

AGENDA

WILL COUNTY BOARD OF HEALTH MEETING
WILL COUNTY HEALTH DEPARTMENT
501 ELLA AVENUE
JOLIET, IL 60433
CONFERENCE ROOM 1005A / 1005B
August 16, 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 works 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
Retirement Recognition
- V. Public Comment for Agenda Items Only – **Discussion**
- VI. Approval of Minutes
June 21, 2023, Regular Session – **Motion**
- VII. Treasurer’s Report & Department Financial Reports
June 30, 2023 & July 31, 2023– **Motion**
- VIII. Reports from Divisions
Division Statistical Reports – **Discussion**
- IX. Old Business – **None**
- X. New Business
Resolutions # 42 – #53
 - A. Resolution #23-42 Quality Achievement Bonus (CHC) - **Motion**
 - B. Resolution #23-43 Transfer of Funds (CHC) – **Motion**
 - C. Resolution #23-44 Provider Pay Schedule (CHC) - **Motion**
 - D. Resolution #23-45 Illinois Primary Health Care Association Annual Membership Dues (CHC) - **Motion**
 - E. Resolution #23-46 Student Loan Repayment Program Grant Appropriation (CHC) - **Motion**
 - F. Resolution #23-47 Surplus Equipment (Admin) - **Motion**
 - G. Resolution #23-48 Communications Management Agreement Bid Award to The Fource Group (Admin) - **Motion**
 - H. Resolution #23-49 Microsoft Office 365 Enterprise Renewal Agreement (Admin) - **Motion**
 - I. Resolution #23-50 Community Based Organization ARPA Funding Awards – (Admin) – **Motion**
 - J. Resolution #23-51 Well Women Grant Appropriation (FHS) – **Motion**
 - K. Resolution #23-52 Robert Half Temp Agency Agreement (FHS) - **Motion**
 - L. Resolution #23-53 CARF International Survey Fee – (BH) - **Motion**
- 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 MEETING MINUTES

June 21, 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
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.

MEMBERS ABSENT

Chief Paul Hertzmann, Secretary
Natalie Coleman, Ed.D.
Silvio Morales, M.D.

STAFF PRESENT

Elizabeth Bilotta, Executive Director, Administration
Stephanie Baskin, Billing & Medical Records Manager, BH
Mary Kilbride, Executive Assistant, Administration
Denise Bergin, Assistant Executive Director, Administration
Joe Troiani, PhD, Division Director Behavior Health
Mary Maragos, CEO, Community Health Center
Jennifer Byrd, CMO, Community Health Center
Stacey Knack, Director of Human Resources
Sean Connors, Division Director, Environmental Health
Georgia VanderBoegh, Director of Family Health Services
Kevin Juday, Media Services Manager, Administration
Cindy Jackson, Director of Administrative Services, Administration
Carol Ricken, Safety & Risk Reduction Officer, Administration
Kathleen Burke, Program Coordinator, Behavioral Health
Armando Reyes, Compliance Officer, Administration
Trisha Kautz, Laboratory Operations Director, Environmental Health
Kendra Smith-Coleman, Program Coordinator, Family Health Services
Caitlin Daly, MAPP Program Manager, Family Health Services
Barb Agor, EP&R Specialist, Administration
Alpesh Patel, Program Coordinator, Epidemiologist, Family Health Services
Greg Krantz, Staff Nurse III, Family Health Services
Rita Slechter, Program Manager, Family Health Services
Kathy Paul, CD Investigator II, Family Health Services
Betsy Cozzie, Program Coordinator, Family Health Services
Stacey Morris-Jones, Outreach Specialist II, Family Health Services
Joan Stefca, Community Health Educator, Family Health Services
Muneeza Azher, Program Manager, Family Health Services
Lauren Glossett, HR Intern, Administration
Magda Lara, V.P. Union

OTHERS PRESENT

Dan McGrath, Assistant State's Attorney
Marie Lindsey, Representing Governing Council
Lewis University Nursing Students

PLEDGE OF ALLEGIANCE

PRESIDENT'S COMMENTS

Dr. Terrell welcomed everyone to the meeting. Dr. Terrell acknowledged that we will not be meeting in the month of July.

EXECUTIVE DIRECTOR'S COMMENTS

Ms. Bilotta stated the budget meeting took place today with the County Finance department. We presented our draft budget to them. We do have time for revisions which are due end of July beginning of August. Our final version will be handed in in October.

On June 13, a meeting took place at Ascension St. Joe's hospital. The Health Department and Health Center are trying to partner with the hospital.

Ms. Bilotta recognized staff retirees Kathy Paul, 19 years of service, Greg Krantz, 19 years of service, Nancy Boden, 21 years of service.

PUBLIC COMMENTS FOR AGENDA ITEMS ONLY – NONE

APPROVAL OF BOARD OF HEALTH MINUTES

Moved to approve the May 17, 2023, Regular meeting minutes as presented.

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

Moved to approve the May 17, 2023, Executive session minutes as presented.

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

TREASURER'S REPORT AND DEPARTMENT FINANCIAL REPORTS

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

RESULT:	APPROVED [UNANIMOUS]
MOVER:	Ms. Mackey
SECONDER:	Ms. Parker
AYES:	Dr. Terrell, Ms. Brass, Chief Carey, Ms. Gunnink, Dr. Lipinski, Ms. Mackey, Ms. Parker, Dr. Soderquist
NAYES:	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. Jackson reported on a few items:

- Ms. Jackson spoke of the North Branch Office (NBO) lease ending December, 2025. Other location options are currently being explored. The current location has been a challenge to manage. The NBO staff has grown, and we are out of space to accommodate growth.
- Ms. Jackson spoke of policy Adm-016 (Personal Items policy), ADM-017 (Office Air Temperature policy), ADM-018 (Client Refund policy) and ADM-003 (Employee Parking policy) have all been updated
- The landscaping at the Health Center was updated in early June to give the CHC a fresh updated look.

Ms. Rickens reported on Safety Issues:

- June is National Safety month.
- The Safety Handbook is near completion and will be forwarded to the union representatives and division directors prior to an all-employee release.
- No weapons signs have replaced the no guns signs at all facility doors.
- Numerous policies have been updated and will be shared with staff.

Dr. Troiani – BH

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

- Current wait times for Non-Emergency BH Services was presented.
 - Presentation of School Based program was given. 4 staff started in August 2022. We needed to borrow 3 staff from other BH Programs which enabled us to service 270 Will County students on a weekly basis. Some of the presenting problems consisted of school issues, depression, anxiety, grief, human trafficking, anger, family dynamics, and substance abuse. Students will continue to be seen during school breaks and school holidays.
 - Update was given on Substance Treatment Outpatient Program (STOP) was given.
 - Update on the Clinical Training Program was presented and discussed.
 - Update on the Adult Outpatient Mental Health Program was given. Current clinical staff are at 3.0 FTE MHCII which puts the staff at 50% strength level.
 - The Crisis Response Program was presented and discussed.
- *Ms. Parker questioned where the School-Based mental health program will be taking place during the summer and if parents are involved: Dr. Troiani stated it will take place at the Health Department or at the school and the parents are involved.*
- *Dr. Lipinski questioned if we keep a log of all 988 calls coming in? Dr. Troiani stated by 7/1/23, we will need to start recording these calls. It will be required to submit this to the State. Dr. Lipinski stated this will be very good information to have.*
- *Ms. Brass questioned where we were able to borrow staff from? Dr. Troiani stated that we borrowed within our child/adolescent program.*

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

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

- We received notice from IDPH that our application for School Based Health Center funding for July 2023 through June 2025 was approved. The total grant amount is \$210,000 over 2 years.
 - Innovation award from CareMindr for our successful home blood pressure monitoring program was discussed.
 - We received notice of our patient target number from HRSA. The number is 14,995, the same as for CY2022. If this number is not reached, we will incur a penalty in the form of a percentage off our 330-grant award.
 - Governing Council gave approval of a Lease Agreement with Genoa Pharmacy, for on-site pharmacy services within the Joliet WCCHC. The Agreement is for \$950/month for 3 years. Each year the monthly cost will increase by 2%. The Will County Executive has signed the agreement. The next step is a Pharmacy Services Agreement.
 - The IDPH Family Planning grant has awarded the CHC \$250,000 per year for 2 years for family planning services. Also approved was our Sliding Fee Scale and Schedule of Fees for Family Planning.
- *Ms. Brass questioned what is 340B? Ms. Maragos explained it is a program eligible to FQHC and disproportionate share hospitals. It allows us to buy medication at a greatly reduced price.*

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

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

- MAT Program.
 - Self-Monitoring Blood Pressure (SMBP).
 - Staff Training was discussed.
 - Current open staff positions.
- *Ms. Gunnink questioned if CHC receives resistance from the elderly on the home monitoring? Dr. Byrd stated there is a nurse assigned to the program who gives them a lot of encouragement and checks in with them closely to help them understand the process.*

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

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

- In Illinois there were 26 confirmed cases of Salmonella linked to ground beef. Mr. Conners fielded and responded to questions from the Board.
- 3 summer interns have been hired to work in the Swimming Pool & Beach Program and the West Nile Virus Program.

- IDPH has confirmed the first three batches of mosquitoes to test positive for West Nile virus in Illinois, 2023. No human cases of West Nile virus have been reported so far this year.

Ms. VanderBoegh – FHS (Ms. Muniz & Ms. Cozzie Presented Monthly Reports for the month of June)

Report of FHS' activities were provided in the packet for the Board's review.

- Dr. Patel provided an update on the salmonella cases in local stores. June–September are the highest months of finding food borne illnesses.
 - Tick bites were discussed. There is a rise of tick bites. Unfortunately, many of these are not reported. Dr. Patel stated a person should call into the Health Department if you get sick from food in a restaurant or store.
- Well-Woman program budget to educate female Will County residents about the importance of women's health and scheduling annual well-woman appointments. These ads will be presented on bus ads and at bus shelters. Conversation took place regarding placement of ads and where areas ads are being placed.

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

- Report of EP&R's activities were provided in the packet for the Board's review.
- Ms. Agor spoke of the active shooter exercises that took place at the Health Center and NBO. This exercise will take place at HD on 6/26. A survey will be sent out after the exercises are complete.
 - *Ms. Brass questioned what agencies are requesting COVID swabs? Ms. Agor stated the jail and some private organizations.*
 - *Ms. Brass asked what time is the mobile food pantry drive-thru? 10:00am-11:30am*

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

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

- Mr. Juday will be sending the newsletter out in July.
- New features including a calendar of events are being added to the website in order to make it user friendly.
 - *Ms. Lindsey spoke of the press release of the Joint Commission Accreditation work and the work involved in the Health Center receiving this Accreditation.*

OLD BUSINESS – NONE

NEW BUSINESS

RESOLUTION #23-32 APPROVAL TO RENEW ACCELA ENVISION CONNECT APPLICATION

Environmental Health requires Envision Connect to document inspections for Public Health Environmental programs, and to bill operators for the services provided. Accela provides licenses, support and hosting for the Envision Connect application in their data center.

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

RESOLUTION #23-33 APPROVAL TO ADOPT THE IDPH FAMILY PLANNING PROGRAM FEES FOR SERVICES AND PROCEDURES-CHC

The CHC provides Title X Family Planning services and procedures. The IDPH Title X Family Planning Program has a different sliding fee scale and level of reimbursement. These fees were approved by the CHC Governing Council on June 7, 2023.

Dr. Lipinski questioned what the fees were that had been previously approved in a BOH meeting? Ms. Maragos stated those fees were for the Medical/Dental/BH fees which are on a different fee slide.

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

RESOLUTION #23-34 APPROVAL TO ADOPT THE IDPH FAMILY PLANNING PROGRAM FY2023 SCHEDULE OF DISCOUNTS-CHC

The CHC provides Title X Family Planning services and procedures. The IDPH Title X Family Planning Program has a different sliding fee scale and schedule of discounts with six levels, based on the 2023 Poverty Guidelines as published in the Federal Register. The fees were approved by the CHC Governing Council on June 7, 2023.

RESULT: APPROVED [UNANIMOUS]

MOVER: Chief Carey

SECONDER: Ms. Mackey

Motion was made by Ms. Gunnink and **seconded** by Chief Carey to use the previous roll call.

RESOLUTION #23-35 APPROVAL OF THE RENEWAL OF UP-TO-DATE SUBSCRIPTION

The Will County Community Health Center receives annual funding related to achievement of HRSA Quality Initiatives. The CHC has been subscribing annually to Up-To-Date, a prescribing medical reference system for providers.

RESULT: APPROVED [UNANIMOUS]

MOVER: Dr. Lipinski

SECONDER: Ms. Gunnink

Motion was made by Chief Carey and **seconded** by Ms. Gunnink to use the previous roll call.

RESOLUTION #23-36 APPROVAL TO ADOPT THE PHARMACY SERVICES AGREEMENT WITH GENOA PHARMACY

Genoa Pharmacy has a Lease Agreement in place for on-site pharmacy services at the CHC. Due to CHC being a participant in HRSA's 340B program, the Health Center is able to provide affordable prescriptions to its patients and wishes to include Genoa among its list of eligible participating pharmacies.

RESULT: APPROVED [UNANIMOUS]

MOVER: Ms. Gunnink

SECONDER: Ms. Brass

Motion was made by Chief Carey and **seconded** by Ms. Gunnink to use the previous roll call.

RESOLUTION #23-37 APPROVAL FOR THE WELL-WOMAN PROGRAM OUTDOOR DIGITAL DISPLAY CAMPAIGN IN JOLIET, BOLINGBROOK, ROMEOVILLE, PLAINFIELD, LOCKPORT, AND NEW LENOX, IL

The Family Health Services (FHS) operates the Well-Woman Program and 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. The campaign includes digital ads, for 7-weeks at 22 host locations in Joliet, Bolingbrook, Romeoville, Plainfield, Lockport and New Lenox.

RESULT: APPROVED [UNANIMOUS]

MOVER: Ms. Parker

SECONDER: Ms. Mackey

Motion was made by Chief Carey and **seconded** by Ms. Mackey to use the previous roll call.

(Ms. Muniz & Ms. Cozzie Presented)

- Ms. Brass questioned if these digital ads are placed where underserved women would be in attendance? The ads are being placed in specified areas in a town.
- Ms. Bergin questioned what other advertisement or media strategies are being used to reach out to this population? TikTok, bus-stops, free advertising in Monee etc.

Discussion took place.

RESOLUTION #23-38 APPROVAL FOR ADOPTION OF SUCCESSOR COLLECTIVE BARGAINING AGREEMENT WITH AFSCME 31 LOCAL 1028

The County of Will, the Will County Health Department and AFSCME, Local 1028 have reached a tentative agreement for a successor collective bargaining agreement for the Will County Health Department covering the period of December 1, 2021, through November 30, 2025.

Elizabeth summarized the bargaining agreement.

RESULT: APPROVED [UNANIMOUS]

MOVER: Ms. Gunnink

SECONDER: Chief Carey

YEAS: Dr. Terrell, Ms. Brass, Chief Carey, Ms. Gunnink, Dr. Lipinski, Ms. Mackey, Ms. Parker, Dr. Soderquist

NAYS: None

RESOLUTION #23-39 APPROVAL FOR THE APPROPRIATION OF FUNDS FOR THE HELUNA HEALTH ARISE GRANT

Will County Health Department received a Heluna Health Activating Relationships in Illinois for Systematic Equity (ARISE) grant to advance community resilience, well-being, and equity; and additional funding of \$40,000 was added to the amended award of \$38,000 to support salary and fringes to facilitate the program objectives of the ARISE grant. The project period is July 25, 2022, through May 31, 2023, and extended through January 31, 2024. The funding appropriation presented covers June 1, 2023, through November 30, 2023

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

RESOLUTION #23-40 RESOLUTION FOR APPROVAL TO SURPLUS EQUIPMENT

The Will County Health Department requires disposal and recycling of office equipment, phone equipment, copiers, electronics, televisions, routers and switches, computer related items, and other miscellaneous items from the CHC, Family Health Services, Administration, Behavioral Health and Environmental Health.

RESULT:	APPROVED [UNANIMOUS]
MOVER:	Ms. Gunnink
SECONDER:	Chief Carey

Motion was made by Chief Carey and **seconded** by Ms. Gunnink to use the previous roll call.

RESOLUTION #23-41 APPROVAL FOR THE WELL-WOMAN PROGRAM ADSPOSURE/PACE BUS MEDIA CAMPAIGN ALONG PACE BUS HERITAGE BUS ZONE IN WILL COUNTY, IL

The Family Health Services (FHS) Division of the Will County Health Department operates the Well-Woman Program. 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. The media campaign includes 5-Super Queen Bus Ads + 8-Tail Bus Ads + 8-Bus Shelters with 7,531,852 anticipated impressions for 16-week campaign. Adsposure is the sole source provider of advertising for Pace, the Suburban Bus Division of Regional Transportation Authority, through September 30, 2026.

Ms. Bilotta stated due to this being a sole source provider we were not required to go out to bid.

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

Election of Officers – Vice President and Secretary

Election of Vice President for BOH

Dr. Terrell accepted the resignation of Nancy Reiland due to leaving the board.

Nomination of Vice President Chief Hertzmann

Motion to elect Chief Hertzmann as Vice President.

Motion made by Chief Carey and **seconded** by Dr. Lipinski to accept Chief Hertzmann as Vice President.

Motion carried.

Nomination of Secretary Teena Mackey

Motion to elect Ms. Teena Mackey as Secretary

Motion made by Ms. Brass and **seconded** by Ms. Gunnink to accept Ms. Mackey as Secretary. **Motion carried.**

Bolingbrook Office Lease Discussion was held earlier in the day and therefore no discussion was required.

Board Approval of Personnel Status Report:

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

Ms. Bilotta discussed the changes that took place on the Personnel Status Report

BOARD MEMBERS' COMMENTS/CONCERNS – NONE

PUBLIC CONCERNS AND COMMENTS – NONE

ADJOURNMENT

At 4:38pm a motion was made to adjourn the meeting.

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

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

By: _____
Mary Kilbride, Executive Assistant
Will County Health Department

Will County Health Department

FY 2023

Balance Sheet

Seven Months Ending June 2023

	Beg Bal <u>12/1/2022</u>	End Bal <u>6/30/2023</u>	<u>Change</u>
Assets			
Cash and cash equivalents	2,670,356.16	4,786,067.35	2,115,711.19
Investments	12,000,000.00	11,700,000.00	(300,000.00)
Receivables	18,816,901.08	105,469.55	(18,711,431.53)
Total Assets	<u>33,487,257.24</u>	<u>16,591,536.90</u>	<u>(16,895,720.34)</u>
Liabilities			
Payables	2,313,597.11	(119,962.56)	(2,433,559.67)
Due to	2,288,698.32	-	(2,288,698.32)
Unearned revenue	986,892.66	959,582.74	(27,309.92)
Unavailable revenue	3,761,542.01	-	(3,761,542.01)
Property taxes levied for future periods	11,005,735.84	-	(11,005,735.84)
Equity			
Fund Balance	13,130,791.30	15,751,916.72	2,621,125.42
Total Liabilities & Equity	<u>33,487,257.24</u>	<u>16,591,536.90</u>	<u>(16,895,720.34)</u>

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

Will County Health Department

FY 2023 Change in Cash Seven Months Ending June 2023

	Dec 2022	Jan 2023	Feb 2023	Mar 2023	Apr 2023	May 2023	June 2023	Total
Cash and Cash Equivalents								
Beginning Balance	2,670,356.16	2,810,387.35	2,103,763.96	1,581,923.10	928,910.42	140,871.07	738,625.23	2,670,356.16
Deposits	2,599,737.54	1,250,393.53	4,148,486.38	2,855,753.72	2,757,110.13	2,877,042.22	6,049,023.10	22,537,546.62
Loan from Corporate	2,283,355.00	-	(1,295,473.69)	426.12	(988,307.43)	-	-	-
AP Payments	(980,910.97)	(793,359.31)	(2,982,175.68)	(1,291,904.98)	(1,064,661.58)	(757,066.94)	(1,257,026.57)	(9,127,106.03)
Payroll	(1,478,795.38)	(1,462,719.46)	(392,677.87)	(2,213,796.98)	(1,491,265.86)	(1,522,221.12)	(744,554.41)	(9,306,031.08)
Investment	-	-	-	-	-	-	-	-
Maturity/(Additions)	-	300,000.00	-	-	-	-	-	300,000.00
Prior Period Due To	(2,283,355.00)	(938.15)	-	(3,490.56)	(914.61)	-	-	(2,288,698.32)
Ending Balance	<u>2,810,387.35</u>	<u>2,103,763.96</u>	<u>1,581,923.10</u>	<u>928,910.42</u>	<u>140,871.07</u>	<u>738,625.23</u>	<u>4,786,067.35</u>	<u>4,786,067.35</u>
Investments								
Beginning Balance	12,000,000.00	12,000,000.00	11,700,000.00	11,700,000.00	11,700,000.00	11,700,000.00	11,700,000.00	12,000,000.00
Additions to Investments*	-	-	-	-	-	-	-	-
Maturities*	-	(300,000.00)	-	-	-	-	-	(300,000.00)
Ending Balance	<u>12,000,000.00</u>	<u>11,700,000.00</u>	<u>11,700,000.00</u>	<u>11,700,000.00</u>	<u>11,700,000.00</u>	<u>11,700,000.00</u>	<u>11,700,000.00</u>	<u>11,700,000.00</u>
Total Cash and Investments	<u>14,810,387.35</u>	<u>13,803,763.96</u>	<u>13,281,923.10</u>	<u>12,628,910.42</u>	<u>11,840,871.07</u>	<u>12,438,625.23</u>	<u>16,486,067.35</u>	<u>16,486,067.35</u>

* Investments will be update retrospectively in the coming months.

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

Will County Health Department

FY 2023

Budget Comparison - Revenue Seven Months Ending June 2023

	<u>Adopted Budget</u>	<u>Revised Budget</u>	<u>Revenue</u>	<u>Target - 58.3% Percent Realized</u>
Revenue				
Property Taxes	11,015,000.00	11,015,000.00	5,001,531.60	45.41%
Intergovernmental Grants & Contracts				
Administration	1,860,302.00	1,863,302.00	2,358,360.04	126.57%
Emergency Preparedness and Response	398,013.00	419,333.00	119,507.43	28.50%
Environmental Health	1,020,068.00	1,020,068.00	59,791.64	5.86%
Behavioral Health	2,214,170.00	2,303,536.00	833,655.93	36.19%
Family Health Services	4,038,495.00	4,678,300.00	2,076,703.36	44.39%
Community Health Center	4,119,216.00	4,284,551.00	1,668,985.57	38.95%
	<u>13,650,264.00</u>	<u>14,569,090.00</u>	<u>7,117,003.97</u>	<u>48.85%</u>
Licenses, Permits & Charges for Services				
Administration	246,500.00	246,500.00	111,716.69	45.32%
Environmental Health	1,836,000.00	1,836,000.00	1,597,112.32	86.99%
Behavioral Health	3,076,054.00	3,076,054.00	1,219,288.68	39.64%
Family Health Services	292,300.00	292,300.00	189,974.02	64.99%
Community Health Center	6,137,310.00	6,137,310.00	3,066,733.33	49.97%
	<u>11,588,164.00</u>	<u>11,588,164.00</u>	<u>6,184,825.04</u>	<u>53.37%</u>
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	-	-	-	-
CHC Other: MCO Capitation, Performance	46,800.00	46,800.00	15,942.25	34.06%
Anticipated New Revenues	4,000,000.00	3,091,174.00	-	-
Funds On Hand	1,706,439.00	1,696,439.00	-	-
	<u>5,762,139.00</u>	<u>4,843,313.00</u>	<u>17,342.25</u>	<u>0.36%</u>
Transfers In	300,000.00	300,000.00	300,000.00	100.00%
Total Revenue	<u>42,316,067.00</u>	<u>42,316,067.00</u>	<u>18,620,702.86</u>	<u>49.62% *</u>

* Total Revenue used for Revenue Performance %
Less: Anticipated New Revenues and Funds on Hand

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

Will County Health Department

FY 2023

Budget Comparison - Expenditures Seven Months Ending June 2023

	<u>Adopted Budget</u>	<u>Revised Budget</u>	<u>Expenditures</u>	<u>Encumbrances</u>	<u>Remaining Budget</u>	<u>Target - 50% Percent Used</u>
Expenditures						
Personnel - Salaries						
Administration	2,605,691.00	2,605,691.00	1,330,133.78	-	1,275,557.22	51.05%
Emergency Preparedness and Response	276,129.00	276,129.00	134,722.47	-	141,406.53	48.79%
Environmental Health	1,587,337.00	1,587,337.00	691,230.02	-	896,106.98	43.55%
Behavioral Health	4,933,460.00	4,933,460.00	1,704,010.57	-	3,229,449.43	34.54%
Family Health Services	4,469,909.00	4,698,021.00	2,072,374.47	-	2,625,646.53	44.11%
Community Health Center	8,083,233.00	8,143,983.00	3,373,559.77	-	4,770,423.23	41.42%
Total Personnel - Salaries	21,955,759.00	22,244,621.00	9,306,031.08	-	12,938,589.92	41.83%
Personnel - Benefits						
Administration	1,052,807.00	1,052,807.00	505,389.09	-	547,417.91	48.00%
Emergency Preparedness and Response	113,036.00	113,036.00	55,070.17	-	57,965.83	48.72%
Environmental Health	813,178.00	813,178.00	348,763.20	-	464,414.80	42.89%
Behavioral Health	2,023,116.00	2,023,116.00	642,940.51	-	1,380,175.49	31.78%
Family Health Services	2,083,380.00	2,141,182.00	959,852.61	-	1,181,329.39	44.83%
Community Health Center	3,108,575.00	3,117,812.00	1,290,708.57	-	1,827,103.43	41.40%
Total Personnel - Benefits	9,194,092.00	9,261,131.00	3,802,724.15	-	5,458,406.85	41.06%
Commodities						
Administration	288,165.00	294,190.00	87,129.77	-	207,060.23	29.62%
Emergency Preparedness and Response	9,147.00	18,151.57	9,640.35	-	8,511.22	53.11%
Environmental Health	187,467.00	187,401.00	90,866.23	(5,729.74)	102,264.51	48.49%
Behavioral Health	112,444.00	123,710.00	13,728.70	-	109,981.30	11.10%
Family Health Services	255,123.00	250,548.00	56,013.44	-	194,534.56	22.36%
Community Health Center	1,739,889.00	1,747,030.74	806,022.39	-	941,008.35	46.14%
Total Commodities	2,592,235.00	2,621,031.31	1,063,400.88	(5,729.74)	1,563,360.17	40.57%
Contractual Services						
Administration	1,126,863.00	1,123,838.00	534,827.94	45,466.30	543,543.76	47.59%
Emergency Preparedness and Response	27,840.00	40,155.43	26,555.38	-	13,600.05	66.13%
Environmental Health	190,209.00	190,275.00	40,994.00	(449.00)	149,730.00	21.54%
Behavioral Health	1,236,279.00	1,314,379.00	391,085.73	-	923,293.27	29.75%
Family Health Services	239,473.00	597,939.00	144,733.73	-	453,205.27	24.21%
Community Health Center	1,388,103.00	1,466,309.26	512,701.55	-	953,607.71	34.97%
Total Contractual Services	4,208,767.00	4,732,895.69	1,650,898.33	45,017.30	3,036,980.06	34.88%
Capital Outlay						
Administration	10,000.00	10,000.00	-	-	10,000.00	-
Community Health Center	355,214.00	355,214.00	176,523.00	-	178,691.00	49.69%
Total Capital Outlay	365,214.00	365,214.00	176,523.00	-	188,691.00	48.33%
Other Expenditures - Anticipated New						
Administration	4,000,000.00	3,091,174.00	-	-	3,091,174.00	-
Total Expenditures	42,316,067.00	42,316,067.00	15,999,577.44	39,287.56	26,277,202.00	40.79% *
* Total Exp for Expense Performance %	38,316,067.00	39,224,893.00	-	-	-	-
Less: Anticipated New Expenses			-	-	-	-

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

Will County Health Department

FY 2023

Balance Sheet

Eight Months Ending July 2023

	<u>Beg Bal</u> <u>12/1/2022</u>	<u>End Bal</u> <u>7/31/2023</u>	<u>Change</u>
Assets			
Cash and cash equivalents	2,670,356.16	3,699,396.52	1,029,040.36
Investments	12,000,000.00	11,700,000.00	(300,000.00)
Receivables	18,816,901.08	1,181,656.82	(17,635,244.26)
Total Assets	33,487,257.24	16,581,053.34	(16,906,203.90)
Liabilities			
Payables	2,313,597.11	4,713.28	(2,308,883.83)
Due to	2,288,698.32	-	(2,288,698.32)
Unearned revenue	986,892.66	1,036,835.46	49,942.80
Unavailable revenue	3,761,542.01	-	(3,761,542.01)
Property taxes levied for future periods	11,005,735.84	-	(11,005,735.84)
Equity			
Fund Balance	13,130,791.30	15,539,504.60	2,408,713.30
Total Liabilities & Equity	33,487,257.24	16,581,053.34	(16,906,203.90)

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

Will County Health Department

FY 2023 Change in Cash Eight Months Ending July 2023

	Dec 2022	Jan 2023	Feb 2023	Mar 2023	Apr 2023	May 2023	June 2023	July 2023	Total
Cash and Cash Equivalents									
Beginning Balance**	2,670,356.16	2,810,387.35	2,103,763.96	1,581,923.10	928,910.42	140,871.07	738,625.23	4,786,067.35	2,670,356.16
Deposits	2,599,737.54	1,250,393.53	4,148,486.38	2,855,753.72	2,757,110.13	2,877,042.22	6,049,023.10	2,418,978.72	24,956,525.34
Loan from Corporate	2,283,355.00	-	(1,295,473.69)	426.12	(988,307.43)	-	-	-	-
AP Payments	(980,910.97)	(793,359.31)	(2,982,175.68)	(1,291,904.98)	(1,064,661.58)	(757,066.94)	(1,257,026.57)	(1,256,917.68)	(10,384,023.71)
Payroll	(1,478,795.38)	(1,462,719.46)	(392,677.87)	(2,213,796.98)	(1,491,265.86)	(1,522,221.12)	(744,554.41)	(2,248,731.87)	(11,554,762.95)
Investment	-	300,000.00	-	-	-	-	-	-	300,000.00
Maturity/(Additions)	(2,283,355.00)	(938.15)	-	(3,490.56)	(914.61)	-	-	-	(2,288,698.32)
Prior Period Due To	-	-	-	-	-	-	-	-	-
Ending Balance	<u>2,810,387.35</u>	<u>2,103,763.96</u>	<u>1,581,923.10</u>	<u>928,910.42</u>	<u>140,871.07</u>	<u>738,625.23</u>	<u>4,786,067.35</u>	<u>3,699,396.52</u>	<u>3,699,396.52</u>
Investments									
Beginning Balance	12,000,000.00	12,000,000.00	11,700,000.00	11,700,000.00	11,700,000.00	11,700,000.00	11,700,000.00	11,700,000.00	12,000,000.00
Additions to	-	-	-	-	-	-	-	-	-
Investments*	-	(300,000.00)	-	-	-	-	-	-	(300,000.00)
Maturities*	-	-	-	-	-	-	-	-	-
Ending Balance	<u>12,000,000.00</u>	<u>11,700,000.00</u>	<u>11,700,000.00</u>	<u>11,700,000.00</u>	<u>11,700,000.00</u>	<u>11,700,000.00</u>	<u>11,700,000.00</u>	<u>11,700,000.00</u>	<u>11,700,000.00</u>
Total Cash and Investments	<u>14,810,387.35</u>	<u>13,803,763.96</u>	<u>13,281,923.10</u>	<u>12,628,910.42</u>	<u>11,840,871.07</u>	<u>12,438,625.23</u>	<u>16,486,067.35</u>	<u>15,399,396.52</u>	<u>15,399,396.52</u>

* Investments will be update retrospectively in the coming months.

