

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

ROLL CALL/ QUORUM PRESENT

MEMBERS PRESENT

Billie Terrell, PhD., ACSW, President
Nanci Reiland, DNP, Vice President
Chief Paul Hertzmann, Secretary
Edna Brass
Allison Gunnink, MBA, MT-BC
Gary Lipinski, M.D. (arrived at 3:03p)
Teena Mackey
Scott Soderquist, D.D.S.
Margaret Tyson

MEMBERS ABSENT

Chief Jeffrey Carey
Silvio Morales, M.D.
Annette Parker

STAFF PRESENT

Susan Olenek, Executive Director, Administration
Elizabeth Bilotta, Assistant 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
Carol Ricken, Community Partner Engagement Manager, Administration
Joseph Troiani, Division Director, Behavioral Health
Kathleen Burke, Program Coordinator, Behavioral Health
Stacy Baumgartner, Director of Operations, Community Health Center
Sean Connors, Division Director, Environmental Health
Katie Weber, Program Coordinator, Emergency Preparedness & Response
Georgia VanderBoegh, Division Director, Family Health Services
Sylvia 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
Lyyti Dudczyk, Program Coordinator, Family Health Services
Joan Stefka, Community Health Educator, 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
Lewis University Nursing Students

**PLEDGE OF ALLEGIANCE
PRESIDENT’S COMMENTS**

Dr. Terrell welcomed everyone to the meeting

EXECUTIVE DIRECTOR’S COMMENTS

Ms. Olenek wished everyone a very Happy Thanksgiving. Ms. Olenek mentioned the WCHD and HD offices are closed Thursday, November 24th and Friday, November 25th (observance of the holiday). Ms. Olenek noted flu season is very high; please continue to wear your masks, wash your hands, and keep surfaces disinfected.

PUBLIC COMMENTS FOR AGENDA ITEMS ONLY – NONE

APPROVAL OF BOARD OF HEALTH MINUTES

Moved to approve the October 19, 2022 Regular meeting minutes as presented.

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

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 October.

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

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| RESULT: | APPROVED [UNANIMOUS] |
| MOVER: | Ms. Tyson |
| SECONDER: | Dr. Reiland |
| AYES: | Dr. Terrell, Dr. Reiland, Chief Hertzmann, Ms. Brass, Ms. Gunnink, Dr. Lipinski, Ms. Mackey, Dr. Soderquist, Ms. Tyson |
| NAYES: | None |

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. Bilotta – ADM (Presented Monthly Reports for the month of October)

Ms. Bilotta provided a recap of the items included in the report including resolutions to be discussed later in the meeting. Accounts Payable Specialist, Gabriela Reyes, received quotes for office supplies from Staples. were less expensive than our current vendor. Therefore, the WCHD has decided to purchase all supplies from Staples. The CHC landscaping company removed three trees to give better sightlines for the security cameras. On October 26th we had a Branch Office Safety Meeting. We continue to work as a team to regularly address branch office safety issues.

Ms. Jackson reported Huntington Bank which shares a neighboring business space along with the HD/CHC (NBO) offices was robbed November 15th. The FHS Program Manager activated the deadbolt locks and notified the staff the building was on lockdown. Ms. Jackson noted the safety manual is currently being revised and updated. Ms. Jackson briefly fielded and responded to the Board’s questions regarding safety practices and standards.

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

Dr. Troiani provided recaps of the items in his report including as of November 16, BH has collected approximately \$254,594.97 in deposits. Dr. Troiani also reported a site visit was conducted on Wednesday & Thursday, November 2nd & 3rd, site visitors Dr. Robert Kayne, Ph.D. of New York, New York, and Dr. Rachel Schein of Rutland, Massachusetts; we are now awaiting APA’s decision about accreditation, which will be forthcoming in early Spring 2023, The YESS (Youth Experience Success in Schools) Program updates, CIT (Crisis Intervention) training dates, and Recruitment updates.

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

Ms. Baumgartner provided a recap (on behalf of Ms. Maragos) of the items in the report including:

- The Ryan White Grant Application. Renovations of the medical records room and of some of the front waiting room started on October 25.
- Approval to award provider bonus payments to providers for meeting or exceeding identified quality metric thresholds.
- Proposed Bylaws changes clarifying language surrounding the evaluation of the CEO.
- Quarterly report submission to IDPH for the School Based Health Center Implementation Grant.
- Nextgen Population Health Software grant funding, and updates regarding the National Hypertension Control Initiative's success in patient engagement with home blood pressure monitoring.

