

**WILL COUNTY HEALTH DEPARTMENT
BOH REGULAR MEETING MINUTES
DECEMBER 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
Chief Paul Hertzmann, Secretary
Edna Brass
Allison Gunnink, MBA, MT-BC
Chief Jeffrey Carey
Gary Lipinski, M.D.
Scott Soderquist, D.D.S.
Silvio Morales, M.D.
Annette Parker

MEMBERS ABSENT

Nanci Reiland, DNP, Vice President
Teena Mackey

STAFF PRESENT

Susan Olenek, Executive Director, Administration
Elizabeth Bilotta, Assistant Executive Director, Administration
Stephanie Baskin Executive Assistant, Administration
Denise Bergin, Director of Finance & Grant Management, Administration
Stacey Knack, Human Resources Director, Administration
Anthony Melei, ITT Director, Administration
Kevin Juday, Media Services Manager, Administration
Carol Ricken, Community Partner Engagement Manager, Administration
Joseph Troiani, Division Director, Behavioral Health
Armando Reyes, Regulatory Compliance Coordinator, Behavioral Health
Katie Weber, Program Coordinator, Emergency Preparedness & Response
Georgia VanderBoegh, Division Director, Family Health Services
Lyyti Dudczyk, Program Coordinator, Family Health Services
Alpesh Patel, Program Coordinator, Family Health Services
Magda Lara, RN, Family Health Services, AFSCME Local 1028 Vice-President
Barbara Agor, EP&R Specialist, Administration

OTHERS PRESENT

Dan McGrath, Assistant State's Attorney
Marie Lindsey, Representing Governing Council
Lewis University Nursing Students
Derrick Cabrera, American Heart Association

PLEDGE OF ALLEGIANCE

PRESIDENT'S COMMENTS

Dr. Terrell welcomed everyone to the meeting.

EXECUTIVE DIRECTOR'S COMMENTS

Ms. Olenek wished everyone a very Merry Christmas and a wonderful 2023. Ms. Olenek also wished everyone safe travels due to the severe upcoming weather conditions

PUBLIC COMMENTS FOR AGENDA ITEMS ONLY – NONE

APPROVAL OF BOARD OF HEALTH MINUTES

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

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

Moved to approve the November 29, 2022 Selection Committee Regular meeting minutes as presented.

RESULT:	APPROVED [UNANIMOUS]
MOVER:	Dr. Lipinski
SECONDER:	Ms. Gunnink
AYES:	Dr. Terrell, Ms. Gunnink, Dr. Lipinski
NAY:	None

Moved to approve the November 29, 2022 Selection Committee Executive Session meeting minutes as presented.

RESULT:	APPROVED [UNANIMOUS]
MOVER:	Ms. Gunnink
SECONDER:	Dr. Lipinski
AYES:	Dr. Terrell, Ms. Gunnink, Dr. Lipinski
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 November.

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

RESULT:	APPROVED [UNANIMOUS]
MOVER:	Chief Hertzmann
SECONDER:	Chief Carey
AYES:	Dr. Terrell, Chief Carey, Chief Hertzmann, Ms. Brass, Ms. Gunnink, Dr. Lipinski, Dr. Morales, Ms. Parker, Dr. Soderquist
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 November)

Ms. Bilotta provided a recap of the items included in the report noting the Critical Incident reporting system has been moved from paper to a digital process.

Ms. Bilotta also reported, due to the leaking pipe inside the walls at the Monee Branch Office, the landlord used vendor React 27/7 Restoration Services to complete the mold remediation.

Ms. Bilotta briefly referred to the Resolution for the Cisco Smartnet Agreement that will be presented later in the agenda.

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

Dr. Troiani provided recaps of the items in his report including:

- Nominated by Secretary Grace B. Hou of the Illinois Department of Human Services (IDHS) to serve on the Regional Advisory Committee for the Community Emergency Services and Support Act (CESSA). CESSA (Public Act 50 ILCS 754 / known as the Edwards Watts Act) – designed to enhance the response to behavioral health crisis across the State of Illinois.
- One of the doctoral externs in clinical psychology was selected and awarded to the US Air Force healthcare professionals scholarship program. Thursday, January 12th he will be sworn in and commissioned as a USAF Officer.
- As part of the Clinical Training Program, a student completing her masters training at the HD will be with the department for one year working 20 hours a week.
- Ms. Parker inquired if we have a program tool she could share with the newly-elected County Board members that showcases the agency's services? Ms. Olenek noted we have Resource Guides and will send to County Board members.

