

**WILL COUNTY HEALTH DEPARTMENT
BOH REGULAR MEETING MINUTES
SEPTEMBER 21, 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., Dr. Terrell, President presiding.

ROLL CALL/ QUORUM PRESENT

MEMBERS PRESENT

Billie Terrell, PhD., ACSW, President
Nanci Reiland, DNP, Vice President
Chief Paul Hertzmann, Secretary
Allision Gunnink, MBA, MT-BC
Chief Jeffrey Carey
Edna Brass
Teena Mackey
Scott Soderquist, D.D.S.
Margaret Tyson (arrived at 3:20p)

MEMBERS ABSENT

Gary Lipinski, M.D.
Silvio Morales, M.D.
Annette Parker

STAFF PRESENT

Susan Olenek, Executive Director, Administration
Stephanie Baskin Executive Assistant, Administration
Cindy Jackson, Administrative Services Director, Administration
Stacey Knack, Human Resources Director, Administration
Anthony Melei, Director of I.T.T., Administration
Denise Bergin, Director of Finance & Grant Management, Administration
Chuck Flood, Compliance Officer, Administration
Joseph Troiani, Division Director, Behavioral Health
Kathleen Burke, Program Coordinator, Behavioral Health
Stacy Baumgartner, Director of Operations, Community Health Center
Kathleen Harkins, Community Health Educator, Community Health Center
Sean Conners, Division Director, Environmental Health
Katie Weber, Program Coordinator, Emergency Preparedness & Response
Georgia VanderBoegh, Division Director, Family Health Services
Silvia Muniz, Assistant Director, Family Health Services
Alpesh Patel, Program Coordinator, 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, Administration

OTHERS PRESENT

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

PLEDGE OF ALLEGIANCE

PRESIDENT’S COMMENTS

Dr. Terrell welcomed everyone to the meeting and mentioned flu shots are available after the meeting; Lisa Carlson, FHS Program Coordinator will be administering the vaccine.

EXECUTIVE DIRECTOR’S COMMENTS

Ms. Olenek noted Ms. Bilotta and Ms. Maragos will not be in attendance for this month’s meeting. Ms. Denise Bergin and Ms. Stacy Baumgartner will present on their behalf.

PUBLIC COMMENTS FOR AGENDA ITEMS ONLY – NONE

APPROVAL OF BOARD OF HEALTH MINUTES

Moved to approve the August 17, 2022 Regular meeting minutes as presented.

RESULT: APPROVED [UNANIMOUS]
MOVER: Ms. Gunnink
SECONDER: Dr. Reiland
AYES: Dr. Terrell, Dr. Reiland, Ms. Brass, Chief Carey, Ms. Gunnink, Ms. Mackey, Dr. Soderquist
ABSTAINED: Chief Hertzmann

TREASURER’S REPORT AND DEPARTMENT FINANCIAL REPORTS

Ms. Bergin (Reported for Ms. Bilotta) provided a detailed explanation of the financial reports including revenue, expenditure, and cash reports for the month of August 2022.

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

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

REPORTS FROM DIVISIONS

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

Ms. Jackson – ADM (Presented Monthly Reports for the month of August)

- o Report of activities were provided in the packet for the Board’s review.
- o Ms. Jackson provided a recap of the items included in the report including the pre-bid security services contract meeting this Friday and the agency’s safety initiatives completion updates.

Dr. Troiani – BH (Presented Monthly Reports for the month of August)

- o Report of activities were provided in the packet for the Board’s review.
- o Dr. Troiani provided a recap of the items in his report including the increase in reimbursement fees. The YESS Program updates. The Outpatient / Mental Health Adult Program, two bi-lingual / bi-cultural Mental Health Counselors have resigned since the last meeting due to salary restrictions; currently recruiting for those two positions. Dr. Troiani mentioned the Crisis Care systems is slowly rolling out; looking to start the rollout in November. Dr. Troiani, Ms. Olenek, and Ms. Knack fielded and responded to questions from the Board regarding recruitment, retention, and wage competitiveness. Ms. Olenek reported she will meet with County staff next week to discuss a request to increase levy funding. Brief discussions ensued.

