

# AGENDA

**WILL COUNTY BOARD OF HEALTH MEETING  
WILL COUNTY HEALTH DEPARTMENT  
501 ELLA AVENUE  
JOLIET, IL 60433  
CONFERENCE ROOM 1005A / 1005B  
MARCH 15, 2023– 3:00PM**

**MISSION STATEMENT:** *To prevent disease and promote a healthier environment for all residents, business operators and visitors. Our agency of professionally trained staff work cohesively to assure public health and safety measures are maintained through services and programs the department provides based on the needs of the community.*

**VISION STATEMENT:** *Deliver sustainable programs and policies in response to the public health needs of the community.*

**CORE VALUES:** *Respect, Integrity, Professionalism, Quality, and Dedication.*

- I. Call to Order/Roll Call.....3:00p.m.
- II. Pledge of Allegiance to the Flag
- III. President's Comments
- IV. Executive Director's Comments  
Introduction of Board of Health Member, Natalie Coleman
- V. Public Comment for Agenda Items Only – **Discussion**
- VI. Approval of Minutes  
February 15, 2023 Regular Session – **Motion**  
March 8, 2023 \*Special Meeting\* Regular Session – **Motion**  
March 8, 2023 \*Special Meeting\* Executive Session – **Motion**
- VII. Treasurer's Report & Department Financial Reports  
November 30, 2022 – **Discussion**  
February 28, 2023 – **Motion**
- VIII. Reports from Divisions  
Division Statistical Reports – **Discussion**
- IX. Old Business – **None**
- X. New Business  
Resolutions #23-09 – #23-14
  - A. Resolution #23-09 Service Agreement with Kelly Services (CHC) – **Motion**
  - B. Resolution #23-10 Service Agreement with ADO Professional Solutions, Inc. (CHC) – **Motion**
  - C. Resolution #23-11 M&M Healthcare Recruiter Agreement (CHC) – **Motion**
  - D. Resolution #23-12 Well-Woman Program Bus Shelter Media Campaign in Romeoville (FHS) – **Motion**
  - E. Resolution #23-13 Well-Woman Program Digital Out-Of-Home Media Campaign in Joliet (FHS) – **Motion**
  - F. Resolution #23-14 Tobacco Control & Prevention Digital Video Media Campaign Throughout Will County – **Motion**
  - G. UDS Report (CHC) – **Discussion**
  - H. Exempt Pay Scale (ED) – **Discussion**
  - I. Assistant Executive Director Hiring Discussion – **Motion to go into Executive Session in accordance with Section 5-2(c) (1) of the Open Meetings Act** (BOH President).
- XI. Executive Session re: Employment/ Legal Matters – **Motion & Roll Call**
- XII. Board Approval of Personnel Status Report – **Motion**
- XIII. Board Members' Concerns and Comments – **Discussion**
- XIV. Public General Comments and Concerns – **Discussion**
- XV. Adjournment – **Motion**

**WILL COUNTY HEALTH DEPARTMENT  
BOH REGULAR MEETING MINUTES  
FEBRUARY 15, 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  
Annette Parker  
Scott Soderquist, D.D.S. (arrived at 3:09pm)

**MEMBERS ABSENT**

Silvio Morales, M.D.  
Natalie Coleman

**STAFF PRESENT**

Elizabeth Bilotta, Executive Director, Administration  
Stephanie Baskin Executive Assistant, Administration  
Denise Bergin, Director of Finance & Grant Management, Administration  
Stacey Knack, Human Resources Director, Administration  
Cindy Jackson, Director, Administrative Services, 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  
Constance Dewall, Program Manager, Behavioral Health  
Kathleen Burke, Program Coordinator, Behavioral Health  
Armando Reyes, Regulatory Compliance Coordinator, Behavioral Health  
Mary Maragos, Chief Executive Officer, Community Health Center  
Jennifer Byrd, Chief Medical Officer, Community Health Center  
Katie Weber, Program Coordinator, Emergency Preparedness & Response  
Sylvia Muniz, Assistant Division Director, Family Health Services  
Betsy Cozzie, Program Coordinator, Family Health Services  
Caitlin Daly, Community Health Educator, Family Health Service  
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  
Nazree Williams, Benedictine Student  
Sherry Williams, County Board Member

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## **PLEDGE OF ALLEGIANCE**

## **PRESIDENT'S COMMENTS**

Dr. Terrell welcomed everyone to the meeting. Dr. Terrell introduced Ms. Bilotta as the new Executive Director. Ms. Bilotta replaced Ms. Susan Olenek who served as the agency's previous Executive Director.

## **EXECUTIVE DIRECTOR'S COMMENTS**

Ms. Bilotta mentioned herself and Ms. Maragos presented before the Public Health and Safety Committee in regard to American Heart month awareness. Ms. Maragos spoke about the very successful home blood pressure monitoring program and provided information about high blood pressure. A Representative from the American Heart Association was also in attendance.

Friday, February 10<sup>th</sup> IDPH requested (in the 11<sup>th</sup> hour) HD staff submit success stories regarding IDPH grant funded programs. Staff submitted program successes for the COVID-19 mass vaccination grant program. Specifically, about the Homebound vaccination program and health equity initiatives. IDPH requested additional personal stories on how the programs benefited residents of Will County. The IDPH Director presented one of the stories during the Health and Human Services Budget Brief.

On February 10<sup>th</sup>, the Health Department hosted (one) County Board and (three) County Executive Staff members. They were introduced to the division leadership and provided a tour of the Health Department and Community Health Center buildings; IDPH will also be provided the same guided tour and introductions for their visit February 17<sup>th</sup>.

WCHD / CHC received a complaint from OSHA on January 30 regarding a notice of alleged hazard at 1106 Neal Avenue in regard to safety. We were required to respond to OSHA by February 7. In addition, we were required to post the notice of complaint from OSHA where it was readily accessible by all employees and provided to representatives of the union and safety committee. WCHD / CHC worked with WCSAO, and the response letter to the complaint was sent to OSHA February 7. OSHA responded with questions regarding our response letter. On February 8, WCHD / CHC received a letter from OSHA indicating that the complaint was officially closed. Since this decision could be "appealed by the complainant" Ms. Bilotta was unable to provide further details at this time.

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

## **APPROVAL OF BOARD OF HEALTH MINUTES**

Moved to approve the January 18, 2023 Regular meeting minutes as presented.

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

## **TREASURER'S REPORT AND DEPARTMENT FINANCIAL REPORTS**

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

Ms. Bergin provided a detailed explanation of the financial reports including revenue, expenditures, and cash reports for the month of January. The Board of Health moved to approve the Treasurer's Report and Department Financial Reports for the month of January 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, Ms. Brass, Chief Carey, Ms. Gunnink, Dr. Lipinski, Ms. Mackey Ms. Parker, Dr. Soderquist
<b>NAYES:</b>	None

## **REPORTS FROM DIVISIONS**

*Reports were provided in the packet by the 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 February)**

Ms. Jackson reported on a few items:

- February 6<sup>th</sup> a new Safety & Risk Reduction Officer was hired.
- On January 27<sup>th</sup>, Administration staff participated in a Targeted Disruption/Aggression/Threat Tabletop exercise with the CHC. The goal of the exercise was to standardize processes and improve safety, communication, and protective measures through the facility.
- Later in the meeting, resolution will be presented regarding the CISCO Network Refresh.

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

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

- As part of the School Based Behavioral Health Assessment & Intervention Program, 120 kids have been treated to date. Clinical staff was quickly established on-site at the following five Will County schools Monday thru Friday 7:30 a.m. to 3:30 p.m. These schools are Joliet Central High School, Joliet West High School, Kelvin Grove Junior High & Middle School - Lockport, Laraway Middle School - Joliet and Oak Prairie Elementary School – Lockport.
- Last month we were notified by the Illinois Department of Human Services we were awarded funding to establish the Suicide Prevention First Responders Program (Program 402). The grant is a three-year renewable grant starting in State Fiscal Year 2023.
- The 708 Board's will have their first meeting Tuesday, February 28<sup>th</sup>.
- The Clinical Training Program received 57 applications for both Pre-Doctoral Externs and Interns for the upcoming training year 2023 to 2024. Pre-Doctoral Externs train in our practicum program where they receive instruction in psychotherapy, psychological testing, and advanced clinical training.
- The upcoming dates for the forty hour weeklong Crisis Intervention Team (CIT) training course is the week of Monday - April 24th and Monday - May 8th.
- Dr. Kathleen Burke fielded and responded to questions from the Board regarding the new drug being combined with Fentanyl, the stats for Will County, and some the age groups targeted.

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

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

- The 2023 Strategic Plan has been shared with staff and providers. We will provide progress reports quarterly.
- Basingers Pharmacy vacated the premises on January 19, per the deadline. Legal issues between Basingers, Verity, and the County of Will are being addressed. The County is expected to release a new Request for Proposal at the beginning of February.
- The renovation of the medical records room to new Behavioral Health suite is on target for completion by mid-February. The doors are delayed due to supply chain issues.
- Every year, every Federally Qualified Health Center (FQHC) is required to submit annual data to a national database. Data concerns numbers of patients and visits, patient demographics, quality, and financial information. Our report is due to HRSA by February 15. Included in the report is justification for any differences compared to the previous calendar year.

- Hudson Headwaters performed an independent audit of our 340B program on February 8.
- The net revenue from the 340B Program of \$640,568 is earmarked to support our dental program (for which the expenses exceed the revenue) and the interpreter program, which generates no revenue.
- First advisory meeting at Brooks Middle School. The Board was very pleased with the outcome.

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

Dr. Byrd provided a recap of the items in the report including:

- COVID-19 Updates, Total Daily New Cases, Total Deaths – Illinois (through January 19, 2023), COVID-19 Summary update, and New Policy Briefings. Dr. Byrd fielded and responded to questions from the Board.

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

Mr. Conners provided a recap of the items in the report including:

- Sovos Brands Intermediate, Inc. (“Sovos”) has voluntarily recalled a limited number of 16-ounce jars of Rao’s Made for Home Slow Simmered Soup, Chicken & Gnocchi, because the affected jars may contain undeclared egg. The affected soup is labeled as Chicken & Gnocchi, but will contain vegetable minestrone, which is dark red. The recalled jars of Chicken & Gnocchi Soup were distributed in thirty-two states including Illinois. No illnesses have been reported at this time.
- The 2023 Permit to Discharge Application fees have increase from \$3,215.00 in the month of December 2022 to \$58,125.00 in the month of January 2023. The EH Department expects this trend to continue through the months of February and March.

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

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

- Better Birth Outcomes, a nurse case management program, is expected to resume face-to-visits in the next couple months.
- Three Community Health Educators attended a forum in DC presenting to mitigate youth vaping in Wilmington.
- January 20, the WIC staff and managers volunteered at the Northern Illinois Food Bank’s South Suburban Center in Joliet. The team packed over 10,800 single-serve cereal bowls for distribution.

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

Ms. Weber reported The FOURCE filmed a promotional video and interviewed Health Department volunteers asking why they like volunteering for the agency. The video should be ready for viewing next month.

#### **Media Services (Presented Monthly Reports for the month of February)**

Mr. Juday reported in January, Media Services coordinated the internal broadcast of the 2023 State of the Agency address. The address was edited and sent out on our social media platforms as well. Additionally, new pages for the Substance Use Initiatives and the IRIS Referral Network were developed and made live in an effort to make those programs more accessible. Mr. Juday noted he has started working on the 2022 Annual Report.

#### **OLD BUSINESS – NONE**

#### **NEW BUSINESS**

##### **RESOLUTION #23-04 COMMUNITY HEALTH CENTER NETWORK REFRESH PROJECT**

The CHC requires a Cisco Network Refresh, to replace end-of-life Cisco Network Switch Equipment and to increase capacity from recent construction projects. The WCHD has engaged Presidio to perform a network refresh, utilizing the State of Illinois DoIT Procurement Contract #CMT2026698 replacing the end-of-life switching equipment. The Board of Health approves the Community Health Center Cisco Network Refresh Project, with implementation by Presidio for a total cost of \$144,390.99.

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

**RESOLUTION #23-05 2022-2023 MAPP CONTRIBUTION**

The Will County Mobilizing for Action Through Planning and Partnership (MAPP) collaborative continues to assess the health needs of Will County using a broad-based community wide strategy. The Health Department is one of several community partners on the MAPP Executive Committee to contribute financially to the MAPP initiative. The MAPP contribution for 2022-2023 is \$10,000 payable to United Way of Will County acting as the MAPP fiscal agent.

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

**RESOLUTION #23-06 APPROPRIATION OF FUNDS FOR THE NATIONAL ASSOCIATION OF COUNTY AND CITY HEALTH OFFICIALS MEDICAL RESERVE CORPS RISE GRANT**

The Will County Health Department received a National Association of County and City Health Officials grant to sustain and equip our local Medical Reserve Corps. An additional award of \$8,750 provides funding to support volunteer uniform shirts. The Board of Health approves the additional appropriation of funds to the FY2023 Will County Health Department budget.

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

**RESOLUTION #23-07 PURCHASE OF VECTOR SURVEILLANCE AND CONTROL GRANT PROGRAM LARVICIDE**

Part of the 2023 Vector Surveillance and Control Grant Program being conducted by the Environmental Health Division includes the distribution of mosquito larvicide. The cost associated with the purchase of larvicide will be covered under the Illinois Department of Public Health Vector Surveillance and Control Grant. The Board of Health approves the purchase of up to fifty-two (52) cases of Natular XRT Tablet larvicide for a total cost (not to exceed) \$50,000.

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

**RESOLUTION #23-08 APPROPRIATION OF FUNDS FOR THE ILLINOIS DEPT OF HUMAN SERVICES SUICIDE PREVENTION FIRST RESPONDERS GRANT – WILL COUNTY HEALTH DEPT**

The Will County Health Department (WCHD) obtained an Illinois Department of Human Services (IDHS) Suicide Prevention First Responders grant to increase access to peer support and mental health awareness and intervention training for First Responders and their families. The award of \$250,000 provides funding to support salaries, supplies, contractual assistance, mileage, and related technology costs. The funding appropriation presented is limited to anticipated expenses, including new expenses of \$89,366 and previously budgeted expenses of \$53,865. The Board of Health approves the appropriation of funds to the FY2023 Will County Health Department budget.

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

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

**BOARD MEMBERS' COMMENTS/CONCERNS**

Ms. Brass inquired if we have more than one Health Navigator, Ms. Bilotta mentioned recruitment is underway.

**PUBLIC CONCERNS AND COMMENTS**

**ADJOURNMENT**

At 4:18 p.m. a motion was made to adjourn the meeting.

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

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

By: \_\_\_\_\_  
Stephanie Baskin, Executive Assistant  
Will County Health Department

**WILL COUNTY HEALTH DEPARTMENT  
BOH SPECIAL MEETING MINUTES  
MARCH 8, 2023**

The **special** meeting of the Board of Health held at the Will County Health Department, 501 Ella Avenue, Joliet, IL was called to order at 3:06 p.m., Dr. Terrell, President presiding.

**ROLL CALL/ QUORUM PRESENT**

**MEMBERS PRESENT**

Billie Terrell, PhD., ACSW, President  
Edna Brass, MA, BS  
Chief Jeffrey Carey  
Allison Gunnink, MBA, MT-BC  
Gary Lipinski, M.D.  
Teena Mackey  
Annette Parker

**MEMBERS ABSENT**

Nanci Reiland, DNP, Vice President  
Chief Paul Hertzmann, Secretary  
Silvio Morales, M.D.  
Natalie Coleman  
Scott Soderquist, D.D.S.