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

Will County Health Department

FY 2023

Budget Comparison - Revenue

Eight Months Ending July 2023

	<u>Adopted Budget</u>	<u>Revised Budget</u>	<u>Revenue</u>	<u>Target - 66.67%</u> <u>Percent Realized</u>
Revenue				
Property Taxes	11,015,000.00	11,015,000.00	5,881,910.29	53.40%
Intergovernmental Grants & Contracts				
Administration	1,860,302.00	1,898,818.00	2,398,150.04	126.30%
Emergency Preparedness and Response	398,013.00	419,333.00	197,708.44	47.15%
Environmental Health	1,020,068.00	1,020,068.00	117,573.88	11.53%
Behavioral Health	2,214,170.00	2,303,536.00	931,225.03	40.43%
Family Health Services	4,038,495.00	4,678,300.00	2,537,470.58	54.24%
Community Health Center	4,119,216.00	4,284,551.00	2,556,743.96	59.67%
	13,650,264.00	14,604,606.00	8,738,871.93	59.84%
Licenses, Permits & Charges for Services				
Administration	246,500.00	246,500.00	129,002.69	52.33%
Environmental Health	1,836,000.00	1,836,000.00	1,650,750.32	89.91%
Behavioral Health	3,076,054.00	3,076,054.00	1,515,483.54	49.27%
Family Health Services	292,300.00	292,300.00	214,714.95	73.46%
Community Health Center	6,137,310.00	6,137,310.00	3,582,621.16	58.37%
	11,588,164.00	11,588,164.00	7,092,572.66	61.21%
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	-	-	-	-
CHC Other: MCO Capitation, Performance	46,800.00	46,800.00	23,861.25	50.99%
Anticipated New Revenues	4,000,000.00	3,055,658.00	-	-
Funds On Hand	1,706,439.00	1,696,439.00	-	-
	5,762,139.00	4,807,797.00	25,261.25	0.53%
Transfers In	300,000.00	300,000.00	300,000.00	100.00%
Total Revenue	42,316,067.00	42,316,067.00	22,038,616.13	58.67% *

* Total Revenue used for Revenue Performance %
Less: Anticipated New Revenues and Funds on Hand

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

Will County Health Department

FY 2023

Budget Comparison - Expenditures Eight Months Ending July 2023

	<u>Adopted Budget</u>	<u>Revised Budget</u>	<u>Expenditures</u>	<u>Encumbrances</u>	<u>Remaining Budget</u>	Target - 58.33% <u>Percent Used</u>
Expenditures						
Personnel - Salaries						
Administration	2,605,691.00	2,628,427.00	1,645,519.92	-	982,907.08	62.60%
Emergency Preparedness and Response	276,129.00	276,129.00	167,265.71	-	108,863.29	60.58%
Environmental Health	1,587,337.00	1,587,337.00	866,274.91	-	721,062.09	54.57%
Behavioral Health	4,933,460.00	4,933,460.00	2,132,857.98	-	2,800,602.02	43.23%
Family Health Services	4,469,909.00	4,698,021.00	2,555,062.35	-	2,142,958.65	54.39%
Community Health Center	8,083,233.00	8,143,983.00	4,187,782.08	-	3,956,200.92	51.42%
Total Personnel - Salaries	21,955,759.00	22,267,357.00	11,554,762.95	-	10,712,594.05	51.89%
Personnel - Benefits						
Administration	1,052,807.00	1,065,587.00	629,136.07	-	436,450.93	59.04%
Emergency Preparedness and Response	113,036.00	113,036.00	68,141.77	-	44,894.23	60.28%
Environmental Health	813,178.00	813,178.00	434,598.91	-	378,579.09	53.44%
Behavioral Health	2,023,116.00	2,023,116.00	804,485.83	-	1,218,630.17	39.76%
Family Health Services	2,083,380.00	2,141,182.00	1,180,705.38	-	960,476.62	55.14%
Community Health Center	3,108,575.00	3,117,812.00	1,584,797.03	-	1,533,014.97	50.83%
Total Personnel - Benefits	9,194,092.00	9,273,911.00	4,701,864.99	-	4,572,046.01	50.70%
Commodities						
Administration	288,165.00	294,190.00	98,369.69	-	195,820.31	33.44%
Emergency Preparedness and Response	9,147.00	18,151.57	9,640.35	-	8,511.22	53.11%
Environmental Health	187,467.00	185,401.00	90,866.23	(5,729.74)	100,264.51	49.01%
Behavioral Health	112,444.00	123,710.00	13,728.70	-	109,981.30	11.10%
Family Health Services	255,123.00	250,548.00	56,013.44	-	194,534.56	22.36%
Community Health Center	1,739,889.00	1,747,030.74	938,493.45	-	808,537.29	53.72%
Total Commodities	2,592,235.00	2,619,031.31	1,207,111.86	(5,729.74)	1,417,649.19	46.09%
Contractual Services						
Administration	1,126,863.00	1,123,838.00	578,540.41	45,466.30	499,831.29	51.48%
Emergency Preparedness and Response	27,840.00	40,155.43	27,130.16	-	13,025.27	67.56%
Environmental Health	190,209.00	192,275.00	47,975.52	(449.00)	144,748.48	24.95%
Behavioral Health	1,236,279.00	1,314,379.00	469,871.52	-	844,507.48	35.75%
Family Health Services	239,473.00	597,939.00	173,812.23	-	424,126.77	29.07%
Community Health Center	1,388,103.00	1,466,309.26	609,276.19	-	857,033.07	41.55%
Total Contractual Services	4,208,767.00	4,734,895.69	1,906,606.03	45,017.30	2,783,272.36	40.27%
Capital Outlay						
Administration	10,000.00	10,000.00	-	-	10,000.00	-
Community Health Center	355,214.00	355,214.00	259,557.00	-	95,657.00	73.07%
Total Capital Outlay	365,214.00	365,214.00	259,557.00	-	105,657.00	71.07%
Other Expenditures - Anticipated New						
Administration	4,000,000.00	3,055,658.00	-	-	3,055,658.00	-
Total Expenditures	42,316,067.00	42,316,067.00	19,629,902.83	39,287.56	22,646,876.61	50.00% *
* Total Exp for Expense Performance %	38,316,067.00	39,260,409.00	-	-	-	-
Less: Anticipated New Expenses			-	-	-	-

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

Administration BOH Report – provided by Cindy Jackson, Director of Admin Services

POLICY UPDATES

In June and July, four Admin policies were updated, reviewed, and approved by the union:

- Employee Parking Policy (ADM-003) was updated to include additional campus safety measures, including the parking lot speed limit (10 MPH), time limits for charging an electric vehicle (4 hours), yielding to pedestrians, and to outline no parking zones for agency staff.
- Call Recording Policy (ADM-021) was updated to include additional areas (Immunizations and WIC) of the agency that will utilize call recording.
- Weapons in the Workplace Policy (ADM-022) is a new safety policy that restricts weapons by all individuals (except authorized law enforcement) in all Agency facilities and provides procedures to follow if a weapon is brought into an Agency facility.
- Delivery and Vendor Access Policy (ADM-023) is a new safety policy that outlines protocols for in-building access by non-employees, delivery services, and contracted vendors. This policy also addresses door propping, restricting unauthorized people access into the facilities through locked restricted (non-employee) areas of the building, and the requirement to escort delivery agents to enter the building.

FACILITY UPDATES

Admin has developed a WCHD Facilities SharePoint page to assist agency staff with facility needs. This page includes who you contact for different types of facility needs, facility floor plans, how to submit facility maintenance and housekeeping requests, and who to contact regarding keys and key cards. We will continue to build this SharePoint page as needs arise.

JOLIET CAMPUS: New signs were added to the parking lot in July. We added a stop sign at the north entrance of the CHC parking lot, moved a speed limit sign to more visible location, and added speed limit signs to the north parking lot entrance and to the ring road (by door 4, the back employee entrance at 501 Ella).

NBO: The NBO lease will be expiring on December 31, 2025. Administration and the Will County Facilities Department are working together to explore options for a potential new space for the North Branch Office. We will be touring another space in Bolingbrook this month.

EBO: In late July, the Branch Office Facility Liaison at EBO noticed that mold is beginning to grow on the floor of an office that previously had mold – due to a water leak at the adjacent business. We are working with the landlord and the adjacent business to make sure this is addressed quickly and remediated properly.

CHC:

Overhead Speakers: Some areas of the CHC have been identified as difficult to hear overheard pages. We are testing and fixing or replacing speakers as needed throughout the facility. In July, two speakers were identified as not working, of which one was fixed, and one was replaced. We will be testing all speakers on August 9.



CHC Continued:

Landscape: The landscape was updated in June and July to give the CHC a fresh updated look. The County Facilities Department worked with the landscaping company to make the updates. Old plants and trees have been trimmed or removed. New plants, a tree, and a new retaining wall was added.

Painting and Floors: The CHC is in dire need of painting and new floors. We are working with the County Facilities Department to get quotes for floors and painting at the CHC. The County has dedicated \$100,000 of FEMA funds to update the CHC. Once the quotes are received, we will decide what areas to the update.

COMMUNICATIONS BID UPDATE

Historically, the WCHD has been the recipient of funds to provide public health education for specific grants. However, the COVID-19 pandemic demonstrated the importance of general public health education and awareness, in addition to specific topics. We were awarded over \$412,000 of American Rescue Plan Act (ARPA) funds to secure a communications management group to design, create and execute public health education via various types of media. The large amount required a formal Request for Qualifications (RFQ) that our team assembled in consultation with County staff to locate a media group. An RFQ was solicited in accordance with the Will County Purchasing Ordinance. After reviewing the response to the RFQ, the application and interviewing the group, we have selected The Fource to act as our communications management unit (pending approval from the BOH). The WCHD has worked with this organization during the pandemic to increase vaccine acceptance and educate the public about COVID-19. The Fource will work with our grant teams, CHC staff, and Media Services Manager to devise and implement media campaigns according to grant requirements and Will County population needs. A resolution is included in the BOH packet for your review and approval.



SAFETY UPDATES

June was National Safety Month. Each week a communication with various safety topics was emailed directly to every employee.

Upon employee request, AED and CPR overview training was presented by Joliet Fire Department. Another training to coincide with CHC's September employee meeting is being requested.

Following much revision and review, the Safety Handbook has received approval from Administration and Local 1028 AFSCME Council 31. Revisions include new safety procedures and updated floor plans. Final formatting to be completed before release to all employees.

The following new safety policies have been released over the past two months:

- Weapons in the Workplace
- Delivery and Building Access
- Panic Button
- Parking Lot Safety

Actively working on

- Security Guard operating procedures
- Exposure Control and hazardous materials plans

New employee orientation will now include general safety training. Topics primarily include the procedures within the safety manual. The first orientation took place on July 26.

3rd quarter facility inspections were conducted. Most electrical concerns, which were many with the last inspection, have been resolved. This quarter's inspection concentrated on slips/trips/and falls, building access control and OSHA required documentation for exposure control.

The Critical Incident Report has been revised creating more descriptive categories, with subcategories aligned with their respective heading. This will provide more useful data reporting. The revised report became effective August 1st. We will now incorporate the incidents from 2021 and 2022, creating a database from which trends and areas for improvement can be reported. YTD 23 will also be reclassified according to the revised categorization of incidents.

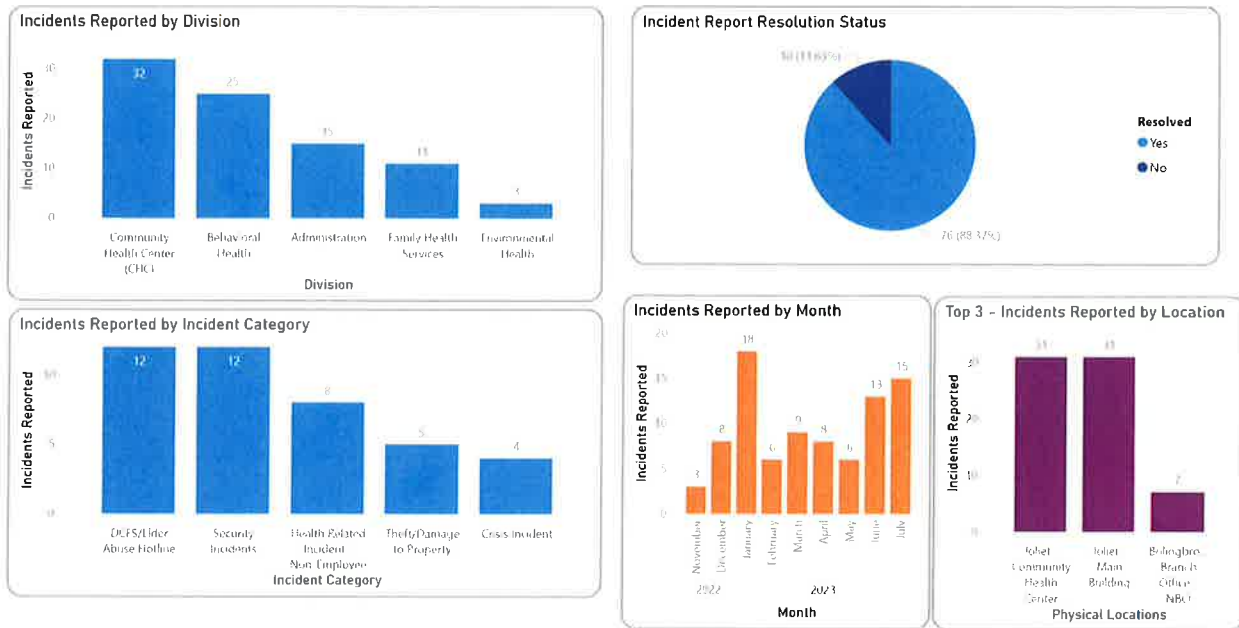
Increased volume of incidents in January, July and August. There are no predominant trends among the incidents in any of these months.

Quick summary

WCHD/CHD Critical Incident Reports

86

Number of Reports Submitted



Finance - BOH Report – provided by Katie Schaefer, Finance & Grants Mgmt. Coordinator

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

- State Fiscal Year 2024 grant agreements continue to be executed as issued by the state. All continuing Department of Human Services (IDHS) and the majority of Department of Public Health (IDPH) grant contracts have been submitted. State Fiscal Year 2024 began July 1, 2023.
- The compliance testing portion of major federal program for CFY22 is completed, but CFY22 Single Audit Report is not yet complete.
- State Fiscal Year 2023 ended June 30, 2023, and we are completing year-end financial reporting requirements for the Department of Human Services (IDHS) and the Department of Public Health (IDPH).
- The 2022 Medicaid cost report is being completed. Federally Qualified Health Centers are required to complete annual cost reports, which detail cost, staffing and utilization data.
- The Illinois Department of Public Health will be conducting a Family Planning Site Review August 23-24, 2023. This review will be conducting reviews of charting, clinic observations, and fiscal/administrative portions of the Family Planning program.

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

ITT PROJECT UPDATES

Call Center Project: The EHR Team, Michael Cirullo, Aaron Reyes, and Ann Conrad worked with the CHC and the Call Center to implement changes to the NextGen schedule to simplify making appointments. To supplement the scheduling and cancellations, the cancellation reason codes were updated to provide more information. The EHR Team developed a new NextGen report, for cancellations of appointments.

ITT Staff Meeting: In July we had our ITT Staff meeting. We utilized a different format, and invited guests to our meeting. Elizabeth Bilotta, Executive Director, gave opening remarks, Armando Reyes, Compliance Officer, presented Compliance Initiatives, and Stacey Knack, Director of Human Resources, presented information on on-boarding and separation policies. This was the first time we have had guests at our regular meeting, and it fostered discussions and sharing of information. We will continue to invite guests from other Divisions to our meetings.

In addition, the ITT and EHR staff discussed technical topics and updates on the projects they were working on.

Behavioral Health – CIS Migration to Nextgen: The EHR Team successfully tested Illinois Medicaid Comprehensive Assessment of Needs & Strengths (IM+CANS) for the adult program interfacing with NextGen. The process consists of the provider filling out the IM+CANS assessment on the Illinois HFS portal, for pre-approval of services. Once approved, Behavioral Health can begin services. In the previous system, CIS, the assessment was a form programmed in the CIS application, with 13 screens to fill out. The results were then uploaded to Illinois Department of Healthcare and Family Services (HFS). With the NextGen migration, we link directly to the assessment on the Illinois HFS portal and fill out the assessment. This eliminates the need to do batch uploads to Illinois HFS, which will save time for the billing staff. The master copy of the assessment is retained at HFS, and if the provider chooses, they can download the assessment they completed into the patients file in NextGen. Linking directly to the HFS assessment, eliminates changes to the NextGen system, when assessment questions change.

Community Health Center - Genoa Pharmacy: The Genoa Pharmacy began its buildout of the Pharmacy space in the CHC for services. Ted Strejcek, Information Systems Specialist II, worked with the Genoa Pharmacy to determine locations for their data connections for their information systems.

CYBERSECURITY

Over the last couple of months, we have seen an increase in Phishing emails. Some users did click on the links, and we had to mitigate the credentials compromised. Phishing and security training was sent out to all users with deadlines attached through the QuickHelp learning management system.

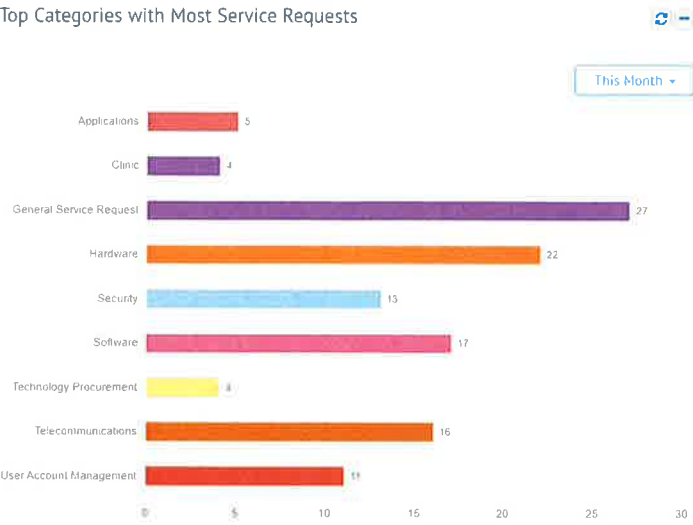
The Health Department and Community Health Center, have systems in-place to monitor cyber-threats to our agency. The ITT department monitors the systems daily and receives notifications of potential threats.

MICROSOFT ENTERPRISE G3 AGREEMENT

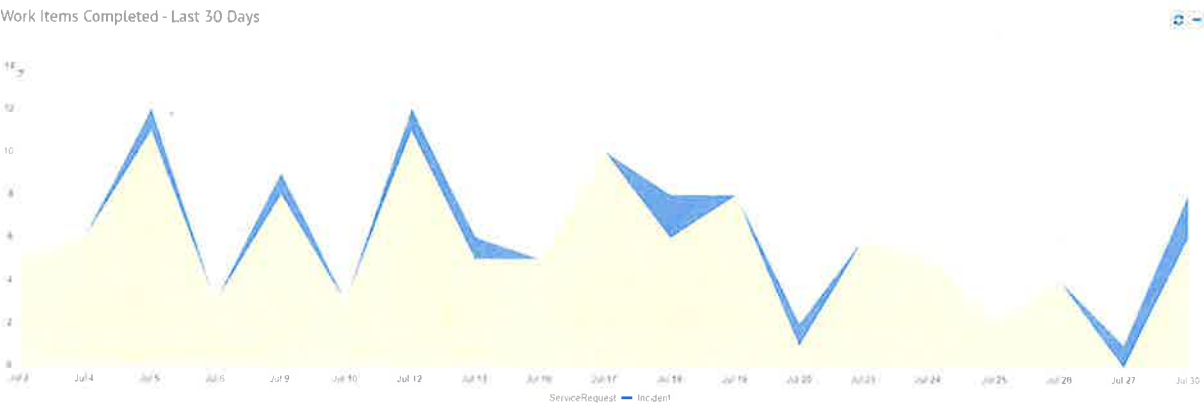
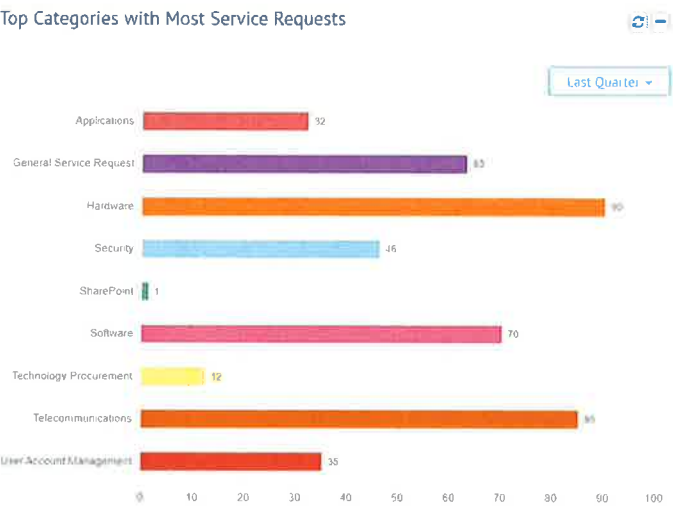
Last fiscal year the Board of Health approved the three (3) year Microsoft Enterprise G3 Agreement. You have a resolution for the payment of the second installment of the agreement.

The Health Department and Community Health Center continue to see a return on investment for having a Microsoft Enterprise G3 agreement. We are utilizing many of the tools provided for automation of business workflows, data warehousing, Microsoft Teams collaboration, and security monitoring.

Work Order System Statistics:
July 2023



Last Quarter



Compliance Report – provided by Armando Reyes, Compliance Officer

- Assisted Behavioral Health (BH) with the Department of Human Services (DHS) Substance Use Prevention and Recovery (SUPR) virtual audit from July 19 - 21, 2023. The SUPR Compliance Monitors reported that WCHD-DBHP Substance Treatment Options Program (STOP) did very well and passed the compliance review.
- Coordinating and assisting BH on the upcoming on-site CARF Accreditation Survey that will take place over a 3-day period at the end of September 2023.
- Organizes and leads monthly Compliance Committee meetings to deliberate issues related to the overall operations of the Health Department.
- Manages the incident reporting system to ensure it is updated to meet efficiency and effectiveness standards.
- Analyzes incident reports with the Safety Officer to capture information that can reduce the risk of recurrence.
- Creating a working draft of a Compliance Plan that will reinforce the Health Department's commitment to develop standards and controls to respond to risks.

Mobilizing for Action through Planning and Partnerships (MAPP) – provided by Caitlin Daly, Program Manager

MAPP 2.0 went live July 11, 2023! Under guidance of the National Association of County and City Health Officials (NACCHO) organization, the MAPP framework, including the assessments, have been updated to be more purposeful and equity driven. These new assessments- Community Status Assessment, Community Context Assessment and Community Partner Assessment- will be utilized to kick off MAPP's sixth iteration in 2025. Caitlin attended various MAPP 2.0 trainings while in attendance at the NACCHO360 Conference (*see 'Trainings & Conferences' below*). Caitlin will begin reviewing 2.0 materials as we head into Fall 2023.

MAPP's Executive Committee held their quarterly meeting on Wednesday, July 19th from 9:00-10:15am. This meeting was hosted in a hybrid format; we welcomed members in-person at the Joliet Health Department location with a Microsoft Teams opt-in. 18 Executive Members were present for this meeting. Members collectively reviewed and provided feedback on the MAPP website. Caitlin will be using this feedback to improve website layout and accessibility; more details to follow. The Executive Committee is scheduled to meet again Wednesday, October 18th at 9:00am.

ACTION TEAMS

Behavioral Health/Substance Use meets on the fourth Monday from 1:00-2:00pm on Microsoft Teams. Dr. Kathleen Burke (Will County Health Department) serves as Chair and Dr. Lori McMeel (Lewis University) serves as Co-Chair. 36 members attended our June meeting and 27 attended in July. Members are strategizing to develop a standardized overdose response protocol for our various 9-1-1 dispatch centers, as well as a coordinated County-wide mental health stigma campaign.

Stabilizing the Built Environment updated their monthly meeting schedule to the fourth Monday from 10:00-11:00am on Microsoft Teams. Merridith Montgomery (Will County Continuum of Care) serves as Chair and Elizabeth Protich (Holsten Human Capital Development) serves as Co-Chair. 7 members attended our June meeting, and no meeting in July due to scheduling conflicts among members. Members planned to host an unsheltered outreach event for Friday, July 28th, but ultimately cancelled due to forecasted extreme heat; we plan to reschedule soon. Additionally, we're planning to host a learning session at Ascension Saint Joseph's in October. The learning session will engage cross-sector partners (hospital, ED, first responders, etc.) in education about homelessness in Will County and a strategic discussion on how we can better serve our unsheltered residents who present in local emergency rooms. More details to follow.

Access to Health Care meets on the third Monday from 1:00-2:00pm on Microsoft Teams. This group is without a Chair and Co-Chair due to fallout from program hiatus and gap in MAPP management, but Caitlin is working to capture new leaders. 9 members attended our June meeting and 11 attended in July. Members are reviewing health trends from MAPP's 3 previous assessment cycles (2016, 2018, 2022) to determine our priority areas. Initially, members want to look further into the following topics: number of Pediatric providers, including Family Medicine providers who see children,

accepting Medicaid; lung cancer rate; child and maternal health among Black/AA mothers and families; and number of women participating in regular, recommended cancer screenings (mammogram, pap smear).

