

**WILL COUNTY HEALTH DEPARTMENT  
BOH REGULAR MEETING MINUTES  
JUNE 15, 2022**

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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., Dr. Terrell, President presiding.

**ROLL CALL/ QUORUM PRESENT**

**MEMBERS PRESENT**

Billie Terrell, PhD., ACSW, President  
Nanci Reiland, DNP, Vice President  
Chief Paul Hertzmann, Secretary  
Deputy Chief Jeffrey Carey  
Allision Gunnink, MBA, MT-BC  
Gary Lipinski, M.D.  
Teena Mackey  
Silvio Morales, M.D.  
Scott Soderquist, D.D.S.

**MEMBERS ABSENT**

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  
Cindy Jackson, Mass Vaccination Director, Administration  
Stacey Knack, Human Resources Coordinator, Administration  
Denise Bergin, Director of Finance, Administration  
Anthony Melei, Director of I.T.T., 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  
Magda Lara, RN, Family Health Services, AFSCME Local 1028 Vice-President  
Caitlin Daly, Community Health Educator, Family Health Services  
Rebecca Anderson, Community Health Educator, Family Health Services  
Barbara Agor, EP&R Specialist

**OTHERS PRESENT**

Dan McGrath, Assistant State's Attorney  
Marie Lindsey, Representing Governing Council  
Lewis University Nursing Students

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**PLEDGE OF ALLEGIANCE**

**PRESIDENT'S COMMENTS**

Dr. Terrell welcomed everyone to the meeting.

**EXECUTIVE DIRECTOR’S COMMENTS**

Ms. Olenek announced the Annual Report is available on paper copy and electronically. The electronic copy can be found on the website [www.willcountyhealth.org](http://www.willcountyhealth.org). The approach for the 2021 Annual Report is different this year – which included a “Behind the Numbers” theme.

Ms. Olenek shared an email from a patron commending Ms. Weber, Peggy McWilliams, and Lisa Carlson for the ability to provide his digital vaccination card within two days of his request in order to make his travels. The Patron mentioned, he made prior attempts outside the agency which were unsuccessful.

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

**APPROVAL OF BOARD OF HEALTH MINUTES**

Moved to approve the May 18, 2022 Regular meeting minutes as presented.

<b>RESULT:</b>	<b>APPROVED [UNANIMOUS]</b>
<b>MOVER:</b>	Ms. Gunnink
<b>SECONDER:</b>	Deputy Chief Carey
<b>AYES:</b>	Dr. Terrell, Dr. Reiland, Chief Hertzmann, Deputy Chief Carey, Ms. Gunnink, Ms. Mackey, Dr. Lipinski, Dr. Morales, 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 May 2022.

<b>RESULT:</b>	<b>APPROVED [UNANIMOUS]</b>
<b>MOVER:</b>	Deputy Chief Carey
<b>SECONDER:</b>	Ms. Mackey
<b>AYES:</b>	Dr. Terrell, Dr. Reiland, Chief Hertzmann, Deputy Chief Carey, Ms. Gunnink, Ms. Mackey, Dr. Lipinski, Dr. Morales, Dr. Soderquist

**REPORTS FROM DIVISIONS**

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

**Administrative Services (Presented Monthly Reports for the month of May)**

- o Report of activities were provided in the packet for the Board’s review.
- o Ms. Bilotta provided a recap of the items included in her report, specifically regarding FY23 draft budget submission, HR recruitment, the DHS Financial Administrative Review has been submitted, and a couple I.T.T. resolutions that will need approval later in the agenda.

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

- o Report of activities were provided in the packet for the Board’s review.
  - o Dr. Troiani reported as of June 15<sup>th</sup>, BH has collected \$462,330.25 in deposits.
  - o Dr. Troiani provided a recap of the items in his report preparedness for the launching the #988 system thorough the United States: currently in the process of recruiting for Program 590.
- ⬇ Dr. Terrell noted bi-lingual clinical staff are vital and important to have due to the diverse population in Will County.

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

- o Report of activities were provided in the packet for the Board’s review.
- o Ms. Maragos provided a recap of the items in her report including grant opportunities for the school—based health center program in the Valley View School District (Bolingbrook), CHC staff recruitment, grant opportunity updates including additional ARPA funding, HRSA National FQHC Employee Survey, and resignation of the LCSW.