**STAFF PRESENT**

Elizabeth Bilotta, Executive Director, Administration (Dismissed at 3:11pm)  
Stephanie Baskin Executive Assistant, Administration

**OTHERS PRESENT**

Dan McGrath, Assistant State's Attorney  
Mary Tatroe, Civil Division Chief, State's Attorney Office

**PLEDGE OF ALLEGIANCE**

**PRESIDENT'S COMMENTS**

Dr. Terrell welcomed everyone to the meeting. Dr. Terrell provided an explanation for the purpose of calling this meeting to order. Dr. Terrell desired to share the discussions with Board members regarding the hiring process for the Assistant Executive Director (AED). After consulting with the State's Attorney's office, the decision was to convene with the full Board to remain in compliance with the Open Meetings Act.

**OLD BUSINESS – NONE**

**NEW BUSINESS**

**ASSISTANT EXECUTIVE DIRECTOR HIRING DISCUSSION**

Dr. Terrell sought clarification from the State's Attorney's office (SAO) regarding a phone discussion between herself and the Civil Division Chief (CDC). The CDC provided a brief summation of routine protocols and procedures during telephone discussions. Dr. Terrell thanked the CDC for providing clarification.



**EXECUTIVE SESSION RE: PERSONNEL / LEGAL MATTERS**

The Board of Health agreed to recess the Regular meeting to go into Executive Session for the purpose of discussing the hiring processes for the agency and in particular for the AED. A motion was made to go into Executive Session in accordance with Section 5 2(c )(1) of the Open Meetings Act.

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

**OPEN SESSION**

Ms. Bilotta joined the meeting at 4:40pm.

**PUBLIC CONCERNS AND COMMENTS**

Ms. Gunnink noted she will not attend the Board meeting March 15<sup>th</sup>.

**ADJOURNMENT**

At 4:41 p.m. a motion was made to adjourn the meeting.

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

By: \_\_\_\_\_  
Dr. Billie Terrell, President  
Will County Board of Health

By: \_\_\_\_\_  
Stephanie Baskin, Executive Assistant  
Will County Health Department

**Will County Health Department**

**FY 2022**

**Balance Sheet**

**Twelve Months Ending November 2022**

	<b>Beg Bal</b> <b><u>12/1/2021</u></b>	<b>End Bal</b> <b><u>11/30/2022</u></b>	<b><u>Change</u></b>
<b>Assets</b>			
Cash and cash equivalents	7,014,486.88	2,656,929.32	(4,357,557.56)
Investments	6,000,000.00	12,000,000.00	6,000,000.00
Receivables	15,483,014.54	4,833,816.29	(10,649,198.25)
<b>Total Assets</b>	<b><u>28,497,501.42</u></b>	<b><u>19,490,745.61</u></b>	<b><u>(9,006,755.81)</u></b>
<b>Liabilities</b>			
Payables	2,991,054.10	2,291,290.59	(699,763.51)
Due to	2,286,824.23	2,284,293.15	(2,531.08)
Unearned revenue	633,152.11	1,008,642.51	375,490.40
Unavailable revenue	3,793,370.21	-	(3,793,370.21)
Property taxes levied for future	10,001,058.63	-	(10,001,058.63)
<b>Equity</b>			
Fund Balance	8,792,042.14	13,906,519.36	5,114,477.22
<b>Total Liabilities &amp; Equity</b>	<b><u>28,497,501.42</u></b>	<b><u>19,490,745.61</u></b>	<b><u>(9,006,755.81)</u></b>

**Note:** These amounts may change during the lapse period of December through February, according to

State Statute guidelines.

These amounts may change during the outside audit, according to accounting guidelines.

**Will County Health Department**  
**FY 2022**  
**Change in Cash**  
**Twelve Months Ending November 2022**

	Dec 2021	Jan 2022	Feb 2022	Mar 2022	Apr 2022	May 2022	June 2022	July 2022	Aug 2022	Sept 2022	Oct 2022	Nov 2022	Total
<b>Equivalents</b>													
Beginning Balance	7,014,486.88	2,803,595.60	2,555,540.31	2,181,293.94	3,356,936.79	1,744,596.96	2,353,699.54	5,433,072.88	4,734,137.91	4,588,698.59	2,789,476.24	7,073,003.78	<b>7,014,486.88</b>
Deposits	1,850,658.96	2,120,438.79	2,893,528.26	3,907,091.47	1,803,243.41	3,289,122.69	5,767,722.69	2,024,781.49	2,594,478.20	1,928,170.12	6,884,388.71	1,085,934.45	<b>36,149,559.24</b>
Loan from C	2,283,355.00											938.15	<b>2,284,293.15</b>
AP Payments	(1,672,810.62)	(937,527.49)	(2,661,439.86)	(1,032,142.04)	(891,777.83)	(810,053.73)	(1,259,923.08)	(1,264,374.36)	(1,227,428.98)	(1,519,902.76)	(1,135,781.93)	(985,333.39)	<b>(15,398,496.07)</b>
Payroll	(1,388,739.62)	(1,430,966.59)	(602,101.06)	(1,699,306.58)	(2,523,805.41)	(1,869,966.38)	(1,429,190.75)	(1,459,342.10)	(1,512,488.54)	(2,207,489.71)	(1,465,079.24)	(1,517,613.67)	<b>(19,106,089.65)</b>
Maturity/(A	(3,000,000.00)											(3,000,000.00)	<b>(6,000,000.00)</b>
Prior Period	(2,283,355.00)		(4,233.71)				764.48						<b>(2,286,824.23)</b>
Ending Balance	<b>2,803,595.60</b>	<b>2,555,540.31</b>	<b>2,181,293.94</b>	<b>3,356,936.79</b>	<b>1,744,596.96</b>	<b>2,353,699.54</b>	<b>5,433,072.88</b>	<b>4,734,137.91</b>	<b>4,588,698.59</b>	<b>2,789,476.24</b>	<b>7,073,003.78</b>	<b>2,656,929.32</b>	<b>2,656,929.32</b>
<b>Investments</b>													
Beginning Balance	6,000,000.00	9,000,000.00	9,000,000.00	9,000,000.00	9,000,000.00	9,000,000.00	9,000,000.00	9,000,000.00	9,000,000.00	9,000,000.00	9,000,000.00	9,000,000.00	<b>6,000,000.00</b>
Investment	3,000,000.00											3,000,000.00	<b>6,000,000.00</b>
Maturities*													
Ending Balance	<b>9,000,000.00</b>	<b>9,000,000.00</b>	<b>9,000,000.00</b>	<b>9,000,000.00</b>	<b>9,000,000.00</b>	<b>9,000,000.00</b>	<b>9,000,000.00</b>	<b>9,000,000.00</b>	<b>9,000,000.00</b>	<b>9,000,000.00</b>	<b>9,000,000.00</b>	<b>12,000,000.00</b>	<b>12,000,000.00</b>
					3,000,000.00								
<b>Cash and</b>	<b>11,803,595.60</b>	<b>11,555,540.31</b>	<b>11,181,293.94</b>	<b>12,356,936.79</b>	<b>10,744,596.96</b>	<b>11,353,699.54</b>	<b>14,433,072.88</b>	<b>13,734,137.91</b>	<b>13,588,698.59</b>	<b>11,789,476.24</b>	<b>16,073,003.78</b>	<b>14,656,929.32</b>	<b>14,656,929.32</b>

\* Investments will be update retrospectively in the coming months.

**Note:** These amounts may change during the lapse period of December through February, according to State Statute guidelines.  
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**Will County Health Department**  
**FY 2022**  
**Budget Comparison - Revenue**  
**Twelve Months Ending November 2022**

	<u>Adopted Budget</u>	<u>Revised Budget</u>	<u>Revenue</u>	<u>Target - 100%</u> <u>Percent Realized</u>
<b>Revenue</b>				
Property Taxes	10,015,000.00	10,015,000.00	9,969,623.24	99.55%
Intergovernmental Grants & Contracts				
Administration	1,233,000.00	2,956,692.00	3,158,363.20	106.82%
Emergency Preparedness and Respo	424,095.00	449,095.00	372,380.32	82.92%
Environmental Health	990,429.00	990,429.00	1,165,347.09	117.66%
Behavioral Health	101,708.00	1,233,855.00	1,126,717.63	91.32%
Family Health Services	3,619,258.00	5,083,853.00	6,063,247.72	119.26%
Community Health Center	4,624,862.00	4,659,271.00	5,387,752.19	115.64%
	10,993,352.00	15,373,195.00	17,273,808.15	112.36%
Licenses, Permits & Charges for Services				
Administration	237,000.00	237,000.00	234,144.62	98.80%
Environmental Health	1,760,000.00	1,760,000.00	2,011,620.20	114.30%
Behavioral Health	3,354,554.00	3,354,554.00	2,707,207.94	80.70%
Family Health Services	287,300.00	287,300.00	315,323.91	109.75%
Community Health Center	5,354,100.00	5,354,100.00	6,357,966.20	118.75%
	10,992,954.00	10,992,954.00	11,626,262.87	105.76%
Fines and Forfeitures	500.00	500.00	-	-
Miscellaneous Revenues				
Rental Income	8,400.00	8,400.00	8,400.00	100.00%
Donations/Fundraiser	500.00	500.00	447.50	89.50%
Expense Recovery	-	-	12,243.17	-
CHC Other: MCO Capitation, Perform	861,645.00	861,645.00	28,514.50	3.31%
Anticipated New Revenues	5,000,000.00	1,557,650.00	-	-
Funds On Hand	1,765,289.00	827,796.00	-	-
	7,635,834.00	3,255,991.00	49,605.17	1.52%
Transfers In	-	-	-	-
<b>Total Revenue</b>	<b>39,637,640.00</b>	<b>39,637,640.00</b>	<b>38,919,299.43</b>	<b>104.48% *</b>

\* Total Revenue used for Revenue

Performance % 32,872,351.00 37,252,194.00 -

Less: Anticipated New Revenues and Funds on Hand

**Note:** These amounts may change during the lapse period of December through February, according to State Statute guidelines.

These amounts may change during the outside audit, according to accounting guidelines.

# Will County Health Department

FY 2022

## Budget Comparison - Expenditures Twelve Months Ending November 2022

Target - 100%

	<u>Adopted Budget</u>	<u>Revised Budget</u>	<u>Expenditures</u>	<u>Encumbrances</u>	<u>Remaining Budget</u>	<u>Percent Used</u>
<b>Expenditures</b>						
<b>Personnel - Salaries</b>						
Administration	2,027,107.00	2,586,639.00	2,339,791.71	-	246,847.29	90.46%
Emergency Preparedness and Response	260,135.00	260,135.00	277,967.02	-	(17,832.02)	106.85%
Environmental Health	1,590,166.00	1,590,166.00	1,504,030.80	-	86,135.20	94.58%
Behavioral Health	2,912,445.00	3,475,085.00	3,246,368.78	-	228,716.22	93.42%
Family Health Services	4,164,386.00	4,587,376.00	4,210,723.00	-	376,653.00	91.79%
Community Health Center	8,224,858.00	8,224,858.00	7,527,208.34	-	697,649.66	91.52%
Total Personnel - Salaries	19,179,097.00	20,724,259.00	19,106,089.65	-	1,618,169.35	92.19%
<b>Personnel - Benefits</b>						
Administration	810,971.00	1,044,739.00	906,506.06	-	138,232.94	86.77%
Emergency Preparedness and Response	112,271.00	112,271.00	116,747.26	-	(4,476.26)	103.99%
Environmental Health	810,546.00	810,546.00	787,731.15	-	22,814.85	97.19%
Behavioral Health	1,298,498.00	1,563,989.00	1,213,022.21	-	350,966.79	77.56%
Family Health Services	1,983,698.00	2,191,785.00	1,998,478.63	-	193,306.37	91.18%
Community Health Center	3,273,814.00	3,273,814.00	2,915,205.38	-	358,608.62	89.05%
Total Personnel - Benefits	8,289,798.00	8,997,144.00	7,937,690.69	-	1,059,453.31	88.22%
<b>Commodities</b>						
Administration	233,100.00	391,530.41	301,516.30	-	90,014.11	77.01%
Emergency Preparedness and Response	23,241.00	28,001.00	18,650.07	-	9,350.93	66.61%
Environmental Health	189,400.00	234,809.31	225,046.20	5,729.74	4,033.37	95.84%
Behavioral Health	69,000.00	160,003.00	82,560.34	-	77,442.66	51.60%
Family Health Services	242,650.00	288,258.25	176,588.94	-	111,669.31	61.26%
Community Health Center	1,728,960.00	1,820,046.00	1,538,455.34	-	281,590.66	84.53%
Total Commodities	2,486,351.00	2,922,647.97	2,342,817.19	5,729.74	574,101.04	80.16%
<b>Contractual Services</b>						
Administration	1,765,634.00	1,898,392.59	1,674,807.84	-	223,584.75	88.22%
Emergency Preparedness and Response	28,448.00	48,688.00	35,384.33	-	13,303.67	72.68%
Environmental Health	187,095.00	141,685.69	127,092.96	449.00	14,143.73	89.70%
Behavioral Health	537,590.00	633,455.00	425,511.89	-	207,943.11	67.17%
Family Health Services	394,394.00	1,038,161.75	929,700.85	-	108,460.90	89.55%
Community Health Center	1,500,464.00	1,365,573.00	935,912.35	-	429,660.65	68.54%
Total Contractual Services	4,413,625.00	5,125,956.03	4,128,410.22	449.00	997,096.81	80.54%
<b>Capital Outlay</b>						
Administration	15,000.00	-	-	-	-	-
Behavioral Health	22,000.00	-	-	-	-	-
Community Health Center	231,769.00	309,983.00	289,814.46	-	20,168.54	93.49%
Total Capital Outlay	268,769.00	309,983.00	289,814.46	-	20,168.54	93.49%
<b>Other Expenditures - Anticipated New</b>						
Administration	5,000,000.00	1,557,650.00	-	-	1,557,650.00	-
<b>Total Expenditures</b>	<b>39,637,640.00</b>	<b>39,637,640.00</b>	<b>33,804,822.21</b>	<b>6,178.74</b>	<b>5,826,639.05</b>	<b>88.77% *</b>
* Total Exp for Expense Performance %	34,637,640.00	38,079,990.00	-	-	-	-
Less: Anticipated New Expenses	-	-	-	-	-	-

**Note:** These amounts may change during the lapse period of December through February, according to State Statute guidelines.  
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Will County Health Department

FY 2023

Balance Sheet

Three Months Ending February 2023

	<u>Beg Bal</u> <u>12/1/2022</u>	<u>End Bal</u> <u>2/28/2023</u>	<u>Change</u>
<b>Assets</b>			
Cash and cash equivalents	2,656,929.32	1,268,496.26	(1,388,433.06)
Investments	12,000,000.00	12,000,000.00	-
Receivables	4,833,816.29	1,622,089.63	(3,211,726.66)
<b>Total Assets</b>	<b>19,490,745.61</b>	<b>14,890,585.89</b>	<b>(4,600,159.72)</b>
<b>Liabilities</b>			
Payables	2,291,290.59	34,902.04	(2,256,388.55)
Due to	2,284,293.15	987,881.31	(1,296,411.84)
Unearned revenue	1,008,642.51	866,879.85	(141,762.66)
<b>Equity</b>			
Fund Balance	13,906,519.36	13,000,922.69	(905,596.67)
<b>Total Liabilities &amp; Equity</b>	<b>19,490,745.61</b>	<b>14,890,585.89</b>	<b>(4,600,159.72)</b>

**Note:** These amounts may  
change during the lapse  
period of December through  
February, according to

State Statute guidelines.

These amounts may change during the outside audit, according to accounting guidelines.