Access to Food and Nutrition meets on the second Monday from 10:00-11:00am on Microsoft Teams. Debra Upshaw (National Hook-Up of Black Women) and Sharon McNeil (Northern Illinois Food Bank) have recently been identified as leaders of this group; Caitlin will acclimate them to their roles. 9 members attended our June meeting, and no meeting in July due to scheduling conflicts among members. Members are researching and verifying all known food resources (pantries, community gardens, etc.) in and around Will County to update existing food access maps.

TRAININGS & CONFERENCES

IDPH Illinois Project for Local Assessment of Need (IPlan) WebEx Training was held Wednesday, June 14th. The training provided introductory information to orient new staff with the report and available resources. Will County's IPlan is valid through October 27, 2025. Per IDPH's recommendation, we'll be due to submit our next iteration at least 60-days prior to expiration, by August 27, 2025. IPlan preparations will begin in 2024.

NACCHO360 Conference was held in Denver, CO. from July 9th through 13th. Caitlin was able to attend this conference on a full scholarship award from NACCHO. Conference topics included health equity, data modernization, health I.T., community engagement, environmental health, and more. NACCHO hosted a launch event for the new 'MAPP 2.0' framework that included trainings on how to implement new materials and assessments. Trainings were led by MAPP coordinators from across the Nation, from urban and rural health departments, selected to pilot the new framework before launch.

Health Equity BOH Report – provided by Robert Dutton, Health Equity Manager

Health Equity Team Update

During the past 2 months we have hired two new Health Navigators to join the team. They went through an extensive 3-day onsite training with the Health Equity Manager. The training consisted of familiarizing the new hires with an overview of COVID-19 awareness, hesitancy, and prevention, building/developing relationships, and partnerships with community-based organizations, local appointed and elected officials and businesses within their assigned zip codes of Will County, product knowledge of the various departments of WCHD, introduction to all department directors/managers, and an overview and understanding of health equity as it pertains to our action plan. As a team we have conducted 15 offsite events providing COVID-19 test kits, PPE equipment, WCHD resource guides, and generated 85 Well-Being Surveys.

ARPA Funding Opportunity

In the month of July, we submitted a Uniformed Notice of Funding Opportunity for the ARPA funding to 10 Community-Based Organizations with an award amount of \$15K. Of the 10 Community-Based Organizations, 8 completed the application for funding and were awarded the grant that will be disbursed in two payments.

Live-Well Events

These last two months the Health Equity Manager has been meeting with community leaders to discuss community engagement events and opportunities. We have been in meetings with two townships interested in a large-scale community engagement event called "Live-Well". These events will bring together communities and families to meet with health care professionals, employers, vendors, food trucks, their elected officials, and fun activities for the kids. The National Hook-up of Black Women, Inc., Joliet will be hosting the first of these community engagement events on September 16th. Local media, posting on social media platforms of the event and WGN New – Daytime Chicago, Congresswoman Underwood and Mayor Darcy have been invited to attend. Continuous efforts are being conducted in our underserved communities to address COVID-19 awareness and health equity.

Places



People



**ARISE
For
Will County
Coalition**



Partnerships



WCHD AWARDED \$150K ARPA GRANT

- 10 Community-Based were selected for the \$15K ARPA Grant for COVID-19 and Health Equity
- 8 of the 10 Community-Based Organization requested additional funding and completed the application for approval
- A Uniformed Notice of Funding Opportunity Application for the 8 selected Community-Based Organizations was submitted to Answer Advisory for approval 15K
 - Each CBO provided the following information in their application
 - Applicant Organization Information
 - Project Narrative (Scope of Work)
 - Staff and Organizational Experience reaching the identified population
 - Data Collection and Performance Measurements (Deliverables)
 - Budget
 - Budget Justification
 - W-9 form
 - All 8 applications were approved for the amount of \$15K - with 2 installments of \$7.5K

ABOUT OUR COMMUNITY – WILL COUNTY

Our community is a melting pot of many diverse cultures, many living below the poverty level & deprived of equitable services such as:

- Adequate Health Care Services
- Housing
- Employment
- Transportation
- Food Security

As a Health Equity & Health Navigator Team we take great pride in being the ambassadors who provides education, programs, and services to underserved communities within Will County.



ARISE FOR WILL COUNTY MISSION

- Community Engagement
- Developing Sustaining Relationships & Partnerships
- Educating & Providing Services offered by the Will County Health Department
 - Community leader, activist, residents & residents with lived-experience
 - Promoting Health Equity to disproportionate and underserved communities
 - **A** Activating
 - **R** Relationships
 - **I** In Will County
 - **S** For Systemic
 - **E** Equity (ARISE)

“A Healthy Community is a Thriving Community”





Will County
Health Department &
Community Health Center

National Hook-Up of Black Women & Will County Health Department

Live-Well Community Day

SATURDAY, SEPTEMBER 16

9:00 AM - 3:00 PM

1705 RICHARDS SREET, JOLIET, IL

Laps for Literacy (Free Books)

Health Station

School Supplies

New Clothing

Free Food Boxes to Families

Plenty of Great Giveaways!

Hot Dogs, Chips & Drinks will be served



Dr. Rita Gray
Behavioral Health Division Report
July-August 2023

1. The deposits for the month of June totaled \$240,278.99 and for the month of July \$384,810.18. Total for the 2 months is \$625,089.17.
2. Adult Program Updates: Six out of 6 positions have been filled. The waitlist has been cleared and all clinicians are accepting new clients. The Adult Program is providing services at our Eastern Branch Office in Monee on Mondays, at the Northern Branch Office in Bolingbrook on Wednesdays and Fridays, and at the Main Joliet Office Monday through Friday.
3. Child & Adolescent (C&A) Program Updates: Six out of 6 positions have been filled. There are no wait times for therapy. Child psychiatry wait time is one week. In addition to the Tuesday through Saturday services at the Main Joliet Office, C&A services are provided at the Eastern Branch Office on Thursdays. Behavioral Health also provides services to clients in the Youth Experiencing Success in School (YESS) Program throughout the year. Our YESS staff will be back onsite at the schools on August 21, when school is back in session.
4. During July a 3rd new client orientation group was added to meet the demand and to offer an additional day for client convenience. The groups were averaging 18-20 clients per week and with the 3rd group over 25 clients per week are expected. Both the Adult and Child & Adolescent programs are able to accommodate new clients in terms of available therapists.
5. The Substance Use Initiative Program: Staff have been training the Will County Sheriff Deputies to carry and use Naloxone (Narcan) to prevent overdose deaths. In addition, the staff also delivered 150 boxes of Narcan (provided by the state) to the States Attorney's office and trained staff there ranging from Administration to the Attorneys.
6. Substance Treatment Outpatient Program (STOP): Between July 19-23, a compliance review was conducted via a virtual audit by the Division of Substance Use Prevention and Recovery (SUPR), Bureau of Licensure, Compliance, and Monitoring within the Illinois Department of Human Services (IDHS). The purpose of the review was to assess the Substance Treatment Outpatient Program's (STOP) compliance with statutory requirements to ensure that high quality treatment services are provided to Illinois citizens in safe environments. The compliance review included the following:
 - Electronic submission of all requested documentations prior to the review.
 - Entrance and exit conferences on the first and last day of the review.
 - Submission of additional documentation as requested by Compliance Monitors during the review period.Areas of review included:
 - Facility Guidelines
 - Policies and Procedures
 - Employee Records
 - Client Treatment Records.

Outcome of the review:

- Facility and Policy and Procedures - no violations.
- Employee Records and Client Treatment Records - minimal deficiencies.

Next Steps: SUPR will be sending a final report detailing the results of the review. Overall, the SUPR Compliance Monitoring Staff reported that the Will County Health Department's Division of Behavioral Health Programs and STOP did very well and passed the compliance review.

7. The Clinical Training Program: The program is awaiting the final decision from the American Psychological Association on accreditation. Notification is expected mid-August. New students, externs, and interns will begin their training for the academic year 2023 to 2024 on August 21, 2023. We are welcoming 21 students of which 5 are social work students, 4 are doctoral-level therapy students, 5 will be doing psychological testing, 1 is a doctoral-level intern, 1 is a post-doctoral intern, and 4 are nurse practitioners in the psychiatric track. Their schools include Adler University, Aurora University, Lewis University, the Chicago School of Professional Psychology, the Illinois School of Professional Psychology at National Louis University, Chamberlain University, Kansas City University, and St. Francis University. Students have the opportunity to learn clinical skills and to service our clients.
8. The Commission on Accreditation of Rehabilitation Facilities (CARF) is scheduled to conduct its triennial survey on September 27 to 29, 2023. The Behavioral Health Services division of the Will County Health Department is an accredited organization under CARF International, an independent, nonprofit accreditor of health and human service providers. Accreditation assists service providers to improve the quality of services and to meet internationally recognized standards; reinforces person-focused standards that emphasize an integrated and individualized approach to services and outcomes; establishes accountability to funding sources, referral agencies, and the community of a commitment to quality; and provides guidance for responsible management and professional growth of personnel. After accreditation, programs have experienced increases in the number of patients they saw annually (26%), conformance to quality standards (37%) and budget (37%). CARF accredits more than 59,000 programs and services at more than 27,000 locations internationally. This highly recognized accreditation can benefit providers and organizations as they navigate the challenging and ever-changing landscape of healthcare. The three-year accreditation period earned in 2020 is expiring and a resurvey is necessary to maintain accreditation. A resolution is included in the BOH packet for the approval for the payment of the survey fee to CARF International in the amount not to exceed \$11,640.



Will County
Health Department &
Community Health Center

Mary Maragos
CEO, Community Health Center
July- August 2023

Pharmacy Services at the Community Health Center – The Will County Board, BOH, and Governing Council have approved the awarding of the Pharmacy Services Agreement (PSA) for Genoa/ Optum Pharmacy. This Agreement sets the terms for participation in our 340B discount pharmacy program. Genoa has just completed renovations of the space at the Community Health Center and has hired a pharmacist and site supervisor. Now they await approval of applications for state and federal licensing. Once the licenses are obtained, we can register them with HRSA as an official site for inclusion in our 340B program. Genoa representatives will be present at our National Health Center week celebration on Friday August 11.

IDPH Family Planning grant – The IL Dept. of Public Health has awarded us \$250,000 per year for 2 years for family planning services. This is \$10,000 per years more than our previous funding. This grant is federal pass-through funding, meaning it originates from the federal Dept of HHS to the IL Dept of Public Health and awarded to 38 agencies throughout Illinois. With it we can provide visits for family planning, testing for sexually transmitted infections, health education, and supply contraceptives to uninsured patients. Minors at least 12 years old can be seen without parental permission. We are prohibited from providing any abortion services. The Governing Council gave its approval to reapply for this grant and to participate in this program from July 1, 2023, through June 30, 2024. On August 23-24 we expect 2-3 site visitors to audit our compliance with this program.

Midwestern University Agreement – The Governing Council agreed to renew our Agreement with Midwestern University for Optometry services. We initiated this agreement in the Spring of 2019, to create a practical learning site for Midwestern University optometry students and provide eye care services to our patients who cannot afford them. Faculty optometrists serve as preceptors and are registered with our FTCA (federal tort claims act) insurance as covered volunteers. They are here 2-3 days per week. Eye exams, including retinal imaging, and new eyeglasses are entirely free to our patients, many of whom have never had their eyes examined. Soon we hope to add optometry services at Brooks Middle School, which has been added as a service site on the new Agreement. As of June 30, 2023, we have provided optometry care to 2066 patients! We had to suspend services for several months during COVID, and this year have lessened clinic days since 6 optometry faculty were out on maternity leave. Here are the annual numbers of patients served:

2019: 321

2020: 316

2021: 689

2022: 519

2023: 221 (6 months)

Insurance Reform in Illinois:

In efforts to ensure all have access and maintain health coverage, the Illinois General Assembly passed legislation directing the IL Dept of Insurance to establish a State Based Exchange (SBE) by plan year 2026. On June 27, Governor JB Pritzker signed the legislation into law. Illinois' SBE will give state agencies additional tools to create

a more consumer-focused health insurance exchange and to better identify historically uninsured communities. The Governor also signed rate review legislation, which will protect health insurance consumers from unfair rate hikes. Now this will make insurance in Illinois more stable, more affordable and provide access to coverage for more individuals and families:

- Moving to a State Based Marketplace (SBM) provides Illinois more autonomy and flexibility in designing the exchange and responding to the needs of local communities.
 - This could insulate Illinois from any adverse actions taken at the federal level. For example, under the previous administration, funding for enrollment navigators was nearly zeroed out. Under a SBE, Illinois determines the funding levels for navigators.
 - During the early months of COVID, states that already had SBMs were able to open their enrollment windows immediately allowing easier access to healthcare. Illinois and other non-SBE states requested that the Trump Administration re-open the exchange, but it declined to do so.
- SBMs are better positioned to coordinate with the State's Medicaid agency and other relevant agencies such as the Illinois Department of Employment Security (IDES).
 - The hope under a SBM is that the State can easily direct Illinoisans who are enrolling in the plan that works best for them. For instance, if you enroll in an Affordable Care Act (ACA) plan but you are eligible for a Medicaid plan, the transition to the most appropriate plan will be much easier in a SBE environment.
- Illinois can more directly and effectively target its marketing to specific populations who are eligible, but not enrolled currently.
 - SBMs can use real-time data on enrollment to tailor marketing and outreach efforts in a way that is not possible under the federal marketplace because of a lack of data being shared with the state.

The full state-based marketplace goes live for plan year 2026, and consumers will start enrolling via the Illinois platform during the ACA Marketplace Open Enrollment Period beginning November 1, 2025.

Additional Walgreens Site Location: In light of our recent addition of a specialty pharmacy on Belmont Ave. in Chicago, the Walgreens regional manager Bruce Gassaway, recommended we add a back-up pharmacy, a location in Glenview- 4339 DePaolo Center, Glenview 60025- store # 13832. The Governing Council gave its approval of an amendment to our Walgreens Agreement to add this site to our list of pharmacies included in our 340B program.

National Health Center Week – In collaboration with the National Association of Community Health Centers, we look forward to celebrating National Health Center Week on August 7-11. We are planning special treats for the staff, and screenings for our patients and visitors. Please join us, along with local legislators, on Friday Aug. 11 from 10:00-11:30 for a special tree dedication to Dr. Gutierrez, one of our founders and first Chief Medical Officer.

Open House at Brooks School- As we launch the beginning of a new school year at Brooks Middle School, we are planning for an Open House for our School Based Health Center! It will take place at Brooks Middle School, 350 Blair Lane, Bolingbrook, Monday August 28 in the school auditorium from 4:00-5:30pm. Please join us if you can. We appreciate the support of our Governing Council, Board of Health, and Will County Board in this new endeavor. We look forward to sharing the news with the Bolingbrook community!

2023 Strategic Plan update- We continue to keep our goals and objectives in mind as we make decisions about operations, purchases, and directions. We are planning for an outside agency, Employee Network Incorporated, to perform an operational assessment of the Community Health Center during the second week of September. It will include surveys of staff and management with analysis to address key objectives, performance, development/ training, talent gaps, leadership structure, level of engagement, communication/ transparency, and organizational employee support

MMaragos 8/4/23

Jennifer Byrd, MD, FAAFP
CMO of the Community Health Center (CHC)
July-August 2023

National Health Center Week:

Theme – “The Roadmap to a Stronger America”

- August 7th thru August 11th

- A week of patient-centered events:

- * Insurance Company booths
- * ACA Worker booth (insurance sign-up)
- * Free HIV testing
- * Free Blood Pressure Screening
- * Dental Education and a “Tooth Fairy” appearance
 - ▶ Free Dental Hygiene Kits (adults and children)
- * Food Trucks
- * Drag Race Car demonstration

- Culminating on Friday, August 11th with a *Tree Dedication* with Plaque for Dr. Daniel Gutierrez, our first Chief Medical Officer)



Quality Initiatives:

- There are **two new major initiatives** that the Health Center’s Quality Team is working on:

- * Organizing workflows around our **“Order management System”** – our system of receiving and responding to diagnostic tests, Sub-specialty reports, and laboratories and
- * Designing and creating a workflow for **Medical Record processing** of incoming Reports along with writing a Medical Records Employee Training Manual
- * The goal is to, not only streamline and organize how this work is done, but also, to train the medical records staff in real time as the manual is being written

Discharged Patients:

- two (2): both for aggression towards the provider (throwing items) and vocalizing a death wish towards the provider.

Staffing:

Vacancies & Hires

- There continues to be a paucity of ***Certified Medical Assistants*** in the health center
 - * **10** open positions (two less since my last report)
 - * 6 temps are now in our employ (2 additional since my last report)
 - * additional temps requested
- ***Behavioral Health Manager***
 - * 1 open position
 - * 2 interviewed by CMO
 - * 1 selected to interview with CEO
 - references checked, salary survey returned, offer made, decision pending
- ***L.P.N.***
 - * 2 open positions
 - * interviews ongoing
- ***Family Medicine Physician***
 - * 1 open position
 - * Interviewed, both parties interested
 - references checked, salary survey returned and accepted
 - contract out for signature
- ***Administrative Assistant to the Director of Nursing***
 - * Hired (started the first week of August)

Separations

- Three (3) resignations (2 - Family Medicine APRNs, 1 – Psychiatry APRN)
- One (1) contract release (Psychiatry MD)

Sean Conners
Director of Environmental Health
July- August 2023

FOOD PROGRAM

1. ONO LLC of San Diego, CA, issued a voluntary recall of its 2.75-ounce packages of ONO Vegan Blueberry Muffin Protein Overnight Oats because it may contain undeclared milk. People who have an allergy or severe sensitivity to milk run the risk of a serious or life-threatening allergic reaction if they consume these products. No illnesses have been reported to date in connection with this affected product lot.
2. As of July 18, 2023, a total of 10 outbreak-associated cases of Hepatitis A have been reported from four states. Based on epidemiological data collected by CDC, 10/10 (100%) people who provided information about what they ate before becoming ill reported eating frozen organic strawberries. In response to this investigation, Willamette Valley Fruit Co., Wawona Frozen Foods, California Splendor, & Scenic Fruit companies initiated a voluntary recall of select packages of frozen fruit containing strawberries. There were approximately eight different brands that were potentially affected. They include Great Value, Kirkland, Trader Joe's, and other brands (sold outside of Illinois).
3. The EH Division responded to two separate incidents reported via the answering service that required after hours investigations by a sanitarian. The first instance was related to a small fire at a convenience store in Channahon where a microwave caught on fire. The fire caused minor structural damage and affected numerous food items that were discarded as they were deemed unsafe to consume. The second incident occurred in a fast-food establishment in Monee. A former employee entered the establishment with their uniform that was soaked with gasoline and placed the clothes in the public garbage can and preceded to spray the restaurant and employees with the fire extinguisher. This resulted in contamination of equipment and of several food items and required the restaurant to discard the affected food items and perform a deep clean of the establishment. In both cases, both facilities were able to reopen once cleaned up and re-inspected.

EH LAB / WATER PROGRAM / SEWAGE

1. The EH lab numbers have increased 5,713 from the last year fiscal year numbers at this time. The EH lab anticipates these numbers will increase in the next fiscal year because the lab will be staffed with two full-time samplers.
2. The EH division underwent their program review from the Illinois Department of Public Health (IDPH) for the Private Sewage Disposal Program and the Private Water Program on July 26, 2023. We were informed that we passed both program reviews and the final report will be sent to us by the end of September 2023.

OTHER

- The Will County Health Department received seventy-seven (77) Freedom of Information Act (FOIA) Requests in the months of June & July. The Environmental Health Division received and completed seventy-five (75) of those FOIA requests. The other two (2) FOIA requests were completed by Administration.
- Two of the three summer interns completed their internship programs on July 31, 2023, and the third intern will complete their program on August 11, 2023. I just wanted to thank all three of our summer interns for their work these past few months. Our summer internship program is a great asset for our department. It gives us the opportunity to educate and introduce college students about what, why and how we do the work performed in the Environmental Health Division.
- The Will County Health Department's EH division announced that mosquitoes trapped in Mokena, Frankfort, and Plainfield on July 14, 2023, tested positive for West Nile virus [WNV]. These results represent the first WNV positive mosquitoes identified in Will County this year. On July 19, 2023, mosquitoes trapped in Crete and Frankfort tested positive for WNV and on July 28, 2023, mosquitoes trapped in Bolingbrook and Mokena were positive for WNV as well. The State of Illinois and all the affected municipalities have been notified of these results. Notification of the results were posted on the Will County Health Department's website along with providing information on WNV, who is at risk of illness, what symptoms are associated with the illness, and that the IDPH encourages the public to Fight the Bite by practicing the three "R's" – reduce, repel, and report.



Will County
Health Department &
Community Health Center

Georgia VanderBoegh
Director of Family Health Services
July - August 2023

WOMEN, INFANTS, CHILDREN SUPPLEMENTAL NUTRITION PROGRAM (WIC)

Bi-Annual WIC Program Management Evaluation/Quality Assurance (MEQA) review

The State of Illinois Department of Human Services (IDHS) Division of Family and Community Services conducted a remote and in-person WIC Management Evaluation and Quality Assurance (WIC MEQA) review of our WCHD WIC program, beginning remotely on June 5, 2023, and on-site in Joliet on June 7-8, 2023. This WIC MEQA review is completed every two years.

For this review, 139 criteria were reviewed during the 3-day period. Findings showed 131 of these criteria were met, 6 criteria were not met. Our WIC Management staff has already completed the corrective action plan for the 6 unmet criteria and our WIC Coordinator, Patricia Krause, will be submitting the corrective action plan early next week to our Regional Nutritionist Consultant.

Our Regional Nutritionist Consultant, Ginny Belt, RDN, LDN, said "Pat and her WIC staff had a good review with minimal findings. The agency has had an increase in their assigned WIC caseload. This is a reflection on the WIC staff in how they "conduct business"! Based upon what I know about Pat and the WIC staff, this does not surprise me, as I continue to see they are dedicated in conducting outreach to potential eligible families, retaining the WIC participants they currently serve by providing compassion and care when delivering services, and continually looking to build upon the quality in the WIC services offered to families in the Will County area."

Congratulations to our WIC Leadership Team made up of Pat Krause, Diana Visvardis and Jennifer Scanlon, and our entire WIC staff!

Staff Professional Development:

In June, WIC Nutrition Specialist Alyssa Densberger achieved her goal of becoming an International Board Certified Lactation Consultant (IBCLC). In April 2023, there were only 35,707 IBCLCs in 125 countries around the world according to the International Board of Lactation Consultant Examiners. Alyssa is now a member of the maternal-child health team with specialized skills in breastfeeding management and care. In fact, the IBCLC certification is the premier global credential in this important health care specialty. We expect Alyssa's achievement to positively impact our WIC team by enriching knowledge and skills, in addition to allowing for expert assistance to our WIC clients.

<https://ibclccare.org/information-for-healthcare-facilities/>

TOBACCO CONTROL & PREVENTION (TC&P)

NACCHO 360 Conference

In July, staff attended the NACCHO360 Conference in Denver, and participated in several educational sessions and discussions. This included several sessions on mental health, substance use, and tobacco policies at the state and local levels. Staff hope to collaborate with NACCHO and other partners to address these issues in our community and implement new ideas and initiatives.

WELL-WOMAN (WW)

Outreach & Events

The Well Woman team is planning an event for early November to correlate with the beginning of open enrollment for the ACA. We want to provide insurance enrollment services from the CHC enrollment counselors, along with WW program-related vendors: community support partners, blood pressure screenings, and more. The event will be here at WCHD so we can encourage WIC moms to stop by after their appointments, along with clients from the CHC, and possibly staff during their lunch or breaks. We will bring more information to the BOH when it is available.

NACCHO 360 Conference

In July, one of our staff members attended the NACCHO360 Conference in Denver – staff attended various sessions on pressing public health topics, including ones on women's health. These included sessions on topics such as maternal and child health, women's mental health, nutrition/food security, policies/policymaking around women's health, etc. Staff look forward to implementing new ideas and initiatives and expand partnerships with NACCHO and other organizations to improve women's health outcomes.

IMMUNIZATIONS CLINICS

In June and July 2023, we saw an increase in the number of clients at our Joliet Immunization Clinic, compared to June and July 2022. The increase is partially due to the increase of children being referred to us from Duly Medical Group which no longer accepts Medicaid for immunizations. We are also seeing more adult clients for immigration shots. In July, we provided a back-to-school event with Joliet Township High Schools during which 59 students received needed vaccinations the same day they were registering for school. For the Joliet Immunization Clinic, in June 2022 we saw 128 people and in June 2023 we saw 221. In July 2022 we immunized 190 people and in July 2023, we saw 289 people. The Immunization Program has also increased our presence in the branch offices, offering more appointment availability. As a result, we are seeing increases in the number of vaccinations given at each of the branch offices. In Bolingbrook (NBO Immunization Clinic) we immunized 11 clients in June 2022 and 32 people in June 2023, and for the month of July, in Bolingbrook, we immunized 23 clients in 2022 and 51 in 2023. In Monee (EBO Immunization Clinic) we immunized 6 clients in June 2022 and 12 people in June 2023; and for the month of July, in Monee, we immunized 8 people in 2022 and 17 people in 2023.

International Travel Immunization Clinic also continues to be busier in 2023 than 2022. For the month of June 2022, we had 7 client visits (7 immunizations) and in June 2023, we had 25 client visits (33 vaccinations). In July 2022 we had 8 client visits, 5 of which were for consultations, and gave only 3 doses of vaccine. In July 2023, we had 14 client visits and gave 21 vaccinations. Many of our recent clients are travelling to African countries and some to India and South Korea. Our Homebound Nurses made 12 home visits (12 immunizations) in June 2023 and 3 home visits (gave 3 vaccinations) to homebound clients in July 2023. The Homebound nurses also provided 98 COVID vaccinations to residents of the Green Leaf Senior Apartments in Bolingbrook and 71 COVID shots to residents of Sunnyhill Nursing Home. The vaccinations were all provided onsite at their residence. The Homebound Program staff is also preparing for a homebound event to provide Shingrix vaccinations onsite to the residents of Green Leaf Senior Residence next month.

We also have a resolution later in the meeting to surplus two small portable vaccine cooler/freezers that are no longer able to maintain temperature and can no longer be used to transport vaccine.

COMMUNICABLE DISEASE & EPIDEMIOLOGY (CD)

Healthcare-associated infections (HAIs) are a persistent and growing threat to the health of our communities. To meet this threat head-on, more local health departments (LHDs) are building their capacity for HAI prevention and response using various strategies and tools. Certification in Infection Control (CIC) is a valuable tool for LHD HAI prevention and response as this will demonstrate proficiency in the subject. The National Association of County and City Health Officials (NACCHO) recognized the value of certification and awarded the WCHD with 2 scholarships for CD staff to prep and become Certified in Infection Control (CIC). CIC certification will lead to improving HAI investigation subject matter expertise, and more broadly impact staff work. Additionally, CIC will strengthen collaboration with partners and indicate to partners that infection prevention is a priority for the Health Department. We are happy to report that two members of our CD team have completed the curriculum: Terra Ihde (CDI) and Muneeza Azher (CD Manager). Terra passed the exam and is now a CIC; Muneeza is preparing to sit for the exam. Congratulations to them!

<https://www.naccho.org/blog/articles/naccho-assessment-certification-in-infection-control-local-impact-and-strategies-for-success>



EP&R Program

- The EP&R team surveyed the participants from the Active Shooter exercises. Overall, there was a very positive response. Participants felt more confident in their ability to protect themselves during an Active Shooter exercise and 86% felt like they built on the information they learned during the classroom portion earlier in the year. There was positive feedback for the Sheriff deputies who assisted. The suggestions and discussions they provided helped participants to better protect themselves.
- On July 17th, EP&R provided a make-up session for the Command training for all the Command staff who missed the first training.
- Revisions to the Continuity of Operations Plan (COOP) have begun. This plan helps outline how WCHD would continue operations after any type of emergency that may disrupt services.

BioWatch Updates

- The After-Action Report from the exercise in April has been submitted. No significant improvements are needed for Public Health.

COVID Tests

- During the months of June and July, we distributed 816 Intelliswab tests to 2 different partner agencies/businesses.
- We currently have 60 Binax tests and 144 Intelliswab tests on hand.

