

**WILL COUNTY HEALTH DEPARTMENT  
BOH REGULAR MEETING MINUTES  
NOVEMBER 17, 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 NOT PRESENT**

**MEMBERS PRESENT**

James Zelko, President  
Billie Terrell, PhD., Vice President (arrived at 3:02pm)  
John Cicero, Secretary  
Chief Paul Hertzmann  
Silvio Morales, M.D.  
Annette Parker  
Nanci Reiland, DNP  
Margaret Tyson (arrived at 3:05pm)

**MEMBERS ABSENT**

Gary Lipinski, M.D.  
Teena Mackey  
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  
Jillian Carlisle, IT Specialist, 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

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**PLEDGE OF ALLEGIANCE**

**PRESIDENT’S COMMENTS**

Mr. Zelko welcomed everyone to the meeting and wished everyone a *Happy Thanksgiving!*

**EXECUTIVE DIRECTOR’S COMMENTS**

Ms. Olenek reiterated Mr. Zelko’s sentiments regarding the upcoming holiday. Ms. Olenek reminded the Board at next month’s meeting; we will be conducting the election of officers and a quorum will be required. Ms. Olenek inquired if the COVID-19 Response Committee will continue in the next year or if the meetings will be disbanded? Mr. Zelko replied the disbanding of the meeting will be discussed at next month’s meeting.

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

**\*QUORUM PRESENT\***

**APPROVAL OF BOARD OF HEALTH MINUTES**

Moved to approve the October 20, 2021 Regular meeting minutes as presented.

<b>RESULT:</b>	<b>APPROVED [UNANIMOUS]</b>
<b>MOVER:</b>	Chief Hertzmann
<b>SECONDER:</b>	Mr. Cicero
<b>AYES:</b>	Mr. Zelko, Dr. Terrell, Mr. Cicero, Chief Hertzmann, Dr. Morales, 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 month of October 31, 2021.

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

<b>RESULT:</b>	<b>APPROVED [UNANIMOUS]</b>
<b>MOVER:</b>	Dr. Reiland
<b>SECONDER:</b>	Mr. Cicero
<b>AYES:</b>	Mr. Zelko, Dr. Terrell, Mr. Cicero, Chief Hertzmann, Dr. Morales, Ms. Parker, Dr. Reiland, 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 November)**

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

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

- o Report of activities were provided in the packet for the Board’s review.
- o Dr. Troiani introduced Karen Briggs-Hedrick, Program Coordinator – Adult Mental Health / Outpatient program to the meeting. Ms. Briggs-Hedrick provided a brief background about herself.

**Chief Executive Officer – CHC (Ms. Olenek presented and briefly fielded questions on behalf of Ms. Maragos’ report for the month of November)**

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

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

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 November)**

- o Report of activities were provided in the packet for the Board’s review.
- o Mr. Casey added in addition to collecting IMS fees, there has been a handful of returned IMS bills; currently checking into the reason for the returns. There is also an uptick in residents selling food out of their homes without permits which is generating complaints from the neighbors; actions and follow-ups are currently underway. Brief discussions ensued.

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

- Reports of activities were provided in the packet for the Board’s review.
- Ms. VanderBoegh added in addition to her report, the Tobacco staff’s poster presentation proposal has been accepted and will be presented at the Community Anti-Drug Coalitions of America conference in early January.

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

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 November 17<sup>th</sup>. The PP slideshow included: vaccines administered / total completed doses, booster, pediatric, and 3<sup>rd</sup> dose vaccinations, pop-up clinics, social media updates, and upcoming vaccination clinics / schedules. Ms. Jackson fielded and responded to questions from the Board.

**EQUITY PROGRESS REPORT**

Ms. Olenek presented on behalf of Ms. Voss. Ms. Olenek discussed the equity and community goals, progress, partnerships, outreach, and education. Ms. Olenek 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 #21-76 SURPLUS OF EQUIPMENT**

The WCHD requires disposal and recycling of office equipment, phone equipment, copiers, electronics, televisions, routers and switches, computer related items, and other miscellaneous items from the CHC, Family Health Services, Administration, Behavioral Health and Environmental Health. The Board of Health approves the disposal and/or recycling.

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

**RESOLUTION #21-77 THE FOURCE FOR THE COMMUNITY VACCINATION CLINICS AND THE COVID-19 PANDEMIC RESPONSE**

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 the County CARES Allocation. The Board of Health approves the expenditure for the media plan activities for October 2021 from The Fource in the amount not to exceed of \$142,000.

<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. Morales, Ms. Parker, Dr. Reiland, Ms. Tyson

**RESOLUTION #21-78 PURCHASE OF HP MSA 2050 STORAGE AREA NETWORK (SAN) ENCLOSURE**

The WCHD and CHC requires to add storage capacity to the HP MSA 2050 Storage Area Network for the Microsoft Hyper-V Virtual Server infrastructure. The HP MSA 2050 SAN will add 28.8 TB (terabytes) of additional storage capacity to the existing Microsoft Hyper-V infrastructure. The Board of Health approves the purchase of the HP MSA 2050 Storage Area Network (SAN) enclosure from CDWG for \$17,072.05.

