



**WILL COUNTY HEALTH DEPARTMENT  
BOH REGULAR MEETING MINUTES  
OCTOBER 19, 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  
Chief Jeffrey Carey  
Allision Gunnink, MBA, MT-BC  
Gary Lipinski, M.D.  
Teena Mackey  
Silvio Morales, M.D.  
Annette Parker (arrived at 3:04p)  
Scott Soderquist, D.D.S.  
Margaret Tyson (arrived at 3:46p)

**MEMBERS ABSENT**

Edna Brass

**STAFF PRESENT**

Susan Olenek, Executive Director, Administration  
Stephanie Baskin Executive Assistant, Administration  
Cindy Jackson, Administrative Services Director, Administration  
Denise Bergin, Director of Finance & Grant Management, Administration  
Chuck Flood, Compliance Officer, Administration  
Kevin Juday, Media Services Manager, Administration  
Joseph Troiani, Division Director, Behavioral Health  
Kathleen Burke, Program Coordinator, Behavioral Health  
Mary Maragos, Chief Executive Officer, Community Health Center (arrived at 3:04p)  
Sean Connors, 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  
Carrie Jackson, Program Manager/Contract Tracer, Family Health Services  
Aishwarya Balakrishna, 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 (arrived at 3:09p)  
Lewis University Nursing Students  
Teresa, Plainfield School District

**PLEDGE OF ALLEGIANCE**

**PRESIDENT’S COMMENTS**

Dr. Terrell welcomed everyone to the meeting.

**EXECUTIVE DIRECTOR’S COMMENTS**

Ms. Olenek introduced Kevin Juday, Media Services Manager to the meeting. Mr. Juday is replacing Matt Bedore. Mr. Juday provided a brief background of himself to the Board.

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

**APPROVAL OF BOARD OF HEALTH MINUTES**

Moved to approve the September 21, 2022 Regular meeting minutes as presented.

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

**TREASURER’S REPORT AND DEPARTMENT FINANCIAL REPORTS**

Ms. Bilotta provided a detailed explanation of the financial reports including revenue, expenditures, and cash reports for the month of September 2022.

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

<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, Chief Carey, Ms. Gunnink, Dr. Lipinski, Dr. Morales, Ms. Mackey, Ms. Parker, Dr. Soderquist

**REPORTS FROM DIVISIONS**

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

**Ms. Bilotta – ADM (Presented Monthly Reports for the month of September)**

- 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 the report including resolutions to be discussed later in the meeting and mentioned two – EHR staff relocated from the CHC to the I.T.T. suite.

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

- 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 as of October 19<sup>th</sup>, BH has collected \$158,000 in deposits. The YESS (Youth Experience Success in Schools) Program updates. CIT (Crisis Intervention) training dates, and Recruitment updates. Dr. Terrell asked Dr. Troiani to elaborate on the YESS Program’s purpose.

**Ms. Maragos – CHC (Presented Monthly Reports for the month of September)**

- o Report of activities were provided in the packet for the Board’s review.
- o Ms. Maragos provided a recap of the items in the report including ARPA grant funding, the former Medical Records room renovations conversion into the new BH suite, and the MOU with Midwestern University.

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

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

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

- 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 of St. James Smokehouse, Miami, Florida recall of Scottish Smoked Salmon. The recalled product was sold and distributed by St. James via distributors between February and June 2022. Illinois was not affected; Mr. Conners is monitoring the Listeria monocytogenes for potential contamination. Mr. Conners also provided updates regarding lab samples, EH water program activities, and the West Nile Virus program. Mr. Conners and sanitarians attended the 28<sup>th</sup> Annual Food Service Seminar in LaSalle County, September 12<sup>th</sup> and the Water Summit at Joliet Junior College, September 29<sup>th</sup>.