Ms. Baumgartner – CHC (Presented Monthly Reports for the month of August)

- Report of activities were provided in the packet for the Board’s review.
- Ms. Baumgartner provided a recap of the items in the report including grant funding and awards. Ms. Baumgartner briefly fielded and responded to questions from the Board.

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

Report of activities were provided in the packet for the Board’s review. Dr. Byrd was not available for questions.

Mr. Conners – EH (Presented a Monthly Report for the month of August)

- Report of activities were provided in the packet for the Board’s review.
- Mr. Conners provided a recap of the items in his report including an update on the Home Run Inn Pizza recall of frozen meat pizza. Mr. Conners also mentioned the two restaurants temporarily closed in Mokena and Joliet have since re-opened since the submission of his report and reported the CDC has not yet confirmed the E. coli outbreak linked to Wendy's lettuce. A recall has not been issued at this time. Mr. Conners also provided updates regarding lab samples, EH water program activities, and the West Nile Virus program.

Ms. VanderBoegh – FHS (Presented Monthly Reports for the month of August)

- Reports of activities were provided in the packet for the Board’s review.
- Ms. VanderBoegh provided a recap of the items including one of the WIC Coordinators submitted a request for items such as strollers, baby swings, pack and play playpens, and car seats – all new items. The items were picked up at the Cadence Logistics offices at S. Chicago Street and divided between our WIC locations. WIC is using these items as incentives for clients to participate in WIC services. There are several different ways a client can be entered into a raffle drawing for these items. Monthly raffles are then held, and the winners can choose one of these donated items. Ms. VanderBoegh briefly fielded and responded to questions from the Board.

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

- Reports of activities were provided in the packet for the Board’s review.
- Ms. Weber provided a recap of the items in her report including the official Special Needs flu clinic date taking place at Lewis University October 22nd. Ms. Weber briefly fielded and responded to questions from the Board.

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

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

- ↓ Ms. Olenek reported on behalf of Mr. Bedore regarding the fliers included in the packet to be distributed within the community in the near future. Ms. Olenek collected suggestions from the Board for revisions to the templates.

OLD BUSINESS – NONE

NEW BUSINESS

THE FOURCE

Ms. Olenek introduced Tom Faulkner, CCO and Moe Woodrome, CEO to the meeting. Mr. Faulkner and Ms. Woodrome presented a PowerPoint slideshow outlining the outcomes / metrics of our marketing and branding campaigns.

RESOLUTION #22-37 ARISE GRANT APPROPRIATION

The Board of Health approves to table Resolution #22-37 Arise Grant Appropriation.

RESULT:	APPROVED [UNANIMOUS]
MOVER:	Chief Hertzmann
SECONDER:	Dr. Reiland
YEAS:	Dr. Terrell, Dr. Reiland, Chief Hertzmann, Ms. Brass, Chief Carey, Ms. Gunnink, Ms. Mackey, Dr. Soderquist, Ms. Tyson
NAYS:	None

RESOLUTION #22-45 POPULATION HEALTH ANALYTICS SOFTWARE

The CHC received a Supplemental Award from HSRA's American Rescue Plan Act (H8F) UDS+ to enhance healthcare services and infrastructure by supporting the improvement of health information technology. Nextgen Population Health Analytics will take information from disparate data sources such as the E.H.R, insurance claims, health information exchanges, and laboratory feeds to report on clinical, financial and care management modalities. The Board of Health approves the purchase of a Nextgen consultant for Nextgen Population Health Care installation, implementation, and staff training from Ohio Shared Information Systems (OSIS) of Cincinnati, Ohio plus a monthly subscription for ongoing use, updates, and computer support.