**Will County Health Department**  
**FY 2023**  
**Change in Cash**  
**Three Months Ending February 2023**

	<b>Dec 2022</b>	<b>Jan 2023</b>	<b>Feb 2023</b>	<b>Total</b>
<b>Cash and Cash Equivalents</b>				
Beginning Balance**	2,656,929.32	2,796,960.51	1,790,337.12	<b>2,656,929.32</b>
Deposits	2,599,737.54	1,250,393.53	4,148,486.38	<b>7,998,617.45</b>
Loan from Corporate	2,283,355.00	-	(1,295,473.69)	<b>987,881.31</b>
AP Payments	(980,910.97)	(793,359.31)	(2,982,175.68)	<b>(4,756,445.96)</b>
Payroll	(1,478,795.38)	(1,462,719.46)	(392,677.87)	<b>(3,334,192.71)</b>
Investment Maturity/(Addition)	-	-	-	-
Prior Period Due To	(2,283,355.00)	(938.15)	-	<b>(2,284,293.15)</b>
Ending Balance	<u>2,796,960.51</u>	<u>1,790,337.12</u>	<u>1,268,496.26</u>	<u><b>1,268,496.26</b></u>
				-
<b>Investments</b>				
Beginning Balance	12,000,000.00	12,000,000.00	12,000,000.00	<b>12,000,000.00</b>
Additions to Investments*	-	-	-	-
Maturities*	-	-	-	-
Ending Balance	<u>12,000,000.00</u>	<u>12,000,000.00</u>	<u>12,000,000.00</u>	<u><b>12,000,000.00</b></u>
				-
<b>Total Cash and Investments</b>	<u><b>14,796,960.51</b></u>	<u><b>13,790,337.12</b></u>	<u><b>13,268,496.26</b></u>	<u><b>13,268,496.26</b></u>
				-

\* Investments will be update retrospectively in the coming months.

**Note:** These amounts may  
change during the lapse period  
of December through  
February, according to  
State Statute  
guidelines.

These amounts may change during the outside audit, according to accounting guidelines.  
Beginning balance changed due to post recording of GovPay and Animal Control cash transfer and  
Expense Recovery deposits.

**Will County Health Department**  
**FY 2023**  
**Budget Comparison - Revenue**  
**Three Months Ending February 2023**

<b>Revenue</b>	<b><u>Adopted Budget</u></b>	<b><u>Revised Budget</u></b>	<b><u>Revenue</u></b>	<b><u>Target - 25% ercent Realized</u></b>
Property Taxes	11,015,000.00	11,015,000.00	2,006.26	0.02%
Intergovernmental Grants & Contracts				
Administration	1,860,302.00	1,860,302.00	48,614.44	2.61%
Emergency Preparedness and Respor	398,013.00	410,583.00	-	0.00%
Environmental Health	1,020,068.00	1,020,068.00	48,329.30	4.74%
Behavioral Health	2,214,170.00	2,214,170.00	105,711.03	4.77%
Family Health Services	4,038,495.00	4,038,495.00	391,883.85	9.70%
Community Health Center	4,119,216.00	4,284,551.00	351,650.83	8.21%
	13,650,264.00	13,828,169.00	946,189.45	6.84%
Licenses, Permits & Charges for Services				
Administration	246,500.00	246,500.00	41,963.80	17.02%
Environmental Health	1,836,000.00	1,836,000.00	1,184,346.07	64.51%
Behavioral Health	3,076,054.00	3,076,054.00	366,121.67	11.90%
Family Health Services	292,300.00	292,300.00	25,790.86	8.82%
Community Health Center	6,137,310.00	6,137,310.00	764,393.52	12.45%
	11,588,164.00	11,588,164.00	2,382,615.92	20.56%
Fines and Forfeitures	500.00	500.00	-	-
Miscellaneous Revenues				
Rental Income	8,400.00	8,400.00	1,400.00	16.67%
Donations/Fundraiser	500.00	500.00	-	0.00%
Expense Recovery	-	-	1,295,047.57	-
CHC Other: MCO Capitation, Perform	46,800.00	46,800.00	1,394.25	2.98%
Anticipated New Revenues	4,000,000.00	3,832,095.00	-	-
Funds On Hand	1,706,439.00	1,696,439.00	-	-
	5,762,139.00	5,584,234.00	1,297,841.82	23.24%
Transfers In	300,000.00	300,000.00	300,000.00	-
<b>Total Revenue</b>	<b>42,316,067.00</b>	<b>42,316,067.00</b>	<b>4,928,653.45</b>	<b>13.40% *</b>

\* Total Revenue used for Revenue Perfor 36,609,628.00 36,787,533.00  
Less: Anticipated New Revenues and Funds on Hand

**Note:** These amounts may change during the lapse period of December through February, according to State Statute guidelines.

These amounts may change during the outside audit, according to accounting guidelines.



# Will County Health Department

FY 2023

## Budget Comparison - Expenditures

Three Months Ending February 2023

	<u>Adopted Budget</u>	<u>Revised Budget</u>	<u>Expenditures</u>	<u>Encumbrances</u>	<u>Remaining Budget</u>	<u>Percent Used</u>
Target - 16.7%						
<b>Expenditures</b>						
Personnel - Salaries						
Administration	2,605,691.00	2,605,691.00	541,394.09	-	2,064,296.91	20.78%
Emergency Preparedness and Response	276,129.00	276,129.00	48,555.14	-	227,573.86	17.58%
Environmental Health	1,587,337.00	1,587,337.00	242,273.85	-	1,345,063.15	15.26%
Behavioral Health	4,933,460.00	4,933,460.00	575,138.22	-	4,358,321.78	11.66%
Family Health Services	4,469,909.00	4,469,909.00	718,980.20	-	3,750,928.80	16.08%
Community Health Center	8,083,233.00	8,203,983.00	1,207,851.21	-	6,996,131.79	14.72%
Total Personnel - Salaries	21,955,759.00	22,076,509.00	3,334,192.71	-	18,742,316.29	15.10%
Personnel - Benefits						
Administration	1,052,807.00	1,052,807.00	194,918.17	-	857,888.83	18.51%
Emergency Preparedness and Response	113,036.00	113,036.00	20,328.08	-	92,707.92	17.98%
Environmental Health	813,178.00	813,178.00	129,266.52	-	683,911.48	15.90%
Behavioral Health	2,023,116.00	2,023,116.00	223,886.99	-	1,799,229.01	11.07%
Family Health Services	2,083,380.00	2,083,380.00	345,092.20	-	1,738,287.80	16.56%
Community Health Center	3,108,575.00	3,117,812.00	474,457.89	-	2,643,354.11	15.22%
Total Personnel - Benefits	9,194,092.00	9,203,329.00	1,387,949.85	-	7,815,379.15	15.08%
Commodities						
Administration	288,165.00	294,190.00	27,909.89	6,025.00	260,255.11	9.49%
Emergency Preparedness and Response	9,147.00	9,147.00	-	-	9,147.00	0.00%
Environmental Health	187,467.00	187,467.00	13,278.98	(5,729.74)	179,917.76	7.08%
Behavioral Health	112,444.00	112,444.00	410.72	-	112,033.28	0.37%
Family Health Services	255,123.00	252,473.00	10,584.07	-	241,888.93	4.19%
Community Health Center	1,739,889.00	1,748,389.00	340,506.88	-	1,407,882.12	19.48%
Total Commodities	2,592,235.00	2,604,110.00	392,690.54	295.26	2,211,124.20	15.08%
Contractual Services						
Administration	1,126,863.00	1,120,838.00	253,002.21	55,456.30	812,379.49	22.57%
Emergency Preparedness and Response	27,840.00	40,410.00	1,021.13	-	39,388.87	2.53%
Environmental Health	190,209.00	190,209.00	5,178.98	(449.00)	185,479.02	2.72%
Behavioral Health	1,236,279.00	1,236,279.00	127,843.48	-	1,108,435.52	10.34%
Family Health Services	239,473.00	242,123.00	25,152.01	-	216,970.99	10.39%
Community Health Center	1,388,103.00	1,404,951.00	225,429.91	-	1,179,521.09	16.05%
Total Contractual Services	4,208,767.00	4,234,810.00	637,627.72	55,007.30	3,542,174.98	15.06%
Capital Outlay						
Administration	10,000.00	10,000.00	-	-	10,000.00	-
Community Health Center	355,214.00	355,214.00	81,789.30	-	273,424.70	23.03%
Total Capital Outlay	365,214.00	365,214.00	81,789.30	-	283,424.70	22.39%
Other Expenditures - Anticipated New						
Administration	4,000,000.00	3,832,095.00	-	-	3,832,095.00	-
<b>Total Expenditures</b>	<b>42,316,067.00</b>	<b>42,316,067.00</b>	<b>5,834,250.12</b>	<b>55,302.56</b>	<b>36,426,514.32</b>	<b>15.16% *</b>
* Total Exp for Expense Performance %	38,316,067.00	38,483,972.00	-	-	-	-
Less: Anticipated New Expenses						

**Note:** These amounts may change during the lapse period of December through February, according to State Statute guidelines.  
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**Administration BOH Report – provided by Cindy Jackson, Director of Admin Services**

**WILL COUNTY FEDERAL EARMARK FUNDING SUBMITTAL**

The County Executive's Office requested projects that could be submitted for their application for Federal Airmarked funds for Congressionally Directed Spending. Last year, the county was awarded \$4.2 million in funding. This year the County is submitting numerous projects for funding. Ten projects were submitted from the health department. The County has selected several of the projects in regard to the modernization of Community Health Center and the County has made this a priority for their funding request. The Modernization funding request will include the buildout of a 10 office call center suite, painting throughout the CHC, new flooring in various locations for the CHC, new lighting throughout the CHC, and possibly some landscaping upgrades. The County Executive's Office is requesting around \$739,617 for the CHC modernization project alone. The other health department projects selected for submittal included expanding the BH Y.E.S.S. program, funding for a WCHD App, and software to develop an online patient registration process for the CHC.

**CHC FACILITY UPDATE**

**PHARMACY:** We worked with the Facilities Department to patch and paint walls in the pharmacy prior to a new lease/tenant. The Facilities Department tore out the carpet and carpet padding and prepped the floors for tile. New tile and trim was installed on March 6<sup>th</sup>. The tile, trim, and glue used were left over from the CHC Behavioral Health Suite project. Our goal was to complete the Pharmacy renovation before the Request For Proposals (RFP) walkthrough. We were able to renovate the pharmacy in four weeks.

The pharmacy RFP went out on March 1, 2023. The walkthrough of the Pharmacy for interested bidders is schedule for March 13, 2023. RFPs are due on March 21, 2023.

*Old flooring*



*New Flooring and freshly patched and painted walls*



**COUNTY CLEANING CONTRACT**

The County terminated the contract with their current cleaning company, Alpha, on February 24. The County rehired a previous contractor, Eco Clean, that submitted a bid for the cleaning contract. On February 24 EcoClean was contracted to provide cleaning services for all county facilities, including our four buildings.



**Will County  
Health Department &  
Community Health Center**

**Call Center Update – provided by Kristi Cage – Operations Coordinator**

The Call Center has come a long way from when we initially started this project. In the past 5 months the call center has made significant advances and improvements including increasing our number of staff from at one point being down to 1 person taking calls to now 5 staff taking calls. In addition, the percent of abandoned calls has significantly decreased from at one point 85% in October 2022 to 15.95% now in March 2023. The goal is to reduce the % of abandoned calls to 5%. We anticipate meeting this goal, due to 1 additional new staff member currently completing training, putting us soon at 6 staff taking calls. Thank you to our call center staff and to the patience of our customers and CHC staff as we continue to work through the work flows and learning process to create a call center with exceptional customer service.

**Human Resources – BOH Report – provided by Stacey Knack, Director of Human Resources**

**Update:**

The WCHD HR Department is planning our Annual Benefits Fair for September 29th from 10 am until 2:30 pm. The fair is a way to encourage staff to take advantage of their benefits and to provide staff with information on all of the benefits available to them as Will County employees.

**Recruitment:**

WCHD HR will be hosting another Job Fair on Wednesday, May 24th, from 11:30 am to 4:30 pm at our 501 Ella building.

In addition, our Human Resources Assistants will be attending some off-site job fairs including one on Thursday, March 16th, at Joliet Central High School from 3 pm until 5 pm and one on Tuesday, April 16th, at Lewis University from 11 am to 4 pm.

**ITT- BOH Report – provided by Anthony Melei, Director ITT**

**Compliance and Security**

The County is implementing a project to improve computer security across all County departments. Jillian Carlisle, Information Systems Specialist III, attends the Wide Group Security monthly meetings hosted by Will County ICT. We have started adding the network configurations recommended by Will County ICT for Security and Compliance testing.

**Data Warehouse Update**

The original company ITT was working with to assist in the design of the Data Warehouse was purchased by another company. So, our Data Warehouse project stalled. Microsoft has now put us in contact with a new company, Xoriant, [Product Engineering and Enterprise Solutions Company | Xoriant](#). We have had a couple meetings and shared the information regarding our business use cases. Xoriant provided us with a template to define the business use cases with the following:

- The strategic goal of the use case is....
- What is the objective of this project, what is the objective of the business use case, What questions will this use case help answer?
- Success criteria are.... How will success be measured? What metrics will this initiative impact, what will be the key results?
- Use Case owners: Who will own and sponsor use of this data use case?
- Who will be the users or data customers? Who will be the consumers of the insights?
- What data is required?
- What data governance is needed data privacy, data access, ownership, and security?
- How will the data be turned into insights; how will it be analyzed?

#### **WCHD MAIN BUILDING FACILITY UPDATE**

An additional annunciator was installed in the Main Building (501 Ella Ave. Facility) security office. The annunciator will be used for announcements. Prior to the installation of the additional annunciator, announcements / pages were broadcasted through the phone system. However, the announcements / pages could not be heard throughout the entire building. Now with the additional annunciator, announcements go through the fire alarm speaker system and can be heard in every area of our building.



#### **SAFETY & RISK REDUCTION OFFICER**

On February 6, 2023 Carol Ricken transferred into her new position as the new Safety & Risk Reduction Officer. In February her primarily focus was on setting priorities and a high-level review of Agency safety protocols and tools. Specific activities included:

- Conducting a walk-thru of all locations and identifying concerns and immediate action items to be resolved such as signage,
- Reviewing and updating of the safety handbook,
- Drafting an Agency Workplace Safety document intended to define the Agency's position on workplace safety,
- Drafting a weapons in the workplace policy,
- Developing a calendar of events including active drills and general safety awareness recognition days/weeks,
- Shadowing an EH field worker for purposes of identifying risk and safety measures for field workers, and
- Meeting with Branch Office Facility Liaison Officers to address safety concerns and recommendations for the branch office.

#### **Finance - BOH Report – provided by Denise Bergin, Director Finance & Grant Management**

In addition to agency deposits, monthly and quarterly grant expenditure reporting:

1. State Fiscal Year 2024 grant application packets have begun to be issued by IL Dept of Human Services. State fiscal year 2024 begins July 1, 2023.
2. We compiled the County Fiscal Year 2022 Schedule of Expenditures of Federal Awards for all federally funded Health Department grants, as required by the Will County Finance Department for the annual Single Audit performed by Baker Tilly. For CFY22, over \$10 million in direct and state pass-through federal funding supported our programs. By comparison, in CFY21, \$11.5 million in direct and state pass-through federal funding was expended.
3. Will County received the first FEMA reimbursement for expenses incurred related to the COVID-19 pandemic. The portion related to Health Department activities totaled \$1,295,048. This will be journaled into CFY23 as a prior year expense recovery and will correspondingly decrease the loan balance owed to the county. The Health Department was loaned \$2,283,355 by the county to support vaccination activities. The outstanding loan balance after this FEMA payment will be \$988,307.
4. We continue working to properly capture and record all Fiscal Year 2022 revenue during the audit period.