Medical Reserve Corps (MRC)

- The MRC volunteers assisted at the WCHD hosted Mobile Drive-Thru food pantries here on our main campus where members from the community could come to pick up free groceries.
 - June 1st – 10 volunteers
 - June 30th – 7 volunteers

MEDIA SERVICES

AUGUST 2023



MONTHLY REPORT

KEVIN JUDAY, MANAGER

June and July were busy months for media services in terms of both press release distribution and the design of new materials/graphics.

Press releases were written and distributed covering topics on the Will County Community Health Center's Blood Pressure Monitoring Program, West Nile virus being detected in Will County, rabies detected in Will County, preventing foodborne illnesses in the summer, and National Health Center Week.

Media services designed flyers and graphics for a CHC patient satisfaction survey as well as redesigning the agency's FOIA information sheet. New event specific graphics were also created to go with the new public events calendar on the website.

New materials were also created over the past two months. This includes a new brochure on the Environmental Health laboratory services, a handout on disinfecting wells, a handout on nitrate/nitrite, and an updated Family Health Services trifold brochure. Trifold brochures for Behavioral Health and Substance Use Treatment services are currently in the works. These brochures/handouts are also being translated into Spanish as well.

In addition to continuing to promote our own services on social media, Media Services also used social media to promote awareness and knowledge of Lyme disease & other tick-borne illnesses, summer food safety, rabies awareness and Alzheimer's & Brain Awareness month.

SOCIAL MEDIA

June 1- July 31



81
posts

4,511
engagements

466
reactions

73,142
impressions



64
posts

130
engagements

30
reactions

7,919
impressions



68
posts

40
engagements

38
reactions

1,407
impressions

FOR IMMEDIATE RELEASE

June 29, 2023

WILL COUNTY HEALTH DEPARTMENT REMINDS RESIDENTS TO PREVENT FOODBORNE ILLNESSES

JOLIET, Ill. – With the summer season in full swing and weekend and holiday cookouts becoming a regular occurrence, the Will County Health Department is reminding everyone of basic food safety tips they should follow in order to reduce the chance of getting a foodborne illness.

“If you’re hosting a cookout, it’s important to remember to keep cold food cold and hot food needs to be cooked to the proper temperature to prevent foodborne illnesses,” said Sean Conners, Director of Environmental Health at the Will County Health Department. “Foodborne illnesses tend to rise during the summer season so we’re reminding everyone on how they can stay safe while enjoying their cookouts and gatherings.”

Keeping Food Cold

It can be difficult to keep cold food cold during the weather, especially at cookouts. When transporting food, keep foods 40°F or below in an insulated cooler. One tip to keep your cooler below 40°F is to pack beverages in one cooler and food in another. The cooler with the beverages will likely be opened more frequently, causing the temperature inside the cooler to fluctuate. You can also keep coolers in the shade and out of the direct sun. Meat, poultry and seafood should be kept refrigerated until ready to grill.

To guard against cross-contamination, food should be kept separate. Raw meat and poultry should be separate from fruits, vegetables, cheeses, salads, and even cooked foods.

Firing up the Grill

Before grilling, thaw food safely in the refrigerator, cold water or microwave. Always marinate food in the refrigerator, no matter what kind of marinade you’re using. Never thaw or marinate meat, poultry, or seafood on the counter. Harmful germs can multiply very quickly at room temperature.

When grilling, make sure food is cooked to a safe temperature by using a food thermometer. Follow these temperature guidelines to ensure grilled food is safe for consumption:

- 145°F – whole cuts of beef, pork, lamb, and veal
- 145°F – fish
- 160°F – hamburgers and other ground beef
- 165°F – all poultry and pre-cooked meats, like hot dogs

Throw out marinades and sauces that have touched raw meat juices, which can spread germs to cooked foods. Use clean utensils and a clean plate when you take cooked food off the grill.

(MORE)

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



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After the Meal

After the meal, divide leftovers into small portions and place in covered, shallow containers. Make sure all leftovers are kept in the freezer or fridge or on ice within two hours after cooking, or one hour if the temperature is above 90°F.

Foodborne Illnesses

Foodborne illnesses tend to spike during the summer months. It's important to know the symptoms of most types of food poisoning, which can include severe cramps, fever, abdominal pain, nausea, vomiting and bloody diarrhea. Symptoms can begin from 30 minutes to three or more days after eating contaminated food. If symptoms are severe or last longer than two days, contact a doctor or health care provider.

More food safety tips and information about foodborne illnesses and symptoms can be found on the CDC Food Safety website at: www.cdc.gov/foodsafety/index.html

If residents believe they contracted a foodborne illness from a restaurant, they should fill out a complaint with the Will County Health Department's Environmental Health Division. A complain can be filed online at: willcountyhealth.org/eh-complaint/. The Environmental Health Division may also be reached at 815-727-8490.

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

501 Ella Avenue | Joliet | IL | 60433

FOR IMMEDIATE RELEASE

July 14, 2023

**WILL COUNTY COMMUNITY HEALTH CENTER'S BLOOD PRESSURE MONITORING PROGRAM
HONORED BY CAREMINDr**

JOLIET, Ill. – The Will County Community Health Center (WCCHC) has been honored for Excellence in Transforming Patient Outcomes from CAREMINDr. The WCCHC received the honor for its Hypertension Control program in response to a US Dept of Health and Human Services FY21 National Hypertension Control Initiative.

WCCHC patients can sign up for the home monitoring program and receive a blood pressure cuff that is connected by Bluetooth to their cell phone. Working with the CAREMINDr platform, which connects patients to providers by linking smartphones with automated digital technology, the blood pressure data is automatically transmitted to the patient's provider at the WCCHC for monitoring and support by the nurse care coordinators. Nurses, providers, and a healthcare liaison help patients manage medications and appointments and make lifestyle changes designed to ease hypertension.

"We have given out 600 monitors to patients over the last year, and currently have 372 who are actively enrolled in the home blood pressure monitoring program," said Mary Maragos, Chief Executive Officer of the Will County Community Health Center. "At the start of the program only 13.9% of the patients had normal blood pressure measurements. Now 69.9% have consistently normal readings. Our patients comment on how much they enjoy gaining control of their own health outcomes and seeing such positive results."

According to CAREMINDr., the WCCHC's home monitoring program has been projected to "have averted numerous strokes, heart attacks and related treatments and have prevented over \$700,000 in healthcare event costs."

Anyone interested in joining the Home Blood Pressure Monitoring Program must be a patient of the Will County Community Health Center. Schedule an appointment by calling 815-727-8670.

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NEWS release

Media Inquiries:

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FOR IMMEDIATE RELEASE

July 18, 2023

FIRST CASES OF MOSQUITOES WITH WEST NILE VIRUS DETECTED IN WILL COUNTY

JOLIET, Ill. - The Will County Health Department's Environmental Health division announced that mosquitoes trapped in Mokena, Frankfort and Plainfield on July 14, 2023, tested positive for West Nile virus [WNV]. These results represent the first WNV positive mosquitoes identified in Will County this year. Will County residents are reminded to protect themselves from mosquito bites and mosquito-borne diseases.

No human cases of West Nile virus have been reported so far this year.

"We urge everyone -- and especially older people and those with weakened immune systems -- to take precautions to protect themselves and their families from mosquitoes and the viruses they carry by wearing insect repellent and eliminating standing water around their home where mosquitoes breed," said "Illinois Department of Public Health Director Dr. Sameer Vohra.

WNV typically causes mild, flu-like symptoms. According to the Centers for Disease Control and Prevention (CDC), most people [8 out of 10] infected with West Nile virus do not develop any symptoms. About 1 in 5 people who are infected develop a fever with other symptoms such as headache, body aches, joint pains, vomiting, diarrhea, or rash. Most people who develop symptoms from WNV recover completely, but fatigue and weakness can last for weeks or months.

However, according to the CDC, about 1 in 150 people who are infected develop a severe illness that affects the central nervous system such as inflammation of the brain (encephalitis) or inflammation of the membranes that surround the brain and spinal cord (meningitis). Severe illness can occur in people of any age, however people over 60 years of age are at greater risk for severe illness if they are infected. People with certain medical conditions, such as cancer, diabetes, hypertension, kidney disease, and people who have received organ transplants, are also at greater risk.

Because there is no vaccine available to prevent West Nile virus, it is important to avoid mosquito bites.

IDPH encourages the public to *Fight the Bite* by practicing the three "R's" – reduce, repel, and report:

(More)

NEWS release

Media Inquiries:

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- **REDUCE** - make sure doors and windows have tight-fitting screens. Repair or replace screens that have tears or other openings. Try to keep doors and windows shut. Eliminate, or refresh each week, all sources of standing water where mosquitoes can breed, including water in bird baths, ponds, flowerpots, wading pools, old tires, and any other containers.

- **REPEL** - when outdoors, wear shoes and socks, long pants and a light-colored, long-sleeved shirt, and apply an EPA-registered insect repellent that contains DEET, picaridin, oil of lemon eucalyptus, or IR 3535 according to label instructions. Consult a physician before using repellents on infants.

- **REPORT** – report locations where you see water sitting stagnant for more than a week such as roadside ditches, flooded yards, and similar locations that may produce mosquitoes. The local health department or city government may be able to add larvicide to the water, which will kill any mosquito larvae.

For more information on WNV and what can be done to prevent getting bitten by mosquitoes, visit the Centers for Disease Control and Prevention's West Nile virus page at <https://www.cdc.gov/westnile/> or at the Illinois Department of Public Health's West Nile Virus page at <https://dph.illinois.gov/topics-services/diseases-and-conditions/west-nile-virus.html>.

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FOR IMMEDIATE RELEASE

August 4, 2023

WILL COUNTY COMMUNITY HEALTH CENTER TO CELEBRATE NATIONAL HEALTH CENTER WEEK

JOLIET, Ill. – The Will County Community Health Center will be celebrating National Health Center Week from August 6-12, 2023 with a full schedule of events open to the public.

Every August, the National Association of Community Health Centers (NACHC) sponsors National Health Center Week (NHCW) to celebrate and increase awareness of America's 1,400 Community Health Centers (CHCs). National Health Center Week is an opportunity to highlight the commitment and passion of Community Health Center staff, board members, and supporters who make it possible to provide quality, comprehensive healthcare services to more than 30 million patients across 14,500 communities annually.

This year's National Health Center Week theme takes us on a virtual road trip across America, highlighting the achievements and amazing work being done at Community Health Centers in every state and territory.

The Will County Community Health Center has a full schedule of events from August 7-11.

Monday, August 7th

The Community Health Center will offer free HIV testing from 9:30 am – 12:00 pm. The All Our Kids Early Childhood Network staff will also have an informational table setup from 9:00 am – 12:00 pm. From 10:00 am – 12:00 pm a drag race car will be on display in the parking lot for visitors to see.

Tuesday, August 8th

Staff members from the Well Woman program will have an informational table available from 9:00 am – 12:00 pm. Additionally, the Community Health Center will offer free blood pressure checks from 9:00 am – 12:00 pm.

Wednesday, August 9th

The Community Health Center will feature a dental education table and give away free oral health kits from 9:00 am – 11:00 am.

Thursday, August 10th

Partners from AETNA will have an informational table available from 10:00 am – 3:00 pm. The All Our Kids Early Childhood Network will have an informational table between 1:00 pm – 3:00 pm.

(More)

NEWS release

Media Inquiries:

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[WillCoHealth](https://www.facebook.com/WillCoHealth)



[WillCoHealth](https://www.instagram.com/WillCoHealth)

Friday, August 11th

The Community Health Center's health insurance enrollment counselors will have an information table setup between 12:00 pm – 3:00 pm.

The Will County Community Health Center will also host a tree dedication ceremony on Friday, August 11 at 10:00 am to celebrate Dr. Daniel Gutierrez's 57-years in medicine and dedicated service to the Will County Health Department.

####



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**WILL COUNTY HEALTH DEPARTMENT
BOARD OF HEALTH REPORT
07/2023
June 2023
Stats**

Behavioral Health Statistics for 4/1/2023 - 4/30/2023	Month of June 2023	CFY 2023	CFY 2022
Child and Adolescent (C&A) Mental Health Programs	C&A Psychiatric Services		
	169	1,307	1,537
	C&A Orientation Services		
	45	210	150
	School Services		
	9	1,651	512
	C&A Services		
Joliet Office	267	1,545	1,063
Northern Branch Office	59	356	194
Virtual Visits	175	1,102	1,888
Eastern Branch Office	267	1,545	1,063
Off Site	281	1,675	1,205
Screening Assessment and Support Services/Mobile Crisis Response	Mobile Crisis Response Screenings		
*Effective October 1st the SASS Program has been renamed to Mobile Crisis Response and now includes individuals of all ages	218	1,866	1,549
	Mobile Crisis Response Counseling Services		
	414	2,322	2,962
	FSP Services		
	26	196	238
ICC (Intensive Care Coordination)/FSP(Family Support Program)	Adult Psychiatric Services		
*Effective October 1st the ICC Program name changed to Family Support Services (FSP)	Terminated Program 7/2016		
	Adult Orientation Services		
	26	149	160
	Adult Services		
Joliet Office	201	1,369	835
Northern Branch Office	45	154	67
Virtual Visits	167	1,996	3,912
Eastern Branch Office	201	1,369	835
Off Site	397	2,344	1,670

**WILL COUNTY HEALTH DEPARTMENT
BOARD OF HEALTH REPORT
08/2023
July 2023
Stats**

Behavioral Health Statistics for 4/1/2023 - 4/30/2023	Month of July 2023	CFY 2023	CFY 2022
Child and Adolescent (C&A) Mental Health Programs	C&A Psychiatric Services		
	146	1,453	1,674
	C&A Orientation Services		
	38	248	166
	School Services		
	0	1,651	512
	C&A Services		
Joliet Office	254	1,799	1,277
Northern Branch Office	63	419	239
Virtual Visits	239	1,341	2,006
Eastern Branch Office	254	1,799	1,277
Off Site	260	1,935	1,425
Screening Assessment and Support Services/Mobile Crisis Response	Mobile Crisis Response Screenings		
*Effective October 1st the SASS Program has been renamed to Mobile Crisis Response and now includes individuals of all ages	251	2,117	1,809
	Mobile Crisis Response Counseling Services		
	258	2,580	3,228
	FSP Services		
	33	229	265
ICC (Intensive Care Coordination)/FSP(Family Support Program)	Adult Psychiatric Services		
*Effective October 1st the ICC Program name changed to Family Support Services (FSP)	Terminated Program 7/2016		
	Adult Orientation Services		
	20	169	183
	Adult Services		
Joliet Office	210	1,579	1,013
Northern Branch Office	40	194	84
Virtual Visits	115	2,111	4,353
Eastern Branch Office	210	1,579	1,013
Off Site	411	2,755	1,977

WILL COUNTY COMMUNITY HEALTH CENTER - Patients and Visits CY2023 as of July 30, 2023													
								As of 6-30-23	As of 6-30-22				
	2023	2022	2023	2022	2023	2022	2023	2022	2023	2022	2023	2022	2023 SBHC Pts (unduplicated)
	Clinic Visits	Clinic Visits	Virtual Visits	Virtual Visits	SBHC Visits	SBHC Visits	Hospital Visits	Hospital Visits	All Visits	All Visits	Patients	Patients	
1 Family Physicians	271	304	3	46					274	350	119	154	
3 Internists	69	0	0	0					69	0	43	0	
4 Obstetrician/Gynecologists	4913	5214	0	0					4913	5214	1876	2140	
5 Pediatricians	1828	1542	93	208	22	0			1921	1750	1234	1088	21
8 Total Physicians	7081	7060	96	254					7177	7314	3272	3382	
9a Nurse Practitioners	5647	5226	1433	1271	22	0			7088	6497	3639	3350	22
10 Certified Nurse Midwives	276	277	0	0					276	277	206	163	
10a Total NPs and CNMs	5923	5503	1433	1271					7364	6774	3845	3513	
11 Nurses	8	205	0	1					8	206	8	182	
15 Total Medical	13012	12768	1529	1526					14549	14294	7125	7077	
16 Dentists	3613	3100	0	0					3613	3100	2168	1836	
17 Dental Hygienists	436	208	0	0					436	208	387	195	
19 Total Dental Services	4049	3308	0	0					4049	3308	2555	2031	
20a Psychiatrists	795	670	1651	1790					2446	2460	665	702	
Mental Health - Physicians other than Psychiatrists	248	243	4	1					252	244	230	219	
Mental Health Nurse Practitioner	1762	1323	386	455					2148	1778	1043	889	
20a Licensed Clinical Psychologists	0	1	527	661					527	662	271	311	
20a Licensed Clinical Social Workers	0	11	0	0					0	11	0	11	
20b Other Licensed Mental Health Providers	663	618	73	301					736	919	279	306	
20 Total Mental Health	3468	2866	2641	3208					6109	6074	2488	2438	
21 Substance Abuse Services	1014	768	585	765					1599	1533	614	580	
22 Other Professional Services (Audiology)													
22b Optometrists	267	368	0	0					267	368	265	350	
24 Case Managers	1	4	0	0					1	4	1	4	
25 Patient/Community Education Specialists	0	0	0	0					0	0	0	0	
29 Total Enabling Services	1	4	0	0					1	4	1	4	
Obstetrical Deliveries							194	191					
Circumcisions							34	34					
Gyne Admissions including surgeries							34	42					
Hospital Visits (ER & Admissions)							220	292					
Dr. Flores' Newborn visits							43	37					
34 TOTALS							525	596	26574	25581	13048	12480	
Unduplicated patients Year to date											8738	8235	

	AUGUST 2023-DIVISIONAL STATISTICS REPORT				
	ENVIRONMENTAL HEALTH	Jun-23	Jul-23	FY23 YTD	FY22 YTD
	Food Program Activities	590	716	5502	6136
	Water Program Activities	151	89	897	1050
	Sewage Program Activities	63	68	458	710
	Other Program Activities (beaches, tanning facilities, etc.)	1136	824	7025	4557
	Aerobic Treatment Plant Samples	141	57	2317	2382
	Number of Service Requests	26	27	192	250
	Number of Complaints	63	58	426	395
	Number of Well Permits	19	12	84	70
	Number of Septic Permits	23	15	112	138
	Number of Lab Samples Analyzed by EH Lab	2281	2033	21044	15331
	TOTAL	4493	3899	38057	31019
	OFFICE OF VITAL RECORDS	Jun-23	Jul-23	FY23 YTD	FY22 YTD
	Births Recorded	406	396	2957	2877
	Deaths Recorded	378	379	3156	3453

Family Health Services Monthly Board of Health Report													
	Dec-22	Jan-23	Feb-23	Mar-23	Apr-23	May-23	Jun-23	Jul-23	Aug-23	Sep-23	Oct-23	Nov-23	Total
APORS High Risk Birth caseload	58	62	79	79	83	106	114	103					684
Better Birth Outcomes caseload	77	74	59	58	51	54	64	59					496
High Risk Medical Case Mgmt. caseload	292	300	299	302	308	298	285	287					2371
HealthWorks Lead Agency new wards	14	8	7	34	19	21	16	12					131
HealthWorks Lead Agency Medical Case Mgmt. caseload	755	755	736	746	751	742	726	736					5947
WIC caseload	8685	8686	8677	8930	8929	8931	8944	8891					70673
# students ages 11-19 served-TPP	163	0	237	370	418	140	0	NA					1328
# non-compliant businesses-SFIA	4	13	3	4	5	1	2	0					32
# partners provided technical assistance with developing tobacco policy	4	2	1	2	4	1	0	0					14
# clients immunized	207	219	171	219	224	216	265	357					1878
# travel clients immunized	19	24	9	34	16	42	33	21					198
# influenza vaccinations	78	43	18	42	15	15	12	0					223
# chlamydia cases	210	201	165	151	115	146	NA	NA					988
# gonorrhea cases	40	46	29	35	43	21	NA	NA					214
# syphilis investigations	63	57	72	47	38	54	42	59					432
# HIV tests performed	14	13	21	11	24	18	20	28					149
# new child lead cases	2	1	1	2	5	1	5	0					17
# vision screenings	625	715	2021	1927	1277	NA	NA	NA					6565
# hearing screenings	919	1233	1201	1295	1601	NA	NA	NA					6249
# CD investigations	5613	3489	2914	2398	1406	993	632	841					18286

**WILL COUNTY BOARD OF HEALTH
RESOLUTION #23-42**

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

**APPROVAL OF QUALITY ACHIEVEMENT BONUSES FOR COMMUNITY HEALTH
CENTER PROVIDERS - NOT TO EXCEED \$27,000**

WHEREAS, the Will County Board of Health formed a Compensation Committee in September 2020 to examine the compensation of Community Health Center providers; and

WHEREAS, the Committee and the Board of Health approved to bring provider salaries and compensation in line with area FQHCs; and

WHEREAS, the procedure includes the following considerations:

- A focus on priority elements that have a significant impact on patient wellness and management of chronic illness.
- Objective and measurable baseline data that have capacity for interval reporting
- Meaningful Use criteria
- Patient Satisfaction scores must be satisfactory
- Minimum sample size of 50 patients will be utilized for inclusion in bonus award, and

WHEREAS, the 2022 bonuses incentivized the providers to meet their measures in 2022 and therefore creating an improved quality of care; and

WHEREAS, 21 of the 25 Community Health Center providers exceeded at least one quality measure goal for 2022.

NOW, THEREFORE, BE IT RESOLVED, the Will County Board of Health hereby approves the awarding of \$27,000 for incentive bonuses for Community Health Center providers as follows:

2102-542590-120-34060-40	Dolly Agba, APRN	\$1000
2102-542590-120-34060-40	Dr. Arauz, MD	\$1500

2102-542590-120-34060-40	Dr. Baumwell, MD	\$1000
2102-542590-120-34060-40	Dr. Flores, MD	\$1000
2102-542590-120-34060-40	Chris Foster, APRN	\$1000
2102-542590-120-34060-40	Trishna Harris, APRN	\$2000
2102-542590-120-34060-40	Mutengwana Kasapu-Mwaba, APRN	\$1500
2102-542590-120-34060-40	Dr. Khapekar, DO	\$1000
2102-542590-120-34060-40	Amanda LeMay, APRN	\$2500
2102-542590-120-34060-40	Mary Maragos, APRN	\$1000
2102-542590-120-34060-40	Marisa Medina, APRN	\$2000
2102-542590-120-34060-40	Ngozi Uwadiale, APRN	\$1000
2102-542590-120-34060-40	Dr. Vadgaonkar, MD	\$1500
2102-542590-120-34060-40	Dr. C. Vera, MD	\$1000
2102-542590-120-34060-40	Dr. T. Vera, MD	\$1500
2102-542590-120-34060-40	Dr. Williams, DO	\$1500
2102-542600-120-34060-40	Dr. Abejide, DMD	\$1000
2102-542600-120-34060-40	Dr. Garg, DDS	\$1000
2102-542600-120-34060-40	Dr. Gandhi, DDS	\$1000
2102-542600-120-34060-40	Apis Nikrodhanond, RDH	\$1000
2102-542600-120-34060-40	Dr. Sharma, DDS	<u>\$1000</u>
		\$27,000

DATED THIS 16th day of August, 2023.

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

[illegible]

[illegible]



**WILL COUNTY BOARD OF HEALTH
RESOLUTION #23-43**

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

**APPROVAL OF THE TRANSFER OF FUNDS –
COMMUNITY HEALTH CENTER- \$50,000**

WHEREAS, the Community Health Center of the Will County Health Department continues to struggle recruiting and retaining certified medical assistant and licensed practical nurse staff positions; and

WHEREAS, temporary agency staff are utilized in an attempt to maintain staffing levels necessary for operations; and

WHEREAS, additional funding is needed in the temporary contractual budget code to support on-going expenses until adequate staffing levels are achieved; and

WHEREAS, sufficient funds exist in full time personnel fund due to unfilled positions.

NOW, THEREFORE, BE IT RESOLVED, the Will County Board of Health hereby approves the following transfer of funds in the FY2023 Will County Health Department budget:

Expenses:

Decrease:	2102-511010-120-34060-40	Full-Time Employees	\$50,000
Increase:	2102-542550-120-34060-40	Temporary Contractual	\$50,000

DATED THIS 16th day of August, 2023.

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



Will County
Health Department &
Community Health Center

**WILL COUNTY BOARD OF HEALTH
RESOLUTION #23-44**

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

**APPROVAL FOR THE ADOPTION OF A REVISED COMMUNITY HEALTH CENTER
PROVIDER PAY SCHEDULE**

WHEREAS, the Community Health Center of the Will County Health Department employs exempt medical, dental, and behavioral health service providers; and

WHEREAS, exempt provider staff are not a part of the existing labor union bargaining unit and therefore are not covered under the Collective Bargaining Agreement; and

WHEREAS, the Provider Pay Schedule is reviewed and revised as necessary to successfully recruit and retain provider staff.

NOW, THEREFORE, BE IT RESOLVED, the Will County Board of Health hereby approves the revised Provider Pay Schedule, effective August 16, 2023.

DATED THIS 16th day of August, 2023.

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

FT Providers Pay Schedule

Effective August 16, 2023

Grade	Job Title	Starting Salary Range* (in thousands)
PA1	Chief Medical Officer	200-255
	OB/Gyn w/ hospital, on-call	
P1	< 3 years experience	230-240
P2	> 3 years experience	245-270
	OB/Gyn Clinic only	
P3	< 3 years experience	180-195
P4	> 3 years experience	195-225
	Psychiatrist	
P5	< 3 years experience	225-250
P6	> 3 years experience	250-280
	Family Medicine Physician	
P7	< 3 years experience	180-195
P8	> 3 years experience	200-240
	Pediatrician	
P9	< 3 years experience	180-190
P10	> 3 years experience	195-210
	Advanced Practice Nurses	
P11	Psychiatric < 3 years experience	110-120
P12	Psychiatric > 3 years experience	120-145
P13	Family, Adult, Pediatric, & OB/Gyn < 3 years experience	105-115
P14	Family, Adult, Pediatric, & OB/Gyn > 3 years experience	115-130
	Clinical Psychologist	
P15	< 3 years experience	70-90
P16	> 3 years experience	90-110
	Chief Dental Officer	
PD1	< 3 years experience	165-170
PD2	> 3 years experience	175-185
	General Dentist	
PD3	< 3 years experience	156-165
PD4	> 3 years experience	168-175
	Dental Hygienist	
PD5	< 3 years experience	65-80
PD6	> 3 years experience	80-100

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

**WILL COUNTY BOARD OF HEALTH
RESOLUTION #23-45**

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

**APPROVAL OF ANNUAL MEMBERSHIP IN ILLINOIS PRIMARY HEALTH CARE
ASSOCIATION FOR THE COMMUNITY HEALTH CENTER - \$24,988**

WHEREAS, the Community Health Center of the Will County Health Department is an active member of the Illinois Primary Health Care Association (IPHCA); and

WHEREAS, IPHCA launched an "Invest to Advance Campaign" and announced dues increase to support the new initiatives; and

WHEREAS, since the launching of this initiative, IPHCA has secured an FQHC Medicaid/Medicare rate increase of approximately 10% and worked with state legislators to pass legislation to protect the 340B Program; and

WHEREAS, IPHCA secured legislation to improved BH service capacity by increasing the number of billable provider types; and

WHEREAS, the payment for membership dues for July 1, 2023 to June 30, 2024 is \$24,988 which includes the organizational membership fee of \$18,988 and the Invest to Advance add-on fee of \$6,000 payable to IPHCA.

NOW, THEREFORE, BE IT RESOLVED, the Will County Board of Health hereby approves the payment of the 2023-2024 IPHCA membership dues in the amount of \$24,988.

DATED THIS 16th day of August, 2023.

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



Invoice

Date

7/25/2023

Invoice #

300000674

Bill To

Mary Maragos
Will County Community Health Center
1106 Neal Ave.
Joliet, IL 60433
United States

Member Information

Mary Maragos
Will County Community Health Center
1106 Neal Ave.
Joliet, Illinois 60433

Please find your 2024 membership year dues. Dues are based on your organization's current membership type and the corresponding dues rate. This invoice shows the total membership dues which can be paid in two installments. Membership is from July 1, 2023 - June 30, 2024.

Terms

1st Installment

2nd Installment

Due Date

August 31, 2023

September 30, 2023

Date	Description	Amount
7/25/2023	Organization	-----
7/25/2023	Organizational Member - Tier 4	\$18,988.00
7/25/2023	Invest to Advance - Tier 4	\$6,000.00
	Total	\$24,988.00
	Balance Due	\$24,988.00

Please note that that IPHCA has moved.

