVED [UNANIMOUS]</b>
<b>MOVER:</b>	Ms. Tyson
<b>SECONDER:</b>	Dr. Terrell
<b>AYES:</b>	Mr. Zelko, Dr. Terrell, Mr. Cicero, Chief Hertzmann, Dr. Lipinski, Dr. Morales, Ms. Mackey, Ms. Parker, 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, and the EP&R Program Coordinator.*

### Administrative Services (Presented Monthly Reports for the month of September)

- Report of activities were provided in the packet for the Board's review.
- Ms. Bilotta mentioned the Security Bid Contract Services Bid was conducted September 10<sup>th</sup>. The selected Security contractor will be brought back to the October meeting for approval.

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

- Report of activities were provided in the packet for the Board's review.
- Dr. Troiani provided an overview of the deposit collection process for the State funded programs.
- Dr. Troiani mentioned recruitment is underway for a Program Coordinator for the Adult Mental Health Program and for the Child and Adolescent Program.

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

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

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

- Report of activities were provided in the packet for the Board’s review.
- ✦ Mr. Zelko thanked Dr. Byrd for providing continuous COVID-19 data updates in her report.
- ✦ Dr. Terrell expressed concerns regarding the booster shots. Dr. Byrd stated the CHC will be prepared when the time comes to ramp up vaccinations upon guidance from the CDC.

**Environmental Health and Lab (Presented a Monthly Report for the month of September)**

- Report of activities were provided in the packet for the Board’s review.
- Mr. Casey noted EH continues working on COVID-related complaints as of today, EH is up to 47 COVID complaints since his report was submitted.
- Mr. Casey informed FY2022 invoices for the Food, Septic, and IMS programs billing preparations have begun and will start sending them out in October.
- ✦ Mr. Zelko inquired what are the COVID complaints regarding (i.e. Others are not in compliance wearing a mask or the complainant doesn’t want to wear a mask)? Mr. Casey replied, “the bulk of the of the complaints are people reporting the facility workers are not wearing masks or mandating the mask rules indoors.”

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

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

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

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

**OLD BUSINESS**

**COVID-19 RESPONSE**

Ms. Olenek introduced Nancy Reiland, Lewis University, Laila Torres, Rasmussen University, Kim Gibson, University of St. Francis, and Sue Battis, Joliet Junior College to the meeting. Each Nursing Program’s Representative received an award on behalf of their nursing students. Each spoke about their COVID-19 vaccination clinic experiences and thanked the Board for their individual awards.

Ms. Jackson presented a Power Point (PP) slideshow regarding COVID-19 Vaccination Updates as of September 18<sup>th</sup>. The PP slideshow included: vaccines administered / total completed doses, social media updates, volunteer hours , 3<sup>rd</sup> vaccine dose rollout, and upcoming vaccination clinics / schedules.

**HEALTH NAVIGATORS**

Ms. Voss reported three Health Navigators have been hired. Ms. Voss provided a brief background and summation of job duties for each of the staff.

**NEW BUSINESS**

**RESOLUTION #21-57 THE FOURCE CONTRACT**

The extension of the Business Associate Agreement for the WCHD’s Communication firm (The Fource) is a critical component for the WCHD to promote the community vaccination clinics and the COVID-19 pandemic response. The Board of Health approves the expenditure for the extension of the Business Associate Agreement and proposed scope of work through November 30, 2021 from The Fource in the amount not to exceed of \$37,500.

<b>RESULT:</b>	<b>APPROVED [UNANIMOUS]</b>
<b>MOVER:</b>	Dr. Terrell
<b>SECONDER:</b>	Ms. Tyson
<b>AYES:</b>	Mr. Zelko, Dr. Terrell, Mr. Cicero, Chief Hertzmann, Dr. Lipinski, Dr. Morales, Ms. Mackey, Ms. Parker, Dr. Reiland, Dr. Soderquist, Ms. Tyson

**RESOLUTION #21-58 THE FOURCE – AUGUST BILLS**

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; including African American, Hispanic and General Population, consisting of four types of medium including; online digital display, online digital mobile, social media including Facebook, Instagram, and rich media including U Tube and connected TV for the month of August 2021 to promote the community vaccination clinics and the COVID-19 pandemic response. The Board of Health approves the expenditure for the media plan activities for August 2021 from The Fource in the amount not to exceed of \$142,000.

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

**RESOLUTION #21-59 UP-TO-DATE SUBSCRIPTION**

The CHC has been getting an annual subscription to Up-To-Date, a prescribing and medical reference for providers which is embedded into our Nextgen electronic health record. The Board of Health approves the renewal of the Up-to-Date subscription for Sept. 1, 2021 to Aug. 31, 2022, payable to Wolters Kluwer of Waltham in the amount of \$10,100.

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

**RESOLUTION #21-60 CONTRACT WITH COMPHEALTH**

From time to time the CHC experiences vacancies in provider positions due to resignation or retirement. at times we have enlisted the assistance of a Locum tenens placement firm for temporary services of providers. The Board of Health has approved similar arrangements and payments in the past when searching for medical providers for the CHC. The Board of Health approves the agreement with CompHealth for Locum Tenens services at the Community Health Center.