**Chief Medical Officer – CHC (Presented Reports for the month of April)**

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

⬇ Ms. Olenek mentioned Will County has been reduced to medium community level from high. Ms. Olenek also mentioned since Dr. Byrd’s report submission regarding staff recruitment, a couple of the vacancies have been filled.

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

- o Report of activities were provided in the packet for the Board’s review.
- o Mr. Casey provided a recap of the items included in his report including the West Nile and summer program updates, IMS collection fees, and IDPH’s notification regarding the severity of ticks this summer.
- ☛ The Board applauded and recognized Mr. Casey as this is his last meeting being employed with the HD for over 33 years. Mr. Casey retires June 30<sup>th</sup>.

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

- o Reports of activities were provided in the packet for the Board’s review.
- o Ms. VanderBoegh provided a recap of the items included in her report including the two resolutions for tobacco ads for social media campaign and mentioned the waiver for the Public Health Emergency for the WIC program has been expanded until October. The waiver has been in place since March 2020.
- ☛ Dr. Terrell inquired about the Well Woman (WW) program. Ms. VanderBoegh mentioned the purpose is to target women of child-bearing ages and to provide educational information to women on their WW visits.

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

- o Reports of activities were provided in the packet for the Board’s review.
- o Ms. Weber discussed the differences between the BinaxNOW tests kits and the Rapid tests.

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

- o Reports of activities were provided in the packet for the Board’s review.
- o Mr. Bedore provided a recap of the items included in his report including completion of the Annual Report and upcoming press releases / social media posts.

**OLD BUSINESS**

**COVID-19 UPDATE**

Ms. Jackson presented a Power Point (PP) slideshow regarding COVID-19 vaccination updates as of June 15<sup>th</sup>. The PP slideshow included: COVID-19 community transmission updates, vaccines administered / total completed doses, homebound vaccinations, social media updates, and upcoming vaccination clinics / schedules for the pediatric population. Ms. Jackson mentioned the 1<sup>st</sup> dose vaccination clinic for 6 months to 4 year old’s is planned for June 23<sup>rd</sup> and the 2<sup>nd</sup> dose clinic for July 21<sup>st</sup>. ACIP approved the Moderna two-dose series vaccinations as of this morning. Ms. Jackson fielded and responded to questions from the Board.

**NEW BUSINESS**

**RESOLUTION #22-29 TRANSFERS OF FUNDS WILL COUNTY HEALTH DEPARTMENT**

The Microsoft Enterprise Agreement is a mission critical infrastructure used in each Division. The agency’s data and information are stored in the Microsoft Government Cloud (tenant) which also provides tools and applications to support Public Health and Primary Care programs. Some of the funds for this procurement were put into a capital expense account in our FY22 budget. The Board of Health approves the following transfer of funds in the FY2022 Health Department—Administration’s budget.

<b>RESULT:</b>	<b>APPROVED [UNANIMOUS]</b>
<b>MOVER:</b>	Ms. Gunnink
<b>SECONDER:</b>	Dr. Reiland
<b>AYES:</b>	Dr. Terrell, Dr. Reiland, Chief Hertzmann, Deputy Chief Carey, Ms. Gunnink, Ms. Mackey, Dr. Lipinski, Dr. Morales, Dr. Soderquist

**RESOLUTION #22-30 RENEWAL OF MICROSOFT ENTERPRISE AGREEMENT**

The WCHD requires the renewal of Microsoft Office 365 Enterprise Agreement. The Microsoft Office 365 Government Tenant is licensed for Will County Health Department’s daily operations. The Board of Health approves to amend the resolution to reflect an annual payment of \$156,035.98 to Dell Technologies for Microsoft Office 365 Enterprise Agreement not for Fiscal Years 2022, 2023, and 2024.

