

**WILL COUNTY HEALTH DEPARTMENT
BOH REGULAR MEETING MINUTES
DECEMBER 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 – 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 (left at 4:00pm)
Nanci Reiland, DNP
Scott Soderquist, D.D.S.
Margaret Tyson (arrived at 3:02pm)

MEMBERS ABSENT

George Pitsilos, M.D.

STAFF PRESENT

Susan Olenek, Executive Director, Administration
Elizabeth Bilotta, Assistant Executive Director, Administration
Stephanie Baskin Executive Assistant, Administration
Jillian Carlisle, IT Specialist, Administration
Chuck Flood, Compliance Officer, 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

OTHERS PRESENT

Dan McGrath, Assistant State's Attorney
Marie Lindsay, Governing Council, Vice Chair

PLEDGE OF ALLEGIANCE

PRESIDENT’S COMMENTS

Mr. Zelko welcomed everyone to the meeting and wished everyone a *Merry Christmas and a healthy safe holiday season!*

EXECUTIVE DIRECTOR’S COMMENTS

Ms. Olenek shared sad news regarding the passing of Bruce Tidwell, County of Will Human Resources Director and Pilar Bernal, CHC’s Interpreter Clerk.

Ms. Olenek notified the Board of the ransomware attack on the Kronos timekeeping system which affected the entire County of Will; currently using a paper process and working on a mitigation process.

Ms. Olenek wished everyone a *Merry Christmas* and a healthy and safe holiday season!

PUBLIC COMMENTS FOR AGENDA ITEMS ONLY – NONE

APPROVAL OF BOARD OF HEALTH MINUTES

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

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

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 November 30, 2021.

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

RESULT: APPROVED [UNANIMOUS]
MOVER: Mr. Cicero
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

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 December)

- Report of activities were provided in the packet for the Board’s review.
- Ms. Bilotta fielded and responded to questions from the Board regarding emergency evacuations and practices.

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

- Report of activities were provided in the packet for the Board’s review.
- Dr. Troiani fielded and responded to questions from the Board regarding responses to the training for the 988 system and grant funding for the trainers.

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

- Report of activities were provided in the packet for the Board’s review.
- Ms. Maragos added the CHC now has the capability to administer instant PCR testing; the pilot will start next week with Pediatrics and OB/Gyn; the following week testing will be available through drive up services.
- Ms. Maragos fielded and responded to questions from the Board regarding travel testing services.

Chief Medical Officer – CHC (Ms. Olenek presented on behalf of Dr. Byrd’s report for the month of December)
Report of activities were provided in the packet for the Board’s review.

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

- Report of activities were provided in the packet for the Board’s review.
- Mr. Casey provided updates regarding IMS collection fees and extension of the food permit penalty timeframe.

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

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 December)

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

OLD BUSINESS

COVID-19 RESOURCE COORDINATION

Ms. Carrie Jackson, Program Coordinator presented a Power Point (PP) regarding alternate housing for the homeless population who are quarantining / isolating. Also discussed partnering with Community Based Organizations for ancillary resource services. Ms. Jackson fielded and responded to questions from the Board.

MRC PRESENTATION - RECOGNITION EVENING

Ms. Agor presented a PP for the recognition of the MRC / COVID volunteers. During the reception, five volunteers were recognized for their stellar achievement in most hours donated with one volunteer donating over 440 hours as of November 2021.

Ms. Cindy Jackson, Vaccine Director briefly discussed the COVID-19 vaccination timeline included in the packet regarding vaccination activities from December 2020 to December 2021. Ms. Jackson fielded and responded to questions from the Board.

NEW BUSINESS

RESOLUTION #21-83 EXTENSION OF THE BUSINESS ASSOCIATES AGREEMENT – THE FOURCE FOR MEDIA ACTIVITIES FOR THE COMMUNITY VACCINATION CLINICS & COVID-19 PANDEMIC RESPONSE

The extension of the Business Associate Agreement for the WCHD’s Communication firm (The Fource) which includes creative development, social channel marketing, video production, media planning and management, photography, public relations, analytic measurements for their efforts, and other client services through March 31, 2022 is a critical component for the WCHD to promote the community vaccination clinics and the COVID-19 pandemic response. The proposed hours to achieve the above noted scope of work consists of 100 hours per month. The Board of Health approves the expenditure for the extension of the Business Associate Agreement and proposed scope of work for December 2021 thru March 2022 from The Fource in the amount not to exceed of \$50,000.