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

**RESOLUTION #21-61 PURCHASE OF CEPHEID EZ REPLACEMENT**

The CHC plans to resume testing for community members with the BINAX antigen test, but often a PCR NAAT (Nucleic Acid Amplification Test) is also indicated. The Cepheid test has received EAU approval from the FDA and is found to be highly sensitive and specific (accurate and reliable). The Board of Health approves the Agreement with Cepheid for the use of an analyzer and minimum order of test kits equaling no more than \$20,000 per year.

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

**RESOLUTION #21-62 MEDICAL AND DENTAL INCREASE IN CHARGES & COORDINATING SLIDING FEE SCALE**

The CHC provides medical, behavioral health, family planning, and hospital evaluation services, and procedures. The CHC Governing Council approved the fees and sliding fee scale changes at the September 1, 2021 meeting. The Board of Health approves the increases for the CHC Medical, Behavioral Health, Dental, Family Planning, And Hospital evaluation charges.

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

**RESOLUTION #21-63 SERVICE AGREEMENT FOR CARDINAL INVENTORY MANAGEMENT SYSTEM**

Cardinal Health offers a centralized inventory tracking system for clinic administered pharmaceuticals and supplies across multiple locations with a configurable workflow for time savings, tracking waste, and auto replenishment that can be integrated with our Nextgen electronic health record. The Board of Health approves the Service Agreement for Inventory Management with an implementation fee of \$6500 and a monthly fee of \$675 for 3 CHC locations with Cardinal Health LLC of Dublin, Ohio for a total cost of \$14,600 in the first year, and \$8100 annually thereafter.

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

**RESOLUTION #21-64 IMMUNIZATIONS FEES / INCREASES**

FHS periodically reviews vaccination fees and updates fees as necessary. FHS requires Board of Health approval for this increase to immunization and travel clinic fees. The Board of Health approves the staff recommendations for each vaccination.

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

**RESOLUTION #21-65 TRANSFER OF FUNDS FOR CONTACT TRACING & MASS VACCINATION GRANT**

The WCHD transitioned the staffing of mass vaccination sites and on-going vaccination clinics primarily to contracted temporary staffing. The WCHD is in need of funds in the temporary contracted budget code to support on-going expenditures. The Board of Health approves the following transfer of appropriation of funds in the FY2021 Health Department budget.

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

**PROVIDER BONUS BENCHMARKS**

Ms. Maragos mentioned at last month’s Board meeting, the awarding of Provider bonuses was approved. Included in the packet are suggested Provider benchmarks for FY2022 to be potentially awarded for bonuses. The Boards suggestion is to allow the Governing Council to make the majority decisions and bring back to the Board for review and approval.

**ADMINISTRATION RE-ORGANIZATION CHART**

Ms. Olenek discussed the two leadership organizational charts included in the packet. Ms. Olenek mentioned there is a need for a strategic change within the leadership team. Brief discussion ensued. The consensus of the Board is to allow Ms. Olenek to proceed with recruitment to add a Director of Administrative Services to the Leadership staff. Ms. Olenek noted recruitment would start FY2022.

**2020 ANNUAL REPORT**

Ms. Olenek shared the 2020 Annual Report is now available for review online and/or via electronic copy or by mail.

**LOCAL HEALTH ADMINISTRATOR’S CALL WITH IDPH**

Ms. Olenek provided a verbal update regarding the call with the other Local Health Departments and IDPH. The purpose of the meeting was to allow the Local Health Department Administrators express their feelings during the meeting. Ms. Olenek conveyed at times, the meeting was cathartic, therapeutic, and emotional. Ms. Olenek shared in-depth discussions regarding the details of the call.

**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 September.

**RESULT:** APPROVED [UNANIMOUS]  
**MOVER:** Dr. Terrell  
**SECONDER:** Dr. Reiland  
**AYES:** Mr. Zelko, Dr. Terrell, Chief Hertzmann, Dr. Lipinski, Dr. Morales, Dr. Reiland, Dr. Soderquist, Ms. Tyson

**BOARD MEMBERS’ COMMENTS/CONCERNS**

Dr. Terrell shared and reiterated Mr. Zelko’s sentiments regarding the ribbon cutting ceremony; Ms. Baskin shared her screen to show a brief Power Point slide of the ceremony.

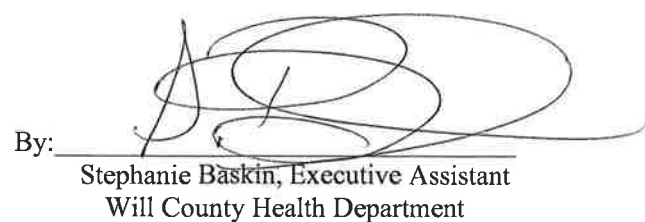
**PUBLIC CONCERNS AND COMMENTS – NONE**

**ADJOURNMENT**

At 4:56 p.m. a motion was made to adjourn the meeting.

**RESULT:** APPROVED [UNANIMOUS]  
**MOVER:** Dr. Terrell  
**SECONDER:** Dr. Reiland  
**AYES:** Mr. Zelko, Dr. Terrell, Chief Hertzmann, Dr. Lipinski, Dr. Morales, Dr. Reiland, Dr. Soderquist, Ms. Tyson

By:   
Dr. Billie Terrell, Vice-President  
Will County Board of Health

By:   
Stephanie Baskin, Executive Assistant  
Will County Health Department