**Will County**  
**Health Department &**  
**Community Health Center**

- What are the technology challenges and requirements? [data collection, data storage, data processing, data output]

Moving forward, we will utilize the Strategic Plan Data Team, to review the current business use cases and work with Xoriant. If the Board has any suggestions for business use cases (questions or data) they would like to see, please email [amelei@willcountyhealth.org](mailto:amelei@willcountyhealth.org).

**Joseph E. Troiani, Ph.D., CADC**  
**Director, Behavioral Health Programs**  
**March 2023**

1. The Behavioral Health check deposits for the month of February 2023 came to a total of \$250,785.91.
2. The division's crisis care system (i.e., SASS, MCR, dial #988) in our last calendar year (2022) had 2,557 (average of 7 per day) call outs in Will County. These call outs occur 24 hours a day, 7 days a week, and 12 months a year. A call out is when a clinician is sent to a specific site which could be the emergency department, school, or home to mention a few. The assessment and follow-up that takes place can take anywhere from two to as long as eight hours. The average call out is around two hours in length.
3. Reporting on our efforts to hire bi-lingual staff in Spanish. As of this report there are 10 bilingual staff members in our programs including in our Adult Program (1), our Child & Adolescent Program (1), and our Crisis Response Programs (SASS/MCR/590) (2), along with our Administrative Staff (4), and our Behavioral Health Management Team (2).
4. Status and priority of admissions into the health department's Behavioral Health Programs are as follows:

Priority crisis response requires us to be at the location with 90 minutes:

- #1. Psychiatric Hospital Discharges (State Operated Facility)
- #2. Crisis Patients (SASS/MCR/590)

Current Wait Times for Non-Emergency Behavioral Health Services Are:

- Adults: 3 Week Wait  
Adult Psychiatry (referred to the Community Health Center)
- Children & Adolescents: 2 Week Wait  
C&A Psychiatry: 1 Week Wait
- Substance Treatment Options Program (STOP): Within 48 Hours



5. This is an update on our American Recovery Program Act (ARPA) funded School Based Behavioral Health Assessment & Intervention Program (YESS). Since last month's report a sixth school was added to the program. Now Peotone Junior High School will be added to our existing roster of schools (Joliet Central High School, Joliet West High School, Kelvin Grove Grade & Middle School - Lockport, Laraway Middle School - Joliet and Oak Prairie Elementary School – Lockport).
6. The overdose deaths for 2022 did not surpass 2021 as expected. Narcan pop up locations are getting more traffic - they are spending more time at the Spanish Community Center. The Rapid Response team was at an event on Saturday, February 25 hosted by Cross Paths called "A Day of Love". This event was a community resource fair held at BXL logistics in Plainfield. Although the event was not well attended as anticipated, for the Naloxone team it was a success, employees came over to our table as well as all the vendors to receive information about Naloxone. BXL logistics would like the health department to come back and do a 10 to 15 minute presentation. There were 13 boxes of NARCAN and 2 boxes of Fentanyl test strips distributed.
7. The health department's Executive Director was contacted by Sgt. William O'Connell, Will County Sheriff's Office, Auxiliary Division, Training Sergeant. Sgt. O'Connell is asking assistance in teaching behavioral health related topics for their current auxiliary academy which is underway. They are targeting being ready for these topics starting on June 27<sup>th</sup>. In previous academy classes, Dr. Joseph Troiani, Armando Reyes, and William Karmia have taught the following topics, which are: Mental Health Overview / Encounters in Society, Autism - Basic Understanding, The Homeless and the Elderly – Understanding, and Mental Health in the Police Profession. These classes take place in the evening from 6 P.M. to 10 P.M.
8. The upcoming dates for the forty-hour weeklong Crisis Intervention Team (CIT) training course is the week of Monday - April 24<sup>th</sup> and Monday - May 8<sup>th</sup>.

Respectfully Submitted,

*Joseph E. Troiani*

Joseph E. Troiani, Ph.D., CADC  
Division Director

Mary Maragos  
CEO, Community Health Center  
March 2023

**Joint Commission Accreditation Visit!** – We received 30 minutes' notice of a visit from 3 Joint Commission reviewers on Thursday Feb. 16 through Friday Feb. 17. The reviewers were a physician CMO from an FQHC in Miami, a podiatrist from throughout the US, and a BH nurse from Quebec City/Wintergarden Florida. We were inspected for adherences to standards for Ambulatory Care, Patient-Centered Medical Home, and Behavioral Health accreditation. The preliminary report was reviewed in detail with our Governing Council on 3/1. For Ambulatory Care, there were 11 standards of concern; one of which was considered "high risk." This pertained to the discrepancy in sterilization time for dental handpieces, 5 minutes listed on the sterilizer manufacturer's instructions vs 10 minutes listed on the handpiece manufacturer's instructions. In BH, there were 8 standards of concern, none were high risk. For PCMH, we were in compliance with all standards. We have already submitted some documentation of recommended changes to our policies or procedures. We have 60 days to submit documentation of compliance for the other standards. We received accommodations in several areas. They commented, "the knowledge of your staff is impressive, and "the improvements you've made since the last Joint Commission visit (in 2021) are incredible." "The level of commitment and critical thinking of your staff is a breath of fresh air." "Everyone looked happy and exuded a sense of comfort." Our dental waterline testing was given special accommodation, citing that it is "done with such precision, checks and balances." We thank the 5 Governing Council members who participated.

**Uniform Data System (UDS) Reporting** – The required annual report was submitted on Feb. 14. See attached document showing the changes in patient demographics across the years. Our unduplicated patient numbers went up 2.87% to 11,485 and our visits went up 1.28% to 42,249. Particularly noteworthy was the rise in dental patients – up 34.81%, and dental visits went up 25.75%. Uninsured patients declined by 14.88% and Medicaid patients increased by 13.47%. Patients with private insurance went up by 11.88%. The payor mix overall for 2022 was: Uninsured 28.2%, Medicaid 56.5%, Medicare 5.1%, Private Insurance 10.2%. 51.2% of our patients are Hispanic; 22.9% of our patients are non-English speakers.

**340B Independent Audit** – Hudson Headwaters conducted an independent 340B audit on February 8. Their report was reviewed with the Governing Council. Issues uncovered concerning compliance have been rectified.

**Staffing and Scheduling Revisions** – As of March 3 we have the following staff vacancies:

- Certified Medical Assistants (14, all sites)
- Medical Secretary (medical records) (1, Joliet)
- Medical Secretary (dental) (1, Joliet)
- Reimbursement Specialist (Billing and check-out clerk) (2, Joliet and Brooks)
- Call Center Specialist (switchboard operator) (1, Joliet)
- Spanish Interpreter (1, Joliet)



- Family Medicine Physician (1, Joliet/Monee)
- Licensed Clinical Social Worker (Brooks Middle School) (1)
- Mental Health Nurse Practitioner (1, Joliet)
- Community Health Educator (temporary, until 5/30/23) (1)
- Mobile Unit Driver (part time, 3 days/week) (1)
- Mobile Unit Driver (temporary, as needed) (1)

We have modified our Scheduling Guidelines policy and procedure to accommodate our staffing shortages, to include shifting some appointments to telehealth if insufficient clinical support staff exists.

*MMaragos 3/2/23*

Jennifer Byrd, MD, FAAFP

CMO of the Community Health Center (CHC)

March 2023

Increased from 104 million since late January

### COVID-19 Update:

	<u>Cases</u>	<u>Recovered</u>	<u>Deaths</u>
World	~ 679 million	~ 652 million	~ 6.79 million
United States	~ 105 million	~ 102 million	~ 1.15 million
Illinois	~ 4.05 million	~ 3.88 million	~ 41.3 K

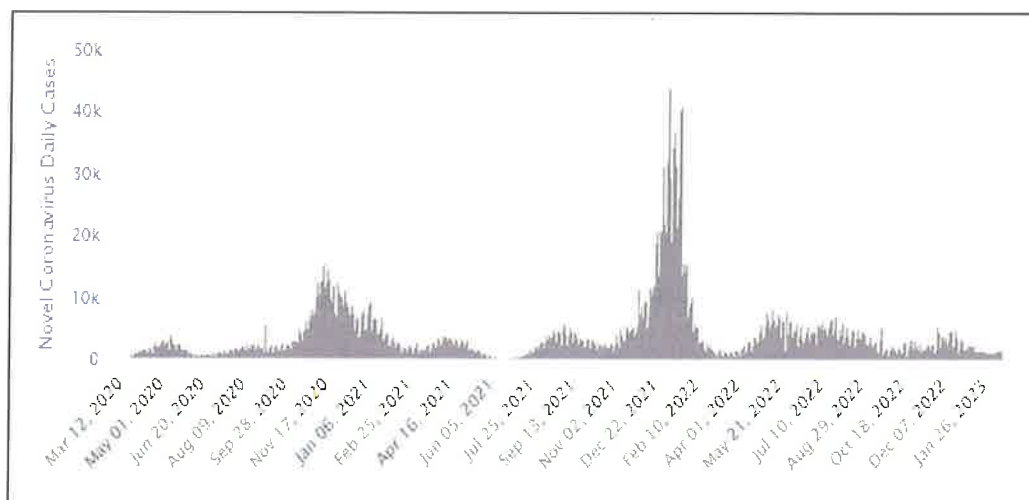
(worldmeter.info as of February 28, 2023)

Increased from 1.13 million

Increased from 4.00 million since late January

### **Total Daily New Cases – Illinois (through February 16, 2023):**

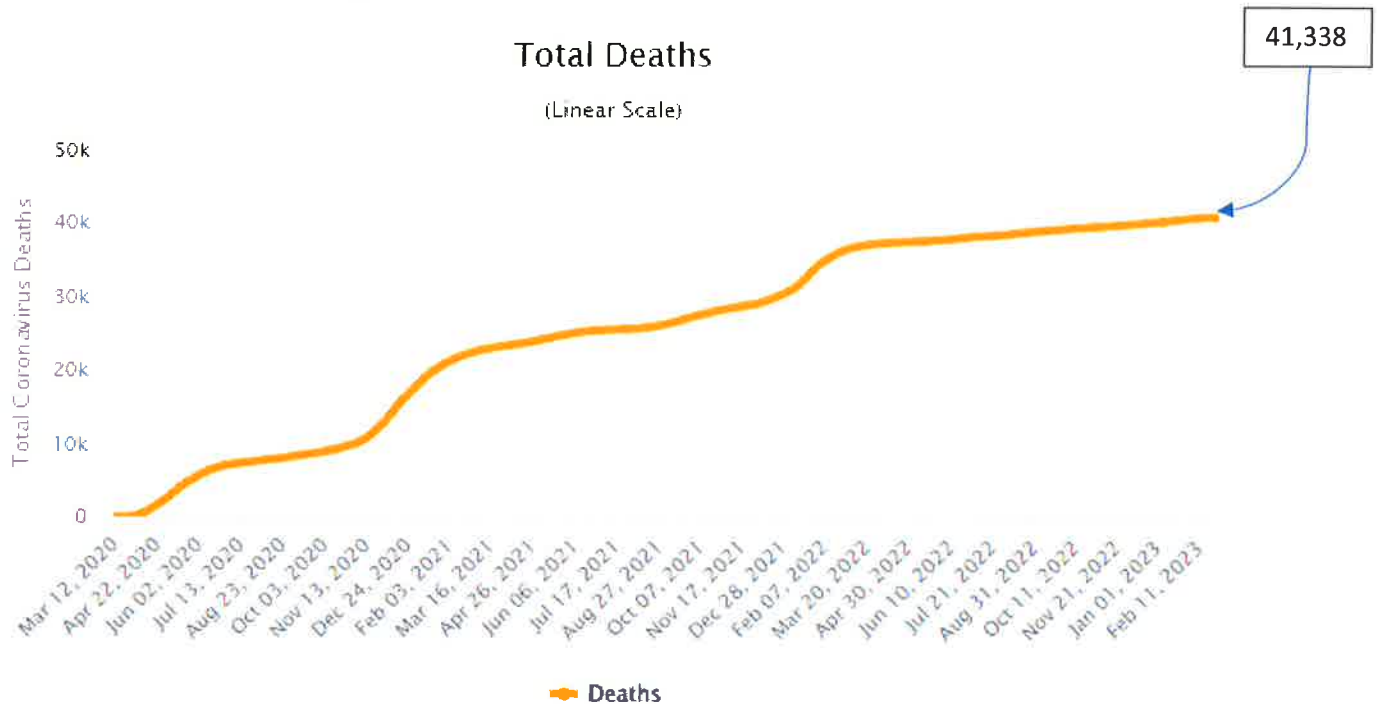
~ DECREASE **FROM** January 28<sup>th</sup> @ **1,567** new cases per day **TO** February 16<sup>th</sup> @ **1,545** new cases per day



(worldmeter.info as of February 28, 2023)

## Total Deaths – Illinois (through February 27, 2023):

Increased from 40,980 in January of 2022



(worldmeter.info as of February 28, 2023)

The **United States** **still** has the **greatest number of cases** in the world:

All		Europe	North America	Asia	South America	Africa	Oceania
#	Country, Other	Total Cases	New Cases	Total Deaths	New Deaths	Total Recovered	New Recovered
	World	679,922,946	+69,483	6,799,853	+301	652,771,357	+101,541
1	<a href="#">USA</a>	105,267,983	+1,651	1,145,439	+24	102,658,907	+4,557
2	<a href="#">India</a>	44,686,371		530,771		44,153,343	
3	<a href="#">France</a>	39,622,231	+5,651	164,963	+34	39,387,179	+3,939
4	<a href="#">Germany</a>	38,144,033		167,951		37,699,200	+19,800
5	<a href="#">Brazil</a>	37,038,230		699,006		36,216,411	
6	<a href="#">Japan</a>	33,205,088	+14,524	72,387	+67	21,684,955	+1,051
7	<a href="#">S. Korea</a>	30,513,721	+10,817	33,977	+16	30,291,522	+13,489
8	<a href="#">Italy</a>	25,576,852		188,094		25,219,653	
9	<a href="#">UK</a>	24,341,615		206,246		24,087,869	+3,539
10	<a href="#">Russia</a>	22,272,470	+9,753	396,100	+35	21,614,852	+14,365


(worldmeter.info as of February 28, 2023)

\* Talk has begun regarding the “end” of the COVID Emergency declaration as per the United States Administration. The COVID-19 public health emergency is said to be ending on May 11, 2023 bringing an official end to the coronavirus pandemic.

\* Americans can still order more free at-home COVID tests from the government. The website is still [covidtests.gov](https://covidtests.gov).

## Joint Commission Site Visit:

- \* Overall the visit went well
- \* 3 Surveyors, 2 days
- \* Collaborative sessions, excellent feedback
- \* The surveyors were impressed with several areas of the practice:
  - Knowledgeable staff: “Master Class in Injection medication”
  - Order and detail of information presented
  - Physical plant cleanliness
  - “Excellent” **Joint Commission study guide** that you provide to your staff....”even if they do not know every answer in the booklet, this shows that try multiple ways to inform your staff on safety and quality.
  - Front door “Emergency Response” information for visitors (taken as a “best practice”)



Will County  
Health Department &  
Community Health Center

WELCOME VISITORS!  
**¡BIENVENIDOS VISITANTES!**

Here's what you should do if...  
Esto es lo que debe hacer si...

