



**WILL COUNTY HEALTH DEPARTMENT
BOH REGULAR MEETING MINUTES
FEBRUARY 16, 2022**

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 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 (arrived at 3:01pm)
John Cicero, Secretary
Gary Lipinski, M.D.
Teena Mackey
Silvio Morales, M.D.
Annette Parker
Nanci Reiland, DNP
Margaret Tyson (arrived at 3:25pm)

MEMBERS ABSENT

Chief Paul Hertzmann
George Pitsilos, M.D.
Scott Soderquist, D.D.S.

STAFF PRESENT

Susan Olenek, Executive Director, Administration
Elizabeth Bilotta, Assistant Executive Director, Administration
Stephanie Baskin Executive Assistant, Administration
Anthony Melej, I.T.T. Director, Administration
Chuck Flood, Compliance Officer, Administration
Matthew Bedore, Media Services Manager, 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
Nicole Garrett, Program Manager, MAPP
Kathleen Weber, Interim Mass Vaccination Director

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.

Mr. Zelko suggested – in the “near future” the Board resume in-person / video & audio meetings. The in-person meetings would accommodate Board members who choose to meet in-person and provide the option for those members would like to meet simultaneously virtually. The Board asked Ms. Baskin to set up a polling process and send to the members individually in accordance with the Open Meetings Act rules. Ms. Olenek fielded and responded to questions / suggestions. Brief discussions ensued.

EXECUTIVE DIRECTOR’S COMMENTS

Ms. Olenek mentioned she met with the County Executive’s office regarding term expirations for select BOH members and will possibly be reaching out to the members regarding their term extensions.

PUBLIC COMMENTS FOR AGENDA ITEMS ONLY – NONE

APPROVAL OF BOARD OF HEALTH MINUTES

Moved to approve the January 19, 2022 Regular meeting minutes as presented.

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

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 months of November 2021 and January 2022.

- ✚ Ms. Bilotta will revise the Change in Cash header to reflect January 2022 not November 2022.

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

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

REPORTS FROM DIVISIONS

Reports were provided in the packet by the Chief Executive Officer, Chief Medical Officer, Division Directors, Interim Mass Vaccination Director, and Media Services Manager.

Administrative Services (Presented Monthly Reports for the month of February)

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

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

- Report of activities were provided in the packet for the Board’s review.
- Dr. Troiani recapped agenda items included in his report regarding funding and mental health program updates.

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

- Report of activities were provided in the packet for the Board’s review.
- Ms. Maragos recapped agenda items included in her report included as resolution items.
- Ms. Maragos reported the CHC has been approved for a 6 month Planning Grant for a school-based health center in Bolingbrook through IDPH. Additional follow-ups with the Valley View School District will ensue confirming the need for the on-site health center.

Chief Medical Officer – CHC (Ms. Olenek presented on behalf of Dr. Byrd’s report for the month of February)
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 February)

- o Report of activities were provided in the packet for the Board’s review.
- o Mr. Casey provided updates regarding Food Permits and IMS collection fees.
- ✦ Dr. Lipinski inquired if there was activity in January for Radon Awareness Month? Mr. Casey noted no. The last couple years have been very slow.

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

- o Reports of activities were provided in the packet for the Board’s review.
- o Ms. VanderBoegh noted per Mr. Zelko’s request from the previous BOH meeting, a report overview regarding alternate housing has been included in the packet highlighting the programs expansion.

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

- o Reports of activities were provided in the packet for the Board’s review.
- o Ms. Weber reported Ms. Cindy Jackson has delivered a son. Mom and baby are doing well.

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

- o Reports of activities were provided in the packet for the Board’s review.
- o Mr. Bedore updated the Board on social media posts and the audiences targeted.

OLD BUSINESS

COVID-19 UPDATE

Ms. Weber presented a Power Point (PP) slideshow regarding COVID-19 vaccination updates as of February 16th. 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. Weber fielded and responded to questions from the Board.

NEW BUSINESS

RESOLUTION #22-06 GOVERNING COUNCIL BY-LAWS

As provided for in the By-Laws of the CHC Governing Council, any amendments made to the By-Laws shall have the approval of the Will County Board of Health. Recent amendments to the Governing Council By-Laws were made at the regularly scheduled monthly meeting of the Governing Council on February 2, 2022. The Board of Health approves the Will County Community Health Center Governing Council By-Laws as amended.

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

RESOLUTION #22-07 ARCHITECTURAL SERVICES FOR MEDICAL RECORDS ROOM RENOVATION

The CHC received a Notice of Award from HSRA’s American Rescue Plan Act (ARPA) (H8F) Grant to Build Capacity and Infrastructure for Community Health Centers. The funding will be used to first architecturally design the following areas: eight (8) patient care rooms, a nurse’s station, a twelve (12) seat waiting room, and two office spaces. The Board of Health approves the services to begin after February 15, 2022 and the Board of Health approves the payment of an amount not to exceed \$15,000 to Stromsland + De Young + Prybys Architecture Group.