<b>RESULT:</b>	<b>APPROVED [UNANIMOUS]</b>
<b>MOVER:</b>	Dr. Lipinski
<b>SECONDER:</b>	Ms. Mackey
<b>AYES:</b>	Dr. Terrell, Dr. Reiland, Chief Hertzmann, Deputy Chief Carey, Ms. Gunnink, Ms. Mackey, Dr. Lipinski, Dr. Morales, Dr. Soderquist

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<b>RESULT:</b>	<b>APPROVED [UNANIMOUS]</b>
<b>MOVER:</b>	Dr. Morales
<b>SECONDER:</b>	Deputy Chief Carey
<b>AYES:</b>	Dr. Terrell, Dr. Reiland, Chief Hertzmann, Deputy Chief Carey, Ms. Gunnink, Ms. Mackey, Dr. Lipinski, Dr. Morales, Dr. Soderquist

**RESOLUTION #22-31 OSIS CONTRACT RENEWAL**

The WCHD requires the renewal of OSIS Information Technology Services Agreement, for an additional 24 months expiring on August 1st, 2024. OSIS Technology Services, manages the NextGen System Upgrade Process, provides support services, training and augments our Electronic Health Record Team and Super-Users group. The Board of Health approves the monthly payment of \$27,253.79 per month to OSIS Technology Services for 24 months.

<b>RESULT:</b>	<b>APPROVED [UNANIMOUS]</b>
<b>MOVER:</b>	Ms. Gunnink
<b>SECONDER:</b>	Deputy Chief Carey
<b>AYES:</b>	Dr. Terrell, Dr. Reiland, Chief Hertzmann, Deputy Chief Carey, Ms. Gunnink, Ms. Mackey, Dr. Lipinski, Dr. Morales, Dr. Soderquist

**RESOLUTION #22-32 APPROVAL FOR INSTA MED AGREEMENT**

The OSIS Electronic Medical Records system (NextGen) has the capability of online bill payment through the patient portal. The CHC has negotiated a service agreement with NextGen/InstaMed as our credit card processing vendor. The Board of Health approves the agreement with NextGen/InstaMed for credit card processing at the CHC.

<b>RESULT:</b>	<b>APPROVED [UNANIMOUS]</b>
<b>MOVER:</b>	Chief Hertzmann
<b>SECONDER:</b>	Dr. Reiland
<b>AYES:</b>	Dr. Terrell, Dr. Reiland, Chief Hertzmann, Deputy Chief Carey, Ms. Gunnink, Ms. Mackey, Dr. Lipinski, Dr. Morales, Dr. Soderquist

**RESOLUTION #22-33 TOBACCO CONTROL & PREVENTION SOCIAL MEDIA CAMPAIGN THROUGHOUT WILL COUNTY**

Grant dollars have been appropriated for advertising in the Tobacco Control & Prevention program budget to educate and alert the community regarding the use of Tobacco products. The campaign includes 12 weeks of 15-second social media video ads on TikTok and Snapchat geofenced for the entirety of Will County to create approximately 1,560,000 impressions. The Board of Health approves the purchase of advertising with Alpha Media on TikTok and Snapchat throughout Will County in the amount of \$33,750.00.

<b>RESULT:</b>	<b>APPROVED [UNANIMOUS]</b>
<b>MOVER:</b>	Deputy Chief Carey
<b>SECONDER:</b>	Dr. Reiland
<b>AYES:</b>	Dr. Terrell, Dr. Reiland, Chief Hertzmann, Deputy Chief Carey, Ms. Gunnink, Ms. Mackey, Dr. Lipinski, Dr. Morales, Dr. Soderquist

**RESOLUTION #22-34 TOBACCO CONTROL & PREVENTION SOCIAL MEDIA CAMPAIGN THROUGHOUT WILL COUNTY**

Grant dollars have been appropriated for advertising in the Tobacco Control & Prevention program budget to educate and alert the Wilmington and Braidwood communities regarding the use of Tobacco products. The campaign includes 12 weeks of 15-second social media video ads on TikTok and Snapchat geofenced for Wilmington, IL and Braidwood, IL to create approximately 1,130,000 impressions. The Board of Health approves the purchase of advertising with Alpha Media on TikTok and Snapchat in Wilmington, IL and Braidwood, IL in the amount of \$25,000.00.

**RESULT:** APPROVED [UNANIMOUS]  
**MOVER:** Ms. Gunnink  
**SECONDER:** Dr. Lipinski  
**AYES:** Dr. Terrell, Dr. Reiland, Chief Hertzmann, Deputy Chief Carey, Ms. Gunnink, Ms. Mackey, Dr. Lipinski, Dr. Morales, Dr. Soderquist

**RESOLUTION #22-35 PURCHASE OF COMPUTER EQUIPMENT FOR PROGRAM 590**

The Will County Health Department is requesting the approval to purchase the Computer Equipment from CDWG to implement Behavioral Health Program 590. Behavioral Health Program 590 funds are appropriated in the FY2022 budget. The Board of Health approves the purchase of the Computer Equipment from CDWG not to exceed \$35,000.

