

AGENDA

WILL COUNTY BOARD OF HEALTH MEETING
WILL COUNTY HEALTH DEPARTMENT
501 ELLA AVENUE
JOLIET, IL 60433
CONFERENCE ROOM 1005A / 1005B
September 20, 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
Recognitions
- V. Public Comment for Agenda Items Only – **Discussion**
- VI. Approval of Minutes
August 16, 2023, Regular Session – **Motion**
Approval of Minutes
August 16, 2023, Executive Session - **Motion**
- VII. Treasurer’s Report & Department Financial Reports
August 31, 2023 – **Motion**
- VIII. Reports from Divisions
Division Statistical Reports – **Discussion**
- IX. Old Business
MAPP - Update
- X. New Business
Resolutions # 23-54 – #23-56
 - A. Resolution #23- 54 Strengthening Illinois’ Public Health Administration (SIPA-24) Appropriation (Admin) - **Motion**
 - B. Resolution #23- 55 Suicide Prevention First Responders (SPFR) FY24 Appropriation (BH) - **Motion**
 - C. Resolution #23- 56 Transfer of Funds (CHC) - **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

August 16, 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
Chief Paul Hertzmann, Vice Chairman
Edna Brass, MA, BS
Natalie Coleman, Ed.D.
Allison Gunnink, MBA, MT-BC
Gary Lipinski, M.D
Teena Mackey, Secretary
Silvio Morales, M.D.
Scott Soderquist, D.D.S.

MEMBERS ABSENT

Chief Jeffrey Carey
Annette Parker

STAFF PRESENT

Elizabeth Bilotta, Executive Director, Administration
Mary Kilbride, Executive Assistant, Administration
Denise Bergin, Assistant Executive Director, Administration
Dr. Rita Gray, Interim Division Director, Behavioral Health
Mary Maragos, CEO, Community Health Center
Stacy Baumgartner, Director of Operations, Community Health Center
Stacey Knack, Director of Human Resources, Administration
Sean Connors, Division Director, Environmental Health
Georgia VanderBoegh, Division Director, Family Health Services
Kevin Juday, Media Services Manager, Administration
Cindy Jackson, Director of Administrative Services, Administration
Carol Ricken, Safety & Risk Reduction Officer, Administration
Dr. Kathleen Burke, Program Coordinator, Behavioral Health
Dr. Robert Dutton, Health Equity Manager, Administration
Armando Reyes, Compliance Officer, Administration
Trisha Kautz, Laboratory Operations Director, Environmental Health
Caitlin Daly, MAPP Program Manager, Family Health Services
Barb Agor, EP&R Specialist, Administration
James Budrick-Diaz, Community Health Educator, 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
Christine Foster, APRN, Community Health Center

OTHERS PRESENT

Toni Renken, Assistant State's Attorney
Alan Dyche, Representing Governing Council

PLEDGE OF ALLEGIANCE

PRESIDENT'S COMMENTS

Dr. Terrell welcomed everyone to the meeting.

EXECUTIVE DIRECTOR'S COMMENTS

- Ms. Bilotta recognized the HR department who had given manager/staff training earlier in the day; 36 individuals attended this training.
- The Health Department had some active shooter drills.
- We went out to formal bid for two ARPA projects.
- We attended a community meeting re: blasting at the Richards Street quarry which is very close to our building.
- We finalized plans for an Operational Assessment at the Community Health Center which will start on 9/11/23.
- We had SUPRA (Substance Use Prevention & Recovery) come in to do an audit.
- We have CARF audit coming soon.
- We submitted hopefully our final FY24 budget to the County and will bring that to the BOH next month.
- Ms. Bilotta recognized staff retiree Christine Foster, APRN, 8 years of service.

PUBLIC COMMENTS FOR AGENDA ITEMS ONLY – NONE

APPROVAL OF BOARD OF HEALTH MINUTES

Moved to approve the June 21, 2023, regular meeting minutes as presented.

RESULT:	APPROVED [UNANIMOUS]
MOVER:	Ms. Gunnink
SECONDER:	Ms. Mackey
AYES:	Dr. Terrell, Ms. Brass, Ms. Coleman, Ms. Gunnink, Dr. Lipinski, Ms. Mackey, Dr. Soderquist
NAYES:	Chief Hertzmann, Dr. Morales

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 June. The Board of Health moved to approve the Treasurer's Report and Department Financial Reports for the month of June 2023 as presented.