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

- Reports of activities were provided in the packet for the Board’s review.
- Ms. VanderBoegh referred to the newsletter, flyers, & fact sheets created for WCSAPC’s (Will County Substance Abuse Prevention Coalition) tobacco retailer outreach with the Braidwood Coalition so they can implement the educational mailing within their community. Ms. VanderBoegh also shared throughout September, Well Woman staff have been continuing to conduct outreach to community organizations and leaders to put together the “Well-Woman Day” Fair. So far, 16 organizations have committed to hosting a table with resources and services for the event. Ms. VanderBoegh briefly fielded and responded to the Board’s questions.

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

- Reports of activities were provided in the packet for the Board’s review.
- Ms. Weber provided an update regarding the upcoming special needs flu clinic taking place at Lewis University Saturday, October 22<sup>nd</sup> 9:00am to Noon.

**Media Services (Presented Monthly Reports for the month of September) – None**

**OLD BUSINESS – NONE**

**NEW BUSINESS**

**RESOLUTION #22-62 SECURITY SERVICES BID RECOMMENDATION**

The HD requires security services for the Health Department Building at 501 Ella Avenue in Joliet and the CHC building at 1106 Neal Avenue in Joliet. The Health Department completed the formal bidding process as outlined in the Will County Purchasing Ordinance. WCHD and CHC requests approval to enter contract with Global Security Group Corporation effective December 1, 2022 through November 30, 2023 at the following rates of \$ 24.53 regular hourly, \$34.53 overtime hourly, and \$34.53 hourly for holidays. The Board of Health approves the contract with Global Security Group Corporation.

<b>RESULT:</b>	<b>APPROVED [UNANIMOUS]</b>
<b>MOVER:</b>	Ms. Mackey
<b>SECONDER:</b>	Dr. Reiland
<b>YEAS:</b>	Dr. Terrell, Dr. Reiland, Chief Hertzmann, Chief Carey, Ms. Gunnink, Dr. Lipinski, Dr. Morales, Ms. Mackey, Ms. Parker, Dr. Soderquist
<b>NAYS:</b>	None

**RESOLUTION #22-63 AVAYA CONTRACT RENEWAL**

The WCHD and CHC require maintenance of the Avaya Phone System, from Altura Communications Solutions. The Avaya Subscription provides support for the Avaya Phone System, and will add softphone capabilities in the Call Center, for deaf and hard of hearing clients. The Avaya Subscription cost (\$29,373.06), less than the current Avaya Maintenance Agreement (29,436.57) which is in the operating budget. The Board of Health approves the proposal to replace the Avaya Maintenance Support Agreement Year 3 to the Avaya Subscription Support Agreement for three (3) years and approves payments to Altura Communications Solutions annually FY2022: \$29,373.06, FY2023: \$29,373.06 and FY2024: \$29,373.06.

<b>RESULT:</b>	<b>APPROVED [UNANIMOUS]</b>
<b>MOVER:</b>	Chief Hertzmann
<b>SECONDER:</b>	Ms. Parker
<b>YEAS:</b>	Dr. Terrell, Dr. Reiland, Chief Hertzmann, Chief Carey, Ms. Gunnink, Dr. Lipinski, Dr. Morales, Ms. Mackey, Ms. Parker, Dr. Soderquist
<b>NAY:</b>	None

**RESOLUTION #22-64 TRANSFER OF FUNDS – HRSA AMERICAN RESCUE PLAN ACT (ARPA)**

The CHC obtained a grant from the HRSA American Rescue Plan Act of 2021. Some of the funding for this project will be spent in FY22 but insufficient funds were budgeted in capital accounts this fiscal year. The Board of Health approves the following transfer of funds in the FY2022 Health Department budget.

<b>RESULT:</b>	<b>APPROVED [UNANIMOUS]</b>
<b>MOVER:</b>	Ms. Gunnink
<b>SECONDER:</b>	Dr. Reiland
<b>YEAS:</b>	Dr. Terrell, Dr. Reiland, Chief Hertzmann, Chief Carey, Ms. Gunnink, Dr. Lipinski, Dr. Morales, Ms. Mackey, Ms. Parker, Dr. Soderquist
<b>NAY:</b>	None

**RESOLUTION #22-65 REVISION OF FLU FEES**

Family Health Services (FHS) periodically reviews vaccination fees and updates fees as necessary. FHS requires Board of Health approval for this increase to immunization and travel clinic fees. The Board of Health approves the staff recommendations for each vaccination.