Dr. Troiani briefly fielded and responded to the Board's questions regarding the 9-8-8 call center statistics and the 590 Team staffing operations.

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

Ms. Maragos provided a recap of the items in the report including:

- The 2023 Strategic Plan has been developed. The Governing Council will be asked for formal approval in January and will be shared with the Board of Health at the next meeting.
- Received formal notice of intent to continue funding through March 2024, the next grant cycle.
- A formal Request for Proposal (RFP) was issued by the County to invite other pharmacies to participate pharmacies to participate in a lease agreement for pharmacy services and inclusion in our 340B program. Three of the four bids were deemed acceptable. The recommendation will be brought to the County Board then to the BOH for approval.
- Renovations of the former medical records room to new BH suite are progressing. Construction is due to be completed by March.

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

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 November)

Ms. Olenek reported on Mr. Conners behalf mentioning in addition to Mr. Conners report, as of to-date, EH has collected about two-thirds of their food establishment fees.

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

Ms. VanderBoegh reported, as of May 5th, the Chief Vision & Hearing Technician will be retiring, and the program will end. We have been unable to find and hire replacement staff. All affected schools have been notified and have been provided with a recommendation to contact DCFS or their local school districts for information about additional resources.

Ms. VanderBoegh briefly fielded and responded to the Board's questions regarding vaping in the high schools. Ms. VanderBoegh mentioned the Community Health Educators are currently developing initiatives to provide to school administrations with resources to combat these trends.

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

Ms. Weber reported as of today, iHealth Rapid tests have been offered to the staff to receive ahead of the upcoming holiday. Ms. Weber offered tests to the BOH for distribution.

Ms. Weber briefly fielded and responded to the Board's questions regarding the threatening person procedures and process. Ms. Weber noted the revised training procedures went out to staff yesterday.

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

Mr. Juday spent time targeting search engine results. Media Services worked to combine existing profiles and created two separate listings, one for the Community Health Center and one for the Will County Health Department.

OLD BUSINESS – NONE

NEW BUSINESS

RESOLUTION #22-73 CISCO SMARTNET AGREEMENT

The WCHD and CHC requires support for mission critical Cisco Equipment. Presidio is the State of Illinois Master Contract vendor for the purchase of Cisco Equipment and Services. The Board of Health approves the renewal of the CISCO SMARTNET agreement not to exceed \$45,500 to Presidio Networked Solutions Group LLC.

RESULT:	APPROVED [UNANIMOUS]
MOVER:	Chief Hertzmann
SECONDER:	Chief Carey
YEAS:	Dr. Terrell, Chief Carey, Chief Hertzmann, Ms. Brass, Ms. Gunnink, Dr. Lipinski, Dr. Morales, Ms. Parker, Dr. Soderquist
NAYS:	None

RESOLUTION #22-74 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, Family Health Services, Administration, Behavioral Health, and Environmental Health. The Board of Health approves the disposal and/or recycling.

RESULT:	APPROVED [UNANIMOUS]
MOVER:	Ms. Parker
SECONDER:	Ms. Gunnink
YEAS:	Dr. Terrell, Chief Carey, Chief Hertzmann, Ms. Brass, Ms. Gunnink, Dr. Lipinski, Dr. Morales, Ms. Parker, Dr. Soderquist
NAYS:	None

RESOLUTION #22-75 APPROPRIATION OF FUNDS FOR ILLINOIS DEPARTMENT OF PUBLIC HEALTH STUDENT LOAN REPAYMENT PROGRAM GRANTS

The CHC received two Illinois Department of Public Health Student Loan Repayment Program grants to provide funds for specified licensed practitioners for educational loans. The awards of \$29,400 provide funding to support an established schedule of quarterly payments to the named practitioners in return for providing full time services. The funding appropriation presented covers December 1, 2022 through November 30, 2023 and supports previously budgeted expenses of \$10,000. The Board of Health approves the additional appropriation of funds to the FY2023 Will County Health Department budget.

RESULT:	APPROVED [UNANIMOUS]
MOVER:	Ms. Parker
SECONDER:	Dr. Lipinski
YEAS:	Dr. Terrell, Chief Carey, Chief Hertzmann, Ms. Brass, Ms. Gunnink, Dr. Lipinski, Dr. Morales, Ms. Parker, Dr. Soderquist
NAY:	None

RESOLUTION #22-76 FURNITURE PURCHASE FOR NEW BH AREA

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 build out of an underutilized medical records space in room 1113 of the CHC will be complete the second week of January increasing the health center by eight (8) patient care areas; and the build out of two (2) additional office spaces to accommodate medical records and the Registration Supervisor. The Board of Health approves the purchase of workstation components for patient care areas and office spaces through a regional public sector contract, in an amount not to exceed \$17,000 to Warehouse Direct Interiors.

