



**WILL COUNTY HEALTH DEPARTMENT
BOH REGULAR MEETING MINUTES
OCTOBER 20, 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 – NEWS AND EVENTS FOR A LINK TO ATTEND THE MEETING VIA MICROSOFT TEAMS.

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
George Pitsilos, M.D.
Nanci Reiland, DNP
Scott Soderquist, D.D.S.
Margaret Tyson

MEMBERS ABSENT – NONE

STAFF PRESENT

Susan Olenek, Executive Director, Administration
Elizabeth Bilotta, Assistant Executive Director, Administration
Stephanie Baskin Executive Assistant, Administration
Vinita Voss, Vaccine Equity Manager, Administration
Charles Flood, Compliance Officer, 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
Teresa Piskur, Comptroller / Deputy Treasurer, Will County Treasurer's Office

PLEDGE OF ALLEGIANCE

PRESIDENT’S COMMENTS

Mr. Zelko welcomed everyone to the meeting.

EXECUTIVE DIRECTOR’S COMMENTS

Ms. Olenek welcomed Charles Flood, Compliance Officer. Mr. Flood introduced himself at the meeting.

PUBLIC COMMENTS FOR AGENDA ITEMS ONLY – NONE

APPROVAL OF BOARD OF HEALTH MINUTES

Moved to approve the September 15, 2021 Regular meeting minutes as presented.

RESULT: APPROVED [UNANIMOUS]
MOVER: Mr. Cicero
SECONDER: Dr. Terrell
AYES: Mr. Zelko, Dr. Terrell, Mr. Cicero, Chief Hertzmann, Dr. Lipinski, Dr. Morales, Dr. Pitsilos, 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 September 30, 2021.

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

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

➡ Ms. Piskur provided a presentation regarding County investments and impact on the HD’s fund balance. Ms. Piskur responded and fielded questions from Board members.

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 October)

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

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

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

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

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

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

- Report of activities were provided in the packet for the Board’s review.
- ➡ Mr. Zelko inquired what kind of immunity are people acquiring after receiving the COVID vaccine versus immunity for the non-vaccinated community? Will we need to receive dose every year? Dr. Byrd provided a detailed background and understanding regarding immunity for vaccinated and non vaccinated people. Discussions ensued.

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

- Report of activities were provided in the packet for the Board’s review.
- Mr. Casey reported IDPH issued a press release indicating a 55 year old female resident passed from West Nile. Mr. Casey also provided up-to-date West Nile updates.

- Mr. Zelko encouraged Mr. Casey to reach out and work with a newly formed group regarding opportunities to collaborate with the Restaurant Association or similar group for Will County.
- Mr. Cicero inquired about the laboratory testing facility in the Village of Plainfield that resulted in a boil order. Mr. Casey noted that was due to a staff / human error.
- Dr. Terrell inquired about the bat population increase for Will County? Mr. Casey noted EH has not looked into that issue as of yet.

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

- Reports of activities were provided in the packet for the Board’s review.
- Ms. VanderBoegh added in addition to her report, she received notice from DHS the WIC waiver for not requiring regular WIC clinic visits will be in place for 25 months. The waiver has been in place since March 2020 and will extend until April 2022.

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

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

OLD BUSINESS

COVID-19 RESPONSE

Ms. Jackson presented a Power Point (PP) slideshow regarding COVID-19 Vaccination Updates as of October 19th. The PP slideshow included: vaccines administered / total completed doses, previous pop-up clinics, social media updates, and upcoming vaccination clinics / schedules for the pediatric population. Ms. Jackson fielded and responded to questions from the Board.

EQUITY PROGRESS REPORT

- Ms. Voss presented and discussed the equity and community goals, progress, partnerships, outreach, and education. Ms. Voss fielded and responded to questions from the Board.
- Mr. Zelko suggested Ms. Voss and Ms. Olenek to begin discussions regarding CBO longevity or funding timeframes. Mr. Zelko asked for talking points to be brought back to the meeting.

NEW BUSINESS

RESOLUTION #21-66 APPROPRIATION OF FY22 BUDGET

The final FY2022 budget for the General Operating Fund (2102) is balanced for revenues and expenditures. The Board of Health hereby adopts the Will County Health Department’s FY2022 Operations budget appropriations.

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

RESOLUTION #21-67 PURCHASE OF VIDEO CONFERENCE SYSTEM FOR WCHD COMMUNITY ROOM

The WCHD and CHC requires to purchase a Video Conference System for the HD Community Room to accommodate both in-person and virtual meetings. The Polycom Video Conference System provides capacity for virtual meetings utilizing Microsoft Teams and other virtual platforms. The Board of Health approves the purchase of the Polycom Video Conference System from CDWG not to exceed \$17,500.