RESULT:	APPROVED [UNANIMOUS]
MOVER:	Ms. Mackey
SECONDER:	Dr. Reiland
YEAS:	Dr. Terrell, Dr. Reiland, Chief Hertzmann, Ms. Brass, Chief Carey, Ms. Gunnink, Ms. Mackey, Dr. Soderquist, Ms. Tyson
NAY:	None

RESOLUTION #22-55 TRANSFER OF FUNDS – IDPH COVID-19 MASS VACCINATION GRANT

The WCHD obtained an IDPH COVID-19 Mass Vaccination Grant to help prevent transmission of COVID-19 through mass vaccination efforts. The WCHD Mass Vaccination Grant appropriated expenses included employed and temporary contracted staffing. The WCHD is in need of funds in the temporary salaries budget code to support on-going expenditures. the Board of Health approves the following transfer of funds in the FY2022 Health Department budget.

RESULT:	APPROVED [UNANIMOUS]
MOVER:	Ms. Mackey
SECONDER:	Ms. Brass
YEAS:	Dr. Terrell, Dr. Reiland, Chief Hertzmann, Ms. Brass, Chief Carey, Ms. Gunnink, Ms. Mackey, Dr. Soderquist, Ms. Tyson
NAY:	None

RESOLUTION #22-56 THE RENEWAL OF UP-TO-DATE SUBSCRIPTION

The CHC receives annual funding related to achievement of HRSA Quality Initiatives. The CHC has been getting an annual subscription to Up-To-Date, a prescribing and medical reference for providers which is embedded into our Nextgen electronic health record. The Board of Health approves the renewal of the Up-to-Date subscription for September 1, 2022, to August 31, 2023 payable to Wolters Kluwer of Waltham, MA in the amount of \$10,706.

RESULT:	APPROVED [UNANIMOUS]
MOVER:	Ms. Mackey
SECONDER:	Ms. Gunnink
YEAS:	Dr. Terrell, Dr. Reiland, Chief Hertzmann, Ms. Brass, Chief Carey, Ms. Gunnink, Ms. Mackey, Dr. Soderquist, Ms. Tyson
NAY:	None

RESOLUTION #22-57 TRANSFER OF FUNDS – WILL COUNTY COMMUNITY HEALTH CENTER

The CHC obtained a grant from the HRSA American Rescue Plan Act of 2021 for renovations to create a new BH suite from a medical records room. The Board has to approve the transfer of funds from a non-capital account to a capital expense account. the Board of Health approves the following transfer of funds in the FY2022 Health Department budget in the amount of \$60,518.

RESULT:	APPROVED [UNANIMOUS]
MOVER:	Dr. Reiland
SECONDER:	Ms. Mackey
YEAS:	Dr. Terrell, Dr. Reiland, Chief Hertzmann, Ms. Brass, Chief Carey, Ms. Gunnink, Ms. Mackey, Dr. Soderquist, Ms. Tyson
NAY:	None

RESOLUTION #22-58 BEHAVIORAL HEALTH SUITE RENOVATIONS AT 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 full renovation of an existing underutilized records room is needed to meet the needs of staff and patients. The funding for this project is included in the FY22 and FY23 budgets. The Board of Health approves the awarding of the contract in the amount not to exceed \$367,000 to Paul Borg Construction, Chicago, IL.

RESULT:	APPROVED [UNANIMOUS]
MOVER:	Deputy Chief Jeffrey Carey
SECONDER:	Ms. Tyson
YEAS:	Dr. Terrell, Dr. Reiland, Chief Hertzmann, Ms. Brass, Chief Carey, Ms. Gunnink, Ms. Mackey, Dr. Soderquist, Ms. Tyson
NAY:	None

RESOLUTION #22-59 PURCHASE & INSTALL CARD ACCESS EQUIPMENT FOR THE CHC

The CHC received a Notice of Award from HSRA American Rescue Plan Act (ARPA) (H8F) Grant to Build Capacity and Infrastructure for Community Health Centers. The CHC is in need of key card access for the health center to track and control access to certain areas. The installation of the card access system has been completed and the new wireless locksets would seamlessly connect into the current card access system at the WCHD. The Board of Health approves the installation of the wireless locksets at a cost not to exceed \$120,000 to Applied Communications Group.