RESULT:	APPROVED [UNANIMOUS]
MOVER:	Chief Hertzmann
SECONDER:	Ms. Coleman
AYES:	Dr. Terrell, Chief Hertzmann, Ms. Brass, Ms. Coleman, Ms. Gunnink, Dr. Lipinski, Ms. Mackey, Dr. Morales, 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 July. The Board of Health moved to approve the Treasurer's Report and Department Financial Reports for the month of July 2023 as presented.

RESULT:	APPROVED [UNANIMOUS]
MOVER:	Dr. Morales
SECONDER:	Dr. Lipinski
AYES:	Dr. Terrell, Chief Hertzmann, Ms. Brass, Ms. Coleman, Ms. Gunnink, Dr. Lipinski, Ms. Mackey, Dr. Morales, 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 - Director of Administration (Presented Monthly Reports for the month of July/August)

- Ms. Jackson spoke of the Employee Parking Policy updated to include additional campus safety measures, including the parking lot speed limit, time limits for charging an electric vehicle (4 hours), yielding to pedestrians, and to outline no parking zones for agency staff.
- Ms. Jackson spoke of the Call Recording Policy being updated to include additional areas (Immunizations and WIC) of the agency that will utilize call recording.

- Delivery & Vendor Access Policy is a new safety policy that outlines protocols for in-building access by non-employees, delivery services and contracted vendors.

Dr. Dutton – Health Equity Manager updates:

- Two new Health Navigators have joined the Health Equity team.
- 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.
- In the month of July, a Uniform Notice of Funding Opportunity for ARPA funding to 10 Community-Based Organizations with an award amount of \$15k was submitted. Of the 10 Community-Based Organizations, 8 completed the application for funding and were awarded the grant that will be disbursed in two payments.
- In the last two months, the Health Equity Manager has been meeting with community leaders to discuss community engagement events and opportunities. He has 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.

Dr. Gray – Interim Director of BH (Presented Monthly Reports for the month of July/August)

Dr. Gray provided recaps of the items in her report including:

- 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.
- 6 out of 6 positions have been filled in the Adult Program. The waitlist has been cleared and all clinicians are accepting new clients.
- 6 out of 6 positions have been filled in the Child & Adolescent Program. There are no wait times for therapy. Child psychiatry wait time is one week.
- During July, a third new client orientation group was added to meet the demand and to offer an additional day for client convenience.
- 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.
- The Clinical Training Program is awaiting the final decision from the American Psychological Association on accreditation. Notification is expected mid-August. We are welcoming 21 students who will begin their training for the academic year 2023 to 2024 on August 21, 2023.
- The Commission on Accreditation of Rehabilitation Facilities (CARF) is scheduled to conduct its triennial survey on September 27-29, 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.

Dr. Burke – Program Coordinator of Substance Use Initiatives - Behavioral Health Division

- Ms. Burke spoke of the distribution of 4996 boxes of Narcan which tripled from last year.
- Our overdose deaths are trending the same as last year.
- A mandate went out that all Will County Court Room officers have a brief training in Narcan. 220 boxes of Narcan were handed out to the individuals working in the courthouse and the States Attorney’s office.
- This is National Overdose Awareness Month.

Ms. Maragos – CEO CHC (Presented Monthly Reports for the month of July/August)

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

- 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 currently awaits 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.
- The IL Dept. of Public Health awarded the CHC \$250,000 per year for 2 years for family planning services. This is \$10,000 per year more than our previous funding. 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. On August 23-24, we expect 2-3 site visitors to audit our compliance with this program.
- The Governing Council agreed to renew our Agreement with Midwestern University for Optometry services. 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 2,066 patients since program inception.
- 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. 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.

- A back-up Walgreens pharmacy was added to CHC site location and to our list of pharmacies included in our 340B program. This was approved by the Governing Council.
 - An outside agency, Employee Network Incorporated, will be performing 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.
- *Ms. Brass questioned the Walgreens specialty Pharmacy? Ms. Maragos explained it is a specialty pharmacy which CHC was looking to include one specific medication which is a long-acting injection for PREP to prevent HIV. We previously had to get this medication from Waukegan and this Walgreens is much closer.*

Chief Medical Officer – CHC (Presented Reports for the month of July/August)

Dr. Byrd's report was shown and reviewed.

Mr. Conners – Director of EH (Presented a Monthly Report for the month of July/August)

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

- There was a voluntary recall of 2.75-ounce package of ONO Vegan Blueberry Muffin Protein Overnight Oats because it may contain undeclared milk. No illnesses have been reported to date.
- 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 people became ill after eating frozen organic strawberries.
- The EH Division responded to two separate incidents reported via the answering service that required after hours investigations by a sanitarian. In both cases, both facilities were able to reopen once cleaned up and re-inspected.
- 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.
- 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 passed both program reviews.
- 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.
- Mr. Conners spoke of the summer interns completing their intern program.
- Mosquitoes testing positive for West Nile virus were discussed.