**FIRE/Incendio**

- Walk out of nearest exit / Salga de la salida más cercana
- Go into parking lot / Ir al estacionamiento
- Stand Clear of Building / Manténgase alejado del edificio

**TORNADO/Tornado**

- Go to designated Tornado Shelter Area /  
Diríjase al área de refugio de tornados designada

- First floor, Within Waiting Room, across from the LAB /  
Primera piso, dentro de la sala de espera, frente al LABORATORIO

OR / O

- Lower Level Conference room /  
Sala de conferencias en el nivel inferior

## COVID-19 Summary update :

\* **COVID-19** Vaccination has been added to the official CDC vaccine recommendations

**Table 1** Recommended Adult Immunization Schedule by Age Group, United States, 2023

Vaccine	19–26 years	27–49 years	50–64 years	≥65 years
COVID-19	2- or 3- dose primary series and booster (See Notes)			
Influenza inactivated (IIV4) or influenza recombinant (RIV4)	1 dose annually			
Influenza live, attenuated (LAIV4)	1 dose annually			
Tetanus, diphtheria, pertussis (Tdap or Td)	1 dose Tdap each pregnancy; 1 dose Td/Tdap for wound management (see notes)			
	1 dose Tdap, then Td or Tdap booster every 10 years			
Measles, mumps, rubella (MMR)	1 or 2 doses depending on indication (if born in 1957 or later)			For healthcare personnel, see notes
Varicella (VAR)	2 doses (if born in 1980 or later)		2 doses	
Zoster recombinant (RZV)	2 doses for immunocompromising conditions (see notes)		2 doses	
Human papillomavirus (HPV)	2 or 3 doses depending on age at initial vaccination or condition	27 through 45 years		
Pneumococcal (PCV15, PCV20, PPSV23)	1 dose PCV15 followed by PPSV23 OR 1 dose PCV20 (see notes)			See Notes
Hepatitis A (HepA)	2, 3, or 4 doses depending on vaccine			
Hepatitis B (HepB)	2, 3, or 4 doses depending on vaccine or condition			
Meningococcal A, C, W, Y (MenACWY)	1 or 2 doses depending on indication, see notes for booster recommendations			
Meningococcal B (MenB)	2 or 3 doses depending on vaccine and indication, see notes for booster recommendations			
	19 through 23 years			
Haemophilus influenzae type b (Hib)	1 or 3 doses depending on indication			

Not recommended for adults who meet age requirement,  
lack documentation of vaccination, or lack evidence of past infection

Recommended vaccination for adults with an  
additional risk factor or another indication

Not recommended vaccination based on shared  
clinical decision-making

No recommendation  
After consult with

  Not recommended for adults who meet age requirement, lack documentation of vaccination, or lack evidence of past infection  
  Recommended vaccination for adults with an additional risk factor or another indication  
  Recommended vaccination based on shared clinical decision-making  
  No recommendation/Not applicable

\* **New at-home test checks for COVID and flu.** As of February 24, 2023, the Food and Drug Administration (FDA) has authorized an over-the-counter at-home test.

**FDA NEWS RELEASE**

**FDA Authorizes First Over-the-Counter At-Home Test to Detect Both Influenza and COVID-19 Viruses**

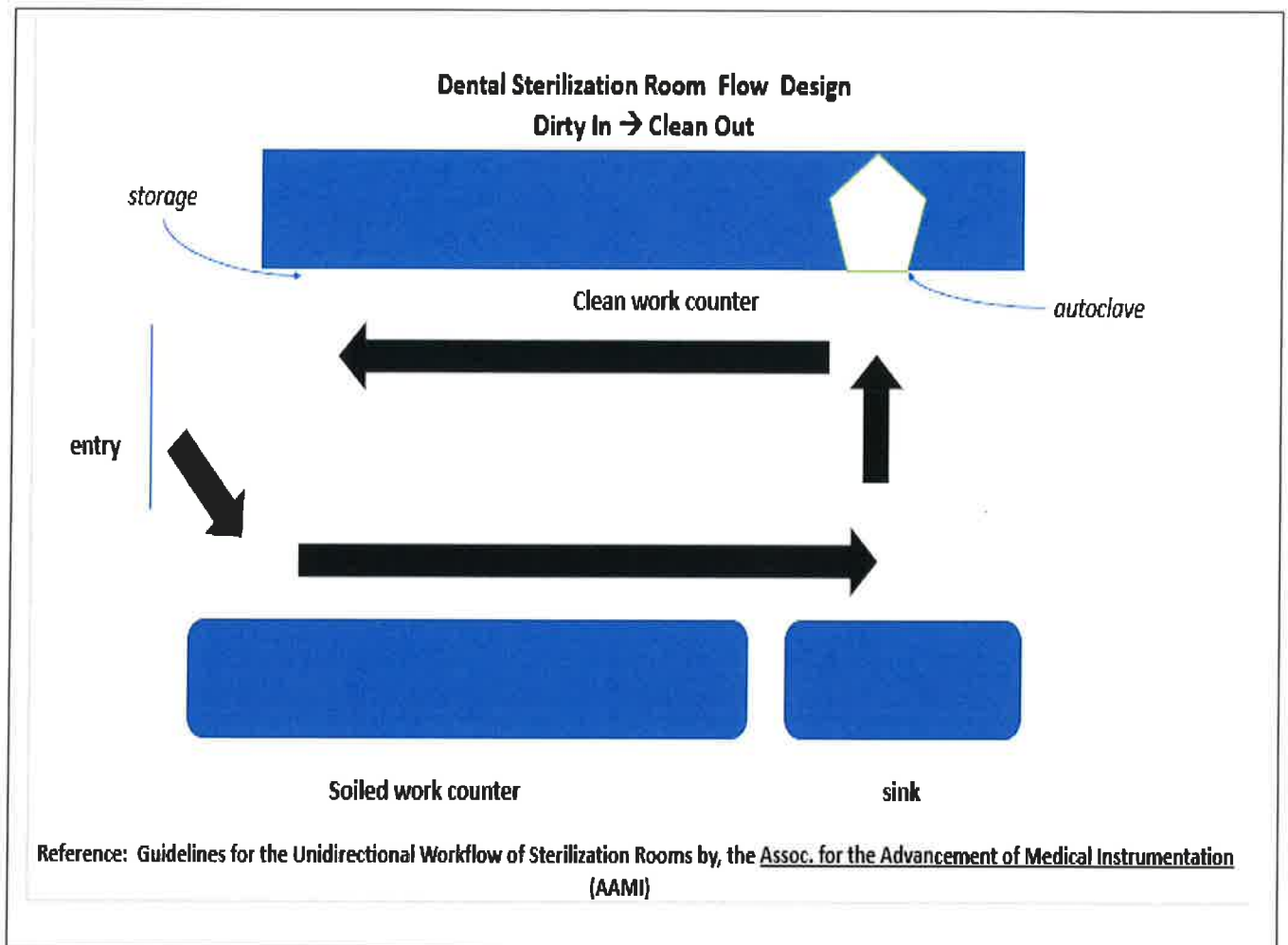
*Agency Continues Its Commitment to Increase Availability of Home Diagnostic Tests*

The test can detect both influenza A & B and COVID-19 in 30 minutes with a nasal swab.

The "Lucira COVID-19 & Flu Test" is the first of its kind.

It is being touted as a "major milestone in bringing greater consumer access to diagnostic tests that can be performed entirely at home," said Jeff Shuren, M.D., director of the FDA's Center for Devices and Radiological Health.

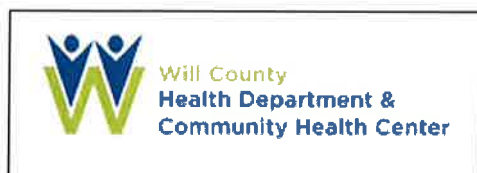
- Sterilization (Autoclave) room “dirty to clean” workflow (taken as a “best practice”):



- Immediate **Action Plan** and **Staff Training & Competency Test** development for Autoclave finding:

\* Action Plan - to be discussed upon request

\* Staff Competency Test:



Autoclave Competency Test

Observer: \_\_\_\_\_  
(printed name)

Date: \_\_\_\_\_

Staff Member: \_\_\_\_\_  
(printed name)

**PROCEDURE STEPS**

1. Wash hands, put on gloves and other necessary PPE ☐
2. Assembled the equipment and supplies necessary for the autoclave process; checked expiration dates of all supplies ☐
3. Verify the *equipment's* manufacturer's (not the autoclave machine's manufacturer's) recommended duration and temperature for the autoclave cycle ☐
4. Segregate, and autoclave separately, all "Star Dental" instruments (270 degrees for 15 minutes) ☐
5. Ensure that the equipment has been cleaned and bagged according to standard, and that the bagged equipment is in the *open* position ☐
6. Date pouch with a marker ☐
7. Load instruments, stack properly, do not overlap ☐
8. Place the translucent surface of the pouch facing upwards ☐
9. Check water gauge ☐
10. Chose appropriate cycle ☐
11. After cycle, check printout to confirm that the sterilization process took place successfully ☐
12. Wash hands, put on gloves ☐
13. Check pouch for integrity and color change ☐
14. Restock clean supplies in cabinets ☐
15. Removed gloves and other PPE, dispose of properly and wash hands ☐
16. Sanitized the work area ☐

Staff's *Signature* \_\_\_\_\_ Date \_\_\_\_\_

Observer's *Signature* \_\_\_\_\_ Date \_\_\_\_\_

**Sean Conners**  
**Director of Environmental Health**  
**March 15, 2023**

## **FOOD PROGRAM**

1. FDA Advised Restaurants, Retailers and Consumers to Avoid Raw Oysters from Deep Bay, British Columbia, Canada due to the potential contamination of the product with Norovirus. The FDA is advising consumers not to eat, and restaurants and food retailers not to sell, and to dispose of oysters that were harvested between January 16, 2023, and February 17, 2023, from Deep Bay subarea, British Columbia, Canada. The U.S. Food and Drug Administration (FDA) is working with federal, state, and local officials, and with Canadian public health authorities on a norovirus outbreak linked to raw oysters from British Columbia, Canada.
2. Wismettac Asian Foods, Inc., Santa Fe Springs, CA is recalling 10.58 oz packages of Shirakiku brand Spice Seasoning products. The recall was initiated after it was discovered that the product containing sesame was distributed in packaging that did not reveal the presence of sesame. Subsequent investigation indicates the problem was caused by human error during the packing process.
3. There was a roof fire at a long-standing pancake house located in Joliet. There was minimal damage to the areas that house the food preparation and storages area, but there was water damage and a loss of electricity for twenty-four hours due fighting the fire. The restaurant owner worked closely with our sanitarian and the facility was able to reopen a few days after the fire.

## **EH LAB / WATER PROGRAM / SEWAGE**

1. The EH laboratory sample numbers have increased 3,070 from December 2022 through February 2023 compared to December 2021 through February 2022.
2. The Sewage Program saw a slight increase in the numbers of new aerobic permits issued, septic tank repair permits, and well & septic survey requests.
3. The Water Program saw a slight increase in new private well permits issued.





#### OTHER

- The 2023 Permit to Discharge Application fees have increase from \$58,125.00 in the month of January 2023 to \$258,968.00 in the month of February 2023.
- Several of the EH Staff attended a tour of Clarke Mosquito Control complex. The EH Staff were shown the mosquito breeding laboratory, the larvicide laboratory, and the production facilities where the larvicide is made.
- Cottage Food Operations continue to increase in Illinois. In 2022, WCHD registered 40 Cottage Food Operators (CFOs). So far in 2023, WCHD has registered 32 CFOs compared to 13 registered CFOs in March of 2022, the number has more than doubled.



Will County  
Health Department &  
Community Health Center

Sylvia Muniz, MSN, RN  
Assistant Division Director  
Family Health Services  
March 2023

## COMMUNICABLE DISEASES/EPIDEMIOLOGY

NACCHO, in partnership with the CDC, created a scholarship opportunity to support LHD staff in obtaining Certification in Infection Control (CIC) or Associate-Infection Prevention and Control (IPC) entry-level certification. This type of certification will help to establish an objective standard of knowledge and safe practices within the field of infection control for the purposes of evaluation. The WCHD was awarded \$2,500 to allow for 2 of our CD staff to attend prep courses and sit for the CIC exam; CD program manager Muneeza Azher and CD staff team, member Terra Ihde, will complete the courses and exam.

## TOBACCO CONTROL & PREVENTION GRANT

**Community Anti-Drug Coalitions of America (CADCA) Submission:** Throughout December and January, staff worked on the poster they ultimately presented at the 2023 CADCA National Leadership Forum in late January/early February in Washington D.C. The poster features the work we have done over the past year to mitigate youth vaping in Wilmington by implementing *CATCH My Breath*, as well as the impact of the *Too Good for Drugs* being implemented across Will County by other members of the Will County Substance Abuse Prevention Coalition (WCSAPC).

The Forum took place January 30 – February 2, 2023. Staff participated in several educational sessions, networked with public health professionals from across the country, and brought back ideas for work here in Will County. Additionally, our team participated in the Forum's Capitol Hill Day and met with Illinois federal legislators to share pressing substance use issue information from our community and the critical work of our coalition and programs. We met with the offices of Congresswoman Lauren Underwood, Congressman Bill Foster, and Senator Dick Durbin.

### IMPLEMENTING EVIDENCE-BASED PROGRAMS IN SCHOOLS TO PREVENT & MITIGATE YOUTH SUBSTANCE USE

Will County Substance Abuse Prevention Coalition (WCSAPC) & Will County Health Department (WCHD)

**Presenters:**  
Anishwarya Balakrishna, MPH  
Caitlin Daly, BHS  
James Buckel-Diaz, MPH  
WILL COUNTY, IL

#### ABOUT WCHD

Will County Health Department (WCHD) is a public health agency that provides a wide range of services to the community. The department is committed to promoting the health and well-being of the community through a variety of programs and services.

#### BACKGROUND

Substance use is a major public health concern in Will County. The department has implemented a variety of programs and services to address this issue, including the implementation of evidence-based programs in schools.

#### WILL COUNTY AT A GLANCE

- Will County is a large county with a diverse population.
- The county has a high rate of substance use.
- The county has a high rate of youth substance use.
- The county has a high rate of youth vaping.

#### THE IMPLEMENTATION PROCESS & OUTCOMES

**CATCH MY BREATH (CMB) PREVENTION PROGRAM**

Catch My Breath (CMB) is a comprehensive prevention program that focuses on reducing youth vaping. The program includes a variety of activities, including education, counseling, and support.

**TOO GOOD FOR DRUGS (TGDF) PREVENTION PROGRAM**

Too Good for Drugs (TGDF) is a comprehensive prevention program that focuses on reducing youth substance use. The program includes a variety of activities, including education, counseling, and support.

**Reported Vaping Pre and Post CATCH Wk**

Additional Year Projection

**2020-2022 Youth Vaping Over Time**

**TOO GOOD FOR DRUGS QUESTIONNAIRE SCORES**

**KEY TAKEAWAYS**

- Implementing evidence-based programs in schools is a key strategy for reducing youth substance use.
- Partnering with schools and other community organizations is essential for successful implementation.
- Monitoring and evaluating program outcomes is critical for ensuring effectiveness.

**LESSONS LEARNED**

- Partnering with schools and other community organizations is essential for successful implementation.
- Monitoring and evaluating program outcomes is critical for ensuring effectiveness.

#### KEY PARTNERS

Will County Health Department (WCHD)  
Will County Substance Abuse Prevention Coalition (WCSAPC)  
Will County Public Health Department (WCPHD)  
Will County Sheriff's Office (WCSO)  
Will County Board of Health (WCBH)  
Will County Board of Education (WCBED)  
Will County Board of Supervisors (WCBOS)  
Will County Board of Commissioners (WCBCom)  
Will County Board of Directors (WCBDir)  
Will County Board of Trustees (WCBTrs)  
Will County Board of Advisors (WCBAdv)  
Will County Board of Consultants (WCBCon)  
Will County Board of Experts (WCBExp)  
Will County Board of Leaders (WCBLea)  
Will County Board of Mentors (WCBMen)  
Will County Board of Role Models (WCBROM)  
Will County Board of Champions (WCBCham)  
Will County Board of Ambassadors (WCBAmb)  
Will County Board of Representatives (WCBRep)  
Will County Board of Delegates (WCBDel)  
Will County Board of Electors (WCBEle)  
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#### REFERENCES CITED

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Will County Substance Abuse Prevention Coalition (WCSAPC)  
Will County Public Health Department (WCPHD)  
Will County Sheriff's Office (WCSO)  
Will County Board of Health (WCBH)  
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### **TEEN PREGNANCY PREVENTION (TPP) PROGRAM**

Spring implementation of evidence-based TPP curricula in both Joliet High Schools began on February 6. Our CHE's taught a combined total of 83 modules reaching 237 students in the schools.

