

**WILL COUNTY HEALTH DEPARTMENT
BOH REGULAR MEETING MINUTES
JANUARY 18, 2023**

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, MA, BS
Chief Jeffrey Carey
Allison Gunnink, MBA, MT-BC
Gary Lipinski, M.D.
Teena Mackey
Silvio Morales, M.D.
Scott Soderquist, D.D.S.

MEMBERS ABSENT

Annette Parker

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
Kathleen Burke, Program Coordinator, Behavioral Health
Katie Weber, Program Coordinator, Emergency Preparedness & Response
Georgia VanderBoegh, Division Director, Family Health Services
Lyyti Dudczyk, 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

PLEDGE OF ALLEGIANCE

PRESIDENT'S COMMENTS

Dr. Terrell welcomed the Lewis University Nursing students and everyone to the meeting.
Dr. Terrell mentioned this is the last meeting for Executive Director, Susan Olenek after 33 years of service. Ms. Olenek's retirement party will be Friday, February 3rd.

EXECUTIVE DIRECTOR'S COMMENTS

Ms. Olenek wished everyone a Happy New Year and expressed her gratitude and appreciation to the Board of Health for making sure the agenda needs were always met for the agency.

Ms. Olenek mentioned a new Board member has been appointed, will be orientated, and will be attendance at the February meeting. Ms. Natalie Coleman is replacing Ms. Margaret Tyson.

Ms. Olenek announced we were notified by the County Board a 708 Board has been appointed. The 708 Board is a local mental health board put in place by referendum.

PUBLIC COMMENTS FOR AGENDA ITEMS ONLY – NONE

APPROVAL OF BOARD OF HEALTH MINUTES

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

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

TREASURER'S REPORT AND DEPARTMENT FINANCIAL REPORTS

Ms. Bilotta provided an explanation (for information purposes only) of the financial reports including revenue, expenditures, and cash reports for the month of November.

Ms. Bilotta provided a detailed explanation of the financial reports including revenue, expenditures, and cash reports for the month of December. The Board of Health moved to approve the Treasurer's Report and Department Financial Reports for the month of December as presented.

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

REPORTS FROM DIVISIONS

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

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

Ms. Jackson reported on the Missing Child Drill; currently updating procedures to the Safety Handbook. Ms. Jackson also briefly discussed the additional safety initiatives being implemented since FY22 including the hiring of a Safety and Risk Reduction Officer.

Ms. Bilotta provided a recap of the items in the report including the utilization of the ARPA funding for ITT division, HR will be hosting a job fair in May and working diligently to fill the remaining job openings, and Will County Finance Department has submitted the delinquent FY21 audit reports to the Federal Audit Clearinghouse and therefore, Will County has been removed from the IL Stop Payment list as of 12/30/2022.

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

Dr. Troiani provided recaps of the items in his report adding as of Friday, January 13th, we were notified by the IDHS, BH is the recipient of a Suicide Prevention among First Responders \$250,000 grant – renewable for three years. Dr. Troiani briefly fielded and responded to questions from the Board.

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

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

- The CHC received funding from HRSA in the amount of \$150,000 for additional COVID vaccine community outreach.
- Finalized the Strategic Plan and was approved by the Governing Council at the January GC meeting.
- The Request for Proposal (RFP) will be re-released in early to mid-January for pharmacies to participate in a lease agreement for pharmacy services. All four bids were deemed unacceptable. The recommendation will be brought to the County Board then to the BOH for approval; hoping to have a new pharmacy in place by March or April 2023.
- Renovations of the former medical records room to new BH suite are progressing. Construction is due to be completed by end of January.

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

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

Dr. Lipinski inquired if Dr. Byrd can be present for the next meeting. Ms. Olenek mentioned the request will be made to Dr. Byrd.

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

Mr. Conners reported Culture Fresh Foods issued a recall for True Goodness by Meijer an Oat-Based Plain Yogurt Alternative 24 Oz due to undeclared almonds. The sanitarians were made aware of this recall; when inspecting a Meijer Supermarket, they will verify that the product has been pulled and not available for sale. WCHD suspended the food permit of a pizzeria restaurant in New Lenox at the end of December due to an infestation of insects. The permit was reinstated in early January 2023 after working with their pest control provider. Mr. Conners briefly fielded and responded to questions from the Board.

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

Ms. VanderBoegh discussed the Information and Referral - IRIS (Integrated Referral and Information's System) agency partners list included in the packet. Ms. VanderBoegh briefly fielded and responded to questions from the Board.

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

Ms. Weber reported the Active Shooter trainings continue in January. Classroom trainings took place on January 11, 13, and 17, 2023. EP&R will begin planning the next phase and work on a functional exercise this spring. Ms. Weber briefly fielded and responded to questions from the Board.

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

Mr. Juday reported Media Services completed the bulk of its work on improving the search engine results. Media Services continues to work with Google and Bing to remove outdated and inaccurate photos to ensure we have the most updated information available to the public.

OLD BUSINESS – NONE

NEW BUSINESS

RESOLUTION #23-01 STATEMENT OF CHANGE DOCUMENT

The CHC is a 501(c)(3) tax-exempt corporation. The Department of Business Services Office at the Secretary of State requires current and accurate information regarding the Registered Agent for the non-profit corporation. The Registered Agent must be updated to reflect the name of the current Executive Director, by resolution as required by the Secretary of State. The Board of Health approves the change of Registered Agent from Susan Olenek to Elizabeth Bilotta.

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

RESOLUTION #23-02 BIO MEDICAL SERVICES CONTRACT

The WCHD & CHC requires a certified biomedical company to repair and inspect all medical equipment prior to first use and annually. Midwest Biomedical offers certified technicians that are available to travel to the CHC and its satellite locations to provide this required service. The Board of Health approves the renewal of the Agreement with Midwest Biomedical in the amount not to exceed \$11,500 per year plus detail for service and travel as indicated in the contract.

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

RESOLUTION #23-03 EXPANDING COVID-19 VACCINATION GRANT APPROPRIATION (HRSA)

The CHC was awarded the FY2023 Expanding COVID-19 Vaccination grant to increase access to, confidence in, and demand for updated COVID-19 vaccines. The award of \$148,135 provides funding to support personnel, supplies, advertising, printing, postage, and travel. The Board of Health approves the additional appropriation of funds to the FY2023 Will County Health Department budget.

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

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

BOARD MEMBERS' COMMENTS/CONCERNS

Chief Carey inquired about the hiring status for the 590 program and if any 988 calls are coming in? Dr. Troiani mentioned manpower is close to 50 percent and just a few calls have been received.

Ms. Brass inquired if the Vision and Hearing program is ending in May due to funding? Ms. VanderBoegh replied to insufficient staffing. The grant does not cover adequate funding and personnel costs.

PUBLIC CONCERNS AND COMMENTS

Ms. Olenek shared her sentiments as this would be last Board of Health meeting before retirement. Ms. Olenek praised and commended the HD & CHC staff for all their hard work throughout the years, thanked the BOH for all their support, and discussed her time and experience at the Health Department.

ADJOURNMENT

At 4:07 p.m. a motion was made to adjourn the meeting.

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

By: _____



Chief Paul Hertzmann, Secretary
Will County Board of Health

By: _____



Stephanie Baskin, Executive Assistant
Will County Health Department