Ms. VanderBoegh – Director of FHS (Presented Monthly Reports for the month of July/August)

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

- The WIC Management Evaluation/Quality Assurance review is completed every two years. For this review, 139 criteria were reviewed. Findings showed 131 of these criteria were met, 6 criteria were not met and 2 criteria were not evaluated. 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.
- In June, WIC Nutrition Specialist Alyssa Densberger achieved her goal of becoming an International Board-Certified Lactation Consultant (IBCLC).
- In July, staff attended the NACCHO360 Conference in Denver, and participated in several educational sessions and discussions.
- 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. We believe 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. Discussion took place.
- 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. Two CD staff were awarded a scholarship to become Certified in Infection Control. Both have completed their curriculum. One has passed her exam and the second staff person is preparing to sit for the exam.

Ms. Weber - Emergency Preparedness and Response (EP&R) Coordinator (Presented Monthly Reports for the month of July/August)

Report of EP&R's activities were provided in the packet for the Board's review.

- Ms. Weber spoke of the active shooter exercises that took place at the Health Center and NBO. A survey was sent out to all participants. Overall, there was a very positive response.
- During the months of June and July, we distributed 816 Intelliswab tests to 2 different partner agencies/businesses and currently have 60 Binax tests and 144 Intelliswab tests on hand.
- The MRC (Medical Reserve Corp) 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.

- *Dr. Terrell questioned about COVID shots and RSV shots? Ms. Weber stated the COVID shot booster will be available late fall (late September, early October) and we will be getting the RSV shot at the HD in the near future.*
- *Ms. Mackey spoke about the situation in Hawaii and questioned if the HD keeps up with any new developments happening in the world. She questioned if we keep up with what went well and what did not? Ms. Weber stated she is continuously watching the news and goes to an annual conference to keep up with situations and events.*

Mr. Juday - Media Services Manager (Presented Monthly Report for the month of July/August)

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

- Mr. Juday spoke of 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. Behavioral Health and Substance Use Treatment services brochure is currently being worked on.
- Media Services has used our 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.
- An article was written reminding residents of how to prevent foodborne illnesses.
- The Community Health Center 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.
- A news release was issued regarding the mosquitoes testing positive in the Will County areas. No human cases of West Nile virus have been reported so far this year.
- The WCCHC celebrated National Health Center Week from August 6-12 with a full schedule of events open to the public.

Division Statistical Reports were displayed.

OLD BUSINESS – NONE

NEW BUSINESS

RESOLUTION #23-42 APPROVAL OF QUALITY ACHIEVEMENT BONUSES FOR COMMUNITY HEALTH CENTER

The Will County Board of Health formed a Compensation Committee in September 2020 to examine the compensation of Community Health Center providers. The 2022 bonuses incentivized the providers to meet their measures in 2022 and therefore create an improved quality of care. 21 of the 25 Community Health Center providers exceeded at least one quality measure goal for 2022.

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

RESOLUTION #23-43 APPROVAL FOR TRANSFER OF FUND FOR THE COMMUNITY HEALTH CENTER

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 temporary agency staff are utilized in an attempt to maintain staffing level necessary for operations. Additional funding is needed in the temporary contractual budget code to support on-going expenses until adequate staffing levels are achieved.

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

RESOLUTION #23-44 APPROVAL OF A REVISED COMMUNITY HEALTH CENTER PROVIDER PAY SCHEDULE

The CHC employs exempt medical, dental, and behavioral health service providers; and the 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 the Provider Pay Schedule is reviewed and revised as necessary to successfully recruit and retain provider staff.

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

RESOLUTION #23-45 APPROVAL OF ILLINOIS PRIMARY HEALTH CARE ASSOCIATION ANNUAL MEMBERSHIP DUES

The Will County Community Health Center is an active member of the Illinois Primary Health Care Association and launched an “Invest to Advance Campaign” and announced dues increase to support the new initiatives.

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

➤ *Dr. Lipinski questioned if this is just for FQHC's? Ms. Maragos stated there are some exceptions but for the most part it is only for FQHC's.*

RESOLUTION #23-46 APPROVAL FOR STUDENT LOAN REPAYMENT PROGRAM GRANT APPROPRIATION (CHC)

The Community Health Center received an Illinois Department of Public Health Student Loan Repayment Program grant to provide funds for a specified licensed practitioner for educational loans. 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. The grant period is May 1, 2023 – April 30, 2025.