RESULT:	APPROVED [UNANIMOUS]
MOVER:	Chief Hertzmann
SECONDER:	Chief Carey
YEAS:	Dr. Terrell, Dr. Reiland, Chief Hertzmann, Ms. Brass, Chief Carey, Ms. Gunnink, Ms. Mackey, Dr. Soderquist, Ms. Tyson
NAY:	None

RESOLUTION #22-60 TRANSFER OF FUNDS – IN THE FY2022 BEHAVIORAL HEALTH’S BUDGET

The Kenneth Young CIS Application is a mission critical infrastructure used in the Division of Behavioral Health, serving as the Electronic Health Record system, for submission of billing claims, and managing self-paying clients. CIS also provides a Quality Assurance/Utilizing monitoring mechanism to comply with state/federal contract deliverables, accreditation standards, state and federal rules; and collects program data for mandated state reports and future grant applications. The WCHD needs to transfer funds n Behavioral Health’s FY22 budget for the Kenneth Young Center CIS Application. The Board of Health approves the following transfer of funds in the FY2022 Behavioral Health’s budget

RESULT:	APPROVED [UNANIMOUS]
MOVER:	Ms. Tyson
SECONDER:	Dr. Reiland
YEAS:	Dr. Terrell, Dr. Reiland, Chief Hertzmann, Ms. Brass, Chief Carey, Ms. Gunnink, Ms. Mackey, Dr. Soderquist, Ms. Tyson
NAY:	None

RESOLUTION #22-61 TRANSFER OF FUNDS – WCHD / FHS IDPH COVID-19 CONTACT TRACING & RESPONSE GRANT

The WCHD obtained an IDPH COVID-19 Contact Tracing Grant and an IDPH COVID-19 Response Grant to help prevent transmission of COVID-19 through contact tracing efforts. The WCHD Contact Tracing and COVID-19 Response grants appropriated expenses included employed and temporary contracted staffing. the WCHD transitioned the staffing of contact tracing activities from agency temps to primarily employed staffing. The Board of Health approves the following transfer of funds in the FY2022 Health Department budget.

RESULT:	APPROVED [UNANIMOUS]
MOVER:	Ms. Gunnink
SECONDER:	Ms. Mackey
YEAS:	Dr. Terrell, Dr. Reiland, Chief Hertzmann, Ms. Brass, Chief Carey, Ms. Gunnink, Ms. Mackey, Dr. Soderquist, Ms. Tyson
NAY:	None

EXECUTIVE SESSION RE: PERSONNEL / LEGAL MATTERS – NONE

APPROVAL OF PERSONNEL STATUS REPORT FOR THE WILL COUNTY HEALTH DEPARTMENT

The board approves all personnel changes for the Will County Health Department for the month of September.

Ms. Tyson noted Dr. Kathleen Burke’s title on the Personnel Status Report should reflect PhD and inquired about her management title. Ms. Olenek provided clarification regarding Dr. Burke’s management title.

RESULT:	APPROVED [UNANIMOUS]
MOVER:	Chief Hertzmann
SECONDER:	Dr. Reiland
YEAS:	Dr. Terrell, Dr. Reiland, Chief Hertzmann, Ms. Brass, Chief Carey, Ms. Gunnink, Ms. Mackey, Dr. Soderquist, Ms. Tyson
NAY:	None

BOARD MEMBERS’ COMMENTS/CONCERNS

Ms. Brass inquired if the acronyms in the reports can be spelled out until she is comfortable with the agency’s language?
Ms. Olenek noted we will accommodate the request.

PUBLIC CONCERNS AND COMMENTS – NONE


ADJOURNMENT

At 4:54 p.m. a motion was made to adjourn the meeting.

RESULT:	APPROVED [UNANIMOUS]
MOVER:	Ms. Tyson
SECONDER:	Ms. Gunnink
AYES:	Dr. Terrell, Dr. Reiland, Ms. Brass, Chief Carey, Ms. Gunnink, Ms. Mackey, Dr. Lipinski, Dr. Soderquist, Ms. Tyson

By: 

Chief Paul Hertzmann, Secretary
Will County Board of Health

By: 

Stephanie Baskin, Executive Assistant
Will County Health Department