Remit To:

Illinois Primary Health Care Association
1999 Wabash Ave., Suite 200
Springfield, IL 62704

**WILL COUNTY BOARD OF HEALTH
RESOLUTION #23-46**

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

**APPROPRIATION OF FUNDS FOR ILLINOIS DEPARTMENT OF PUBLIC HEALTH
STUDENT LOAN REPAYMENT PROGRAM GRANT- WILL COUNTY HEALTH
DEPARTMENT - \$6,250**

WHEREAS, the Community Health Center of the Will County Health Department received an Illinois Department of Public Health Student Loan Repayment Program grant to provide funds for a specified licensed practitioner for educational loans; and

WHEREAS, the award of \$25,000 provides funding to support an established schedule of quarterly payments to the named practitioner in return for providing full time services; and

WHEREAS, the grant period is May 1, 2023, through April 30, 2025; and

WHEREAS, the funding appropriation presented covers December 1, 2022, through November 30, 2023.

NOW, THEREFORE, BE IT RESOLVED, the Will County Board of Health hereby approves the additional appropriation of funds to the FY2023 Will County Health Department budget:

Revenue:

Decrease: 2102-498010-120-34010-40	Anticipated New Revenue	\$ 6,250
Increase: 2102-435040-120-34060-40	IDPH Student Loan Repayment	\$ 6,250

Expenses:

Decrease: 2102-599010-120-34010-40	Anticipated New Expenses	\$ 6,250
Increase: 2102-542560-120-34060-40	Subgrant Awards/Obligations	\$ 6,250

DATED THIS 16th day of August, 2023.

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

**STATE OF ILLINOIS
DEPARTMENT OF PUBLIC HEALTH**

Grant Agreement

The Illinois Department of Public Health, 535 West Jefferson Street, Springfield, IL 62761 or its successor, hereinafter referred to as the "Department" and, Will County Community Health Center, 1106 Neal Ave, Joliet, Illinois 60433 hereinafter referred to as the "Grantee" hereby agree as follows:

1. Authority:

- 1.1** The Department is authorized to make this grant pursuant to the 20 ILCS 2310-25, 2310-30, 2310-35, 110 ILCS 935, and 77 Ill Adm. Code 582.
- 1.2** The sole purpose of this grant is to provide funds to the Grantee for the named licensed practitioner employed by the above mentioned Grantee, to be put directly towards the educational loans of that licensed practitioner, in return for providing Full or Half time services as described herein.
- 1.3** The Grantee represents and warrants that the grant application submitted by the Grantee is in all material aspects true and accurate; that it is authorized to undertake the obligations set forth in this Agreement and that it has obtained or will obtain all permits, licenses or other governmental approvals that may be necessary to perform the grant services.

2. Services:

- 2.1** The Grantee will provide the following clinical services and agrees to act in compliance with all state and federal statutes and administrative rules applicable to the provision of services pursuant to this grant agreement. The grant application submitted by the Grantee related to this grant agreement and on file with the Department is hereby incorporated and made a part of this agreement.
 - 2.1.1.** Grantee certifies that it is a public or non-profit private entity located in a health professional shortage area (HPSA) in Illinois.
 - 2.1.2.** Grantee agrees that the grant funds paid by the Department for the benefit of the practitioner shall not be used as a salary offset and that the salaries paid by Grantee to the practitioners are based on prevailing wages in the practitioner's area. Such wages are not set or determined by the Department.
 - 2.1.3.** Grantee agrees it will treat any and all patients regardless of the ability of the individual to pay for primary care services, including, but not limited to, co-payments that may be required under programs established in Title XVIII (Medicare) of the Social Security Act, in Title XIX (Medicaid) of such Act, or private insurance plans. The practice will include hospital coverage appropriate to the needs of patients and to ensure continuity of care.
 - 2.1.4.** Grantee agrees to prepare a schedule of patient fees or payments consistent with locally prevailing rates or charges and designed to cover the entity's reasonable costs, and prepare a corresponding schedule of discounts and make every reasonable and lawful effort to secure from patients fees for services.

2.1.5. Grantee agrees to accept assignments of beneficiaries under the Medicare Program and enter into appropriate agreements with the state agency administering the Medicaid and SCHIP programs for payment of services under those programs (b)(2).

2.1.6. Grantee agrees to use grant funds exclusively to employ the licensed practitioner(s) at the approved site to provide office based primary clinical care as described herein in connection with the term described in Section 4 below at the following site(s):

Will County Community Health Center
1106 Neal Avenue
Joliet, IL 60433

2.2. The Grantee shall not use the services of a subcontractor, excluding Operational Utilities, or subgrantee to fulfill any obligations under this Agreement without the prior express written consent of the Department. Departmental approval of a budget including subcontractors or subgrantees does not constitute prior written consent for the use of such goods or services. All subgrantees shall have an application, including a budget and project deliverables, on file with the Grantee and the Department prior to the issuance of any prior written consent by the Department. The Department reserves the right to review all subcontracts and subgrants and to reject any proposed subcontract.

2.3. The Grantee will not commingle funds between separate grants or subgrants, even if the grants or subgrants are related, or the same population is being served.

2.4. In connection with the services described in Section 2.1 above, the Department will compensate the Grantee as provided in section 5.1 of this agreement. The Grantee must pay the full \$25000 to practitioners as described in section 2.4.1 of this agreement. Grantee's payments to the pre-approved practitioner shall be on a quarterly basis, in arrears. Grantee shall not make any such payment unless: (i) the pre-approved practitioner provides Full or Half Time, face to face clinical services at the pre-approved site as described herein; and (ii) Grantee provides the Department with quarterly reports fully documenting practitioner's Full or Half Time service and Grantee's full compliance with this agreement. If such conditions are not continuously met, Grantee shall withhold payments to the practitioner. For Full Time Service, Grantee shall pay the practitioner 1/8 of the total grant per quarter. For Part Time Service, the Grantee shall pay the Practitioner 1/16 of the total grant per quarter. All sums not earned by the Practitioner shall be withheld by Grantee and refunded to the Department upon request.

2.4.1. Payments will be made by the Grantee to NGOZI UWADIALE in the amount of \$3,125.00 on July 31, 2023, October 31, 2023, January 31, 2024, April 30, 2024, July 31, 2024, October 31, 2024, January 31, 2025, and April 30, 2025.

2.4.2. The Grantee will submit cancelled checks within 60 days of issuance, quarterly, as proof of payment to practitioner of all awarded grant funds.

2.4.3. Any and all obligations of the Department will cease immediately without penalty of further payment being required if the Illinois General Assembly or federal funding source fails to appropriate or otherwise make available sufficient funds for this grant agreement.

2.4.4. Any and all obligations of the Department will cease immediately without penalty of further payment being required if the federal source fails to approve this grant agreement.

2.4.5. Payments will be made from the Department's Tobacco Settlement allocation.

2.4.6. The Grantee will expend grant funds awarded under this Agreement in accordance with the budget approved and on file with the Department.

2.4.7. Grantee, through its agents, employees and contractors, will provide all equipment, supplies, services and other items of support which are necessary for the effective performance of the services, unless the agreement specifically set forth items of support to be provided by the Department.

2.4.8. Grantee and any subgrantees shall not, in accordance with P.A. 096-1456, expend any grant funds paid from the State of Illinois General Revenue Funds for the following promotional items: calendars, pens, buttons, pins, magnets, and any other similar promotional items.

2.5. Grantee will not substitute or use different practitioners other than those expressly authorized by name this agreement.

3. **Definitions:**

3.1 Conflict of Interest: A Conflict of Interest occurs when an individual employed by Grantee, with the authority to enter into agreements on behalf of Grantee, has a private, personal, or financial interest which conflicts, or appears to conflict, with the individual's duties and responsibilities relating to grant performance and the management and expenditure of grant funds.

3.2 Grant Funds. Funds disbursed by the Department, to the Grantee, for use solely in furtherance of performing the services required by this Agreement. Grant Funds may comprise of State or federal monies, or a combination thereof, and are subject to the Grant Funds Recovery Act.

3.3 Grant Instructions. The instructions provided to Grantee set forth the Grantee's reporting requirements and all other requirements under this Agreement. Failure to comply with the requirements set forth in the Grant Instructions will be considered a material breach of the performance required by this Agreement and may result in termination of the Agreement.

3.4 Operational Utilities. Utilities required for basic operational functions, without which Grantee's ability to perform under the Agreement would be substantially hindered. Operational utilities are electricity, gas, heat, air conditioning, water, cable, telephone, and internet. Rent is not considered an operational utility, and Grantee is not required to disclose its landlord or lessor to the Department even if Grantee uses the rented space for more than performance of this Agreement.

3.5 Party: A signatory to this Agreement. A subcontractor or subgrantee is not considered a Party.

3.6 Subcontractor: A third party, not a party to this Agreement, who provides or tenders goods of any kind, or performs services of any kind, for the Grantee.

3.7 Subcontractor and Subgrantee Authorization Form: The form a Grantee is required to submit when requesting the Department's written consent to utilize the services of a subcontractor (other than an Operational Utility) or subgrantee. The use of subcontractors and subgrantees is prohibited until the Grantee has submitted this form and received written approval from the Department, even if subcontractors or subgrantees are listed in an approved budget. Use of a subcontractor or subgrantee without the Department's prior written approval may be considered a material breach of the performance required by this Agreement and may result in termination of the Agreement. The Subcontractor and Subgrantee Authorization Form may be submitted at any time before or during the term of the Agreement, and may be submitted as often as needed when new subcontractors and subgrantees are identified.

3.8 Subgrantee: A third party, not a party to this Agreement, who performs services on behalf of the Grantee in furtherance of Grantee's performance of the services described herein during the term of this grant.

3.9 A Full-Time clinical practice is defined as a minimum of 40 hours each week in an office-based setting. The practice will include hospital coverage appropriate to the needs of patients and to ensure continuity of care. For all health professionals except obstetricians and gynecologists (OB/GYN) and certified nurse midwives (CNM), at least 32 of the minimum 40 hours each week must involve providing face to face clinical services in the ambulatory out-patient setting at the Department pre-approved practice site, during normally scheduled office hours. For an OB/GYN or CNM, the majority of the 40 hours per week (not less than 21 hours per week) must be devoted to providing ambulatory care services during normally scheduled office hours. Of the remaining 19 hours, no more than 8 hours may be spent on administrative activities. Grantee shall render full time service for the entire term of this agreement.

3.9.1 The 40 hours per week may be compressed into no less than 4 days per week with no more than 12 hours of regularly scheduled clinical work to be performed in any 24-hour period.

3.10 A Half-Time clinical practice is defined as a minimum of 20 hours each week in an office-based setting. The practice will include hospital coverage appropriate to the needs of patients and to ensure continuity of care. For all health professionals except obstetricians and gynecologists (OB/GYN) and certified nurse midwives (CNM), at least 16 of the minimum 20 hours each week must involve providing face to face clinical services in the ambulatory out-patient setting at the Department pre-approved practice site, during normally scheduled office hours. For an OB/GYN or CNM, the majority of the 20 hours per week (not less than 11 hours per week) must be devoted to providing ambulatory care services during normally scheduled office hours. Of the remaining 9 hours, no more than 4 hours may be spent on administrative activities. Grantee shall render half time service for the entire term of this agreement.

3.10.1 The 20 hours per week may be compressed into no less than 2 days per week with no more than 12 hours of regularly scheduled clinical work to be performed in any 24-hour period.

4. Term:

The period of this Agreement is from 5/1/2023 through 4/30/2025; however, it may be terminated for convenience at any time under section 9.21 by the Department upon 30 days advance written notice to the Grantee. Upon such termination by the Department, the Grantee shall be entitled to retain all sums for work satisfactorily completed prior to the Department's termination. In no event shall Grantee be entitled to retain any sums not earned by the licensed practitioner under the terms of this agreement. All sums received by Grantee for work that would have otherwise occurred after the Department's termination, shall be fully repaid to the Department no later than the end of the grant term. If the Department terminates this agreement under Section 9.21, then the penalties set forth in Section 10 shall not be applied to work not performed by Grantee after the Department's termination, unless Grantee fails to repay all unearned sums by the end of the Grant term. If Grantee fails to repay all sums due to the Department as stated herein, then all penalties in Section 10 shall apply and survive termination.

5. Compensation:

5.1 The Grant Funds shall be an amount not to exceed a maximum amount of \$25,000.00

5.2 This Grant is funded through tobacco settlement funds.

5.3 Subject to 5.1 above, the Department will compensate the Grantee on the following basis:

Upon Execution

Upon execution of the grant agreement, payment will be initiated by the Department and sent to the Comptroller's office for disbursement.



Will County
Health Department &
Community Health Center

**WILL COUNTY BOARD OF HEALTH
RESOLUTION #23-47**

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

APPROVAL TO SURPLUS EQUIPMENT– LISTING ATTACHED

WHEREAS, the Will County Health Department requires the disposal and/or recycling of two non-working vaccine transport coolers for the Immunization program of the Family Health Services Division and medical equipment, office equipment, furniture, and other miscellaneous items for the Community Health Center.

NOW, THEREFORE, BE IT RESOLVED, the Will County Board of Health hereby approves the disposal and/or recycling of the attached listings of items.

DATED THIS 16th day of August, 2023.

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

Exhibit A

Resolution No.: _____

Date Approved: _____

[illegible]

-If Maintenance is disposing of the item(s), the Maintenance Staff should initial
-Computer Staff (either ICT or department staff) should initial to verify hard drive
was stripped.

Surplus Disposal Form

Exhibit A

Department : Community Health Center

Phone No.: (815) 774-7375

Resolution No.: _____

Approved By: _____

Signature: _____

Date Approved: _____

(1) Category	(2) Trf Asset / Surplus Tag No.	(3) Item/Description	Age	(4) Condition (W / NW)	Vehicle Mileage	Serial No./ Vin No.	County Tag No.	Transferred to Warehouse/Dept/ Charitable Inst	Received By (Signature)	Date Received	Disposed of by Warehouse/ Department	(5) Initial
Furniture	n/a	2-Door Cabinet	10+	NW - BROKEN								
Furniture	n/a	Overhead Cabinet	10+	NW - BROKEN								
Furniture	n/a	Overhead Cabinet	10+	NW - BROKEN								
Furniture	n/a	Overhead Cabinet	10+	NW - BROKEN								
Furniture	n/a	Metal Desk/Wood Top - 5 drwrs	10+	NW - RUSTED								
Furniture	na	Drop Leaf Curved Desk	10+	NW - BROKEN								
Furniture	1652	12Medical Stool	10+	NW - BROKEN								
Furniture	n/a	3 Medical Stools	10+	NW - BROKEN								
Furniture	n/a	6 Office Tables	10+	W - NOT NEEDED								
Furniture	n/a	28 Office Chairs	10+	NW - BROKEN								
Furniture	n/a	Metal Table w/Wood Top	10+	W - NOT NEEDED								
Furniture	n/a	(2) 30-Bin Document Organizers	10+	W - NOT NEEDED								
Furniture	n/a	3-Shelf Metal Bookcase	10+	W - NOT NEEDED								
Furniture	55955	2-Shelf Metal Rolling Cart	10+	W - NOT NEEDED								
Furniture	n/a	Metal Table w/Wood Top	10+	W - NOT NEEDED								
Dental Equipment	n/a	Sterilizer System (Statim)	9+	NW - BROKEN		51091430031						
Office Equipment	n/a	IBM/Lexmark Typewriter	10+	W - NOT NEEDED		SN = 11-LK210						
Office Equipment	n/a	Metal Wall File Bin	10+	W - NOT NEEDED								
Furniture	n/a	Overhead Cabinet	10+	W - NOT NEEDED								
Medical Equipment	17015	Health-O-Meter Scale	10+	NW - BROKEN		5000050506						
Medical Equipment	200241	Health-O-Meter Scale	10+	NW - BROKEN		00000000306370						
Medical Equipment	57980	Health-O-Meter Scale	10+	NW - BROKEN		n/a						
Medical Equipment	16721	Health-O-Meter Scale	10+	NW - BROKEN		597T006689						
Medical Equipment	16724	Health-O-Meter Scale	10+	NW - BROKEN		597T006687						
Medical Equipment	17045	Mobile Blood Pressue Unit	10+	NW - BROKEN		100001952312						

Medical Equipment	n/a	Pulmo-Aide Nebulizer	5	NW - BROKEN								
Medical Equipment	n/a	Affinos AS100 Analyzer	5	NW - BROKEN								
Medical Equipment	n/a	120 Urine Analyzer	5	NW-BROKEN								
Medical Equipment	n/a	Adult Blood Pressure Cuff	5	NW-BROKEN								
Medical Equipment	n/a	Adult Blood Pressure Cuff	5	NW-BROKEN								
Medical Equipment	n/a	Adult Blood Pressure Cuff	5	NW-BROKEN								
Medical Equipment	n/a	Adult Blood Pressure Cuff	5	NW-BROKEN								
Medical Equipment	n/a	Adult Blood Pressure Cuff	5	NW-BROKEN								
Medical Equipment	n/a	Pediatric Blood Pressure Cuff	5	NW-BROKEN								
Medical Equipment	n/a	Pediatric Blood Pressure Cuff	5	NW-BROKEN								
Medical Equipment	n/a	Pediatric Blood Pressure Cuff	5	NW-BROKEN								
Medical Equipment	n/a	Pediatric Blood Pressure Cuff	5	NW-BROKEN								
Medical Equipment	n/a	Pediatric Blood Pressure Cuff	5	NW-BROKEN								
Medical Equipment	n/a	Contech Pulse Oximeter	2	NW-BROKEN								
Medical Equipment	n/a	Contech Pulse Oximeter	2	NW-BROKEN								
Medical Equipment	n/a	McKesson Pulse Oximeter	2	NW-BROKEN								
Medical Equipment	n/a	McKesson Pulse Oximeter	3	NW-BROKEN								
Medical Equipment	9734	Welch Allyn Thermometer Base	6	NW-BROKEN								
Medical Equipment	16782	Welch Allyn Thermometer Base	6	NW-BROKEN								
Medical Equipment	n/a	Log Tag USB Interface	10+	NW-BROKEN								
Medical Equipment	n/a	Hemocue Glucose Monitor	10+	NW-BROKEN								
Medical Equipment	n/a	Hemocue Hb201+	10+	NW-BROKEN								
Medical Equipment	n/a	McKesson No Contact Thermometer	3	NW-BROKEN								
Medical Equipment	16683	Omiaron No Contact Thermometer	5	NW-BROKEN								
Medical Equipment	n/a	Handheld Dopler	10+	NW-BROKEN								
Medical Equipment	n/a	Omiaron Blood Pressure Monitor	10	NW-BROKEN								
Medical Equipment	n/a	McKesson Glucose Monitor	5	NW-BROKEN								
Medical Equipment	n/a	McKesson Glucose Monitor	5	NW-BROKEN								
Medical Equipment	n/a	McKesson Glucose Monitor	5	NW-BROKEN								

(1) **Category-** Furniture, Computer, Machinery,
Vehicle, Others

(2) **Surplus Tag No -** Tag Number assigned by the Purchasing Department

(3) **Item/Description -** If transferring computer equipment, include operating system description. Ex: Windows 2000

(4) **Condition -** W-Working ; NW-Non-Working

(5) **Initial-** Department Head should initial for disposal of non-computer broken item(s)

-If Maintenance is disposing of the item(s), the Maintenance Staff should initial

-Computer Staff (either ICT or department staff) should initial to verify hard drive was stripped.



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

APPROVAL TO EXECUTE A COMMUNICATIONS MANAGEMENT AGREEMENT WITH THE FOURCE GROUP

WHEREAS, the Will County Health Department provides health information and education to the general public and specific groups; and

WHEREAS, funding was secured through the American Rescue Plan Act of 2021 (ARPA) State and Local Fiscal Recovery funding to support public health media communications; and

WHEREAS, additional media campaign and outreach initiatives may be funded by various grant programs throughout the term of this agreement; and

WHEREAS, the Will County Health Department seeks a qualified candidate to implement and administer communications management for general public health information and specific program projects; and

WHEREAS, a Request for Qualifications (RFQ) was completed on June 28, 2023; and

WHEREAS, The FOURCE Group has met the requirements and criteria to fulfill the role of communications management at a fair and reasonable rate, taking into account the estimated value, scope, complexity and professional nature of the services to be rendered; and

WHEREAS, the term of this agreement upon execution is through August 31, 2024 with an option for one extension of up to one year.

NOW, THEREFORE, BE IT RESOLVED, the Will County Board of Health hereby approves the contract with The FOURCE Group to act as the Will County Health Department's Communications management group.

DATED THIS 16th day of August, 2023.

A proposal for

Will County Health Department

STATEMENT OF WORK

July 20, 2023

Submitted by:
The FOURCE Group, LLC

Scope of Work

1. **Creative Development:** THE FOURCE GROUP will develop creative elements as identified and agreed to by both parties. Creative development includes graphic design and copywriting.

Deliverables:

Digital –

- Development of creative concepts for ad campaigns (banner, rich media, animation)
- Copywriting
- Graphic design
- Selection and optimization of up to six (6) concepts per campaign
- Prepare files for production and manage production

Landing Pages –

- Development of creative concepts landing pages
- Copywriting
- Graphic design
- Programming
- Selection and optimization of concepts per digital/social campaign
- Prepare files for production and manage production

Collateral –

- Development of creative concepts for internal signage, exterior signage, promotional pieces, and other items as identified
- Copywriting
- Graphic design
- Selection and optimization of up to four (4) concepts per piece
- Prepare files for production and manage production
- Production costs to be estimated separately

Web Content –

- Development of creative concepts for key business units on each site
- Copywriting
- Graphic design

Email Marketing

- Development of creative concepts
- Copywriting
- Graphic design
- Programming
- Deployment and management of email campaigns

Print Advertising –

- Development of creative concepts for newspaper and or magazine publications
- Copywriting
- Graphic design
- Selection and optimization of up to four (4) ad concepts per campaign

- Sizing of ads (up to 40 publications) and final preparation of high res files for production

Direct Mail –

- Development of creative concepts for direct mail
- Copywriting
- Graphic design
- Selection and optimization of up to four (4) direct mail concepts per campaign
- Sizing of direct mail and final preparation of high res files for production
- Coordination of deployment with Direct Mail House

Outdoor Advertising –

- Development of creative concepts for outdoor billboards
- Copywriting
- Graphic design
- Selection and optimization of up to four (4) ad concepts per campaign
- Sizing of outdoor publications and final preparation of high res files for production

Other –

- Development of creative concepts for other items as identified

2. **Social Channel Marketing:** THE FOURCE GROUP will optimize the following social media channels and create campaigns when relevant:

FACEBOOK-Instagram - The primary purpose of the Will County Health Department Facebook and Instagram pages are to interact with and deepen relationships with residents and businesses. This will be accomplished as follows:

- Develop social media posts surrounding the launch activities, as well as other relevant content with daily updates
- Invite commentary and photos from followers
- Drive engagement

Deliverables:

- Postings three times a week at minimum
- Copywriting
- Graphic Design
- Development of Interactive Tools such as Surveys, Quizzes, etc.
- Creating Landing Pages to Capture Data
- Baseline report will be provided within (30) days of contract initiation
- First Summary report will be provided (60) days after contract initiation and every (90) days thereafter
- Overview of the social marketing strategy will be available (30) days from contract initiation
- Initial phase of retarget landing pages available (45) days from contract initiation

4. **VIDEO PRODUCTION:** THE FOURCE GROUP will produce videos for the WILL COUNTY HEALTH DEPARTMENT to promote identified services.

Production: Production will include all on-site production services including camera operators, lighting, audio technicians and other production staff as needed. THE FOURCE GROUP shall provide all necessary post-production services to complete the deliverables. All video segments will be delivered digitally. THE FOURCE GROUP shall be responsible to obtain all necessary licenses for any music to be used in any video. Unless agreed otherwise, the costs for such licenses shall be included in the total production budget set forth.

Releases. Except with respect to any materials provided to THE FOURCE GROUP by the WILL COUNTY HEALTH DEPARTMENT, including but not limited to footage, logos, trademarks, copyrighted materials, etc. (collectively called "client materials"), THE FOURCE GROUP shall be responsible for obtaining all necessary releases, permission, and/or waivers from any other rights holders, including licensors of trademarks or other intellectual property that may be used, featured or appear in the deliverables.

Talent/Location. THE FOURCE GROUP shall be responsible for obtaining all necessary clearance and permissions from Talent, and shall be responsible for obtaining necessary location releases for on-site production.

Ownership. THE FOURCE GROUP agrees that the delivered video segment(s) (the "Deliverables") constitute audio and visual work(s) made for hire within the meaning of the United States Copyright Law. All tapes, negatives and prints of all pictures and sound tracks and material, exposed and/or processed, in the production of the deliverables, and all material and content contained in the deliverables, including but not limited to any characters, names, copy, art, logos, and animation, and all right, titles, interest and copyrights therein, shall become the property of the WILL COUNTY HEALTH DEPARTMENT upon delivery thereof in accordance with the provision hereof. In the event that the deliverables for any reason are determined not to be a work made for hire, THE FOURCE GROUP hereby grants and assigns all rights, title, and interest to the WILL COUNTY HEALTH DEPARTMENT and THE FOURCE GROUP will promptly execute and deliver such documents as may be requested by Client in order to accomplish the assignment and transfer all such rights, title and interest. Without in any way limiting the foregoing, THE FOURCE GROUP hereby waives any and all "moral rights" and any rights THE FOURCE GROUP may have regarding the deliverables pursuant to the Visual Artist Rights Act (17 U.S.C. 106A(e)) or other federal, state or local statute. THE FOURCE GROUP will not mortgage, pledge assign or otherwise encumber the aforementioned sound tracks, tapes and negative and positive films.

Notwithstanding the foregoing, all THE FOURCE GROUP's original project files, animations files and color correction files and any other underlying proprietary technologies, plug-ins, architecture or other proprietary materials used by THE FOURCE GROUP in creation of the Deliverables (collectively "THE FOURCE GROUP Materials") shall remain the sole property of THE FOURCE GROUP. THE FOURCE GROUP hereby grants Client a limited, non-exclusive, royalty free perpetual license to use any such THE FOURCE GROUP Materials solely to the extent that may be necessary to enable the Deliverables to perform and/or be displayed as promised.

THE FOURCE GROUP's Representations and Warranties. The FOURCE GROUP represents and warrants as follows:

- A. That THE FOURCE GROUP will produce the deliverables in a professional, first class manner consistent with services rendered by THE FOURCE GROUP in film, television, and entertainment industries and THE FOURCE GROUP will maintain the highest standard of safety for the production of the deliverables consistent with industry standards and best practices.
- B. That THE FOURCE GROUP is the lawful owner or licensee with right to sublicense of, in and to the Material and any intellectual property rights therein; that the Material, to the extent developed by THE FOURCE GROUP, consists of original work created by THE FOURCE GROUP; that THE FOURCE GROUP has a legal right to sell and transfer the same to Client; and that the Client's use of the Material and intellectual property rights therein will not infringe upon the intellectual property rights of any third party.

Video Deliverables:

- Produce promotional videos as identified in various lengths
- Storyboard and copywriting as necessary
- Filming and editing as outlined above
- Sound Mixing
- Graphic Design
- Digital Rendering
- Final Delivery and Trafficking

- 3. Media Planning and Management:** Develop a media strategy and calendar to achieve the following objectives: 1. Develop Top of Mind Awareness and 2. Drive Leads for specific business units. Planning will include the following:

Deliverables:

Digital Advertising –

- Identify digital platforms (display, social, mobile, rich media) to reach the target audience
- Negotiate Media Costs and Placement
- Create, Manage and Maintain Media Schedule
- Trafficking of Ads to Media Outlets
- Review and Reconciliation of billings each month

TV Broadcast –

- Identify media outlets to reach the target audience
- Negotiate Media Costs and Placement
- Create, Manage and Maintain Media Schedule
- Trafficking of Ads to Media Outlets
- Review and Reconciliation of billings each month

Radio Broadcast –

- Identify media outlets to reach the target audience
- Negotiate Media Costs and Placement
- Create, Manage and Maintain Media Schedule
- Trafficking of Ads to Media Outlets
- Review and Reconciliation of billings each month

Newspaper/Magazine Print –

- Identify media outlets to reach the target audience
- Negotiate Media Costs and Placement
- Create, Manage and Maintain Media Schedule
- Trafficking of Ads to Media Outlets
- Review and Reconciliation of billings each month

Direct Mail –

- Identify direct mail outlets to reach the target audience
- Negotiate Media Costs and Placement
- Create, Manage and Maintain Media Schedule
- Trafficking of Ads to Media Outlets
- Review and Reconciliation of billings each month

Outdoor/Transit Advertising –

- Identify out of home locations to reach the target audience
- Negotiate Media Costs and Placement
- Create, Manage and Maintain Media Schedule
- Trafficking of Ads to Media Outlets
- Review and Reconciliation of billings each month

- 7. Original Photography:** THE FOURCE GROUP will conduct photoshoot(s) to be used for all marketing materials. THE FOURCE GROUP will secure photographer(s) and all releases for use by the Will County Health Department for designated campaigns and creative. All high res digital files will be supplied to Will County Health Department for use as outlined in the releases. Will County Health Department will retain usage rights of the photos as outlined in the releases secured from the photographer(s) should it end using the services of THE FOURCE GROUP.