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

RESOLUTION #22-08 HUDSON HEADWATERS 340B AUDITING SERVICES

The CHC is enrolled with HRSA’s 340B Drug Pricing Program, created in 1992 “to stretch scarce federal resources to reach more eligible patients or provide more comprehensive services. Hudson Headwaters has submitted a proposal for an independent audit to include verification of internal controls to prevent diversion, compliance with program requirements, and a review the CHC’s 340B policies and procedures. The Board of Health approves the services to begin after February 15, 2022 and the Board of Health approves the payment of an amount not to exceed \$12,500 to Hudson Headwaters 340B, LLC.

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

RESOLUTION #22-09 LARVICIDE PURCHASE

Part of the 2022 Vector Surveillance and Control Grant Program being conducted by EH includes the distribution of mosquito larvicide. The cost associated with the purchase of larvicide will be covered under the Illinois Department of Public Health Vector Surveillance and Control Grant. The Board of Health approves the purchase of up to fifty-four (54) cases of Altosid XR Ingot Slim larvicide for a total cost (not to exceed) \$41,000.

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

RESOLUTION #22-10 TASKE CALL CENTER SOLUTION SYSTEM

The WCHD and CHC is requesting the approval to purchase the TASKE Call Center Management Application. TASKE Technology Inc, provides the Call Center Management application that integrates with the Avaya Phone System, to provide call center operators/agents with real-time caller information and a knowledge base for call handling. The Board of Health approves the purchase of the TASKE Call Center Management Application, not to exceed \$20,860.

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

RESOLUTION #22-11 EXTENDED – MASS VACCINATION GRANT APPROPRIATION

The 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 association 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. This grant funding supports anticipated new expenses of \$570,327 and previously budgeted expenses of \$601,135. The Board of Health approves the additional appropriation of funds to the FY2022 Will County Health Department budget

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

RESOLUTION #22-12 EXTENDED – CONTACT TRACING APPROPRIATION

The WCHD obtained an IDPH COVID-19 Contact Tracing Grant to assure the implementation of a robust contact tracing program, a critical component to preventing further spread of COVID-19. This grant funding supports new expenses of \$535,153 and previously budgeted expenses of \$144,142. The Board of Health approves the additional appropriation of funds to the FY2022 Will County Health Department budget.

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

RESOLUTION #22-13 COVID-19 CRISIS GRANT APPROPRIATION

The WCHD obtained an IDPH COVID-19 Crisis Grant to establish, expand, train, and sustain the public health workforce and to address jurisdictional response needs to support COVID-19 prevention, preparedness, response, and recovery initiatives. The project period for this grant is 1/1/2022 through 6/30/2023. This grant funding supports new expenses of \$499,162 and previously budgeted expenses of \$ 53,068. The Board of Health approves the additional appropriation of funds to the FY2022 Will County Health Department budget.

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

RESOLUTION #22-14 CANON RIGHTFAX eFAX SERVICE

The WCHD and CHC is requesting the approval to purchase the RightFax eFax services from Canon Solutions at a one-time cost of \$14,990; first year maintenance cost of \$1,467 and \$650 per month including 15,000 pages. The amount is currently in the FY2022 budget for eFax services. The Board of Health approves the purchase of the RightFax eFax Services, from Canon Solutions at a one-time cost of \$14,990; first year maintenance cost of \$1467 and \$650 per month, from Canon Solutions.

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

RESOLUTION #22-15 CANON SERVICE AGREEMENT

The dollar amount was not provided at time of meeting and will need to the bring the Resolution back to the next meeting for approval. The Board Health approves to table Resolution #22-15 Canon Service Agreement .

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

MAPP UPDATE

Ms. Garrett provided an update via PowerPoint presentation on MAPP’s initiatives and strategies.

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 February. Ms. Olenek fielded and responded to questions from the Board regarding the Termination / Lay-off statuses listed on the report.

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

BOARD MEMBERS' COMMENTS/CONCERNS

Ms. Parker inquired about the school mask mandates and if the WCHD have suggested any recommendations. Ms. Olenek mentioned information has been disseminated via press releases and social media posts recommending masks continue to be worn but the HD is not enforcing any mandates. ASA McGrath added additional updates regarding the mask mandates and potential future rulings.

Ms. Olenek notified the Board; the County Executive's office is requesting agencies in the County of Will close due to the inclement weather approaching tomorrow.


ASA McGrath briefly provided clarification to the Board regarding the Economic Statements of Interest sent via email. ASA McGrath fielded and responded to questions from the Board.


PUBLIC CONCERNS AND COMMENTS – NONE

ADJOURNMENT

At 5:01 p.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, Dr. Lipinski, Dr. Morales, Ms. Mackey, Ms. Parker, Dr. Reiland, Ms. Tyson

By: 
John Cicero, Secretary
Will County Board of Health

By: 
Stephanie Baskin, Executive Assistant
Will County Health Department