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

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 October)

Mr. Conners provided a recap of the items in his report including three recalls. 1. Hammond's Candies of Denver, CO recalled 5-ounce boxes of Hammond's Salted Caramel Cookies, because they may contain undeclared peanuts. 2. Arlington, VA., Nestlé USA initiated a voluntary recall of ready-to-bake refrigerated NESTLÉ® TOLL HOUSE® STUFFED Chocolate Chip Cookie Dough with Fudge Filling products due to the potential presence of white plastic pieces. 3. Washington, Lone Star Bakery, Inc., a China Grove, Texas establishment, recalled approximately 5,740 pounds of beef shepherd's pie products that may be contaminated with extraneous materials, specifically copper wire pieces, the U.S. Department of Agriculture's Food Safety and Inspection Service (FSIS) announced.

Mr. Conners also provided brief updates on EH Lab / Water Program / Sewage programs. A Sanitarian attended the American Association of Radon Scientists and Technologists (AARST) Symposium in Bellevue, Washington on October 24th through October 26th. Mr. Conners briefly fielded and responded to Board member's questions regarding the recalls.

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

Ms. VanderBoegh provided a recap of the items in his report including the Well-Woman Day Health Fair at the Spanish Community Center on October 29th from 10AM-2PM. This fair brought together 20 community organizations and several of our Health Department and CHC programs to bring women's health and prevention resources to the east side of Joliet. Also, in October for Breast Cancer Awareness Month, informational mammogram brochures were distributed at FQHCs and resource and health fairs. At the network meeting in October, the United Way representative spoke about the Diaper Depot program. The Diaper Depot is a free, community diaper program that provides one, pre-packaged bundle of 25 diapers, per child per month, to families experiencing hardships.

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

Ms. Weber reported the Special Needs Flu Clinic took place on October 22, 2022. Twenty-five individuals were seen and a few of those individuals decided to add their COVID booster at the same time. The turnout was small, and the team is brainstorming ideas to increase interest next year. Updates were provided regarding the special needs flu clinic that took place at Lewis University Saturday, October 22nd 9:00am to Noon.

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

Mr. Juday reported much of October was spent acclimating to the new role and learning about the different divisions and programs that Will County Health Department & Community Health Center has to offer. A large amount of time was committed to a deep review of our social media accounts in an attempt to simplify our account handles, cultivate new audiences, and attempt to clean-up duplicate or outdated accounts on different platforms. Media Services covered the first Well-Woman Day Health Fair at the Spanish Community Center in late October. A video recap of the day was published in early November and was played at the meeting for the Board's viewing.

OLD BUSINESS – NONE

NEW BUSINESS

RESOLUTION #22-67 FY23 BUDGET REVISION

The FY2023 budget has been presented and reviewed by the Board of Health. The final FY2023 budget for the General Operating Fund (2102) is balanced for revenues and expenditures. The Board of Health hereby adopts the Will County Health Department's FY2023 Operations budget.

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

RESOLUTION #22-68 APPROVAL FOR ADDITIONAL PAYMENT FOR ARCHITECTURAL SERVICES AT THE WILL COUNTY COMMUNITY HEALTH CENTER'S JOLIET LOCATION

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. The funding will be used to first architecturally design following areas: eight (8) patient care rooms, a nurse's station, a twelve (12) seat waiting room, and two office spaces. The funding for architectural services for this project was approved by the BOH on February 16, 2022 not to exceed \$15,000; however, additional funding in the amount of \$3,000 is needed to cover the complete cost of the service. The Board of Health approves the additional payment in the amount not to exceed \$3,000 to Stromsland + De Young + Prybys Architecture Group.

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

RESOLUTION #22-69 PROVIDER BONUSES FOR 2021

The Board of Health formed a Compensation Committee in September 2020 to examine the compensation of Health Center providers. The Committee and Board of Health approved to bring provider salaries and compensation in line with area FQHCs. The 2020 bonuses incentivized the providers to meet their measures in 2021 and therefore creating an improved quality of care. The Board of Health approves the awarding of \$14,000 for incentive bonuses for health center providers.

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

RESOLUTION #22-70 THE COMMUNITY HEALTH CENTER AMENDED GOVERNING COUNCIL BY-LAWS

As provided for in the By-Laws of the WCCHC Governing Council, any amendments made to the By-Laws shall have the approval of the Will County Board of Health. Recent amendments to the Governing Council By-Laws were made at the regularly scheduled monthly meeting of the Governing Council on November 2, 2022. The Board of Health approves the Will County Community Health Center Governing Council By-Laws as amended.