Deliverables:

- Identify shot list and cast in coordination with the Health Department
- Conduct Photo-shoot
- Selection of Photos
- Photo touching
- Final delivery of high res files

- 8. Public Relations:** THE FOURCE GROUP will work to create press releases and statements to inform the public and stakeholders on and about the identified programs. These efforts will be used in combination with the overall communications plan.

Deliverables:

- Copywriting of press releases
- Story Pitch and Placement
- Tracking of Engagement
- Press Inquiries as needed

9. **Efficacy Analytic Measurement:** The key component to success of our marketing strategy is the daily, weekly and monthly tracking of our marketing efforts to show ROI and lead generation and conversion.

Deliverables:

- Online tracking and lead generation
- Weekly/Monthly/Quarterly updates and reports to senior management
- First Report within 30 days of execution of contract
- Weekly Reports and updates thereafter

10. **Client Services:** The FOURCE Group will provide superior account management services that will include tracking of projects and access to the principals of the firm as well as first rate team of creative professionals.

Deliverables:

- Weekly Status Update Meetings
- On call service for client meetings and requests
- Financial keeping and reconciliation

TERMS OF AGREEMENT

PARTIES & PURPOSE

This Agreement is made between **Will County Health Department**, (hereinafter "Client") and **THE FOURCE GROUP**, (hereinafter "Marketing Company"). Client agrees to retain Marketing Company from execution of this agreement thru August 31, 2024. This agreement may be renewed annually as mutually agreed upon by both parties.

Marketing Company agrees to work on an hourly basis at the not for profit combined Marketing Company Rate of \$100 per hour which is reduced from our non-profit rate of \$125 per hour and our standard hourly rate of \$240. The reduction is due to a reduced amount of time that we anticipate spending getting up to speed on Client practices and procedures due to our prior experience.

The proposed hours to achieve the scope of work and out of pocket fees is as follows:

WILL COUNTY HEALTH DEPARTMENT SCOPE OF WORK 8/24/2023	ESTIMATED HOURS	ESTIMATED FEES	OUT OF POCKET MEDIA DOLLARS	TOTAL
Strategy Development:				
Create an external communications plan: a process for reaching external stakeholders, community leaders, media, public officials, local community, and health care providers and target populations for our programs and services.	175	\$ 17,500.00	\$	\$ 17,500.00
Creative Development:				
Graphic design: copywriting which will result in creative work for communications outreach programs and services.	164	\$ 16,400.00	\$	\$ 16,400.00
Priority Population Communication Strategy:				
Developing and executing a communications strategy to reach the priority populations as required by WCHD grant deliverables.	75	\$ 7,500.00	\$	\$ 7,500.00
Priority Population Communication Strategy:				
Developing and executing a bilingual communications strategy to reach WCHD Spanish speaking communities and residents.	75	\$ 7,500.00	\$	\$ 7,500.00
Media Planning and Buying:				
Media Planning and Buying: primarily local media, both in traditional and digital channels as well as social media.	250	\$ 25,000.00	\$	\$ 25,000.00
Media Out of Pocket Costs:				
Costs of Media for all channels in the plan	3	\$	\$ 416,561.00	\$ 416,561.00
TOTAL	639	\$ 63,900.00	\$ 416,561.00	\$ 480,461.00

Project Service Fees: Project Service Fees will be billed for approved work and will be due pursuant to the requirements of the Illinois Local Government Prompt Payment Act, 50 ILCS 505.

Out of Pocket Fees: Out of Pocket Fees will be billed at the time of estimate approval and will be due pursuant to the terms of the Illinois Local Government Prompt Payment Act.

Additional Items: All materials furnished by Client will remain the property of Client and will be returned upon request, or no more than 60 days from the termination of this agreement. The results of any and all work performed by the Marketing Company for the Client, including original creative work will remain the property of the Client.

To the extent permitted by law, Client and Marketing Company agree to defend, indemnify and hold harmless either party, its/their officers, directors, agents and employees from and against any and all claims, suits, liens, judgments, damages, losses and expenses including reasonable legal fees and costs arising in whole or in part and in any manner from acts, omissions, breach or default of either party, in connection with performance of any work produced by this agreement, its officers, directors, agents, employees and subcontractors. This agreement may be terminated on 90 days' written notice by either party. In case of termination, the Marketing Company shall make a reasonable attempt to finish work in progress.

This agreement may be amended only by an instrument in writing signed by the Parties. Neither Party may assign this agreement or the rights or obligations hereunder without the specific written consent of the other Party. The Parties agree that this agreement may be executed in multiple originals, each of which shall be considered an original for all purposes and, collectively, shall be considered to constitute this agreement. The Parties further agree that signatures transmitted by facsimile or in Portable Document Format (pdf) may be considered an original for all purposes, including, without limitation, the execution of this agreement and enforcement of this agreement. This agreement supersedes all previous contracts or agreements between the Parties for the same services, and constitutes the entire agreement between the Parties. Neither Party shall be entitled to benefits other than those specifically enumerated herein. Except as otherwise expressly stated herein, the Parties do not intend to create any enforceable rights in any third party under this agreement and there are no third party beneficiaries to this agreement. Any provision, which expressly or by its context requires, after termination of this agreement, action or places obligations on the Parties to this Agreement, shall so survive the termination of this agreement. The waiver by either Party of a breach or violation of any provision of this agreement shall not operate as nor be construed to be a waiver of any subsequent breach hereof.

FREEDOM OF INFORMATION ACT (FOIA). With regard to the Illinois Freedom of Information Act, the terms of the Request for Qualifications issued by the Will County Health Department and dated June 1, 2023 shall apply.

CHOICE OF LAW

This agreement shall be governed by and construed in accordance with the laws of the State of Illinois. The parties agree to venue in Will County, Illinois for any claims related to or arising out of this Agreement.

CONTRACT EXECUTION

Client agrees that this contract will be in effect for the agreed upon duration. If you agree to the terms set forth above, please sign in the space provided below and return one copy of this proposal.

TERMS OF THE REQUEST FOR QUALIFICATIONS

The terms of the Request for Qualifications issued by the Will County Health Department and dated June 1, 2023 are incorporated herein by reference and made a part of this Agreement. A copy of said Request for Qualifications is attached hereto and marked Exhibit A. If there is a conflict between the provisions of the Request for Qualifications (Exhibit A) and the provisions of this Agreement, the terms of the Request for Qualifications (Exhibit A) shall prevail over the terms of this Agreement.

Client Name and Title

X

Client Signature

Date

X Maureen Woodrome CEO
FOURCE Name and Title

X Maureen Woodrome
FOURCE Signature

26 July 23
Date



Will County
Health Department &
Community Health Center

WILL COUNTY HEALTH DEPARTMENT

501 Ella Avenue, Joliet, Illinois 60433

Kevin Lynn
Purchasing Director
klynn@willcountyillinois.com

Will County Executive's Office

815-740-4712

June 1, 2023

To Whom It May Concern:

You are invited to submit your qualifications for implementation and administration of an overall public health communications management group for the Will County Health Department and Community Health Center.

Responses to this RFQ will be received in the Purchasing Department, 2nd floor, Will County Office Building, 302 North Chicago Street, Joliet, IL 60432, **not later than 4:00 p.m., "as so indicated by the time stamp clock of Will County", Wednesday, June 28, 2023.**

The respondent acknowledges the right of the Will County Health Department to reject any or all responses and to waive non-material informality or irregularity in any statement of qualifications received in whole or part as may be specified in the solicitation.

Should you have any questions regarding this RFQ, please contact Kevin Lynn, Purchasing Director, at klynn@willcountyillinois.com.

We welcome your response to this solicitation.

Sincerely,

Kevin Lynn

Kevin Lynn
Purchasing Director
Will County Executive's Office

EXHIBIT A

ADVERTISEMENT OF REQUEST FOR QUALIFICATIONS (RFQ):

RESPONSES TO THIS REQUEST FOR QUALIFICATIONS (RFQ) FROM QUALIFIED CANDIDATES IN COMMUNICATIONS ADMINISTRATION TO IMPLEMENT AND ADMINISTER AN OVERALL PUBLIC HEALTH COMMUNICATIONS MANAGEMENT PROGRAM, INCLUDING EXTERNAL COMMUNICATIONS, PROJECT MANAGEMENT AND COORDINATION OF DIFFERENT COMMUNICATION WORK STREAMS WILL BE RECEIVED AT THE PURCHASING DEPARTMENT, 2ND FLOOR OF THE WILL COUTNY OFFICE BUILDING, 302 N. CHICAGO ST. JOLIET, IL 60432, UNTIL THE HOUR OF 4:00 P.M., ON WEDNESDAY, JUNE 28, 2023.

RESPONSES TO THIS RFQ WILL BE REVIEWED BY THE BOARD OF HEALTH PRESIDENT, DR. BILLIE TERRELL, OR HER REPRESENTATIVE TEAM WHO RESERVES THE RIGHT TO ACCEPT OR REJECT ANY OR ALL RESPONSES RECEIVED AS A RESULT OF THIS SOLICITATION.

SPECIFICATIONS AND CONDITIONS OF THE BID ARE AVAILABLE AT www.willcountyhealth.org AND www.demandstar.com, AS WELL AS THE EXECUTIVE SUITE, WILL COUNTY HEALTH DEPARTMENT, 501 ELLA AVENUE, JOLIET, IL, 60433, (815) 740-8982 OR EMAIL klynn@willcountyillinois.com.

THE TENDERING OF A BID SHALL BE CONSTRUED AS ACCEPTANCE OF THE SPECIFICATIONS. THE HEALTH DEPARTMENT AND COMMUNITY HEALTH CENTER RESERVE THE RIGHT TO ACCEPT OR REJECT ANY OR ALL BIDS OR PROPOSALS RECEIVED.

BY ORDER OF THE BOARD OF HEALTH PRESIDENT, DR. BILLIE TERRELL, THE WILL COUNTY COMMUNITY HEALTH CENTER CHAIRMAN, ALAN DYCHE.

INSTRUCTIONS TO RESPONDENTS

GENERAL REQUIREMENTS:

Will County is requesting proposals from qualified candidates in Communications Management to implement an overall Public Health communications strategy for the Will County Health Department and Community Health Center programs and services.

RESPONSES:

Sealed statements of qualifications will be received in the Will County Office Building, 302 North Chicago St, Joliet IL 60432, not later than Wednesday, June 28, 2023, at 4:00 PM "as so indicated by the time stamp clock of Will County". **STATEMENTS OF QUALIFICATIONS RECEIVED AFTER THIS TIME WILL NOT BE ACCEPTED.**

Sealed statements of qualifications must be made in accordance with the instructions contained herein. All terms and conditions as attached hereto shall be included in the contract for the work to be performed.

Statements of qualifications shall be submitted to the Will County Health Department in a sealed package labeled with the respondent's name and address and the notation:

SEALED RFQ: 2023-80 Public Health Communications Management

RESPONSES DUE: Wednesday, June 28, 2023- 4:00 P.M.

Sealed statements of qualifications shall be addressed to the Will County Purchasing Department, 302 N Chicago St, Joliet, IL 60432

-Please affix the label included on the outermost package of your sealed response to help ensure proper delivery!

SIGNATURE OF AUTHORIZED PERSONNEL:

The signature on statement of qualifications documents shall be that of an authorized representative of the firm. An officer or agent of the business entity who is empowered to bind the firm in a contract shall sign the statements of qualifications and any clarifications thereto. The County of Will shall be entitled to rely on any apparent authority to bind, despite lack of actual authority.

Each respondent, by producing and signing a statement of qualifications, represents that he/she has read and understands the solicitation documents. Any statement of qualifications not containing said signed documents shall be non-conforming and shall be rejected.

PROCEDURES:

1. The Statement of Qualifications must be prepared as indicated in the "Submittal Requirements" section. One (1) original, four (4) paper copies (plainly marked) and one (1) electronic copy on an electronic storage device.
2. A statement of qualifications is invalid if it has not been received at the designated location prior to the time and date for receipt of RFQ indicated in the Advertisement for RFQ or prior to any extension thereof issued by the Will County Health Department.
3. Each respondent shall carefully examine all documents and all addenda thereto; and, shall thoroughly familiarize itself with the detailed requirements thereof prior to submitting a statement of qualifications. Should a respondent find discrepancies, ambiguities or omissions in documents; or, be in doubt as to meaning, it shall at once, and in any event not later than seven (7) days prior to RFQ due date, notify the Will County Health Department. If necessary, the Will County Health Department shall issue a written addendum to all respondents. The Will County Health Department is not responsible for any oral instructions. All inquiries shall be directed to Kevin Lynn in writing at: klynn@willcountyillinois.com.
4. Changes or corrections may be made in the documents after they have been issued and before responses are received. In such cases a written addendum describing the change or correction will be issued by the Will County Health Department to all parties recorded as having received the documents and will be available for inspection wherever issued. The Will County Health Department shall issue a written addendum to all recorded parties via email and post on www.demandstar.com and www.willcountyhealth.org. Such addendum shall take precedence over that portion of the documents concerned and any conflicting provisions and shall become part of the documents. Unless impracticable, such an addendum will be issued to reach the respondents at least five (5) days prior to date established for receipt of bids.

REJECTION OF RESPONSES:

The respondent acknowledges the right of the Will County Health Department to reject any or all statements of qualifications, to waive any non-material informality or irregularity in any statements of qualifications received, and to accept the statements of qualifications deemed most favorable to the interest of the Will County Health Department

after all have been examined and evaluated. In addition, the respondent recognizes the right of the Will County Health Department to reject a statement of qualifications if it is in any way incomplete or irregular.

CONTRACT COMMENCEMENT:

The contract is expected to commence on or after September 1, 2023, upon approval by the Will County Health Department Board of Health.

PRIME CONTRACTOR CERTIFICATION:

Included in this packet is a prime contractor certification form. This form **must** be filled out, signed and returned with your proposal or it will not be considered.

NON-DISCRIMINATION:

The respondent shall at all times observe and comply with any applicable laws, statutes, regulations or the like relating in any way to civil rights including but not limited to the Public Works Employment Discrimination Act, 775 ILCS 10/0.01 et seq.

DEFAULT:

In case of default by the successful respondent, the Will County Health Department may procure the services from other sources and may deduct from the unpaid balance due the successful respondent any of its costs resulting from the default, and the prices paid by the Will County Health Department shall be considered the prevailing market price at the time such purchase is made.

HOLD HARMLESS CLAUSE:

The respondent will save and hold harmless the Will County Health Department from and against all causes of action, liabilities, claims, demands and damages of whatsoever kind or nature arising out of or connected with the performance of services by the respondent, whether such injury, death, loss or damage shall have been occasioned by the negligence of the respondent in whole or in part, or a sub-consultant of the respondent, or their employees, or otherwise. The respondent will defend at its own expense any actions based thereon and shall pay all charges of reasonable attorneys, all costs, damages and other expenses arising therefrom. All obligations arising from this clause shall survive termination of the agreement resulting from award of a contract derived from this RFP.

TAX EXEMPTION:

The Will County Health Department is exempt from Federal, State and Municipal Taxes.

TERMINATION:

Either party hereto may, at any time during the term hereof, terminate the contract, without cause, upon thirty (30) days written notice to the other party of such termination. At the end of said thirty (30) days' notice period, the contract shall be terminated.

Either party may also terminate the contract for cause upon material breach of the terms of the final contract and with 7 days written notice. Upon mutual agreement of the parties, the material breach may be cured during the 7 days' notice period.

Immediately upon the termination of the contract for any reason, all debts, obligations and liabilities theretofore accrued between the vendor and Will County Health Department will be paid, performed and discharged except for the provisions of the Hold Harmless Clause and liability arising therefrom, which shall survive any termination of the Agreement resulting from the award of this proposal.

COMPLIANCE WITH APPLICABLE LAW:

In all aspects relative to the performance of their respective obligations under this contract, the respondent and Will County Health Department shall conduct their respective businesses in accordance with all applicable federal, state and local laws.

CHOICE OF LAW

Responses to this RFQ and any agreement connected herewith shall be governed by the laws of the State of Illinois, without regard to conflict of law provisions.

VENUE

Venue for any cause of action related to this RFQ and any agreement connected herewith shall be filed with the Twelfth Judicial Circuit, Will County, Illinois.

ILLINOIS FREEDOM OF INFORMATION ACT

Any and all submissions to the Will County Health Department become the property of the Will County Health Department and these and any late submissions will not be returned. Responses will be open to the public under the Illinois Freedom of Information Act (FOIA) (5 ILCS 140) and other applicable laws and rules, unless you request in your response that we treat certain information as exempt. We will not honor requests to exempt entire responses. You must show the specific grounds in FOIA or other law or rule that support exempt treatment. If you request exempt

treatment, you must submit an additional copy of the response with exempt information deleted. This copy must tell the general nature of the material removed and shall retain as much of the response as possible. In the event the Will County Health Department receives a request for a document submitted, the Will County Health Department shall provide notice to the respondent, as soon as practicable. Regardless, the respondent will be responsible for any costs or damages associated with defending any request for exempt treatment. Furthermore, respondent warrants that Will County Health Department's responses to requests for a document submitted that is not requested to be exempt will not violate the rights of any third party.

Please be advised that if your response is accepted by the Will County Health Department and a contract between the respondent and Will County Health Department results for subsequent negotiations, all related records maintained by, provided to, or required to be provided to the County of Will are subject to FOIA. In the event the Will County Health Department receives a request for a document relating to the respondent, its provision of services, or the arranging for the provision of services, the Will County Health Department shall provide notice to the respondent as soon as practicable; and, within the period available under FOIA, respondent may then identify those records, or portions thereof, that it in good faith believes to be exempt from production and the justification for such exemption. Regardless, respondent will be responsible for any costs or damages associated with defending the request for exempt treatment. Furthermore, respondent will warrant that Will County Health Department's responses to requests for a document relating to the respondent, its provision of services, or the arranging for the provision of services, or the arranging for the provision of services, will not violate the rights of any third party.

Please also be advised that FOIA provides that any record in the possession of a party with whom the Will County Health Department has contracted to perform a governmental function on behalf of the Will County Health Department, and that directly relates to the governmental function and is not otherwise exempt under FOIA is considered a public record of the Will County Health Department for purposes of FOIA (5 ILCS 140/7(2)). As such, upon request by the Will County Health Department (or any of its officers, agents, employees public or officials), the respondent shall provide to the Will County Health Department at no cost and within the timeframes of FOIA, a copy of any "public record" as required by FOIA and in compliance with the provisions of FOIA. After request by the Will County Health Department, the respondent may then identify those records, or portions thereof, that it in good faith believes to be exempt from production and the justification for such exemption. Regardless, the respondent will be responsible for any costs or damages associated with defending the request for exempt treatment.

TENTATIVE TIMELINE:

June 1, 2023	RFQ Released/Available
June 21, 2023	Deadline for Submittal of Questions by 12:00 PM
June 23, 2023	Release of addenda by 4:00 PM
June 28, 2023	RFQ due in Purchasing Department by 4:00 P.M.(CST)
July 10-14, 2023	Interviews
August 16, 2023	Recommendation to Board of Health

SUBMITTAL REQUIREMENTS:

Each of the following items shall be submitted by the time mentioned herein in order that the RFQ will be considered:

1. One (1) Complete original, four (4) paper copies (plainly marked) and one (1) electronic copy (CD or Flash Drive) of all submitted materials
2. References (Min 3)
3. **Signed** Copy of Prime Contractor Certification
4. **Signed** Copy of RFQ Form
5. **Signed** Copy of Addenda Form (mark n/a if none issued)

Request For Qualifications – Will County Public Health Communications Management

1. Background

The Will County Health Department has an obligation to provide timely and pertinent public health information and education to the community at-large. This must be bilingual and in various forms of media to reach as many members of the population as possible. Further, the Health Department, under the guidance of multiple Illinois State Agencies, must meet grant deliverables while providing education on multiple public health topics to achieve health equity. The addition of a Public Health Communications Management group can facilitate the overall management of media campaigns for our programs.

2. Scope of Program

- i. Overall communication strategy for external communications, project management, and coordination of different communication work streams, including crises communication.
 - a. Create an external communication plan – a process for reaching external stakeholders, community leaders, media, public officials, local community, and health care providers and target populations for our programs and services.
- ii. Creative development of the overall marketing/communications campaign, including design and creative work related to communication outreach for our programs and services (see Appendix).
- iii. Developing and executing a communications strategy to reach the priority populations as required by our grant deliverables.
- iv. Developing and executing a bilingual communications strategy to reach our Spanish-speaking communities and residents.
- v. Media planning and buying, primarily in local media, both in traditional and digital channels, as well as social media.

3. Budget and Available Resources

The budget for this project is dependent upon County resources for general public health education plus additional grant funding for specific projects. Contractor will work closely with County and Health Department staff responsible for marketing, communications, and public health education.

After the contractor selection, the term of the contract would be for 1 year that would begin immediately upon approval by the Board of Health. The contract will have up to one extension, not to exceed one year, at the discretion of the Board of Health based on the availability of funds, the need to extend services, and the respondent's performance.

4. Required Information

Please provide answers and perspectives to the following questions:

- Provide an overview of your experience conducting general health awareness campaigns or public health-related campaigns over the last three years.
- Provide experience with local media outlets including radio, cinema, billboards, transportation venues.
- Provide experience with digital and social media platforms.
- How would you ensure that your messaging would resonate with all residents in Will County?
- What type of data and reporting do you provide as a summary of campaign reach and outcomes?
- Who would be the key members of your team?
- What about your agency's experience or qualifications makes you a good fit for this work?
- Please list any government clients.
- How do you develop big breakthrough creative ideas?
- What do you believe makes for a productive agency/client relationship?

5. Staffing Plan

Please describe how many staff (part time, full time, or hourly) will be required to support this project, including information on the staff's title, role, and percent allocation. If one or more agencies will serve as subcontractors to the respondent, be specific in outlining the roles each agency will play in performance of the duties.

6. Financial Proposal

Please provide your agency's rate card for review, including billable rates and potential hours estimates for components of the work.

PRIME CONTRACTOR CERTIFICATION:

The undersigned hereby certifies that _____

Company Name

Is not barred from contracting with any unit of State or local government as a result of a violation of either Section 33E-3 or 33E-4 of the Criminal Code of 1961.

Name of Authorized Representative

Title

Signature

Date

Note: A person who makes a false certificate commits a Class 3 Felony.

Sections 33E-3 and 33E-4 provide as follows:

33E-3. Bid-rigging. A person commits the offense of bid-rigging when he knowingly agrees with any person who is, or but for such agreement would be, a competitor of such person concerning any bid submitted or not submitted by such person or another to a unit of State or local government when with the intent that the bid submitted or not submitted will result in the award of a Contract to such person or another and he either (1) provides such person or receives from another information concerning the price or other material term or terms of the bid which would otherwise not be disclosed to a competitor in an independent noncollusive submission of bids or (2) submits a bid that is of such a price or other material term or terms that he does not intend the bid to be accepted.

Bid-rigging is a Class 3 felony. Any person convicted of this offense or any similar offense of any state or the United States which contains the same elements as this offense shall be barred for 5 years from the date of conviction from Contracting with any unit of State or local government. No corporation shall be barred from Contracting with any unit of State or local government as a result of a conviction under this Section of any employee or agent of such corporation if the employee so convicted is no longer employed by the corporation and: (1) it has been finally adjudicated not guilty or (2) if it demonstrates to the governmental entity with which it seeks to Contract and that entity finds that the commission of the offense was neither authorized, requested, commanded, nor performed by a director, officer or a high managerial agent in behalf of the corporation as provided in paragraph (2) of subsection (a) of Section 5-4 of this Code.

33E-4 Bid rotating. A person commits the offense of bid rotating when, pursuant to any collusive scheme or agreement with another, he engages in a pattern over time (which, for the purposes of this Section, shall include at least 3 Contract bids within a period of 10 years, the most recent of which occurs after the effective date of this amendatory Act of 1988) of submitting sealed bids to units of State or local government with the intent that the award of such bids rotates, or is distributed among, persons or business entities which submit bids on a substantial number of the same Contracts. Bid rotating is a Class 2 felony. Any person convicted of this offense or any similar offense of any state or the United States which contains the same elements as this offense shall be permanently barred from Contracting with any unit of State or local government. No corporation shall be barred from Contracting with any unit of State or local government as a result of a conviction under this Section of any employee or agent of such corporation if the employee so convicted is no longer employed by the corporation and: (1) it has been finally adjudicated not guilty or (2) if it demonstrates to the governmental entity with which it seeks to Contract and that entity finds that the commission of the offense was neither authorized, requested, commanded, nor performed by a director, officer or a high managerial agent in behalf of the corporation as provided in paragraph (2) of subsection (a) of Section 5-4 of this Code.

Possible violations of Section 33 can be reported to the Office of the Will County State's Attorney at (815) 727-8453.

RFQ FORM

Public Health Communications Management
Will County Health Department

#2023-80

COMPANY NAME: _____

ADDRESS: _____

CITY: _____ STATE: _____ ZIP: _____

SOC. SEC # or FEIN: _____

CONTACT: _____

PHONE: _____ FAX: _____

EMAIL: _____

Agency Name and Delivery Address:	WILL COUNTY OFFICE BUILDING 302 N CHICAGO ST, JOLIET, IL 60432
--------------------------------------	---

For Additional information contact:	KEVIN LYNN, PURCHASING DIRECTOR, klynn@willcountyillinois.com
--	--

Signed by: _____ Title: _____

Authorized Representative of Company

Receipt of Addenda Form Public Health Communications Management
Will County Health Department

#2023-80

COMPANY NAME _____
ADDRESS _____
CITY _____ STATE _____ ZIP _____

SOC. SEC. or F.E.I.N. # _____

CONTACT _____

PHONE _____ FAX _____ EMAIL _____

ADDENDUM RECEIPT: Receipt of the following Addendum to the Bidding Documents is hereby acknowledged:

No. _____, dated _____, signed _____

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No. _____, dated _____, signed _____

LATE RESPONSES CANNOT BE ACCEPTED!

<u>Respondents Return Address:</u>	
<u>RFQ #:</u>	2023-80 Public Health Communications Management
<u>DUE DATE:</u>	6/28/23
<u>DUE:</u>	4:00 P.M.
DATED MATERIAL-DELIVER IMMEDIATELY	
WILL COUNTY OFFICE BUILDING 302 N CHICAGO ST JOLIET, IL 60432	

PLEASE
CUT OUT AND AFFIX THIS LABEL (ABOVE) TO
THE OUTERMOST PACKAGE OF YOUR SEALED RESPONSE
TO HELP ENSURE PROPER DELIVERY!

LATE RESPONSES CANNOT BE ACCEPTED!

Appendix

WCHD Programs and Services

Family Health Services

1. Teen Pregnancy and Prevention (TPP)
2. Tobacco
3. Well-Woman (WW)
4. All Our Kids Network (AOK)
5. IRIS
6. Better Birth Outcomes (BBO)
7. High Risk Infant Follow-up
8. WIC
9. HIV
10. PrEP
11. Immunizations
12. Communicable Diseases and Epidemiology

Behavioral Health

1. Adult mental health services
2. Children and Adolescent mental health services

Environmental Health

1. West Nile Virus
2. Radon

Community Health Center

1. Medical services – for adults and children
2. OB/gyn services
3. Family Planning services
4. Dental services
5. BH/ Psychiatric services
6. Mobile medical and dental services
7. Free optometry services
8. Brooks Middle School – certified school-based health center
9. Medication Assisted Treatment/ outpatient SUD program
10. Care clinic: PrEP, HIV linkage to care, STI screening and treatment
11. ACA/ Outreach and Enrollment insurance enrollment assistance
12. Health education – monthly themes
13. Vaccinations for adults and children, including COVID and Monkeypox
14. Home Bluetooth self-blood pressure monitoring program
15. Onsite laboratory and pharmacy services

WILL COUNTY HEALTH DEPARTMENT
REQUEST FOR QUALIFICATIONS 2023-80
Public Health Communication Management

06.28.2023

**THANK YOU FOR THE OPPORTUNITY TO SUBMIT OUR
RESPONSE TO THIS RFQ.**

The **FOURCE** Group is ready to hit the ground running to help the Will County Health Department create and manage compelling communication strategies to improve the health and well being of all residents in Will County.

We have the expertise.

We have the **WILL** power.

We have the strength.

We are doers.

We are creators.

