



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

The monthly meeting of the Board of Health held at the Will County Health Department, 501 Ella Avenue, Joliet, IL 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.  
Nanci Reiland, DNP  
Scott Soderquist, D.D.S.

**MEMBERS ABSENT**

Teena Mackey  
Silvio Morales, M.D.  
Annette Parker  
George Pitsilos, M.D.  
Margaret Tyson

**STAFF PRESENT**

Susan Olenek, Executive Director, Administration  
Elizabeth Bilotta, Assistant Executive Director, Administration  
Stephanie Baskin Executive Assistant, Administration  
Stacey Knack, Human Resources, Administration  
Denise Bergin, Director of Finance, Administration  
Anthony Melei, I.T.T. Director, Administration  
Kristi Cage, Operations Coordinator, Administration  
Chuck Flood, Compliance Officer, Administration  
Matthew Bedore, Media Services Manager, Administration  
Joseph Troiani, Division Director, Behavioral Health  
Mary Maragos, CEO, Community Health Center  
Trisha Kautz, Division Director, Environmental Health  
Georgia VanderBoegh, Division Director, Family Health Services  
Nicole Garrett, Program Manager, MAPP  
Kathleen Weber, Interim Mass Vaccination Director  
Barbara Agor, EP&R Specialist

**OTHERS PRESENT**

Dan McGrath, Assistant State's Attorney  
Marie Lindsey, Representing Governing Council  
Kathleen Burke, Director of Substance Use Initiatives, County of Will  
Lewis University Nursing Students

**PLEDGE OF ALLEGIANCE**

**PRESIDENT’S COMMENTS**

Mr. Zelko welcomed everyone to the meeting.

Mr. Zelko announced his retirement as President and will not seek another term as a Board member. Mr. Cicero also announced he will not seek another term as a Board member. Mr. Zelko has been a Board member for 14 years and Mr. Cicero has been a Board member for 6 years. Mr. Zelko and Mr. Cicero both worked for the Health Department prior to becoming Board members.

**EXECUTIVE DIRECTOR’S COMMENTS**

Ms. Olenek welcomed everyone to the meeting while acknowledging (for some) this is their first time in the “new” building. Ms. Olenek noted the Community Room currently serves as the vaccination clinic during non-BOH meeting days.

Ms. Olenek offered those in attendance to enjoy the refreshments provided and offered the Board members to take one of the four giveaway items left over from the holiday staff giveaways.

Ms. Olenek asked to provide feedback for the room’s set-up for future Board meetings. If any members have any suggestions regarding room configurations to please contact herself or Stephanie Baskin. Ms. Olenek noted masking is optional in the building for vaccinated individuals.

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

**APPROVAL OF BOARD OF HEALTH MINUTES**

Moved to approve the February 16, 2022 Regular meeting minutes as presented.

<b>RESULT:</b>	<b>APPROVED [UNANIMOUS]</b>
<b>MOVER:</b>	Dr. Reiland
<b>SECONDER:</b>	Dr. Terrell
<b>AYES:</b>	Mr. Zelko, Dr. Terrell, Mr. Cicero, Chief Hertzmann, Dr. Lipinski, 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 months of November 2021 and February 2022. \*Ms. Bilotta noted this month closes out the November 2021 financials.

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

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

**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 March)**

- o Report of activities were provided in the packet for the Board’s review.
- o Ms. Bilotta thanked Ms. Baskin for running the COVID drive thru on-site testing.
- o Ms. Bilotta reported we received a notice from IDHS Bureau of Community Support Services we are scheduled to have a fiscal administration review June 14th. The review will be conducted virtually.
- ✦ Chief Hertzmann and Mr. Cicero inquired if the building’s outstanding repair issues and cell phone reception issues are complete? Ms. Bilotta noted, the cell phone issues have been fixed; she continues working with Leopardo Construction regarding the other remaining issues.

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

- 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 March)**

- Report of activities were provided in the packet for the Board’s review.
- Ms. Maragos mentioned Federal and State legislation is pending regarding Tele-Health services.

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

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 March)**

- Report of activities were provided in the packet for the Board’s review.
- Ms. Kautz noted swimming pool and beach invoices will be going out this week.

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

- Reports of activities were provided in the packet for the Board’s review.
- Ms. VanderBoegh provided an update regarding the alternate housing programs expansion.
- Ms. VanderBoegh mentioned Carrie Jackson, Program Manager reported four of the non-certified pop-up testing sites to IDPH. The attorney General and the FBI raided three of the four programs that were reported. Ms. VanderBoegh included the articles from the various reporter news organizations in her report. Ms. VanderBoegh fielded and responded to questions from the Board.

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

- Reports of activities were provided in the packet for the Board’s review.
- Ms. Lindsey inquired why there was a change from the BiNax tests to a different kind of test in the program. Ms. Weber replied, “The IHealth tests received FDA approval in December. They are a new test which are more sensitive. The state has begun buying IHealth tests because they are more readily available than the BiNax tests at the moment. There is nothing wrong with the BiNax tests and our program will provide partners with whichever tests get shipped to us.”

**Media Services (Presented Monthly Reports for the month of March)**

- Reports of activities were provided in the packet for the Board’s review.
- Mr. Bedore updated the Board on social media posts and the revised release for video / photography policy included with his report.

**OLD BUSINESS**

**COVID-19 UPDATE**

Ms. Weber presented a Power Point (PP) slideshow regarding COVID-19 vaccination updates as of March 16<sup>th</sup>. 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. Ms. Olenek added after speaking with our Chief Epidemiologist, Alpesh Patel, the expectation of the contact tracing program will change once the pandemic is rules and endemic. For example, we are certain isolation and quarantine of positive COVID-19 cases would no longer be required.