**RESULT:** APPROVED [UNANIMOUS]  
**MOVER:** Ms. Gunnink  
**SECONDER:** Dr. Reiland  
**AYES:** Dr. Terrell, Dr. Reiland, Chief Hertzmann, Deputy Chief Carey, Ms. Gunnink, Ms. Mackey, Dr. Lipinski, Dr. Morales, Dr. Soderquist

**REVISION TO EXEMPT PAY SCHEDULE**

The revised 2022 exempt pay schedule was included in the packet. Ms. Olenek stated the pay schedule last approved in 2019 periodically needs revisions. Revising the pay schedule continues to help keep the agency competitive for recruitment and retention. The Board approved by consensus the suggested amended 2022 exempt pay scale. The exempt pay scale will be brought back to the Board for formal approval in August.

Ms. Olenek briefly discussed the Administration Leadership Organization chart included in the packet. The organizational chart included restructuring of direct reports from the Executive Director to the Assistant Executive Director and from the Assistant Executive Director to the Director of Administrative Services.

**MAPP TRANSITION**

During discussions, Ms. Olenek and Ms. Garrett, discussed MAPP’s transition to United Way and Ms. Garrett’s role to continue working in Will County. In May of 2022, the MAPP Executive Leadership Board and the United Way of Will County Board voted to consider merging the MAPP Collaborative and its infrastructure in its entirety as of July 1, 2022. The goal of this merger is to maintain a 501c3 status as NACCHO looks to update MAPP metrics and requirements moving into 2023.

MAPP consists of many partner agencies that work diligently to meet community needs. The most significant change is where it requires MAPP to show funding through strategic implementation and grass roots efforts. United Way of Will County will require all fiscal agents to comply with all fiscal regulations of the United Way organization moving forward. United Way recently has taken on the (CoC) Continuum of Care and has offered to lead the MAPP Collaborative program and offer its tools, capacities, and assistance to project implementation, grant writing requirements, fiscal accountability, evaluation, reporting accountability.

The United Way of Will County has expanded recently to adopt a community impact model that seeks a data driven assessment process to strategically prioritize community needs, a structure MAPP/APEX-PH provides at nearly second to none. MAPP has expanded roughly 30% since the start of 2020 and will look to seek funding, resources, and support for project implementation at the population level. An MOA/MOU will exist between the United Way of Will County, Will County Health Department, and Will County MAPP Contributing Hospitals to uphold the NACCHO, IDPH and IRS guidelines necessary to improve quality of life for all Will County residents as a collaborative system. Brief discussions ensued.

**OPIOID UPDATE**

Dr. Burke reported on the rise of opioid overdose deaths, Fentanyl test strips and Narcan availability, and the Rapid Response Teams’ distribution to the user strategies. Brief discussion ensued.

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

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

Ms. Olenek elaborated on the four staff included in the report who are seeking adjustments / promotions. Each recipient was acknowledged and applauded.

The board approves a 2.5% cost of living adjustment for all eligible bargaining unit staff effective June 1, 2022, a wage adjustment for one staff, promotions for the three individual staff, and all personnel changes for the Will County Health Department for the month of June.

**RESULT:** APPROVED [UNANIMOUS]  
**MOVER:** Chief Hertzmann  
**SECONDER:** Deputy Chief Carey  
**AYES:** Dr. Terrell, Dr. Reiland, Chief Hertzmann, Deputy Chief Carey, Ms. Gunnink, Ms. Mackey, Dr. Lipinski, Dr. Morales, Dr. Soderquist

**BOARD MEMBERS’ COMMENTS/CONCERNS**


The Board was reminded there is no need to meet in July.


**PUBLIC CONCERNS AND COMMENTS – NONE**

**ADJOURNMENT**

At 4:56 p.m. a motion was made to adjourn the meeting.

**RESULT:** APPROVED [UNANIMOUS]  
**MOVER:** Deputy Chief Carey  
**SECONDER:** Dr. Lipinski  
**AYES:** Dr. Terrell, Dr. Reiland, Chief Hertzmann, Deputy Chief Carey, Ms. Gunnink, Ms. Mackey, Dr. Lipinski, Dr. Morales, Dr. Soderquist

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

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