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

RESOLUTION #22-71 RESOLUTION FOR APPROVAL TO SURPLUS ITEMS

The Will County Health Department requires disposal and transfer of medical equipment, office equipment and furniture, and other miscellaneous items from the CHC. The Board of Health approves the disposal and/or transfer.

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

RESOLUTION #22-72 PURCHASE OF COMPUTERS

The WCHD and CHC is required to replace 15 computer(s), and 10 monitors in CHC Registration, Provider, and Dental areas, that are obsolete. The WCHD and CHC have received a quote from CDWG for \$14,835.75. The Board of Health approves the proposal to purchase computer equipment from CDWG, not to exceed \$15,000.

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

AGENCY SATISFACTION SURVEY

Carol Ricken presented draft survey question links for purposes of gauging our clients and referral sources, use the results to identify themes, what is working well, areas for improvement, and identify areas for improvement. The two survey links consisted of: The Will County Health Department Agency Satisfaction Survey for Community Partners and the Will County Health Department Client Satisfaction Survey. The plan is to have a dashboard at the site for easy access to results.

SELECTION COMMITTEE MEETING

The Interview Team was chosen at the November 15th Selection Committee Meeting. The candidates will be interviewed on November 17th at 3:00pm and November 28th at 1:00pm. The full Selection Committee will reconvene November 29th at 1:00pm for purposes of discussing the candidates and make a possible candidate decision. If 2nd interviews are required, the Selection Committee will reconvene in December. The second interview date will be TBD by the Selection Committee after the November 29th meeting and the final candidate recommendation will be brought to the full Board of Health December 21st.

ELECTION OF OFFICERS

NOMINATION FOR PRESIDENT

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| RESULT: | APPROVED [UNANIMOUS] |
| MOVER: | Chief Hertzmann |
| SECONDER: | Ms. Mackey To accept the nomination for President of the Will County Board of Health and re-appoint Dr. Terrell, President of the Board of Health. |
| AYES: | Dr. Reiland, Chief Hertzmann, Ms. Brass, Ms. Gunnink, Dr. Lipinski, Ms. Mackey, Dr. Soderquist, Ms. Tyson <i>Dr. Terrell abstained.</i> |

NOMINATION FOR VICE PRESIDENT

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| RESULT: | APPROVED [UNANIMOUS] |
| MOVER: | Chief Hertzmann |
| SECONDER: | Dr. Lipinski To accept the nomination for Vice President of the Will County Board of Health and re-appoint Dr. Reiland, Vice President of the Board of Health. |
| AYES: | Dr. Terrell, Chief Hertzmann, Ms. Brass, Ms. Gunnink, Dr. Lipinski, Ms. Mackey, Dr. Soderquist, Ms. Tyson |

Dr. Reiland abstained.

NOMINATION FOR SECRETARY

RESULT: APPROVED [UNANIMOUS]
MOVER: Ms. Mackey
SECONDER: Dr. Reiland
To accept the nomination for Secretary of the Will County Board of Health and re-appoint Chief Hertzmann, Secretary of the Board of Health.
AYES: Dr. Terrell, Dr. Reiland, Ms. Brass, Ms. Gunnink, Dr. Lipinski, Ms. Mackey, Dr. Soderquist, Ms. Tyson
Chief Hertzmann abstained.

BOARD OF HEALTH FY2023 MEETING DATES

The Board of Health meets the third Wednesday of each month (except July) at 3:00 p.m. The meetings will occur in the Will County Health Department's Community Room 1005A/1005B, 501 Ella Avenue, Joliet, IL. The Board of Health approves the FY2023 Board of Health Meetings Calendar as presented.

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

REQUEST TO CLOSE OFFICES SATURDAY, DECEMBER 24, 2022 AND SATURDAY, DECEMBER 31, 2022

The Board of Health approves the request to close the WCHD and CHC Joliet offices Saturday December 24, 2022 and Saturday, December 31, 2022.

RESULT: APPROVED [UNANIMOUS]
MOVER: Ms. Gunnink
SECONDER: Dr. Lipinski
YEAS: Dr. Terrell, Dr. Reiland, Chief Hertzmann, Ms. Brass, Ms. Gunnink, Dr. Lipinski, 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 November.

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


BOARD MEMBERS' COMMENTS/CONCERNS – NONE

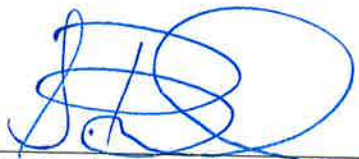
PUBLIC CONCERNS AND COMMENTS – NONE

ADJOURNMENT

At 4:46 p.m. a motion was made to adjourn the meeting.

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

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

By: 
Stephanie Baskin, Executive Assistant
Will County Health Department