<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. Morales, Ms. Parker, Dr. Reiland, Ms. Tyson

**RESOLUTION #21-79 RENEWAL AND UPGRADE OF CITRIX SERVICE AND LICENSE SUBSCRIPTION FOR REMOTE APPLICATION AND DESKTOP SERVICES —NOT TO EXCEED \$28,546 PER YEAR FOR THREE (3) YEARS**

The WCHD and CHC requires on-premises Citrix Services for Remote Application and Desktop services. The CITRIX Service and License subscription has a three year term with payments of \$28,546 per year. The Board of Health approves the renewal of the CITRIX Service and License Subscription renewal for \$28,546 annual payment to CDWG for three (3) years.

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

**RESOLUTION #21-80 RENEWEL OF CISCO SMARTNET EQUIPMENT MAINTENANCE AGREEMENT FOR CISCO NETWORK EQUIPMENT NOT TO EXCEED \$ 33,147**

The WCHD and CHC requires 24x7x4 support for mission critical Cisco Network Equipment. CDWG is the State of Illinois Master Contract vendor for the purchase of Cisco Equipment and Services. The Board of Health approves the renewal of the CISCO SMARTNET renewal for \$33,146.18 to CDWG.

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

**RESOLUTION #21-81 PURCHASE OF HP DL380 SERVER FOR THE MICROSOFT HYPER-V INFRASTRUCTURE --\$21,218.24**

The WCHD and CHC needs to add a HP DL380 Server to the Microsoft Hyper-V Infrastructure to add capacity for additional Virtual Servers. The virtual servers are needed to support remote access, virtual desktops, and applications. The Board of Health approves the purchase of the HP DL380 Server for the Microsoft Hyper-V Infrastructure under a state government contract from Computer Discount Warehouse Government (CDWG) for \$21,218.24.

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

**RESOLUTION #21-82 OB CONVERSION RFP**

The CHC received a Notice of Award from HRSA's American Rescue Plan Act (ARPA) (H8F) Grant to Build Capacity and Infrastructure for Community Health Centers. The addition of clinical support staff in the OB/Gyn department at the Joliet CHC, requires three (3) workstations to be added in the women's health care suite. The funding for this project is included in the FY22 budget. The Board of Health approves the remodel to begin after November 30, 2021 and the Board of Health approves the payment of an amount not to exceed \$37,000 to Osterander Construction, Inc.

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

**REQUEST TO CLOSE OFFICES SATURDAY DECEMBER 25, 2021 AND SATURDAY, JANUARY 1, 2021**

The Board of Health approves the request to close the WCHD and CHC Joliet, NBO, and EBO offices Saturday December 25, 2021 and Saturday, January 1, 2021.

<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. Morales, Ms. Parker, Dr. Reiland, Ms. Tyson

**ANNUAL PERFORMANCE EVALUATION FOR EXECUTIVE DIRECTOR**

Mr. Zelko inquired if any Board members would like to participate in the evaluation of the Executive Director? Mr. Zelko asked Ms. Olenek to put together her previous / upcoming goals when she is able and Ms. Knack to email the paperwork. Mr. Zelko and Dr. Terrell will conduct and participate in the evaluation of the Executive Director by February 2022.

**FEDERAL VACCINATION MANDATE**

Ms. Olenek included a comprehensive overview of the mandate in the packet. Mr. Zelko suggested allowing the State’s Attorneys’ Office to handle this matter and wait for their directives how to proceed.

**EXECUTIVE SESSION RE: PERSONNEL / LEGAL MATTERS – NONE**

**APPROVAL OF PERSONNEL STATUS REPORT FOR THE WILL COUNTY HEALTH DEPARTMENT**

The board approves the payout for comp time due to COVID-related activities for (5) management staff not to exceed \$33,000 and all personnel changes for the Will County Health Department for the month of November.

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

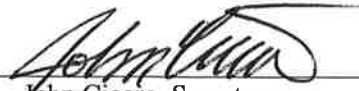
**BOARD MEMBERS’ COMMENTS/CONCERNS – NONE**

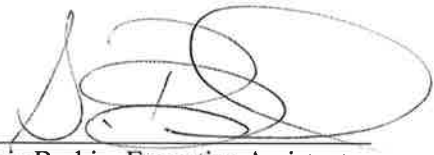
**PUBLIC CONCERNS AND COMMENTS – NONE**

**ADJOURNMENT**

At 4:12 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, Chief Hertzmann, Dr. Morales, Ms. Parker, Dr. Reiland, Ms. Tyson

By:   
John Cicero, Secretary  
Will County Board of Health

By:   
Stephanie Baskin, Executive Assistant  
Will County Health Department