We are go-getters.

And we stand ready to assist you in every way possible.

Thank you.

**THE
FOURCE**

PRIME CONTRACTOR CERTIFICATION:

The undersigned hereby certifies that THE FOURCE GROUP

Company Name

Is not barred from contracting with any unit of State or local government as a result of a violation of either Section 33E-3 or 33E-4 of the Criminal Code of 1961.

Maureen Woodrome

Chief Executive Officer

Name of Authorized Representative

Title

Maureen Woodrome

June 27, 2023

Signature

Date

Note: A person who makes a false certificate commits a Class 3 Felony.

Sections 33E-3 and 33E-4 provide as follows:

33E-3. Bid-rigging. A person commits the offense of bid-rigging when he knowingly agrees with any person who is, or but for such agreement would be, a competitor of such person concerning any bid submitted or not submitted by such person or another to a unit of State or local government when with the intent that the bid submitted or not submitted will result in the award of a Contract to such person or another and he either (1) provides such person or receives from another information concerning the price or other material term or terms of the bid which would otherwise not be disclosed to a competitor in an independent noncollusive submission of bids or (2) submits a bid that is of such a price or other material term or terms that he does not intend the bid to be accepted.

Bid-rigging is a Class 3 felony. Any person convicted of this offense or any similar offense of any state or the United States which contains the same elements as this offense shall be barred for 5 years from the date of conviction from Contracting with any unit of State or local government. No corporation shall be barred from Contracting with any unit of State or local government as a result of a conviction under this Section of any employee or agent of such corporation if the employee so convicted is no longer employed by the corporation and: (1) it has been finally adjudicated not guilty or (2) if it demonstrates to the governmental entity with which it seeks to Contract and that entity finds that the commission of the offense was neither authorized, requested, commanded, nor performed by a director, officer or a high managerial agent in behalf of the corporation as provided in paragraph (2) of subsection (a) of Section 5-4 of this Code.

33E-4 Bid rotating. A person commits the offense of bid rotating when, pursuant to any collusive scheme or agreement with another, he engages in a pattern over time (which, for the purposes of this Section, shall include at least 3 Contract bids within a period of 10 years, the most recent of which occurs after the effective date of this amendatory Act of 1988) of submitting sealed bids to units of State or local government with the intent that the award of such bids rotates, or is distributed among, persons or business entities which submit bids on a substantial number of the same Contracts. Bid rotating is a Class 2 felony. Any person convicted of this offense or any similar offense of any state or the United States which contains the same elements as this offense shall be permanently barred from Contracting with any unit of State or local government. No corporation shall be barred from Contracting with any unit of State or local government as a result of a conviction under this Section of any employee or agent of such corporation if the employee so convicted is no longer employed by the corporation and: (1) it has been finally adjudicated not guilty or (2) if it demonstrates to the governmental entity with which it seeks to Contract and that entity finds that the commission of the offense was neither authorized, requested, commanded, nor performed by a director, officer or a high managerial agent in behalf of the corporation as provided in paragraph (2) of subsection (a) of Section 5-4 of this Code.

Possible violations of Section 33 can be reported to the Office of the Will County State's Attorney at (815) 727-8453.

RFQ FORM

**Public Health Communications Management
Will County Health Department**

#2023-80

COMPANY NAME: THE FOURCE GROUP
ADDRESS: 631 North Main Street Suite 2
CITY: O'Fallon STATE: Illinois ZIP: 62269
SOC. SEC # or FEIN: 81-1260350
CONTACT: Maureen Woodrome
PHONE: 618.239.0600 or 618.972.0942 FAX: none
EMAIL: moe@thefourcegroup.com

Agency Name and	<u>WILL COUNTY OFFICE BUILDING</u>
Delivery Address:	<u>302 N CHICAGO ST, JOLIET, IL 60432</u>
For Additional	<u>KEVIN LYNN,</u>
information contact:	<u>PURCHASING DIRECTOR, klynn@willcountyillinois.com</u>

Signed by: Maureen Woodrome Title: Chief Executive Officer
Authorized Representative of Company

Receipt of Addenda Form Public Health Communications Management
Will County Health Department

#2023-80

COMPANY NAME THE FOURCE GROUP
ADDRESS 631 North Main Street Suite 2
CITY O'Fallon STATE Illinois ZIP 62269

SOC. SEC. or F.E.I.N. # 81-1260350
CONTACT Maureen Woodrome
PHONE 618.239.0600 FAX none EMAIL moe@thefourcegroup.com

ADDENDUM RECEIPT: Receipt of the following Addendum to the Bidding Documents is hereby acknowledged:

No. 1, dated June 16, 2023, signed Maureen Woodrome

ADDENDUM RECEIPT: Receipt of the following Addendum to the Bidding Documents is hereby acknowledged:

No. _____, dated _____, signed _____

ADDENDUM RECEIPT: Receipt of the following Addendum to the Bidding Documents is hereby acknowledged:

No. _____, dated _____, signed _____

ADDENDUM RECEIPT: Receipt of the following Addendum to the Bidding Documents is hereby acknowledged:

No. _____, dated _____, signed _____



Will County
Health Department &
Community Health Center

**WILL COUNTY BOARD OF HEALTH
RESOLUTION #23-49**

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

**APPROVAL OF YEAR 2 RENEWAL OF THE MICROSOFT ENTERPRISE
AGREEMENT – NOT TO EXCEED \$157,899.81**

WHEREAS, the Will County Board of Health approved the Microsoft Office 365 Enterprise Agreement for a period of three years on June 15, 2022; and

WHEREAS, the Will County Health Department requires the Year 2 renewal of the Microsoft Office 365 Enterprise Agreement; and

WHEREAS, the Microsoft Office 365 Government Tenant is licensed for Will County Health Department's daily operations; and

WHEREAS, The State of Illinois has bid Microsoft Office 365 Enterprise Agreement managed by Dell Technologies.

NOW, THEREFORE, BE IT RESOLVED, the Will County Board of Health hereby approves the payment of \$157,899.81 to Dell Technologies for Microsoft Office 365 Enterprise Agreement for Fiscal Year 2023.

DATED THIS 16th day of August, 2023.

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



Invoice Summary

Microsoft Enterprise Agreement Will County Health Department				
Date Updated	Enrollment #	Start Date	End Date	Due Date
7/25/2023	8765998	9/1/2022	8/31/2025	7/18/2023

State	Description	Pretax Total	PO#
Draft	Year 1 Online Service Reservations Total	\$0.00	
Draft	Year 1 True-Up Total	\$0.00	
Final	Year 2 Annual Invoice	\$157,899.81	
Total Expected Invoice Amounts		\$157,899.81	

All Purchase Orders are to be addressed to Microsoft Corporation



Annual Billing

Microsoft Enterprise Agreement
 Will County Health Department

Date Updated	Enrollment #	Start Date	End Date	Due Date
7/25/2023	8765998	9/1/2022	8/31/2025	7/18/2023

Customer # 6294606

Scheduled Bill									
PO Number	Date	Part Number	Description	Quantity	Price	Extended Amount	Coverage Start Date	Coverage End Date	Usage Country
5.08919E+15	9/1/2023	3GU-00001	Defender O365 P1 GCC Sub Per User	420	\$17.19	\$7,219.80	9/1/2023	8/31/2024	United States
5.08919E+15	9/1/2023	3PN-00001	Project Online Essentials GCC Sub Per User	8	\$60.18	\$481.44	9/1/2023	8/31/2024	United States
5.08919E+15	9/1/2023	6VC-01254	Win Remote Desktop Services CAL ALng SA UCAL	60	\$22.83	\$1,369.80	9/1/2023	8/31/2024	United States
5.08919E+15	9/1/2023	77D-00111	Visual Studio Pro MSDN ALng SA	1	\$290.51	\$290.51	9/1/2023	8/31/2024	United States
5.08919E+15	9/1/2023	7MS-00001	Project P3 GCC Sub Per User	5	\$257.63	\$1,288.15	9/1/2023	8/31/2024	United States
5.08919E+15	9/1/2023	9EA-00039	Win Server DC Core ALng LSA 2L	44	\$277.92	\$12,228.48	9/1/2023	8/31/2024	United States
5.08919E+15	9/1/2023	9EA-00278	Win Server DC Core ALng SA 2L	16	\$119.67	\$1,914.72	9/1/2023	8/31/2024	United States
5.08919E+15	9/1/2023	9EM-00270	Win Server Standard Core ALng SA 2L	40	\$18.90	\$756.00	9/1/2023	8/31/2024	United States
5.08919E+15	9/1/2023	9EN-00198	System Center Standard Core ALng SA 2L	120	\$17.32	\$2,078.40	9/1/2023	8/31/2024	United States
5.08919E+15	9/1/2023	AAD-34704	M365 G3 Unified FUSL GCC Sub Per User	300	\$355.51	\$106,653.00	9/1/2023	8/31/2024	United States
5.08919E+15	9/1/2023	AAD-63092	M365 F3 Unified GCC Sub Per User	120	\$78.41	\$9,409.20	9/1/2023	8/31/2024	United States
5.08919E+15	9/1/2023	DDJ-00001	Power BI Pro GCC Sub Per User	7	\$85.78	\$600.46	9/1/2023	8/31/2024	United States
5.08919E+15	9/1/2023	J5U-00001	Azure prepayment - US Gov	1	\$1,147.97	\$1,147.97	9/1/2023	8/31/2024	United States
5.08919E+15	9/1/2023	P3U-00001	Visio P2 GCC Sub Per User	7	\$128.77	\$901.39	9/1/2023	8/31/2024	United States
5.08919E+15	9/1/2023	SEL-00001	Power Apps Plan GCC Sub Per User	7	\$202.08	\$1,414.56	9/1/2023	8/31/2024	United States
5.08919E+15	9/1/2023	SFR-00001	Power Automate GCC Sub Per User	7	\$151.54	\$1,060.78	9/1/2023	8/31/2024	United States
5.08919E+15	9/1/2023	TK7-00002	O365 Advanced Compliance GCC Sub Per User	10	\$68.68	\$686.80	9/1/2023	8/31/2024	United States
6.6975E+15	9/1/2023	7MS-00001	Project P3 GCC Sub Per User	5	\$257.63	\$1,288.15	9/1/2023	8/31/2024	United States
7.00199E+15	9/1/2023	AAD-34704	M365 G3 Unified FUSL GCC Sub Per User	20	\$355.51	\$7,110.20	9/1/2023	8/31/2024	United States
Annual Billing Total						\$157,899.81			

Amounts listed here are the upcoming annual invoices for the following agreement year. PO # listed is the same from the previous year and can be changed upon request.

**WILL COUNTY BOARD OF HEALTH
RESOLUTION #23-50**

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

**APPROVAL OF FUNDING FOR LOCAL COMMUNITY BASED ORGANIZATION
HEALTH EQUITY INITIATIVES UNDER THE AMERICAN RESCUE PLAN ACT
STATE AND LOCAL FISCAL RECOVERY - \$120,000**

WHEREAS, the Will County Health Department is seeking to expand health equity initiatives within Will County; and

WHEREAS, Community Based Organizations (CBOs) play a vital role in providing valuable resources and services to community members; and

WHEREAS, the Will County Health Department partnered with CBOs during the COVID-19 pandemic through funding made available under CARES to assist in outreach and vaccination efforts within vulnerable, hard to reach communities; and

WHEREAS, the Will County Health Department recognizes the value of these trusted partners and seeks to continue collaborative efforts to promote health equity; and

WHEREAS, funding was secured through the American Rescue Plan Act of 2021 (ARPA) State and Local Fiscal Recovery to advance health equity in Will County; and

WHEREAS, Will County Health Department issued a Notice of Funding Opportunity to established CBO partners, requesting proposals to assist vulnerable populations by improving COVID-19 awareness through education, outreach, and expanded access; and

WHEREAS, proposals were reviewed and evaluated by Will County Health Department, in conjunction with ANSER Advisory, the County of Will's ARPA fund advisor, and recommends funding to the below listing of CBOs at the corresponding amounts.

NOW, THEREFORE, BE IT RESOLVED, the Will County Board of Health hereby approves funding to the CBOs as recommended to these organizations and corresponding amounts.

Community Based Organization Health Equity Initiative Funding	
CBO	Amount
Child Care Resource and Referral	\$ 15,000.00
Holsten Human Capitol Development	\$ 15,000.00
Southwest Suburban Immigrant Project	\$ 15,000.00
Easter Seals	\$ 15,000.00
National Hook Up of Black Women	\$ 15,000.00
Warehouse Workers for Justice	\$ 15,000.00
Warren Sharpe Community Center	\$ 15,000.00
Will-Grundy Medical Clinic	\$ 15,000.00
Total Funding Amount	\$ 120,000.00

DATED THIS 16th day of August, 2023.

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



Will County Health Department Notice of Funding Opportunity



1.	Awarding Agency Name	Will County Health Department
2.	Agency Contact	Name: Robert E.F. Dutton, Ph.D. Phone: 815-210-2039 Email: rdutton@willcountyhealth.org
3.	Funding Opportunity Title	CBO Health Equity Funding
4.	Number of Awards	10 Awards of \$1,000 to \$15,000
5.	Total Funding Available	\$150,000
6.	Funding Source	American Rescue Plan Act Funds
7.	Posted Date	July 12, 2023
8.	Application Date Range	Start Date: September 1, 2023 End Date: May 1, 2024
9.	Submission Dates and Times	July 19, 2023 at 5pm
10.	Anticipated Announcement & Award Date	August 2, 2023
11.	Technical Assistance	Name: Robert E.F. Dutton, Ph.D. Phone: 815-210-2039 Email: rdutton@willcountyhealth.org

Program Description

The Will County Health Department seeks to expand health equity initiatives throughout the County. This includes having necessary staff to support these efforts, including (1) Equity Manager and up to (5) Health Navigator positions, as well as continuing partnerships with (10) Community-Based Organizations (CBOs). We recognize the vital role Community-Based Organizations (CBOs) play in providing valuable resources and services to community members. This was especially true during the COVID-19 pandemic. Our focus for this program is for Health Equity. Health equity is the state in which everyone has a fair and just opportunity to attain their highest level of health. Achieving this requires ongoing societal efforts to address historical and contemporary injustices, overcome economic, social, and other obstacles to health and health care and to eliminate preventable health disparities. To achieve health equity, we must change the systems and policies that have resulted in the generational injustices that give rise to racial and ethnic health disparities. Organizations that service populations disproportionately impacted by COVID-19 are encouraged to apply. Organizations must commit

to assisting these vulnerable populations with accessing the COVID-19 vaccine through various methods, including but not limited to:

- COVID-19 vaccine education. (Education)
- Community organizing to address vaccine hesitancy and barriers. (Outreach)
- COVID-19 vaccination clinics. (Assess – Vaccination)

CBO partnerships allows the WCHD to further extend our reach into the community and are valuable partners in addressing hesitancy, mistrust and barriers that result in adverse health equity. They are powerful facilitators of information and engage communities that have been historically marginalized. CBOs will be able to expand outreach to vulnerable communities throughout the County. This will include outreach to Black, Hispanic/Latinx, Rural, and Immigrant populations. CBOs have the pulse of the community. They understand the needs of the community overall. They know how to support vulnerable populations. They communicate with the community a culturally and linguistically appropriate manners, and they have established trust and access due to their existing work and presence in the community. Therefore, the WCHD seeks to continue these partnerships and program support to promote health equity throughout the post-pandemic environment. This allows us to continue to build trust within Will County communities and increase awareness about the many services and resources that the Will County Health Department and Community Health Center can provide to Will County residents. Awards are not to exceed \$15,000 will be made to organizations that are selected.

Scope of Use

Organizations may use funds for education and outreach to increase COVID-19 awareness, health equity confidence and uptake in communities historically and disproportionately impacted and to ensure equitable access. This includes efforts to address equal and fair health care and health services. Equity for all in Will County residents.

Deliverables

- Monthly, host a minimum of 1-2 health equity education, outreach events
- Monthly, organization contact must participate in the monthly Will County Health Department Stakeholder Collaborative Meeting
- Monthly, assist 25 community members with getting information about COVID-19 vaccine and education, Food Security, Finances, Employment Addressing Loneliness, Childcare and Healthcare Services
- Monthly, reach a minimum of 100 community members with outreach and education efforts for health equity uptake - 60432 (Joliet), 60433 (Joliet), 60435 (Joliet), 60440 (Bolingbrook), 60441 (Lockport, Homer Glen, Romeoville, Crest Hill, Fairmont), 60446 (Romeoville, Bolingbrook), 60484 (University Park), 60487 (Will County portion of Tinley Park only), 60477 (Will County portion of Tinley Park only)

Application and Submission Information

Project Narrative

- Describe how the funds will be used over the duration of the performance project period of 8 months (this should align with the target population and needs identified in the project proposal and program work plan) to further expand our health equity outreach into the disproportionately and underserved communities, as we serve a valuable partner in addressing hesitancy, mistrust, and barriers that result in adverse health equity.

Budget

- Proposed Budget for any salaries, equipment, and supplies
- Budget Justification

Funding Application Criteria

The grant applications are reviewed by the Will County Health Department to determine if the application meets the evaluation criteria listed below. The following components must be submitted by all applicants:

- Applicant Organization Information
- Project Narrative (include target audience)
 - Staff and Organizational Experience reaching the identified population
 - Data Collection and Performance Measurement
- Budget
- Budget Justification
- W-9 Form

Review and Selection Process

The applications will be reviewed by **ANSER Advisor, the County of Will's ARPA fund advisor**, according to the evaluation criteria listed above. Decisions to fund an Award are based on:

- The strengths and weaknesses of the applications as identified by reviewers;
- Availability of funds;
- Staff and Organizational Experience reaching the identified population;
- Data Collection and Performance Measurements;
- Budget and justification;
- Target audience/vulnerable population.

Reporting

Activity Reports must be submitted to rdutton@willcountyhealth.org. Such reports are due every three months on the 10th of third month and followed up with a final report.

MEMO

TO: WILL COUNTY HEALTH DEPARTMENT

FROM: ANSER ADVISORY, LLC

SUBJECT: ELIGIBILITY EVALUATION – WRITTEN JUSTIFICATION

DATE: 08/08/2023

CHILD CARE RESOURCE AND REFERRAL

The project aims to utilize the State and Local Fiscal Recovery Funds to provide funding for Child Care Resource and Referral to distribute free COVID-19 books and brochures to families promoting vaccinations and health lifestyle. Child Care Resource and Referral will utilize existing partnerships with childcare centers to provide information to families.

Eligible Activities:

The primary activity under this project is to provide funds for staffing, COVID-19 testing kits and supplies, outreach event supplies, and transportation for residents if needed. These activities align with SLFRF Expenditure category 1.1.

1.1: Public Health - COVID-19 Vaccination

SLFRF funding may be used for vaccination programs, including vaccination materials, transportation, or other prevention and mitigation services for vulnerable populations responding to COVID-19.

Funds may be used to provide services to prevent and mitigate Covid-19 to the public.

- Vaccine clinics, transportation, COVID-19 outreach informational event costs, testing kits and staffing.

By implementing this project, Child Care Resource and Referral aims to support the awareness regarding COVID-19 vaccinations, testing and information to the residents of Will County. These funds will support Child Care Resource and Referral's COVID-19 awareness project.

EASTERSEALS OF JOLIET

The project aims to utilize the State and Local Fiscal Recovery Funds to provide funding for Easterseals of Joliet to address COVID-19 health equity gaps for populations disproportionately affected by the pandemic.

Easterseals of Joliet will collaborate with community-based organizations by hosting monthly education and outreach events.

Eligible Activities:

The primary activity under this project is to provide funds for staffing, COVID-19 testing kits and supplies, and outreach event supplies. These activities align with SLFRF Expenditure category 1.7.

1.7: Public Health – Other COVID-19 Public Health Expenses (including Communications, Enforcement, Isolation/Quarantine)

SLFRF funding may be used for vaccination programs, including vaccine incentives and vaccine sites, testing programs, equipment and sites, transportation to reach vaccination or testing sites, or other prevention and mitigation services for vulnerable populations responding to COVID-19.

Funds may be used to provide services to prevent and mitigate Covid-19 to the public.

- Staffing and supplies for the outreach events will be utilized with this project.

By implementing this project, Easterseals of Joliet aims to support broadening COVID-19 awareness by providing monthly informational sessions to the residents of Will County. These funds will support Easterseals of Joliet's goal to increase COVID-19 awareness throughout Will County.

HOLSTEN HUMAN CAPITAL DEVELOPMENT

The project aims to utilize the State and Local Fiscal Recovery Funds to provide funding for Holsten Human Capital Development to address ongoing health needs brought about through COVID-19. Holsten Human Capital Development will provide health services by outreach events, connecting people to community resources, and providing basic health screenings.

Eligible Activities:

The primary activity under this project is to provide funds for staffing, COVID-19 testing kits and supplies, and outreach event supplies. These activities align with SLFRF Expenditure category 1.1.

1.1: Public Health – COVID-19 Vaccination

SLFRF funding may be used for vaccination programs, including vaccine incentives and vaccine sites, testing programs, equipment and sites, transportation to reach vaccination or testing sites, or other prevention and mitigation services for vulnerable populations responding to COVID-19.

Funds may be used to provide services to prevent and mitigate COVID-19 to the public.

- Staffing, printed materials promoting healthy lifestyles, COVID-19 awareness, and supplies for the outreach events will be utilized with this project.

By implementing this project, Holsten Human Capital Development aims to support broadening COVID-19 awareness by providing monthly informational sessions to the residents of Will County. These funds will support Holsten Human Capital Development's goal to increase COVID-19 awareness and healthy lifestyles throughout Will County.

NATIONAL HOOK UP OF BLACK WOMEN

The project aims to utilize the State and Local Fiscal Recovery Funds to provide funding for National Hook Up of Black Women to provide free COVID-19 informational outreach events and material and vaccination events. The information sessions will occur during National Hook Up of Black Women's food pantry days.

Eligible Activities:

The primary activity under this project is to provide funds for staffing, COVID-19 testing kits and supplies, and outreach event supplies. These activities align with SLFRF Expenditure category 1.1.

1.1: Public Health - COVID-19 Vaccination

SLFRF funding may be used for vaccination programs, including vaccine incentives and vaccine sites, testing programs, equipment and sites, transportation to reach vaccination or testing sites, or other prevention and mitigation services for vulnerable populations responding to COVID-19.

Funds may be used to provide services to prevent and mitigate Covid-19 to the public.

- Vaccine clinics, outreach materials, COVID-19 outreach informational event costs, testing kits and staffing.

By implementing this project, National Hook Up of Black Women aims to support awareness regarding COVID-19 by providing vaccinations, testing, and information to the residents of Will County. These funds will support National Hook Up of Black Women's COVID-19 awareness project.

SOUTHWEST SUBURBAN IMMIGRANT PROJECT

The project aims to utilize the State and Local Fiscal Recovery Funds to provide funding for the Southwest Suburban Immigrant Project to fund its Health Justice initiative which ensures underserved communities form an active part of the new reimagined pandemic recovery process. Southwest Suburban Immigrant Project will provide direct language and culturally appropriate community health workers to meet with families in need and provide health services.

Eligible Activities:

The primary activity under this project is to provide funds for staffing, COVID-19 testing kits and supplies, and outreach event supplies. These activities align with SLFRF Expenditure category 1.14.

1.14: Public Health – Other Public Health Services

SLFRF funding may be used for public communication efforts, technical assistance on mitigation of COVID-19 threats to public health and safety, support for equitable access to reduce disparities in access to high-quality treatment, and public health data systems.

Funds may be used to provide services to address health equity disparities.

- Staffing, printed materials promoting healthy lifestyles, COVID-19 awareness, and supplies for the outreach events will be utilized with this project.

By implementing this project, Southwest Suburban Immigrant Project aims to support closing health disparities in the community; the Health Justice initiative program will provide assistance to traditionally underserved populations in Will County. These funds will support Southwest Suburban Immigrant Project's goal to increase connectivity and healthy lifestyles throughout Will County.

WAREHOUSE WORKERS FOR JUSTICE

The project aims to utilize the State and Local Fiscal Recovery Funds to provide funding for Warehouse Workers for Justice to provide free COVID-19 informational outreach events, material, and vaccination events. Warehouse Workers for Justice will utilize existing countywide partnerships to hold pop-up informational and vaccination events.

Eligible Activities:

The primary activity under this project is to provide funds for staffing, COVID-19 testing kits and supplies, and outreach event supplies. These activities align with SLFRF Expenditure category 1.1.

1.1: Public Health - COVID-19 Vaccination

SLFRF funding may be used for vaccination programs, including vaccine incentives and vaccine sites, testing programs, equipment and sites, transportation to reach vaccination or testing sites, or other prevention, and mitigation services for vulnerable populations responding to COVID-19.

Funds may be used to provide services to prevent and mitigate COVID-19 to the public.

- Vaccine clinics, outreach materials, transportation to events, COVID-19 outreach informational event costs, testing kits and staffing.

By implementing this project, Warehouse Workers for Justice aims to support broadening COVID-19 awareness by providing vaccinations, testing, and information to the residents of Will County. These funds will support Warehouse Workers for Justice's goal to increase COVID-19 awareness throughout Will County.

WARREN SHARPE COMMUNITY CENTER

The project aims to utilize the State and Local Fiscal Recovery Funds for funding for Warren Sharpe Community Center to provide free COVID-19 informational outreach sessions, vaccines, and testing resources to residents. The information sessions will occur during Warren Sharpe Community Center's food pantry days.

Eligible Activities:

The primary activity under this project is to provide funds for staffing, COVID-19 testing kits and supplies, outreach event supplies, and transportation for residents if needed. These activities align with SLFRF Expenditure category 1.1.

1.1: Public Health - COVID-19 Vaccination

SLFRF funding may be used for vaccination programs, including vaccine incentives and vaccine sites, testing programs, equipment and sites, transportation to reach vaccination or testing sites, or other prevention and mitigation services for vulnerable populations responding to COVID-19.

Funds may be used to provide services to prevent and mitigate COVID-19 to the public.

- Vaccine clinics, transportation, COVID-19 outreach informational event costs, testing kits, and staffing.

By implementing this project, Warren Sharpe Community Center aims to support the awareness regarding COVID-19 vaccinations, testing, and information to the residents of Will County. These funds will support Warren Sharpe Community Center's COVID-19 awareness project.

WILL GRUNDY MEDICAL CENTER

The project aims to utilize the State and Local Fiscal Recovery Funds to provide funding for Will Grundy Medical Center to provide multiple COVID-19 informational outreach events, material, and vaccination events on a monthly basis. Will Grundy Medical Center provides these sessions to combat health equity gaps.

Eligible Activities:

The primary activity under this project is to provide funds for staffing, COVID-19 testing kits and supplies, and outreach event supplies. These activities align with SLFRF Expenditure category 1.1.

1.1: Public Health - COVID-19 Vaccination

SLFRF funding may be used for vaccination programs, including vaccine incentives and vaccine sites, testing programs, equipment and sites, transportation to reach vaccination or testing sites, or other prevention and mitigation services for vulnerable populations responding to COVID-19.

Funds may be used to provide services to prevent and mitigate COVID-19 to the public.

- Vaccine clinics, outreach materials, transportation to events, COVID-19 outreach informational event costs, testing kits, and staffing.

By implementing this project, Will Grundy Medical Center aims to support broadening COVID-19 awareness by providing vaccinations, testing, and information and in tandem, closing health equity gaps for the residents of Will County.



**WILL COUNTY BOARD OF HEALTH
RESOLUTION #23-51**

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

**APPROPRIATION OF FUNDS FOR THE UNEXPENDED FUNDING CARRYOVER OF THE
ILLINOIS DEPARTMENT OF PUBLIC HEALTH IMPLEMENTATION PHASE: INCREASING
WELL WOMAN VISITS GRANT - WILL COUNTY HEALTH DEPARTMENT - \$78,000**

WHEREAS, the Will County Health Department received an Illinois Department of Public Health Implementation Phase: Increasing Well Woman Visits grant to increase accessibility, availability, and primary care for all women; and

WHEREAS, the unexpended grant funding carryover of \$78,000 provides funding to support advertising initiatives; and

WHEREAS, the funding appropriation presented covers December 1, 2022, through June 30, 2023.

NOW, THEREFORE, BE IT RESOLVED, the Will County Board of Health hereby approves the additional appropriation of funds to the FY2023 Will County Health Department budget:

Revenue:

Decrease:	2102-498010-120-34010-40	Anticipated New Revenue	\$ 78,000
Increase:	2102-434540-120-34050-40	Increasing Well Woman Visits	\$ 78,000

Expenses:

Decrease:	2102-599010-120-34010-40	Anticipated New Expenses	\$ 78,000
Increase:	2102-547010-120-34050-40	Advertising	\$ 78,000

DATED THIS 16th Day of August, 2023.