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

RESOLUTION #21-68 THE FOURCE MEDIA PLAN FOR SEPTEMBER – NOVEMBER

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 and 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 months of September through November 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 September thru November 2021 from The Fource in the amount not to exceed of \$426,000.

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

RESOLUTION #21-69 THE FOURCE MEDIA ACTIVITIES FOR SEPTEMBER

The Fource also provides creative development activities for email development, for a community toolkit, press releases copywrite and review, promotional flyers for pop up clinics, maintenance of daily social media posts and daily updates to website. funding for this expenditure was budgeted for in the County CARES allocation. The Board of Health approves the expenditure for the media plan and creative development activities for September 2021 from The Fource in the amount not to exceed of \$154,000.

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

RESOLUTION #21-70 PURCHASE OF WORKSTATIONS

Administration has decided to modify two conference rooms (Room #2110 in Human Resources and Room #2119 in Administrative Suite) into private offices to accommodate two additional staff members. The Board of Health approves modification of two conference rooms into private offices in the Administrative Suite, not to exceed \$10,300 to Midwest Office Interiors.

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

RESOLUTION #21-71 SECURITY SERVICES CONTRACT

The Health Department requires security services for the HD Building and the CHC building. All received bids were carefully vetted and considered. We request approval to enter into contract with Global Security Group Corporation effective December 1, 2021 through November 30, 2022 at the following rates of \$ 24.53 regular hourly, \$34.53 overtime hourly, and \$34.53 hourly for holidays. The Board of Health approves the contract with Global Security Group Corp.

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

RESOLUTION #21-72 TRANSFER OF FUNDS FY21 BUDGET

The WCHD and CHC have been successful in filling some, but not all vacancies. WCHD and CHC are in need of money in several non-personnel budget lines to complete this fiscal year. This transfer of funds in part, will pay for the continuing COVID-19 response effort without making a fourth request from the County Cares Allocation this fiscal year. The Board of Health approves the following transfer of funds in the FY2021 Health Department budget.

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

RESOLUTION #21-73 CONTRACT WITH HEALTHCARE CONNECT

From time to time the CHC experiences vacancies in provider positions due to resignation or retirement. At times, we have enlisted the professional services of a recruitment firm for hiring needed providers. There is funding in the FY2022 budget for such services. The Board of Health approves the agreement with Healthcare Connections.

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

RESOLUTION #21-74 PURCHASE OF KEYCARD ACCESS SYSTEM

The CHC received a Notice of Award from HRSA American Rescue Plan Act (ARPA) (H8F) Grant to Build Capacity and Infrastructure for Community Health Centers. The existing door hardware is obsolete, difficult and costly to repair; and not compatible with door hardware currently available. The Board of Health approves the installation of a card access system and four (4) wireless locksets for the entry way to the pediatric examination rooms, primary care/optometry/audiology examination rooms, OB/GYN examination rooms, and medication storage room for the payment of an amount not to exceed \$19,970 to Applied Communications Group.

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

RESOLUTION #21-75 APPROPRIATION OF FUNDS FROM IPHCA FOR THE COMMUNITY HEALTH CENTER

The IL Primary Healthcare Association obtained funding from CMS/HHS for Insurance Navigators in the State of Illinois beginning 9/1/2021. A Sub-Award of \$50,000/year was given to the CHC for funding to support 1.0 FTE personnel and related expense for an Outreach Specialist II/Navigator. The Board of Health approves the appropriation of funds to the FY2021 Will County Community Health Center budget.

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

EXECUTIVE SESSION RE: PERSONNEL / LEGAL MATTERS – NONE

APPROVAL OF PERSONNEL STATUS REPORT FOR THE WILL COUNTY HEALTH DEPARTMENT

The board approves a 3.5% wage adjustment for all eligible management and exempt employees effective December 1, 2021, payout for lost vacation time due to COVID-related activities for (7) leadership staff individuals not to exceed \$26,000 and payout for accumulated compensation time for Stacey Knack, Human Resources Coordinator related to COVID-19 response. Ms. Olenek fielded and responded to questions regarding this request.

- Mr. Zelko and the Board thanked the exempt staff for all their hard work and efforts since the start of the COVID-19 pandemic and future pandemic activities.

A motion was made to approve all personnel amended changes, including the addition of Dr. Byrd (for payout of lost vacation time) and the candidate who was a no show for the WCHD for the month of October.

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


BOARD MEMBERS' COMMENTS/CONCERNS – NONE


PUBLIC CONCERNS AND COMMENTS – NONE

ADJOURNMENT

At 5:37 p.m. a motion was made to adjourn the meeting.

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

By: 
John Cicero, Secretary
Will County Board of Health

By: 
Stephanie Baskin, Executive Assistant
Will County Health Department