**STRATEGIC PLAN**

Included in the packet is the Strategic Plan updates since inception April 2018. Ms. Olenek briefly discussed the completed agency metrics. Ms. Olenek state an update to the plan will be brought back within the next few months.

**NEW BUSINESS**

**RESOLUTION #22-15 CANON SERVICE AGREEMENT**

A motion was made to remove Resolution #22-15 Canon Master Agreement from table. The Board of Health approves to remove Resolution #22-15 Canon Master Agreement from table.

**RESOLUTION #22-15 CANON SERVICE AGREEMENT**

The WCHD / CHC (Agency) operates several Multi-Function Printers (MFPs) throughout the Agency. The Agency and the County of Will are looking to renew the current agreement with Canon Solutions America Inc. for a 24 month period starting upon signature to November 20, 2023. The Board of Health approves the Agency to enter into a 24 month agreement along with the County of Will with Canon Solutions American Inc.

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

**RESOLUTION #22-16 APPROPRIATION OF FUNDS FOR THE IDPH COVID-19 RESPONSE GRANT**

The WCHD obtained an IDPH COVID-19 Response Grant to continue prevention and response efforts for the ongoing COVID-19 pandemic to support numerous response activities. The award of \$850,000 provides funding to support salaries, supplies, and contractual assistance and expenses. 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, Chief Hertzmann, Dr. Lipinski, Dr. Reiland, Dr. Soderquist

**RESOLUTION #22-17 SURPLUS 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. The Board of Health approves the disposal and/or recycling.

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

**RESOLUTION #22-18 CHC SLIDING FEE SCALE FOR SERVICES AND PROCEDURES**

The CHC provides medical, behavioral health, family planning, and hospital evaluation services, and procedures. the sliding fees scale requires revision on a regular basis. The CHC Governing Council approved the revised sliding fee scale at the March 2, 2022, meeting. The Board of Health approves the attached revised sliding fees scale for the CHC services and procedures.

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

**RESOLUTION #22-19 THE PURCHASE OF ADDITIONAL WORKSTATION RECONFIGURATION COMPONENTS FOR CHC**

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. A re-configuration of the shared office space in room 036 of the Community Health Center will increase from 5 to 8 the number of workstations available. The Board of Health approves the purchase of additional workstation components for workstations, and payment of an amount not to exceed \$42,000.00 to Warehouse Direct Interiors.

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

## ELECTION OF OFFICERS

### NOMINATION FOR PRESIDENT

**RESULT:** APPROVED [UNANIMOUS]  
**MOVER:** Mr. Cicero  
**SECONDER:** Dr. Reiland  
To accept the nomination for President of the Will County Board of Health and appoint Dr. Billie Terrell, President of the Board of Health.  
**AYES:** Mr. Zelko, Mr. Cicero, Chief Hertzmann, Dr. Lipinski, Dr. Reiland, Dr. Soderquist  
*Dr. Terrell abstained.*

### NOMINATION FOR VICE PRESIDENT

**RESULT:** APPROVED [UNANIMOUS]  
**MOVER:** Dr. Lipinski  
**SECONDER:** Mr. Cicero  
To accept the nomination for Vice President of the Will County Board of Health and appoint Dr. Nanci Reiland, Vice President of the Board of Health.  
**AYES:** Mr. Zelko, Dr. Terrell, Mr. Cicero, Chief Hertzmann, Dr. Lipinski, Dr. Reiland, Dr. Soderquist  
*Dr. Reiland abstained.*

### NOMINATION FOR SECRETARY

**RESULT:** APPROVED [UNANIMOUS]  
**MOVER:** Dr. Reiland  
**SECONDER:** Dr. Lipinski  
To accept the nomination for Secretary of the Will County Board of Health and appoint Chief Paul Hertzmann, Secretary of the Board of Health.  
**AYES:** Mr. Zelko, Dr. Terrell, Mr. Cicero, Dr. Lipinski, Dr. Reiland, Dr. Soderquist  
*Chief Hertzmann abstained.*

## NIPHC LETTER

Ms. Olenek reported ARPA funding at the State Level remains available. Local Health Departments seeking to have the remaining \$30,000,000 unappropriated dollars, which will help contribute to rebuilding the Public Health infrastructure. HB4597 will be addressed at tomorrow's Appropriation Human Service Committee. Ms. Olenek will continue monitoring the progress.

## UDS REPORT

Ms. Olenek briefly provided an overview of the Uniform Data System's (UDS) report included in the packet. Ms. Olenek noted the UDS report is updated annually; the report includes the CHC's past year's activity.

## AWARDS AND RECOGNITION

Mr. Zelko and Mr. Cicero received recognition awards for their services as BPH members. Mr. Zelko and Mr. Cicero both reflected on their time working at the HD as both employees and Board members. Board members and staff thanked them for their unwavering support and dedication during to the agency.

## 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 March.

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

**BOARD MEMBERS' COMMENTS/CONCERNS**


Ms. Baskin asked the Board members for future packet distribution purposes, how they would prefer to receive their packets. The Board's consensus is to have the packet emailed (only) and provide printed agendas at the meetings. The packet will be displayed on the projection screen during the meetings.


**PUBLIC CONCERNS AND COMMENTS – NONE**

**ADJOURNMENT**

At 5:00 p.m. a motion was made to adjourn the meeting.

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

By:  \_\_\_\_\_  
 Chief Paul Hertzmann, Secretary  
 Will County Board of Health

By:  \_\_\_\_\_  
 Stephanie Baskin, Executive Assistant  
 Will County Health Department