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

Grant Budget Detail - 2023 for Implementation Phase: Increasing Well-Woman Visits - Community Grant - 2022-23 for Fiscal Year : 2023
 Agency: Will County Health Department
 Application: Implementation Phase: Increasing Well-Woman Visits - Community Grant - 2022-23

8/10/2023

6 Contractual Services								
IC&SC - adv campaign Notes : Illinois Convenience & Safety Corp.- This out-of-home campaign will run on 13 bus shelter locations (Bolingbrook-9; Romeoville-4) for 3 months and includes production of 13 posters with multiple designs. The campaign will target women in our high target areas, ages 18-44 to educate on the importance of annual well-woman visits. Contact Details : Illinois Convenience & Safety Corp 6624 W. Irving Park Rd., Chicago, IL, 60634, Phone : 7735455296	0.0000	0.000	0.000		12,000.00	12,000.00	0.00	0.00

Grant Budget Detail - 2023 for Implementation Phase: Increasing Well-Woman Visits - Community Grant - 2022-23 for Fiscal Year : 2023
 Agency: Will County Health Department
 Application: Implementation Phase: Increasing Well-Woman Visits - Community Grant - 2022-23

8/10/2023

Line Item	Qty	Rate	Units	UOM	Total Amount	Amount Requested	Cash	Inkind
Unidos Billboards - marketing campaign Notes : \$7,000 - A four-month English/Spanish out-of-home Well-Woman digital billboard campaign. Ads will be displayed in more than 15 locations, with over 133,000 impressions per month. Ads developed will be displayed to our target audience of Hispanic females and provide well-woman care messages. \$7,000- for an additional four-month English/Spanish out-of-home Well-Woman digital billboard campaign. Ads will be displayed in more than 15 locations, with over 133,000 impressions per month. Ads developed will be displayed to our target audience of Hispanic females and provide well-woman care messages. Contact Details : Unidos Marketing Network 310 N. Ottawa St., Joliet, IL, 60432, Phone : 7792271444	0.0000	0.000	0.000		14,600.00	14,600.00	0.00	0.00
Idea Translations Serv Notes : All Well-Woman outreach materials will be translated into Spanish to improve health outcomes and eliminate health inequities and barriers for our Spanish speaking population. Contact Details : Idea Language Services	0.0000	0.000	0.000		1,000.00	1,000.00	0.00	0.00

Grant Budget Detail - 2023 for Implementation Phase: Increasing Well-Woman Visits - Community Grant - 2022-23 for Fiscal Year : 2023
 Agency: Will County Health Department
 Application: Implementation Phase: Increasing Well-Woman Visits - Community Grant - 2022-23

8/10/2023

Line Item	Qty	Rate	Units	UOM	Total Amount	Amount Requested	Cash	Inkind
8719 Evangel Drive, Springfield,VA,22153, Phone : 8607816377								
Alpha Media Digital Campaign Notes : \$12,600 to implement one digital media campaign reaching more than 300,000 women 18-44 to promote the importance of well-care visits, where to go for health insurance enrollment, along with other women's health related services. Persons 18-44 that visit our website, search terms and read content about women's health and well-care visits will be served our ad(s) on Facebook, Snapchat, and/or other internet search engines. We will target people in our high priority communities of Joliet, Bolingbrook, Romeoville, and Crest Hill. \$25,000 to implement one TikTok campaign reaching more than 600,000 impressions. Targeting women 18-44 to promote the importance of well-care visits, where to go for health insurance enrollment, along with other women's health related services. We will target women in our high priority communities of Joliet, Bolingbrook, Romeoville, and Crest Hill. Contact Details : Alpha Media 2410 B Caton Farm Rd.,	0.0000	0.000	0.000		19,998.00	19,998.00	0.00	0.00

Grant Budget Detail - 2023 for Implementation Phase: Increasing Well-Woman Visits - Community Grant - 2022-23 for Fiscal Year : 2023
 Agency: Will County Health Department
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8/10/2023

Line Item	Qty	Rate	Units	UOM	Total Amount	Amount Requested	Cash	Inkind
Crest Hill,IL,60403, Phone : 8152547300								
Steven's Design Notes : Well-Woman (WW) resource guide updates and printing. Will include creative design services, edits/modifications, printing of guides, and updated pdf version for website electronic download. Contact Details : Stevens Design 448 Rebecca Lane, Bolingbrook,IL,60440, Phone : 6307320560	0.0000	0.000	0.000		3,800.00	3,800.00	0.00	0.00
Will County Printshop Notes : Printing (provider toolkits, well-woman posters, all educational materials, and postcard campaign). Contact Details : Will County Print Shop 806 Nicholson St., Joliet,IL,60435, Phone : 8157278781	0.0000	0.000	0.000		1,500.00	1,500.00	0.00	0.00
Registration Fee for Conference Notes : Registration fees for 2 staff members to attend annual women's health conference in Bloomington-Normal. Contact Details : Illinois State University 100 N. University ST.,	0.0000	0.000	0.000		270.00	270.00	0.00	0.00

Grant Budget Detail - 2023 for Implementation Phase: Increasing Well-Woman Visits - Community Grant - 2022-23 for Fiscal Year : 2023
 Agency: Will County Health Department
 Application: Implementation Phase: Increasing Well-Woman Visits - Community Grant - 2022-23

8/10/2023

Line Item	Qty	Rate	Units	UOM	Total Amount	Amount Requested	Cash	Inkind
Normal,IL,61761, Phone : 3094382181								
View Transit, LLC Notes : This out-of-home campaign will run on 13 bus shelter locations (Bolingbrook-9; Romeoville-4) for 7 months and includes production of 13 posters with multiple designs in English and Spanish. The campaign will target women in our high target areas, ages 18-44 to educate on the importance of annual well-woman visits. Contact Details : View Transit, LLC 6624 W Irving Park Rd, Chicago,IL,60634, Phone : 7735455296	0.0000	0.000	0.000		19,998.00	19,998.00	0.00	0.00
Pace Suburban Bus Notes : we would like to request \$3,575 to purchase 1,000 bus ride vouchers (750 all-day rides [\$4.00 each]and 250 single-ride [\$2.30 each]). New Notes: Pace Suburban Bus ride vouchers would be purchased to provide to our local FQHCs and community partners serving our target population as a plan to address the transportation to well-woman visits barriers in our target communities. A total of 1,000 vouchers would be distributed to community	0.0000	0.000	0.000		3,575.00	3,575.00	0.00	0.00

Grant Budget Detail - 2023 for Implementation Phase: Increasing Well-Woman Visits - Community Grant - 2022-23 for Fiscal Year : 2023
 Agency: Will County Health Department
 Application: Implementation Phase: Increasing Well-Woman Visits - Community Grant - 2022-23

8/10/2023

Line Item	Qty	Rate	Units	UOM	Total Amount	Amount Requested	Cash	Inkind
partners that indicate the greatest need for female clients. 750 all-day rides at \$4.00 each and 250 single-ride at \$2.30 each. Contact Details : Pace Suburban Bus 550 W. Algonquin Road, Arlington Heights,IL,60005, Phone : 8475714269								
Adspasure Notes : We will be utilizing grant funds to purchase a 16 week well-woman campaign to promote the importance of annual well-woman visits. We will be utilizing bus shelters and tail ads to provide ads in English and Spanish. Contact Details : Adspasure 10022 Bode Rd., Suite 2A Plainfield, IL, 60585, Phone : 8474664837 Attachment : ZZZ_10_adspasure subcontractor discl.PDF	0.0000	0.000	0.000		26,000.00	26,000.00	0.00	0.00
Community Digital Displays Notes : Grants funds are going to be utilized for a 7 week women's health digital campaign. Digital campaigns will display on 22 outdoor billboard locations in the Joliet, Bolingbrook, Romeoville, Plainfield, and eastern Will County. Contact Details : Community Digital Displays 10022 Bode Rd, Suite 2A Plainfield, IL, 60585, Phone : 8473442918 Attachment : ZZZ_11_Community Digital Displays su.PDF	0.0000	0.000	0.000		19,999.00	19,999.00	0.00	0.00
Total for Contractual Services					122,740.00	122,740.00	0.00	0.00
7 Consultant Services								
8 Occupancy - Rent and Utilities								
9 Training and Education								

**WILL COUNTY BOARD OF HEALTH
RESOLUTION #23-52**

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

**APPROVAL TO ENTER INTO A STAFFING AGREEMENT WITH ROBERT HALF
FOR THE ASSIGNMENT OF TEMPORARY STAFF- NOT TO EXCEED \$20,000**

WHEREAS, the Family Health Services division of the Will County Health Department operates the Immunization program; and

WHEREAS, grant dollars have been appropriated under the IDPH COVID-19 vaccination grant for temporary staffing necessary to support program operations; 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 Will County Board of Health hereby approves the Agency to enter into a 5-month agreement from July 17, 2023 through December 17, 2023 with Robert Half in the amount not to exceed \$20,000.

DATED THIS 16th day of August, 2023.

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



July 17, 2023

Personal & Confidential
GEORGIA VANDERBOEGH
WILL COUNTY HEALTH DEPARTMENT
501 ELLA AVE.
JOLIET, IL 60433

Job Order Number: 01370-0012734540

Dear Georgia,

Thank you for selecting Robert Half to meet your talent solutions needs. Bryana Havard-McDuffy is scheduled to start with Will County Health Department as a Front Desk Coordinator on 07-17-2023. As agreed, we will invoice your firm at the rate of \$36.32 per hour. Overtime will be billed at 1.50 times such rate. Please find the enclosed General Conditions of Assignment and Terms of Payment for your review.

Our professional will submit a time report for verification and approval at the end of each week. Your approval thereby will indicate you have read and agree to the enclosed General Conditions of Assignment and Terms of Payment.

Please do not hesitate to contact us if you have any questions or we can be of additional service. We look forward to working with you.

Sincerely,

Robert Half
10100 Orland Parkway
Suite 100
Orland Park, IL 60467-5756
(800) 804-8367

GENERAL CONDITIONS OF ASSIGNMENT

Thank you for your confidence in *Robert Half*. The following General Conditions of Assignment and the enclosed Terms of Payment apply to this assignment.

Scope of Assignment	<p>Our professional is only authorized to perform work within the scope of the assignment. It is your responsibility to provide appropriate direction, guidance or oversight to our professional for satisfactory performance on your assignment. Unless otherwise agreed to in writing by <i>Robert Half</i>, you will not permit our professional to use computers or other electronic devices, software, services, tools, e-mail accounts or network equipment owned or licensed by our professional.</p> <p>It is expressly understood that our professionals are not authorized to sign contracts, statements, or binding agreements on your behalf or on behalf of <i>Robert Half</i>.</p>
Client's Responsibility	<p>It is understood that you are responsible for implementing and maintaining usual, customary and appropriate internal accounting procedures and controls, internal controls and other appropriate procedures and controls (including information technology, proprietary information, creative designs and trade secret safeguards) for your company and we shall not be responsible for any losses, liabilities or claims arising from the lack of such controls or procedures. Please notify us immediately if you require <i>Robert Half</i> to perform background checks or other placement screenings of our professional. We will conduct such checks or screenings for you only if they are described in a signed, written amendment to these General Conditions of Assignment.</p> <p>Cash Handling and Other Financial Transactions and Activities: If you permit or allow our professional to sign, endorse, wire, transport or otherwise convey cash, securities, checks, or any negotiable instruments or valuables, or conduct financial transactions or other related activities, you accept sole responsibility for all claims, demands and liability that may arise from permitting these activities. You represent and warrant that to the extent you permit or allow our professional to engage in the activities described in this paragraph, you will not permit or allow our professional to handle more than (i) \$1,000 per day if you are a non-profit entity, or (ii) \$25,000 per day if you are a for-profit entity.</p> <p>Workplace Safety: It is understood that you have full responsibility for: (i) providing safe working conditions as required by law, including compliance with all public health and occupational safety regulations and guidelines applicable to your business, and (ii) ensuring that safety plans exist for, and safety related training is provided to, our professional working on your premises. To ensure the safety of potentially vulnerable individuals on your premises, you agree not to permit our professional to have unsupervised or unmonitored contact with (1) minors and (2) adults who are under your care, custody or supervision because of mental health impairments.</p> <p>Government Contracts: If this assignment is for work to be performed under a government contract or subcontract, you will notify us immediately (1) of any obligations in the government contract or subcontract relating to wages, and (2) if we are legally required to initiate E-Verify verification procedures for our professional.</p> <p>Operation of Vehicles and Equipment: It is understood that we will not authorize our professional to operate machinery (other than office machines) or vehicles. If you wish to permit our professional to drive for business purposes, you accept sole responsibility for all liability, damages, injuries or other claims that may arise or be incurred as a result of driving. If you require our professional to drive a vehicle owned by you or an employee of your company, you agree to maintain such vehicle in good working condition and maintain all necessary and appropriate insurance for the operation of such vehicle. Under no circumstances will you permit our professional to: make bank deposits; carry cash in excess of \$100, negotiable instruments or other valuables while driving; or have passengers in the vehicle. It is agreed that you accept full responsibility for, and that we do not maintain insurance to cover any injury, damage, or loss that may result from your failure to comply with the foregoing.</p> <p>Claims: It is understood that you are responsible for reporting any claim to us in writing during or within ninety (90) days after the assignment. Under no circumstance will <i>Robert Half</i> be responsible for any claim related to the assignment, including but not limited to work performed by our professional, unless you have reported such claim in writing to us within ninety (90) days after termination of the assignment.</p>
Remote Work	<p>You may request that our professional provide services to you remotely (i.e., from a location other than your or your customer's premises) using a laptop and/or other computer or telecommunications equipment provided by you or <i>Robert Half</i> (collectively, the "Equipment"). In such case, you acknowledge and agree that <i>Robert Half</i> shall have no control over, and you shall be solely responsible for, (i) the logical and physical performance, reliability and security of the Equipment or related devices, network accessibility and availability, software, services, tools and e-mail accounts (collectively, "Computer Systems") used by our professional, and (ii) the security, integrity and backing up, of the data and other information stored therein or transmitted thereby. Moreover, you must not permit our professional to save or store any of your files or other data on the Computer Systems provided by us (including, but not limited to, any virtual desktop infrastructure solution). You agree that we shall not be liable for any loss, damage, expense, harm, business interruption or inconvenience resulting from the use of such Computer Systems.</p>

Confidentiality	<p>Our professional will agree to execute any confidentiality agreement you may require. You are responsible for obtaining our professional's signature.</p> <p>You agree to hold in confidence the social security number and other legally protected personal information of our professional and to implement and maintain reasonable security procedures and practices to protect such information from unauthorized access, use, modification or disclosure.</p>
Limitation on Liability	<p>We make no express or implied warranty, including, but not limited to, any warranty of quality, performance, merchantability or fitness for any purpose with respect to any services performed or any goods provided, including, but not limited to, financial or accounting services performed, or software developed, for you. Under no circumstances are we liable for any special, incidental, exemplary, indirect damages, lost profits or consequential damages (including, but not limited to, lost business, revenue, goodwill, or anticipated savings), even if informed of the possibility. Our liability, if any, will (in the aggregate for all claims, causes of action or damages) be limited to any actual direct damages up to an amount equal to the fees actually paid by you to us for the services that are the subject of the claim, regardless of the basis on which you are entitled to claim damages from us (including, but not limited to, fundamental breach, negligence, misrepresentation, or other contract or tort claim).</p>
Insurance	<p>In addition to workers' compensation insurance for our professional, we also maintain commercial liability insurance.</p>
No Contrary Agreements	<p>These General Conditions of Assignment contain the complete and final agreement on the topics they address, and they supersede any prior agreements or understandings on these topics. Our professionals do not have authority either to verbally modify these General Conditions of Assignment or to assume additional responsibilities other than those set forth in these General Conditions of Assignment.</p>

Job Order: 01370-0012734540

Date: 07-17-2023

TERMS OF PAYMENT

Thank you for your confidence in *Robert Half*. Our professional for this assignment of Front Desk Coordinator is Bryana Havard-McDuffy. The assignment will start on 07-17-2023. As agreed or otherwise communicated, we will invoice your firm at the rate of \$36.32 per hour. Should you wish to use our professional for other assignments, please let us know. The hourly billing rate may then change to reflect the experience necessary for the assignment. Call *Robert Half* for any changes in the assignment. We request a minimum thirty (30) days' notice prior to ending any assignment.

The following Terms of Payment apply to this assignment:

Guarantee	<i>Robert Half</i> guarantees your satisfaction with our professional's services by extending to you a one-day (8 hours) guarantee period. If, for any reason, you are dissatisfied with our professional, <i>Robert Half</i> will not charge for the first eight hours of work by the professional, provided that <i>Robert Half</i> is allowed to replace the professional. Unless you contact us before the end of the first eight hours guarantee period, you agree that our professional is satisfactory.
Time Report	Our professional will submit a time report for verification and approval at the end of each week. Your approval thereby indicates your acknowledgement of the General Conditions of Assignment and these Terms of Payment. Our compensation to our professional is on a weekly basis, and you will be billed weekly for the total hours of work by the professional, including time spent completing, revising, and/or resubmitting a time report during business hours, and we ask that you respect those guidelines. Because <i>Robert Half</i> invoices reflect payroll we have already paid, our invoices are due upon receipt. Applicable sales and service taxes shall be added to these invoices. In the event that you fail to pay the invoice when due, you agree to pay all of our costs of collection, including reasonable attorneys' fees, whether or not legal action is initiated. Additionally, we may, at our option, charge interest on any overdue amounts at a rate of the lesser of 1 1/2% per month or the highest rate allowed by applicable law from the date the amount first became due.
Overtime	Overtime will be billed at 1.50 times the normal billing rate. Overtime applies when hours of work by the professional exceed 40 hours per week (and in California exceed more than 8 hours in a day and as other state laws may require). If state law requires double time pay, the double time hours will be billed at 2.00 times the normal billing rate.
Hiring the Person Referred to You	<p>After you evaluate the performance and potential of our professional, you may wish to employ this person directly. Our professionals represent our pool of skilled professionals and in the event you wish them converted to your employ or another employer to whom you refer them, you agree to pay a conversion fee. The conversion fee is payable if you hire our professional, regardless of the employment classification, on either a full-time, temporary (including temporary assignments through another agency) or consulting basis within twelve months after the last day of the assignment. You also agree to pay a conversion fee if our professional is hired by (i) a subsidiary or other related company or business as a result of your referral of our professional to that company or (ii) one of your customers as a result of our professional providing services to that customer.</p> <p>The conversion fee will equal 35% of the professional's aggregate annual compensation, including bonuses.</p> <p>The conversion fee will be owed and invoiced upon your hiring of our professional, and payment is due upon receipt of this invoice. The same calculation will be used if you convert our professional on a part-time basis using the full-time equivalent salary.</p>
Employment Taxes and Withholdings	<i>Robert Half</i> will handle, to the extent applicable, any workers' compensation insurance, federal, state and local withholding taxes and unemployment taxes, as well as social security, state disability insurance or other payroll charges.
General Conditions	<p><i>Robert Half</i> may charge you a technology fee for the provision of equipment or technology, if you request that our professional use equipment or technology provided by us. <i>Robert Half</i> may also increase our rates provided under the Terms of Payment to reflect increases in our own costs of doing business, including costs associated with higher wages for workers and/or related tax, benefit and other costs. We will provide written or verbal notice of the technology fees and/or increase in our rates. Any increase in our rates will be prospective, starting as of the effective date <i>Robert Half</i> specifies.</p> <p>A copy of the General Conditions of Assignment has been provided to you. We reserve the right to replace our professional.</p>

Job Order: 01370-0012734540

Date: 07-17-2023



Will County
Health Department &
Community Health Center

**WILL COUNTY BOARD OF HEALTH
RESOLUTION #23-53**

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

**APPROVAL FOR THE PAYMENT OF THE CARF ACCREDITATION SURVEY FEE –
NOT TO EXCEED \$11,640**

WHEREAS, the Behavioral Health Services division of the Will County Health Department is an accredited organization under CARF International, an independent, nonprofit accreditor of health and human service providers; and

WHEREAS, accreditation assists service providers to improve the quality of services and to meet internationally recognized standards; and

WHEREAS, the three year accreditation period earned in 2020 is expiring and a resurvey is necessary to maintain accreditation.

NOW, THEREFORE, BE IT RESOLVED, the Will County Board of Health hereby approves payment of the survey fee to CARF International not to exceed \$11,640.

DATED THIS 16th day of August, 2023.

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

carf INTERNATIONAL

FAST, SECURE PAYMENT OPTIONS BELOW

SERVICE INVOICE

Invoice # SI-65946
Customer ID 24692
Survey # 173822
Invoice Date June 20, 2023
Balance Due July 20, 2023

Will County Health Department
501 Ella Avenue
Joliet, IL 60433
United States

Billing Questions? Toll Free: (888) 281-6531 Option 5

Sales tax exempt? If applicable, submit your exemption certificate to bookstore@carf.org to receive an updated invoice.

Page 1 / 1

DESCRIPTION	QUANTITY	UNITS	UNIT PRICE	EXTENDED PRICE
3500.18 2023 Survey Fee (2 Surveyors /3 Days)	6	EACH	1,940.00	11,640.00

PAYMENT OPTIONS

Regular Mail to:

P.O. Box 674401
Dallas, TX 75267-4401

FedEx or Courier:

Lockbox#674401
1200 East Campbell Rd, Ste 108
Richardson, TX 75081

Banking Info or Credit Cards:

<https://customerconnect.carf.org>

WIRE and ACH:

Name of Bank: PNC Bank
CARF International
ACH Routing: 083009060
WIRE ABA: 043000096
Intl. Swift Code: PNCCUS33
Account Number: 3910103432

Sales Total: 11,640.00

Misc Charges Total: 0.00

Tax Total: 0.00

Order Total: 11,640.00

TOTAL DUE USD\$ 11,640.00

EMPLOYEES

<u>NEW</u>	<u>DATE</u>
Timothy Ackermann FHS Communicable Disease Investigation II	7/10/2023
Melissa Gatson BH Mental Health Counselor II	7/10/2023
Sharon Sanchez FHS Patient Registration Clerk	7/24/2023
Stacy Flores CHC Administrative Assistant	8/7/2023
Angelica Ikejiaku FHS Communicable Disease Investigator III	8/21/2023
Cortney Smith FHS Communicable Disease Investigator III	8/21/2023
Erica Sanchez FHS Communicable Disease Investigator III	8/21/2023
John Korso BH Mental Health Counselor II	9/5/2023
Ijemoa Ezeji-Okoye BH Mental Health Counselor II	9/5/2023
<u>CONTRACTUAL</u>	
Christine Foster CHC APRN-BH	3/30/2021-3/29/2024
Taylor Vershay BH Rapid Response Naloxone Team	7/1/2023-6/30/2024
Connie Bowen BH Rapid Response Naloxone Team	7/1/2023-6/30/2024
Dolly Agba CHC APRN-Family	6/30/2023-6/29/2024
Laks International Wellness Inc. BH Program Curriculum Designer/Trainer	7/1/2023-6/30/2024
Angela AMAC McClelland LLC BH Substance Use Initiatives	8/1/2023-11/30/2023

OTHER

Kathleen Burke 8/7/2023
BH
Program Coordinator-Substance Use Initiative (title change only)

PROMOTION(s)

Michelle Zambrano 7/26/2023 (for 2 months)
BH
Interim Assistant Division Director BH
Dr. Rita Gray 7/26/2023 (for 2 months)
BH
Interim Division Director BH
Jean Ann Meyerhoff 6/1/2023
Administration
Vital Records Tech II (from Vital Records Tech I)

RESIGNATION(s)

Anna Ippolito 6/15/2023
BH
Engagement Specialist I
Brianna Stelmaszek 7/14/2023
BH
Mental Health Counselor II
Alyssa Vander (Shelton) Schel 8/24/2023
EH
Sanitarian I
Rolando Rodriguez-Figueroa 7/21/2023
FHS
Nutritionist III
Miriam Rocha 7/14/2023
FHS
Administration Clerk II
Kathy Brown 7/11/2023
Administration
Health Navigator
Marisa Medina Ruiz 10/10/2023
CHC
APRN
Leina Sultan 7/28/2023
FHS
Nutrition Specialist
William Hoogland 8/11/2023
EH
EH Intern (Internship ended)
Dhara Patel 7/31/2023
EH
EH Intern (Internship ended)
Jarret Berggren 7/31/2023
EH
EH Intern (Internship ended)
James Baumhardt 8/11/2023
Administration
Information Security Analyst Intern (Internship ended)
Anabel Casimiro 6/9/2023
CHC
Translator (temp assignment ended)
Danita Morgan 8/1/2023
BH
Peer Support Specialist (temp assignment ended)

Lauryl Glossett	8/2/2023
Administration	
HR Intern (Internship ended)	
Bianca Velazquez	6/30/2023
Administration	
CSR (temp assignment ended)	

RETIREMENT(s)

Christine Foster	11/24/2023
CHC	
APRN-BH	
Dr. Joseph Troiani	7/22/2023
BH	
Division Director	

TEMPORARY

Daniel Whitten	2/1/2023-6/30/2024
BH	
Program Training Specialist	
Remington Harris	2/1/2023-6/30/2024
BH	
Program Training Specialist	
Margaret McWilliams	7/14/2023
FHS	
Billing Specialist Seasonal Temp	
Lauren Neal	7/19/2023
CHC	
Temp Dental Aide (extending assign 4 more days)	
Anabel Casimiro	8/2/2023
CHC	
Translator (extending assignment)	

TRANSFER

Ernestine LaMonte	6/26/2023
FHS	
Administrative Clerk II	
Esperanza Salvado	6/26/2023
FHS	
Staff Nurse II	
Katherine Schram	7/13/2023
FHS	
Community Health Educator II	
Diane Weber	7/24/2023
BH	
Medical Secretary	
Daniel Whitten	8/7/2023
BH	
Program Training Specialist (transfer from Temp to PT<30 hrs.)	
Remington Harris	8/7/2023
BH	
Program Training Specialist (transfer from Temp to PT<30 hrs.)	
Clarissa Morris	8/7/2023
FHS	
Patient Registration Clerk	

TERMINATION

Blaine Lamb-Rosenfeldt	6/29/2023
BH	
Engagement Specialist	
Balin Durr M.D.	9/14/2023
BH	
Psychiatrist	

All eligible bargaining unit shall receive a 6.75% percent wage adjustment effective December 1, 2022. In addition to those increases, additional equity increases shall be given to 22 bargaining unit staff for re-classifications and/or step changes effective 6/1/2023. See attached:

Approved:

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

Date

Recommended:

Elizabeth Bilotta, Executive Director, WCHD

Date

Individual Equity Adjustments:

- Gail Perkins, Patient Reg Clerk - One additional step effective June 1, 2023
- Mercedes Uvias, Patient Reg Clerk - One additional step effective June 1, 2023
- Maribel Paramo-Carillo, Patient Reg Clerk - One additional step effective June 1, 2023
- Janice Giggelman, Patient Reg Clerk - One additional step effective June 1, 2023
- Maria Zamudio, Patient Reg Clerk - One additional step effective June 1, 2023
- Michelle Ballard, Patient Reg Clerk - One additional step effective June 1, 2023
- Mengli Li, Staff Nurse II – Two additional steps effective June 1, 2023
- Stacey Morris-Jones, Outreach Specialist II – One additional step effective June 1, 2023
- Gloria Flores, Outreach Specialist II – One additional step effective June 1, 2023
- Jean Ann Meyerhoff – Vital Records Tech I to Vital Records Tech II – Grade 11, Step 27 effective June 1, 2023 (already listed under promotions)
- Terra Ihde, CD Investigator III – One additional step effective June 1, 2023
- Kathleen Paul, CD Investigator II – One additional step effective June 1, 2023
- Nancy Hanus-Bowden, MH Counselor III – One additional step effective June 1, 2023
- Gina Zito, MH Counselor III – One additional step effective June 1, 2023
- Amanda Barrios, MH Counselor III – One additional step effective June 1, 2023
- Stacey Mispagel, MH Counselor III – One additional step effective June 1, 2023
- Leslie Castro, MH Counselor III – One additional step effective June 1, 2023
- Donica Catchings, Director & Program Coord. – One additional step effective June 1, 2023
- Izabela Ustupski, MH Counselor II – One additional step effective June 1, 2023
- Kathleen Cios, MH Counselor II – One additional step effective June 1, 2023
- Myranda Fieldhouse, MH Counselor II – One additional step effective June 1, 2023
- Charnea Fowler, MH Counselor II – One additional step effective June 1, 2023