### **WOMEN, INFANTS, CHILDREN SUPPLEMENTAL NUTRITION PROGRAM (WIC)**

In February, 26 new clients were added for a total of 8,677 enrolled clients with 7,524 active clients. The waiver that allows staff to do all WIC business by phone has been extended to July 2023, and we expect to resume in-person appointments at that time. We continue to receive referrals from our partners via the IRIS system as well as via the import list. Additionally, we are working up to full staffing having filled a clerk position this past month and 2 remaining nutritionist positions.

### **IMMUNIZATIONS CLINIC**

#### **Homebound Program**

The demand for our homebound program continues to grow as word of this service spreads throughout the County. We can give COVID-19, Flu, Tdap (Tetanus/Diphtheria), Pneumonia, Shingles, Hepatitis A and Hepatitis B vaccines. Homebound clients interested in this vaccine program should call 815-740-8143 for an appointment and homebound vaccinations are only done on Thursdays. We continue to conduct outreach regarding the program to medical providers, assisted living centers, and home health agencies. Our team has also scheduled outreach days with several senior housing facilities for March and April.



### **ALL OUR KIDS GRANT**

**Early Childhood Mental Health (ECMH) Training:** The ECMH sub-committee meeting was held February 6, 2023. Speakers were selected and the date has been confirmed with Lewis University for Friday, May 12, 2023, 9am-3pm. The keynote presentation will be: *Rewire Your Brain for Well-Being: A Positive Psychology Approach to Well-Being*, presented by Karin H. Spencer, Ed.D. and Heather L. Walter, Ed. D, Education and Wellness Consulting. It will be a free, in-person conference with continuing education credits offered. Save the dates went out in late February and a Constant Contact account has been created to manage registration for the event. Registration will go live in mid to late March. The committee is scheduled to meet again on March 13, 2023.

## **HIV/STD PREVENTION AND SURVEILLANCE & PRE-EXPOSURE PROPHYLAXIS (PrEP) CLINIC**

In February, Kendra Coleman and Lyyti Dudczyk attended a presentation by "Let's get Checked" which is an STI testing panel that can be collected at home. This is an additional testing option that the WCHD may be interested in offering to patients in the future.

In February, 21 HIV tests were done with no new positive cases detected. The team performed condom drops and HIV outreach testing at Joliet Junior College, River Valley Detention Center, and Riverwalk homes.

The PrEP clinic was only open 2 days in February because of the Holidays. However, the program saw 17 patients (4 new) in the Care Clinic for bloodwork, referrals to Infectious Disease and STD treatment and screenings, and we had 11 PrEP follow-up visits in the Care Clinic.

## **WELL WOMAN (WW)**

### **Education Materials:**

WW staff completed the final version of the Well-Woman Providers' Toolkit that will be distributed to providers across the county. The Spanish translation has been completed and is now on the WW webpage. A QR code has been created from that link and attached to final print versions. Both versions will be uploaded to WW webpage. The toolkit includes information on barriers to care, cultural competence, trauma-informed care, and other important information that providers should be considering and applying when providing well-woman care. The toolkit is going to be distributed to an already created and updated provider database.

### **Resource Guides:**

Staff continue to distribute WW resource guides to local organizations, as well as keeping them stocked at the Community Health Center, WIC, and Immunizations reception areas. In February a total of 66 English guides and 65 Spanish guides were distributed among these areas.

**WELL-WOMAN PROVIDERS' TOOLKIT**

Will County Health Department  
Well-Woman Program

**Addressing the Barriers**

**About this Toolkit**

This toolkit is designed to help women's health care providers implement evidence-based practices when communicating about the importance of well-woman visits. It can also help you plan, implement, and evaluate your own practice's approach to help prioritize the documented barriers women report in prioritizing an annual preventative well-woman appointment.

**Table of Contents**

1. Identifying the Barriers to Women's Preventative Care
2. Barrier: Lack of Childcare and/or Childcare Friendly Providers' Offices
3. Barrier: Lack of Reliable and Safe Transportation To and From Appointments
4. Barrier: Insurance Coverage for Well-Woman Services
5. Barrier: Patients' Fear and Mistrust
6. Behavioral Health/Mental Health Facilities in Will County
7. Barrier: Culturally Competent Care
8. WCHD Well-Woman Program and Contact Information

Will County Health Department & Community Health Center

Access the WCHD Well-Woman Program Webpage



### **EP&R Program**

- EP&R staff continue to update the Health Department Emergency Operation Plan and its Annexes.
- K. Weber continues to participate in the Will County Emergency Management Agency's Strategic Planning meetings. The goal is to ensure a thorough review of the top hazards in the county and the steps taken to prepare for them. The planning team is extending invitations to additional agencies to ensure all parties are at the table.
- The Command Center revamp is almost complete. EP&R along with Cindy Jackson and Elizabeth Bilotta set up the new Command Center in the community room to ensure that it could function in a smooth and efficient manner.
- K. Weber, B. Agor, and K. Juday attended a Biological Incident Awareness course hosted by Will County EMA on February 23<sup>rd</sup>. The training was very informational.

### **BioWatch Updates**

- The Chicago region continues to plan for the exercise which is to take place April 17-18, 2023. Community partners involved have been notified.

### **BiNax Now Tests**

- During the month of February, we distributed 1804 Binax tests to 7 different partner agencies/businesses in our program.
- We currently have 134 Binax tests on hand.

### **Medical Reserve Corps (MRC)**

- The videos for the MRC promotional videos are complete. They will be shown during the Board of Health meeting.





# MEDIA SERVICES

MARCH 2023



MONTHLY REPORT

KEVIN JUDAY, MANAGER

In February, Media Services began working with all the division heads on gathering data and information for the construction of the 2022 Annual Report. The Annual Report has a due date of April 1 and compiling, designing and editing of the document is a time-consuming project.

Media Services produced a pair of videos for the month of February. One video highlighted WIC staff as they volunteered at the Northern Illinois Food Bank in January. The second video was a recap of Sue Olenek's retirement celebration in early February.

[WIC Staff at Northern Illinois Food Bank Video](#)

[Sue Olenek Retirement Celebration Video](#)

Media Services wrote and distributed press releases on the appointment of Armando Reyes to NAMI Will-Grundy's Advisory Board and the appointment of Dr. Kathleen Burke to the NACo Commission on Mental Health and Well being.

Media Services also joined Emergency Preparedness & Readiness staff to complete a Biological Incidents Awareness Training seminar offered by the Will County Emergency Management Agency.

In addition to continuing to promote our own services, on social media, Media Services also used social media to promote awareness and knowledge of American Heart Month, National Children's Dental Health Month & Teen Dating Violence Month.

## SOCIAL MEDIA



35  
posts

1,485  
engagements

213  
reactions

31,647  
impressions



30  
posts

89  
engagements

21  
reactions

4,874  
impressions



30  
posts

28  
engagements

28  
reactions

655  
impressions



## FOR IMMEDIATE RELEASE

February 2, 2023

### WCHD'S ARMANDO REYES NAMED TO NAMI WILL-GRUNDY ADVISORY BOARD

JOLIET, Ill. – Will County Health Department's Armando Reyes, the Regulatory Compliance Coordinator for the Division of Behavioral Health, has been selected to serve on the advisory board on the National Alliance on Mental Illness (NAMI) Will-Grundy.

"The request to participate on the Advisory Board was a welcome surprise," said Reyes. "I look forward to bringing my education and expertise in the field to further support NAMI Will-Grundy in their efforts to grow and benefit the residents of Will County."

In his role at the Will County Health Department, Reyes is responsible for assisting the division director with clinical and administrative operations, new program development, performance improvement and quality assurance/utilization review. Reyes manages the 590 Crisis Care program and the homeless outreach program.

"I am so happy NAMI selected one of our seasoned behavioral health managers to sit on their advisory board," said Susan Olenek, Executive Director of the Will County Health Department. "Mr. Reyes will provide perspective and leadership to compliment the experience of the other members."

A retired veteran of the Army National Guard, Reyes has over thirty-eight years of experience in the mental health, substance use, and prevention field including the Illinois Department of Human Services, Division of Substance Abuse (DASA). He earned his Master of Health Science in Counseling and Bachelor of Arts degrees from Governors State University. He is a Certified Addictions Counselor (CADC) and Co-Occurring Disorders Professional (CODP). He is a life-long resident of the Joliet community.

As a member of the advisory board, Reyes will assist in developing strategies to help NAMI Will-Grundy collaborate with all facets of the community including businesses, schools, hospitals, government agencies and community mental health organizations. NAMI Will-Grundy serves individuals diagnosed with a mental illness and their families throughout Will and Grundy Counties.

Reyes has a passion for mental health that he brings to the Will County Health Department and will bring to the NAMI Will-Grundy Advisory Board.

"I believe that being aware of your mental health is important because it affects every single facet of your life," said Reyes.

###

# NEWS release

### Media Inquiries:

Kevin Juday  
815.727.5088  
kjuday@willcountyhealth.org



Will County Public Health dates back to 1942 when \$50,000 was allocated for local Environmental Health, Maternal-Child Health, and Infectious Disease Control initiatives. In 1940, roughly 115,000 people called Will County home; in 2020, nearly 700,000 do. Today Will County Health Department strives to bring its vision—to deliver sustainable programs and policies in response to the public health needs of the community—to all of the people of Will County.



 815.727.8670

 willcountyhealth.org

 WillCoHealth

 WillCoHealth

 WillCoHealth



## FOR IMMEDIATE RELEASE

February 22, 2023

### **WILL COUNTY HEALTH DEPARTMENT'S DR. KATHLEEN BURKE NAMED TO NATIONWIDE COMMISSION ON MENTAL HEALTH & WELLBEING**

JOLIET, Ill. - The National Association of Counties (NACo) has announced 14 county leaders appointed to the new Commission on Mental Health and Wellbeing, including Will County Health Department's Dr. Kathleen Burke. The group, unveiled at NACo's Legislative Conference in Washington, D.C., is tasked with leading the development of policy and programmatic recommendations at the federal, state, and local levels to address systemic issues contributing to the ever-growing mental health crisis.

"In 2021, nearly one in four U.S. adults and one in five adolescents experienced a mental illness," said NACo President Denise Winfrey. "This commission understands the urgency of the moment. It's made up of people who, in their own communities, are seeing the effects of the mental health crisis, and have an idea of where we need to start in order to address it."

Dr. Burke serves as the Coordinator of Substance Use Initiatives in the Behavioral Health Division of the Will County Health Department. In this role, she manages the Illinois Drug Overdose Prevention Project in Will County and is a member of the Illinois Opioid Crisis Response Advisory Council. Dr. Burke offers Naloxone training throughout Will County to prevent overdose deaths. She also leads the Recovery Coach/Peer Support Specialist Workforce Development Project and the Naloxone Rapid Response Program. She is a member of the Governors State University (GSU) faculty and serves on GSU's Addictions Studies and Behavioral Health Advisory Committee. Additionally, Dr. Burke serves on the Will County Mobilizing for Action through Planning and Partnerships (MAPP) Collaborative Executive Committee and is the Behavioral Health Action Team Chair. She also is on the Stepping Stones Treatment Center Board of Directors and is a Will Grundy HLM Recovery Oriented System of Care Council Member.

"I am passionate about creating access to behavioral health services for the community, both mental health and substance use, in the same manner in which we have access to health care," said Burke. "Stigma has been allowed to influence the systems of care within communities and as an educator I recognize the first step in getting rid of bias and barriers is accurate knowledge."

Counties are well-positioned to lead action on the mental health crisis because counties play an integral role in local health, justice and human services systems. Direct mental health service delivery responsibilities are falling increasingly to America's counties, which serve as the nation's safety net for residents in need, act as first responders, operate crisis lines, and manage public hospitals and detention centers.

"I am excited about working with a cross section of experts in the field to unearth the models that work in our communities and identify ways to fill the gaps for counties across the US," Burke said.

For more information about NACo's Commission on Mental Health and Wellbeing, visit: [www.naco.org/resources/signature-projects/naco-commission-mental-health-and-wellbeing](http://www.naco.org/resources/signature-projects/naco-commission-mental-health-and-wellbeing)

####

# NEWS release

### Media Inquiries:

Kevin Juday  
815.727.5088  
[kjuday@willcountyhealth.org](mailto:kjuday@willcountyhealth.org)



Will County Public Health dates back to 1942 when \$50,000 was allocated for local Environmental Health, Maternal-Child Health, and Infectious Disease Control initiatives. In 1940, roughly 115,000 people called Will County home; in 2020, nearly 700,000 do. Today Will County Health Department strives to bring its vision—to deliver sustainable programs and policies in response to the public health needs of the community—to all of the people of Will County.



815.727.8670



[willcountyhealth.org](http://willcountyhealth.org)



WillCoHealth



WillCoHealth



WillCoHealth

BH & CHC do  
not have STATS  
to submit  
at this time

	<b>MARCH 2023-DIVISIONAL STATISTICS REPORT</b>			
	<b>ENVIRONMENTAL HEALTH</b>	<b>Feb-23</b>	<b>FY23 YTD</b>	<b>FY22 YTD</b>
	Food Program Activities	518	2122	2354
	Water Program Activities	59	445	397
	Sewage Program Activities	49	143	213
	Other Program Activities (beaches, tanning facilities, etc.)	610	2147	1526
	Aerobic Treatment Plant Samples	175	939	613
	Number of Service Requests	21	54	76
	Number of Complaints	49	139	141
	Number of Well Permits	6	23	20
	Number of Septic Permits	12	29	39
	Number of Lab Samples Analyzed by EH Lab	2456	7400	4330
	<b>TOTAL</b>	<b>3955</b>	<b>13441</b>	<b>9709</b>
	<b>OFFICE OF VITAL RECORDS</b>	<b>Feb-23</b>	<b>FY23 YTD</b>	<b>FY22 YTD</b>
	Births Recorded	337	1049	1015
	Deaths Recorded	362	1248	1526

[illegible][illegible]

**WILL COUNTY BOARD OF HEALTH  
RESOLUTION #23-09**

**RESOLUTION OF THE WILL COUNTY BOARD OF HEALTH  
WILL COUNTY, ILLINOIS**

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**RESOLUTION FOR APPROVAL TO ENTER INTO A SERVICE AGREEMENT WITH KELLY SERVICES FOR THE ASSIGNMENT OF TEMPORARY STAFF - NOT TO EXCEED \$20,000**

**WHEREAS** the Will County Health Department and Community Health Center (the Agency) is in need to bring on additional temporary staff for various initiatives or staffing shortages; and

**WHEREAS** the Agency has worked with Kelly Services in the past to provide such temporary staffing services; and

**WHEREAS** the Agency agrees to pay in accordance with the fee payment and invoicing section of the attached agreement.

**NOW, THEREFORE, BE IT RESOLVED** the Board of Health approves the Agency to enter into a 12-month agreement from December 1, 2022 through November 30, 2023 with Kelly Services in the amount not to exceed \$20,000.

DATED THIS 15th day of March 2023.