<b>RESULT:</b>	<b>APPROVED [UNANIMOUS]</b>
<b>MOVER:</b>	Dr. Morales
<b>SECONDER:</b>	Ms. Mackey
<b>YEAS:</b>	Dr. Terrell, Dr. Reiland, Chief Hertzmann, Chief Carey, Ms. Gunnink, Dr. Lipinski, Dr. Morales, Ms. Mackey, Ms. Parker, Dr. Soderquist
<b>NAY:</b>	None

**RESOLUTION #22-66 SERVICE AGREEMENT RENEWAL W/ BEVERLY PAROTA (MAPP CONTRACTOR)**

The MAPP process is currently without a Program Manager to coordinate and maintain the process. The WCHD is requesting to enter into an agreement with Beverly Parota (contractor) as the interim MAPP Program Manager. The Board of Health approves the WCHD to enter a three month agreement with Beverly Parota (contractor) in the amount not to exceed \$30,000.

<b>RESULT:</b>	<b>APPROVED [UNANIMOUS]</b>
<b>MOVER:</b>	Ms. Gunnink
<b>SECONDER:</b>	Ms. Mackey
<b>YEAS:</b>	Dr. Terrell, Dr. Reiland, Chief Hertzmann, Chief Carey, Ms. Gunnink, Dr. Lipinski, Dr. Morales, Ms. Mackey, Ms. Parker, Dr. Soderquist, Ms. Tyson
<b>NAY:</b>	None

**APPOINTMENT OF SELECTION COMMITTEE FOR EXECUTIVE DIRECTOR POSITION**

Discussions ensued regarding establishing the Selection Committee members and meeting dates. The Selection Committee will consist of Dr. Terrell, Dr. Reiland, Ms. Mackey, Dr. Lipinski, and Ms. Tyson along with Ms. Gunnink and Chief Hertzmann as alternates. The meeting dates decided were November 15<sup>th</sup> at 3:00pm for the application vetting process, November 28<sup>th</sup> at 1:00pm for interviews and November 29<sup>th</sup> (if needed) at 1pm. The goal is to bring forth a candidate to the December meeting.

<b>RESULT:</b>	<b>APPROVED [UNANIMOUS]</b>
<b>MOVER:</b>	Ms. Gunnink
<b>SECONDER:</b>	Ms. Mackey
<b>YEAS:</b>	Dr. Terrell, Dr. Reiland, Chief Hertzmann, Chief Carey, Ms. Gunnink, Dr. Lipinski, Dr. Morales, Ms. Mackey, Ms. Parker, Dr. Soderquist, Ms. Tyson
<b>NAY:</b>	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 October.

<b>RESULT:</b>	<b>APPROVED [UNANIMOUS]</b>
<b>MOVER:</b>	Chief Hertzmann
<b>SECONDER:</b>	Dr. Reiland
<b>YEAS:</b>	Dr. Terrell, Dr. Reiland, Chief Hertzmann, Chief Carey, Ms. Gunnink, Dr. Lipinski, Dr. Morales, Ms. Mackey, Ms. Parker, Dr. Soderquist, Ms. Tyson
<b>NAY:</b>	None


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


**PUBLIC CONCERNS AND COMMENTS – NONE**

**ADJOURNMENT**

At 4:13 p.m. a motion was made to adjourn the meeting.

<b>RESULT:</b>	<b>APPROVED [UNANIMOUS]</b>
<b>MOVER:</b>	Ms. Mackey
<b>SECONDER:</b>	Ms. Tyson
<b>AYES:</b>	Dr. Terrell, Dr. Reiland, Chief Hertzmann, Chief Carey, Ms. Gunnink, Dr. Lipinski, Dr. Morales, Ms. Mackey, Ms. Parker, Dr. Soderquist, Ms. Tyson
<b>NAY:</b>	None

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

By:   
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Stephanie Baskin, Executive Assistant  
Will County Health Department