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

RESOLUTION #21-84 THE FOURCE MEDIA ACTIVITIES DECEMBER 2021 – MARCH 2022

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 for in our FY22 budget from the carryover of the County CARES allocation. The Board of Health approves the expenditure for the media plan activities for December 1, 2021 thru March 31, 2022 from The Fource in the amount not to exceed of \$466,142.

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

RECOGNITION OF COVID-19 RESPONSE TEAM

Ms. Olenek acknowledged each of the 53 staff individually (see attached listing) who took on additional roles during the pandemic response. The Board also thanked all those involved and their commitment and dedication.

ITT AD-HOC COMMITTEE PRESENTATION

The County reestablished a Technology Committee (IT AD-HOC Committee) requesting information from each IT department within the County to present their IT activities at the meeting. Mr. Melei shared the PP presentation which described the IT department activities and future initiatives. Mr. Zelko commended Mr. Melei on being able to adjust to the ever-changing technology and his staff's accomplishments.

ELECTION OF OFFICERS

NOMINATION FOR PRESIDENT

RESULT:	APPROVED [UNANIMOUS]
MOVER:	Dr. Terrell
SECONDER:	Ms. Tyson To accept the nomination for President of the Will County Board of Health and appoint Jim Zelko President of the Board of Health.
AYES:	Dr. Terrell, Mr. Cicero, Chief Hertzmann, Dr. Lipinski, Dr. Morales, Ms. Mackey, Dr. Reiland, Dr. Soderquist, Ms. Tyson <i>Mr. Zelko abstained.</i>

NOMINATION FOR VICE PRESIDENT

RESULT:	APPROVED [UNANIMOUS]
MOVER:	Ms. Tyson
SECONDER:	Chief Hertzmann To accept the nomination for Vice President of the Will County Board of Health and appoint Billie Terrell, PhD. Vice President of the Board of Health.
AYES:	Mr. Zelko, Mr. Cicero, Chief Hertzmann, Dr. Lipinski, Dr. Morales, Ms. Mackey, Dr. Reiland, Dr. Soderquist, Ms. Tyson <i>Dr. Terrell abstained.</i>

NOMINATION FOR SECRETARY

RESULT:	APPROVED [UNANIMOUS]
MOVER:	Chief Hertzmann
SECONDER:	Dr. Morales To accept the nomination for Secretary of the Will County Board of Health and appoint John Cicero Secretary of the Board of Health.
AYES:	Mr. Zelko, Dr. Terrell, Chief Hertzmann, Dr. Lipinski, Dr. Morales, Ms. Mackey, Dr. Reiland, Dr. Soderquist, Ms. Tyson <i>Mr. Cicero abstained.</i>

BOARD OF HEALTH DATES FY2022

To approve the FY2022 Board of Health Meetings Calendar as presented. The Board of Health meets the third Wednesday of each month (except July) at 3:00 p.m. (via Virtually during the COVID-19 pandemic). The usual meeting location will occur in the Will County Health Department's Community Room 1005A/1005B meeting rooms, 501 Ella Avenue, Joliet, IL.

RESULT:	APPROVED [UNANIMOUS]
MOVER:	Dr. Terrell
SECONDER:	Mr. Cicero
AYES:	Mr. Zelko, Dr. Terrell, Mr. Cicero, Chief Hertzmann, Dr. Lipinski, Dr. Morales, Ms. Mackey, 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 of Health approves all personnel changes for the Will County Health Department for the month of December.

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

BOARD MEMBERS' COMMENTS/CONCERNS

Mr. Cicero reiterated the huge loss of losing Bruce Tidwell and shared his sentiments regarding Mr. Tidwell's successful tenure at the County.

Ms. Olenek thanked the Board for their unwavering service and support throughout the year and shared the staff is always complimentary regarding their service and support as well.


PUBLIC CONCERNS AND COMMENTS – NONE

ADJOURNMENT

At 4:46 p.m. a motion was made to adjourn the meeting.

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

By: 
John Cicero, Secretary
Will County Board of Health

By: 
Stephanie Baskin, Executive Assistant
Will County Health Department