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Billie Terrell, Ph. D., President  
Will County Board of Health

Will include  
attachments  
by Board or at  
Board



Will County  
Health Department &  
Community Health Center

**WILL COUNTY BOARD OF HEALTH  
RESOLUTION #23-10**

**RESOLUTION OF THE WILL COUNTY BOARD OF HEALTH  
WILL COUNTY, ILLINOIS**

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**RESOLUTION FOR APPROVAL TO ENTER INTO A SERVICE AGREEMENT WITH ADO  
PROFESSIONAL SOLUTIONS, INC. (DOING BUSINESS AS LHH AND LHH  
RECRUITMENT SOLUTIONS) FOR THE ASSIGNMENT OF TEMPORARY STAFF  
NOT TO EXCEED \$20,000**

**WHEREAS** the Will County Health Department and Community Health Center (the Agency) is in need to bring on additional temporary staff for various initiatives or staffing shortages; and

**WHEREAS** the Agency has worked with ADO Professional Solutions Inc. in the past to provide such temporary staffing services; and

**WHEREAS** the Agency agrees to pay in accordance with the fee payment and invoicing section of the attached agreement.

**NOW, THEREFORE, BE IT RESOLVED** the Board of Health approves the Agency to enter into a 12-month agreement from December 1, 2022 through November 30, 2023 with ADO Professional Solutions Inc. in the amount not to exceed \$20,000.

DATED THIS 15th day of March 2023.

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Billie Terrell, Ph. D., President  
Will County Board of Health

Will include  
attachments  
by Board or at  
Board



**WILL COUNTY BOARD OF HEALTH  
RESOLUTION #23-11**

**RESOLUTION OF THE WILL COUNTY BOARD OF HEALTH  
WILL COUNTY, ILLINOIS**

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**APPROVAL FOR AGREEMENT WITH M & M HEALTHCARE RESOURCE GROUP  
RECRUITMENT FOR MEDICAL PROVIDERS AND OTHER CLINICAL POSITIONS**

**WHEREAS** the Community Health Center has vacancies in provider positions due to resignation or retirement; and has 14 vacancies in clinical support staff, and

**WHEREAS** the recruitment of such positions is difficult, time-consuming, and expensive; and

**WHEREAS** at times we have enlisted the professional services of a recruitment firm for hiring needed providers; and

**WHEREAS** the Board of Health has approved similar arrangements and payments in the past when searching for medical providers for the Community Health Center; and

**WHEREAS** there is funding in the FY2023 budget for such services.

**NOW, THEREFORE, BE IT RESOLVED** the Board of Health approves the agreement with M&M Healthcare Connections at the rates indicated on the attached agreement.

DATED THIS 15th day of March 2023.

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Billie Terrell, PhD, President  
Will County Board of Health



**HEALTHCARE**  
Resource Solutions

**CONTINGENCY RECRUITMENT SERVICE AND FEE AGREEMENT**

THIS AGREEMENT is made this day of March 2023, between M&M Healthcare Resource Group, LLC. ("Recruiter" or "we") and Will County Community Health Center ("Client"), (collectively the "parties"). This agreement is valid for 24 months from the date of signature.

**Services**

Recruiter provides search and placement recruitment services, including providing its clients with information concerning applicants whom Client agrees to consider for employment. The applicants we present are located through our reputation, recruiting partners, and effective recruiting tools. Client agrees to keep confidential the identities and related information we present concerning applicants and to use this information solely for the purpose of Client's consideration of these applicants.

**Contingency Recruitment**

Client understands that we work on a contingency basis. Each order we receive must be balanced against all other orders currently available to us and, because the relationship is nonexclusive, the applicants we contact may be presented to more than one client. The fee for our services is earned if an applicant is hired by Client or any of its affiliates on a permanent, contract or consulting basis at any time within one year of the date the applicant is submitted to Client.

**Fees**

The fee for Recruiter services is earned if a Candidate is hired by Client or any of its affiliates on a permanent, contract or consulting basis at any time within 12 months of the date the Candidate is submitted to Client. Recruiter acknowledges only job opportunities specifically identified and described by Client to Recruiter will entitle Recruiter to a placement fee. No fee will be payable in connection with any Candidate who has been interviewed by Client within the ninety (90) day period immediately prior to the date such Candidate is submitted to Client by Recruiter.

Client agrees to pay Recruiter a fee for each Candidate hired by Client (the "Fee"), as follows:

- I. Physician Positions:  
A Flat Fee of Twenty Thousand Dollars (\$20,000)
- II. Nurse Practitioner/Physician Assistant Positions:  
A Flat Fee of Twelve Thousand Dollars (\$12,000)
- III. All Other Clinical and Non-Clinical Positions:  
A Fee Equal to Twenty Percent (20%) of the first annual salary.

**Terms and Procedure**

Client agrees to notify Recruiter as promptly as practicable when it issues an employment offer letter to a Candidate and again when the Candidate accepts or rejects an offer. Client will provide Recruiter copies of the offer letter and written acceptance, or notice of rejection of the offer, if applicable. The Fee will be considered fully earned upon receipt of a signed contract between Client and Candidate. The fee is due on the first day the candidate reports to work and payable by the client net 30 days of candidate start date. Fees not paid within 30 days of the designated due date will accrue interest at the highest amount allowed by law. The guarantee is void if the Client has not paid the Fee on time.

**Warranty**

Recruiter does not guarantee the performance of any applicant who may be hired by Client. If the applicant voluntarily leaves or is discharged by the Client within 60 days from the date of employment or commencement of contract work, we will make every effort to find a suitable replacement applicant at no cost, provided that Client has paid our Fee in full in accordance with the net terms of this Agreement. This warranty does not apply if:

- Client does not give Recruiter the exclusive opportunity to replace the applicant within a reasonable length of time.
- The applicant is discharged by Client following a layoff, downsizing or reorganization of the position.
- The applicant is discharged following the Client's involvement in a sale or merger.

If Recruiter is unable to identify a replacement Candidate within 30 days of termination or resignation date, Client may either (i) agree to extend the Candidate search period or (ii) demand a 100% credit of any fee paid in connection with such Candidate

**Agreement Non-Exclusive**

Recruiter agrees that this Agreement is non-exclusive and that nothing in this contract shall be interpreted as a restriction on Client's right to procure recruitment services from any other vendor or through its own efforts.

**Termination**

The parties agree that either party may terminate this Agreement, in writing upon 15 days notice, at any time, for any reason. If terminated by Client, Recruiter is entitled to a Fee for any applicant submitted prior to the date of notification and hired within 365 days thereafter.

**Governing Law**

This Agreement shall be interpreted for all purposes consistent with the laws in the State of Illinois.

**Entire Agreement**

This writing constitutes the entire agreement of the parties with respect to the placement of applicants for employment at Client and may be amended only by a writing signed by Recruiter and Client. This Agreement supersedes any prior agreement between Recruiter and Client, and any prior agreements are null and void.

M&M Healthcare Resource Group, LLC.

Will County Community Health Center

Signature: \_\_\_\_\_

Signature: \_\_\_\_\_

Printed Name: \_\_\_\_\_

Printed Name: \_\_\_\_\_

Title: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

Date: \_\_\_\_\_

**Resolution of the Will County Board of Health  
Will County, Illinois**

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**APPROVAL FOR THE WELL-WOMAN PROGRAM BUS SHELTER MEDIA CAMPAIGN IN  
ROMEOWILLE, IL AND BOLINGBROOK, IL**

**WHEREAS** the Family Health Services (FHS) Division of the Will County Health Department operates the Well-Woman Program, and

**WHEREAS** grant dollars have been appropriated for advertising in the Well-Woman program budget to educate female Will County residents (aged 18-44) about the importance of women's health and scheduling annual well-woman appointments, and

**WHEREAS** the campaign includes two poster ads, in English and Spanish, for 5 months at 12 bus shelter locations in Romeoville, IL and Bolingbrook, IL that will create approximately 15,837,380 impressions.

**NOW, THEREFORE, BE IT RESOLVED** the Board of Health approves the purchase of outdoor bus shelter advertising with View Transit, LLC in Romeoville, IL and Bolingbrook, IL in the amount of \$19,998.

DATED THIS 15th day of March, 2023.

---

Billie Terrell, Ph.D., ACSW, President  
Will County Board of Health

Will include  
attachments  
by Board or at  
Board

**Resolution of the Will County Board of Health  
Will County, Illinois**

---

**APPROVAL FOR THE WELL-WOMAN PROGRAM DIGITAL OUT-OF-HOME  
MEDIA CAMPAIGN IN JOLIET, IL**

**WHEREAS** the Family Health Services (FHS) Division of the Will County Health Department operates the Well-Woman Program, and

**WHEREAS** grant dollars have been appropriated for advertising in the Well-Woman program budget to educate female Will County residents (aged 18-44) about the importance of women's health and scheduling annual well-woman appointments, and

**WHEREAS** the campaign includes four ads, in English and Spanish, for 12 months at 16 host locations in Joliet, IL that will create approximately 1,607,040 impressions per location.

**NOW, THEREFORE, BE IT RESOLVED** that the Board of Health approves the purchase of digital out-of-home advertising with Unidos Marketing Network in Joliet, IL in the amount of \$14,600.

DATED THIS 15th day of March, 2023.

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Billie Terrell, Ph.D., ACSW, President  
Will County Board of Health

Will include  
attachments  
by Board or at  
Board

## Resolution of the Will County Board of Health Will County, Illinois

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### APPROVAL FOR THE TOBACCO CONTROL & PREVENTION DIGITAL VIDEO MEDIA CAMPAIGN THROUGHOUT WILL COUNTY

**WHEREAS**, the Family Health Services (FHS) Division of the Will County Health Department operates the Tobacco Control & Prevention program, and

**WHEREAS** grant dollars have been appropriated for advertising in the Tobacco Control & Prevention program budget to educate youth about the dangers of tobacco and vape products, and

**WHEREAS** the campaign includes 12 weeks of a 15-second video displayed at 83 GSTV (Gas Station TV) locations throughout Will County to create approximately 1,538,385 impressions.

**NOW, THEREFORE, BE IT RESOLVED** the Board of Health approves the purchase of video advertising with GSTV (Gas Station TV) throughout Will County in the amount of \$19,999.

DATED THIS 15th day of March, 2023.

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Billie Terrell, Ph.D., ACSW, President  
Will County Board of Health



## CONTRACT TO HIRE SERVICES

As used in this document, the term "Company" refers to ADO Professional Solutions, Inc., also doing business as LHH and LHH Recruitment Solutions, and the term "Client" refers to the party for which Company provides services pursuant to the terms and conditions set forth herein (the "Agreement").

**1. Services.** Company shall present to Client candidates for such positions as Client may from time to time request. The details of such assignments may be set forth in written or electronic communications between the parties. Company shall verify employment references, education (upon client's written request), and, where applicable, professional licenses. It is ultimately the responsibility of the client to ensure that candidate's education and certifications are acceptable, if required. Company shall, at Client's expense and to the extent permissible under applicable law, perform other verification such as criminal background, credit checking and skills testing as may be requested in writing by Client and acknowledged by Company prior to commencement of the Candidate's temporary assignment. Resumes and other materials concerning candidates presented by Company shall be forwarded to contact person(s) designated by Client. Acceptance of candidate resumes constitutes acceptance of these terms, with or without a signature.

**2. Fee Payment and Invoicing.** Company employee will present a timesheet to his/her immediate supervisor for verification and signature or electronic approval at the end of each week. Client will be billed on a weekly basis. Company will guarantee Client's satisfaction with Company's employee by offering Client an eight (8) hour guarantee. If Client is dissatisfied with Company's employee, Client will not be charged for that time, provided that Company is notified within twenty-four (24) hours, Company will immediately replace its employee. If Client hires a candidate presented by Company, upon evaluation of the employee's performance, Client shall pay to Company a standard conversion fee, as follows:

- 0 - 180 hours worked - 25% of annual salary
- 181 - 360 hours worked - 20% of annual salary
- 361 - 540 hours worked - 15% of annual salary
- 541 - 720 hours worked - 10% of annual salary
- 721 + hours worked - \$1,000 flat fee

Invoices are due upon receipt and shall be paid pursuant to the Illinois Local Government Prompt Payment Act. Client shall remain responsible for the payment of all applicable federal or state sales or use taxes, or related levies, attributable to the services rendered hereunder. If Client limits any Company Personnel's workday to less than four (4) hours, Company may deem that day to include four (4) hours of time worked, and may bill Client four (4) hours if Company pays the applicable Company Personnel for the four (4) hours.

During the period that Company is providing any services or representing any candidates to Client and for one (1) year thereafter, Client shall refrain from soliciting, hiring or accepting services or work, directly or indirectly (including through another staffing vendor), from any candidate who is or has been represented or proposed to Client by Company, or who at any time provided services through or on behalf of Company, except upon notice to Company, and payment of a conversion fee as stated herein. Company will bill Client on the date the employee is converted or transitioned.

**3. Relationship of Parties.** The parties agree that the relationship between them is that of independent contractor and that neither party shall have any authority to represent or bind the other and that neither party shall hold itself out or have any authority as an agent of the other for any purpose whatsoever. Nothing herein shall be construed as creating a principal and agent, joint venture, or any other type of relationship besides independent contractor between Client and Company.

Company and Client shall each remain solely responsible for the payment of all wages and benefits for each of their own respective employees, and neither party shall be responsible for the withholding or payment of any payroll deductions or taxes, or the provision of workers' compensation or unemployment insurance coverage, for or on behalf of employees of the other party or for any payment or expense in respect of claims arising under the other party's employee benefit plans. The hire and decisions regarding the pay and employment of any candidate presented by Company are entirely within the sole discretion of Client who shall remain specifically responsible for any applicable federal, state or local withholding or income taxes, paying Social Security taxes, and providing unemployment compensation and workers' compensation insurance or coverage and any other employee benefits for candidates selected or hired by it.

#### **4. No Warranties; Limits of Liability.**

(a) COMPANY EXCLUDES AND DISCLAIMS ALL WARRANTIES WHATSOEVER, INCLUDING ANY WARRANTY OF NONINFRINGEMENT, MERCHANTABILITY OR FITNESS FOR PARTICULAR PURPOSE.

(b) NEITHER PARTY SHALL BE LIABLE TO THE OTHER WHATSOEVER FOR ANY SPECIAL, CONSEQUENTIAL, EXEMPLARY OR PUNITIVE DAMAGES, INCLUDING ANY DAMAGES ON ACCOUNT OF LOST PROFITS OR LOST OPPORTUNITY, WHETHER OR NOT PLACED ON NOTICE OF ANY SUCH ALLEGED DAMAGES AND REGARDLESS OF THE FORM OF ACTION IN WHICH SUCH DAMAGES MAY BE SOUGHT.

(c) COMPANY DISCLAIMS RESPONSIBILITY OR LIABILITY FOR FRAUD OR MISREPRESENTATION BY CANDIDATES NOT READILY ASCERTAINABLE BY REASONABLE DILIGENCE IN PERFORMING COMPANY'S SERVICES.

**5. Indemnification.** Each party (the "Indemnifying Party") will indemnify, defend and hold harmless the other party (the "Indemnified Party") from and against all claims, demands, suits and expenses (including reasonable attorneys' fees) brought by any person or party for property damage and personal injury (including death) arising from the negligent or illegal act or omission of the Indemnifying Party or any of its employees and contractors in the performance of services hereunder, except to the extent of the negligent or illegal act or omission of the Indemnified Party or its employees and contractors.