RESULT:	APPROVED [UNANIMOUS]
MOVER:	Ms. Gunnink
SECONDER:	Dr. Lipinski
YEAS:	Dr. Terrell, Chief Carey, Chief Hertzmann, Ms. Brass, Ms. Gunnink, Dr. Lipinski, Dr. Morales, Ms. Parker, Dr.

NAY: Soderquist
None

RESOLUTION #22-77 THE FOURCE MEDIA CAMPAIGN

Grant dollars have been appropriated for recruitment in the National Association of County and City Health Officials RISE Grant and the Public Health Emergency Preparedness (PHEP) grant budgets to recruit and raise awareness of our Medical Reserve Corp volunteer program. \$12,985 of grant funds have been budgeted for the production of one recruitment video and five micro videos. The Board of Health approves the purchase for the recruitment and marketing campaign facilitated by our current marketing firm, The Fource, in the amount of \$12,985.

RESULT: APPROVED [UNANIMOUS]
MOVER: Chief Carey
SECONDER: Ms. Brass
YEAS: Dr. Terrell, Chief Carey, Chief Hertzmann, Ms. Brass, Ms. Gunnink, Dr. Lipinski, Dr. Morales, Ms. Parker, Dr. Soderquist
NAY: None

RESOLUTION #22-78 MRC APPROPRIATION

The WCHD received a National Association of County and City Health Officials grant to sustain and equip our local Medical Reserve Corps. The awarded grant of \$25,000, the unexpended funding available for County Fiscal Year 2023 is \$12,570. The Board of Health approves the additional appropriation of funds to the FY2023 Will County Health Department budget.

RESULT: APPROVED [UNANIMOUS]
MOVER: Ms. Parker
SECONDER: Dr. Lipinski
YEAS: Dr. Terrell, Chief Carey, Chief Hertzmann, Ms. Brass, Ms. Gunnink, Dr. Lipinski, Dr. Morales, Ms. Parker, Dr. Soderquist
NAY: None

RESOLUTION #22-79 MEDICAL ADVISOR AGREEMENT

The WCHD has used the services of a medical advisor for consultation in certain public health scenarios. The WCHD has contracted for services with Southwest Infectious Disease Associates in this past for such services. The Board of Health approves the execution and payments for Medical Advisor Services with Southwest Infectious Disease Associates for \$1500 per month, or \$18,000 annually.

RESULT: APPROVED [UNANIMOUS]
MOVER: Dr. Lipinski
SECONDER: Dr. Morales
YEAS: Dr. Terrell, Chief Carey, Chief Hertzmann, Ms. Brass, Ms. Gunnink, Dr. Lipinski, Dr. Morales, Ms. Parker, Dr. Soderquist
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 December including the approval to promote Ms. Elizabeth Bilotta as Executive Director.

Ms. Bilotta offered her sentiments to the Board of Health, her goals and vision for the HD, and thanked all involved in the process.

RESULT: APPROVED [UNANIMOUS]
MOVER: Chief Hertzmann
SECONDER: Dr. Morales
YEAS: Dr. Terrell, Chief Carey, Chief Hertzmann, Ms. Brass, Ms. Gunnink, Dr. Lipinski, Dr. Morales, Ms. Parker, Dr. Soderquist
NAY: None

BOARD MEMBERS' COMMENTS/CONCERNS

The Board complimented the Health Department staff for all their efforts, strategic planning, and community initiatives especially during the pandemic. Additional community outreach and partnership efforts would like to be utilized.


PUBLIC CONCERNS AND COMMENTS – NONE

ADJOURNMENT

At 4:20 p.m. a motion was made to adjourn the meeting.

RESULT:	APPROVED [UNANIMOUS]
MOVER:	Ms. Gunnink
SECONDER:	Dr. Morales
AYES:	Dr. Terrell, Chief Carey, Chief Hertzmann, Ms. Brass, Ms. Gunnink, Dr. Lipinski, Dr. Morales, Ms. Parker, Dr. Soderquist
NAY:	None

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

By:  _____
 Stephanie Baskin, Executive Assistant
 Will County Health Department