**6. Confidentiality.** Client will treat as confidential all information received about a candidate, including the identity of a candidate, and will not disclose such information without the prior consent of Company. Each of the parties agrees to comply with all applicable laws, including but not limited to data protection and privacy laws, in the collection, processing, and/or storage of personal information received from the other. Additionally, the parties agree to process personal information only in furtherance of the intended purpose of this relationship hereunder and shall not retain, use or disclose such information for any other purpose. The parties will each at all times have in place, maintain and use commercially reasonable technical, organizational and physical security measures and safeguards to adequately protect personal information and to keep such information confidential. The parties will each limit access of personal information to those individuals who need to know such as necessary for the purposes hereof and shall ensure that each of their respective employees, agents, or contractors are made aware of the obligations hereunder. Each party will comply with all data subject requests made by individuals where required by applicable law.

**7. Client Obligations.** Client will direct the performance of all services performed by Company's employees during the tenure of their assignment. Client warrants that it will not entrust Company employees with cash, checks, negotiables, stocks, bonds, instruments or any other valuables without the prior written permission of Company. Client shall not leave or entrust Company employees with unattended premises and will not pay Company employees directly or advance any funds to them. Client shall not request or allow a Company employee to render any opinion, sign or certify any paper, statement or return, pertaining to underwriting, tax, SEC or other related matters.

**8. Survival.** The parties' obligations under these Conditions of Assignment, which by their nature continue beyond termination, cancellation or expiration of these Conditions of Assignment, shall survive termination, cancellation or expiration of these Conditions of Assignment.

**9. Resolution of Disputes.** The parties agree that, in the event of a dispute arises between them, they will attempt, in good faith, to resolve such disputes in an amicable and equitable manner. However, if any dispute can not be resolved, the parties agree that the matter will be resolved in accordance with the dispute resolution provision, if any, in the Contract. If there is no such provision in the Contract, then the parties agree that the matter will be decided by arbitration in accordance with the Commercial Arbitration Rules of the American Arbitration Association. Either party may apply to the American Arbitration Association to institute the arbitration proceedings. The fees and expenses of the arbitrators shall be shared equally by both parties.

**10. Entire Agreement.** This Agreement represents the entire agreement between the parties and supersedes any prior understandings or agreements whether written or oral between the parties respecting the subject matter herein. This Agreement may only be amended in a writing specifically referencing this provision and executed by both parties. This Agreement shall

inure to the benefit of and shall be binding upon the parties hereto and their respective heirs, personal representatives, successors and assigns, subject to the limitations contained herein. The unenforceability, invalidity or illegality of any provision of this Agreement shall not render any other provision unenforceable, invalid or illegal and shall be subject to reformation to the extent possible to best express the original intent of the parties.

11. **FREEDOM OF INFORMATION ACT.** Company understands and agrees that the Will County Health Department, as a public body, is subject to and obligated to comply with the Freedom of Information Act, 5 ILCS 104/1 et seq., (FOIA) and certain information with respect to the Service provided hereunder may be subject to disclosure in whole or in part under FOIA. Company acknowledges the requirements of FOIA and agrees to comply with all requests made by the Will County Health Department for public records (as that term is defined by Section 2(c) of FOIA) in the Company's possession and provide the requested public records to the Will County Health Department within two (2) business days of the request being made by the Will County Health Department. Company agrees to indemnify and hold harmless the Will County Health Department from all claims, costs, penalty, losses and injuries (including but not limited to, attorneys' fees, other professional fees, court costs and/or arbitration or other

dispute resolution costs) arising out of or related to its failure to provide the public records to the Will County Health Department under this Contract.

12. **INSURANCE.** Company shall maintain applicable professional liability insurance and general liability insurance in the minimum amounts of \$1,000,000 per occurrence, and \$3,000,000 aggregate. Company shall furnish the Will County Health Department with a certificate of insurance or other written document reasonably satisfactory to the Will County Health Department as evidence of its insurance coverage in full force and effect. The Will County Health Department agrees to maintain professional and general liability insurance, or self-insurance, in the minimum amounts of \$1,000,000 per claim or occurrence, \$3,000,000 aggregate, for its employees, agents, and servants.

13. **VENUE AND CHOICE OF LAW.** Venue for this agreement shall be in the courts of the Twelfth Judicial Circuit, Will County, Illinois. The laws of the State of Illinois shall apply to the interpretation of and enforcement of this Agreement.

14. **TERM.** The term of this Agreement will be from ~~August-December 17,~~ 2022 up to and including ~~August-November 30~~1, 2023.

**Client understands and agrees that these terms and conditions shall govern the provision of services by Company to Client.**

Will County Health Department

By: \_\_\_\_\_

Printed Name: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

ADO PROFESSIONAL SOLUTIONS, INC.

By: \_\_\_\_\_

Printed Name: \_\_\_\_\_

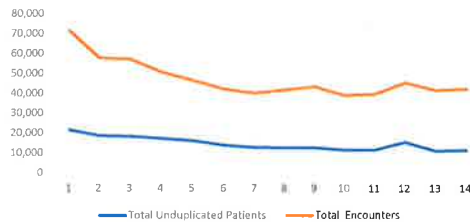
Title: \_\_\_\_\_

Date: \_\_\_\_\_

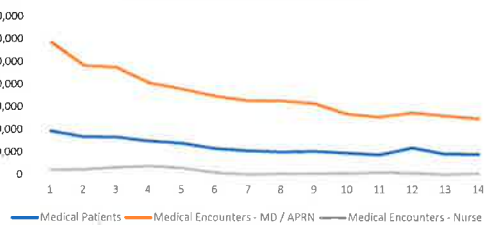
## UDS COMPARISON

	2009	2010	2011	2012	2013	2014	2015	2016	2017	2018	2019	2020	2021	2022	Change	%
<b>Patient &amp; Encounter Trend Analysis</b>	<b>Total</b>	<b>Total</b>	<b>Total</b>	<b>Total</b>	<b>Total</b>	<b>Total</b>	<b>Total</b>	<b>Total</b>	<b>Total</b>	<b>Total</b>	<b>Total</b>	<b>Total</b>	<b>Total</b>	<b>Total</b>		
Total Unduplicated Patients	21,713	18,753	18,334	17,398	16,269	14,103	12,887	12,770	12,669	11,595	11,573	15,415	11,165	11,485	320	2.87%
Total Encounters	71,432	57,859	57,138	50,877	46,593	42,302	40,156	41,824	43,471	39,144	39,654	45,320	41,717	42,249	532	1.28%
<b>Medical</b>																
Medical Patients	19,285	16,771	16,617	14,961	13,896	11,589	10,587	10,138	10,307	9,633	8,819	11,989	9,191	9,054	(137)	-1.49%
Medical Encounters - MD / APRN	58,658	48,407	47,555	40,590	37,914	34,823	32,818	32,628	31,491	26,927	25,548	27,418	26,146	24,831	(1315)	-5.03%
Medical Encounters - Nurse	2,069	2,227	3,184	3,911	2,977	1,002	171	354	530	713	901	863	129	477	348	27.00%
<b>Dental</b>																
Dental Patients	3,867	3,104	2,626	3,438	3,230	3,365	3,255	3,052	2,598	2,481	2,976	2,141	2,117	2,854	737	34.81%
Dental Encounters	9,121	5,542	5,067	5,635	5,310	6,180	6,470	5,868	4,726	5,364	6,112	3,794	4,680	5,885	1205	25.75%
<b>Behavioral Health</b>																
Mental Health Patients	-	-	-	-	-	-	170	1,148	1,607	1,433	1,520	2,695	1,427	1,479	52	3.64%
Mental Health Encounters	-	-	-	-	-	-	345	2,815	6,724	6,140	6,522	10,704	7,403	7,050	(353)	-4.77%
<b>Substance Use Disorder Services</b>																
SUD Patients	-	-	-	-	-	-	-	-	-	-	48	71	79	75	(4)	-5.06%
SUD Encounters	-	-	-	-	-	-	-	-	-	-	236	2,315	2,634	2,754	120	4.56%
<b>Optometry</b>																
Optometry Patients	-	-	-	-	-	-	-	-	-	-	316	224	689	519	(170)	-24.67%
Optometry Encounters	-	-	-	-	-	-	-	-	-	-	324	226	724	542	(182)	-25.14%
<b>Patients by Age</b>																
< 1 year							488	483	400	308	304	208	300	221	(79)	-26.33%
1-5 years							1256	1107	962	725	711	550	551	659	108	19.60%
6-17 years							2294	2124	2053	1883	1827	1530	1605	1785	180	11.21%
18-24 years							3101	2959	2889	2516	1522	2219	1349	1300	(49)	-3.63%
25-39 years							3869	3937	4057	3950	3452	4110	3246	3186	(60)	-1.85%
40-64 years							1444	1678	1764	1710	3325	5285	3467	3681	214	6.17%
65 years and over							435	484	544	505	632	1513	647	653	6	0.93%
<b>Patients by Race &amp; Ethnicity</b>																
Asian							277	303	264	241	247	358	216	189	(27)	-12.50%
Hawaiian/ Other Pacific Islander							35	32	31	30	22	51	10	19	9	47.37%
Black/African American							3696	3398	3197	2757	2760	3531	2506	2380	(126)	-5.03%
American Indian/ Alaska Native							7	8	5	11	8	19	14	4	(10)	-71.43%
White/ Caucasian							8447	8551	8410	7625	7706	10499	7777	8020	243	3.12%
More than one race							193	197	236	228	240	191	216	217	1	0.46%
Unreported/ refused to report race							232	281	528	703	425	786	426	656	230	54.00%
Hispanic							5501	5415	5253	5009	5089	5659	5366	5877	511	9.52%
Refused to report ethnicity							35	61	42	65	165	44	101	216	115	113.86%
<b>Patients by Payor</b>																
Uninsured							4223	3839	3851	3902	4271	6349	3810	3243	(567)	-14.88%
Medicaid							7313	7443	7116	6129	5778	5334	5722	6493	771	13.47%
Medicare							398	576	643	825	604	489	589	581	(7)	-1.19%
Private Insurance							963	912	1059	939	920	1263	1044	1168	124	11.88%

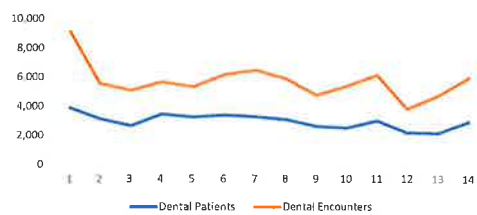
Unduplicated Patients and Encounters



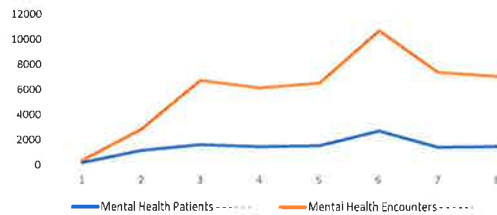
Medical Patients and Encounters



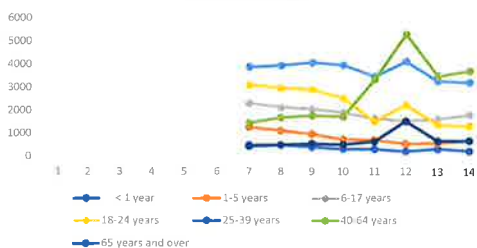
Dental Patients and Encounters



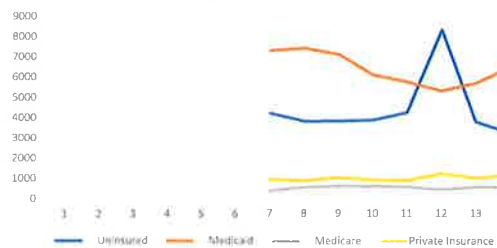
Behavioral Health Patients and Encounters



Patients By Age



Patients By Payor



# FT Exempt Pay Schedule

Effective July 1, 2022 **TBD**

Grade	Job Title	Starting Salary Range*
		(in thousands)
A1	Executive Director	140-155 <b>180</b>
A2	Assistant Executive Director	120-135 <b>140</b>
B1	Chief Executive Officer Director (Division) Behavioral Health Director (Division) Family Health Director (Division) Environmental Health	<b>100</b> 110-125
B2	Director (Division) - Administrative Services Director (Department) ITT, Finance & Grants Mgmt., HR EHR/EPM Systems Project Manager (CHC) Compliance Officer Asst. Director FHS Director of Nursing (CHC)	80-95 <b>100</b>
C1	Director of Operations (CHC) <b>Lab Operations Director (EH)</b>	70-80 <b>90</b>
C2	Program Coordinator/Site Supervisor Program Coordinator- not otherwise specified Clinic Coordinator (CHC) Psychologist Program Coordinator , HR Operations Coordinator Regulatory Compliance Manager <b>Coordinator</b> (BH)	65-80
D1	Program Manager - not otherwise specified Program Manager, Trainer Media & Communications Manager (ADM) Manager, Billing Clinical Supervisor, BH <del>Managed Care Specialist</del> <b>Community Outreach Marketing Coordinator (CHC)</b>	60-70
E1	Clinic Supervisor (CHC) Supervisor- Patient Registration, Billing, Call Center Dental Program Supervisor Operations Supervisor Chief Vision & Hearing Technician (FHS) <b>Safety Risk Reduction Officer</b>	55-65
F1	Staff Accountant EHR Superuser/trainer Subject Matter Expert CHC Human Resources Assistant II Grant Specialist	50-65
G1	Executive Assistant Financial Specialist Human Resources Assistant I	50-60
G2	Administrative Assistant Bookkeeper	40-50

\* Starting salary, range is dependent on background, experience, training, skills, academic degrees, and market factors.

revised 7.1.22 **TBD**

BOH approval 8.17.22 **TBD**

**EMPLOYEES**

	<u><b>DATE</b></u>
<u><b>NEW</b></u>	
Yuliana Ortiz FHS Patient Registration Clerk	March 6, 2023
Arielle Jones FHS Community Health Educator	March 6, 2023
Perla Farias ADM Front Desk Receptionist	March 20, 2023
Robert Schmitt BH Mental Health Counselor II	March 20, 2023
Sean O'Shaughnessy BH Mental Health Counselor II	March 20, 2023
Jessica Bugarewicz ADM Call Center Team Supervisor	April 3, 2023
Bianca Chagas Pasturczak FHS CD Investigator III	April 3, 2023
*Olalekan Fapohunda, DNP, PMHNP-BC CHC Mental Health Nurse Practitioner	April 17, 2023
<u><b>CHANGE(s)</b></u>	
Diana Visvardis FHS Program Manager – WIC (from \$56,925)	March 20, 2023
<u><b>OTHER</b></u>	
Cynthia Griggs EH File Clerk (assignment extension until March 31, 2023)	March 1, 2023
<u><b>PROMOTION(s)</b></u>	
Caitlin Daly FHS Program Manager – MAPP (from Community Health Educator II)	March 20, 2023
Trisha Kautz EH Laboratory Operations Director (from Lab-Program Coordinator)	March 20, 2023

**RESIGNATION(s)**

Courtney Burge FHS CD Investigator II	February 24, 2023
Mary Smith CHC Certified Medical Assistant	March 3, 2023

Kyle Moy EH Sanitarian I	March 10, 2023
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**RETIREMENT(s)**

Saly Chhay CHC Medical Secretary	March 20, 2023
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Valerie Chaney ADM Accounts Payable Specialist II	April 3, 2023
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**TEMPORARY**

Silvia Rangel FHS WIC Nurse	February 28, 2023
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Rebecca Kellogg-Jackson CHC COVID Relief Assistant	February 21, 2023
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Alma Flores CHC COVID Nurse	March 20, 2023
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*Anabel Casimiro CHC Interpreter (ECV Grant)	March 20, 2023
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**TRANSFER(s)**

*Anthony Thompson BH Recovery Coach (moved to the SAO, Specialty Court)	March 6, 2023
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**Approved:**

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Billie Terrell, PhD, ACSW, President, Board of Health

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Date**Recommended:**

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Elizabeth Bilotta, Executive Director, WCHD

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Date