RESULT:	APPROVED [UNANIMOUS]
MOVER:	Ms. Gunnink
SECONDER:	Dr. Lipinski
YEAS:	Motion was made by Chief Hertzmann and seconded by Dr. Morales to use the previous roll call
NAYS:	None

➤ *Dr. Morales questioned if there is a requirement that they have to stay here for a specific amount of time? Ms. Bergin stated that there is a specified time and if they leave the agency, the money will go back to the State.*

RESOLUTION #23-47 APPROVAL FOR SURPLUS EQUIPMENT

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.

RESULT:	APPROVED [UNANIMOUS]
MOVER:	Ms. Gunnink
SECONDER:	Ms. Coleman
YEAS:	Motion was made by Chief Hertzmann and seconded by Dr. Lipinski to use the previous roll call.
NAYS:	None

RESOLUTION #23-48 APPROVAL TO EXECUTE A COMMUNICATIONS MANAGEMENT AGREEMENT WITH THE FOURCE GROUP

The Will County Health Department provides health information and education to the general public and specific groups. 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 additional media campaign and outreach initiatives may be funded by various grant programs throughout the term of this agreement.

RESULT:	APPROVED [UNANIMOUS]
MOVER:	Chief Hertzmann
SECONDER:	Ms. Mackey
YEAS:	Motion was made by Chief Hertzmann and seconded by Dr. Lipinski to use previous roll call.
NAYS:	None

- *Ms. Mackey questioned what the cost of this agreement was? Ms. Bergin stated that the BOH is approving them to be our communication management team. Going forward we will be requesting the BOH approval when we are spending over a certain amount of money.*
- *Ms. Gunnink questioned if we have more autonomy to place ads where we want. Ms. Bilotta stated this will give us more choices of where we can advertise but we still need to satisfy our grant requirements.*

RESOLUTION #23-49 APPROVAL FOR MICROSOFT OFFICE 365 ENTERPRISE RENEWAL AGREEMENT

The Will County Board of Health approved the Microsoft Office 365 Enterprise Agreement for a period of three years on June 15, 2022 and now requires the year 2 payment and renewal of this Agreement.

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

- *Dr. Lipinski questioned if we are contracting with Dell for Office 365? Ms. Bergin stated we are contracting with Dell for Office 365.*

RESOLUTION #23-50 COMMUNITY BASED ORGANIZATION HEALTH EQUITY INITIATIVES UNDER THE AMERICAN RESCUE PLAN ACT

The Will County Health Department is seeking to expand health equity initiatives within Will County. The 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.

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

RESOLUTION #23-51 APPROVAL OF 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

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

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

RESOLUTION #23-52 APPROVAL TO ENTER INTO A STAFFING AGREEMENT WITH ROBERT HALF FOR THE ASSIGNMENT OF TEMPORARY STAFF.

The Family Health Services division of the Will County Health Department operates the immunization program and grant dollars have been appropriated under the IDPH COVID-19 vaccination grant for temporary staffing necessary to support program operations.

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

RESOLUTION #23-53 APPROVAL FOR CARF International Survey Fee

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.

RESULT:	APPROVED [UNANIMOUS]
MOVER:	Ms. Brass
SECONDER:	Dr. Lipinski
YEAS:	Motion was made by Chief Hertzmann and seconded by Ms. Mackey to use previous roll call.
NAYS:	None

BOARD MEMBERS' COMMENTS/CONCERNS – NONE

PUBLIC CONCERNS AND COMMENTS – NONE

At 4:25pm a motion was made to go into Executive Session.

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

Motion to come out of Executive Session
Board Approval of Personnel Status Report:

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

ADJOURNMENT

A **motion** was made by Ms. Gunnink to adjourn the meeting at 5:00pm and **seconded** by Ms. Coleman.

By: _____
Teena Mackey, Secretary
Will County Board of Health

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

Will County Health Department

FY 2023

Balance Sheet

Nine Months Ending August 2023

	Beg Bal <u>12/1/2022</u>	End Bal <u>8/31/2023</u>	<u>Change</u>
Assets			
Cash and cash equivalents	2,670,356.16	3,754,135.77	1,083,779.61
Investments	12,000,000.00	11,700,000.00	(300,000.00)
Receivables	18,816,901.08	302,604.45	(18,514,296.63)
Total Assets	<u>33,487,257.24</u>	<u>15,756,740.22</u>	<u>(17,730,517.02)</u>
Liabilities			
Payables	2,313,597.11	55,985.09	(2,257,612.02)
Due to	2,288,698.32	-	(2,288,698.32)
Unearned revenue	986,892.66	1,149,514.78	162,622.12
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	14,551,240.35	1,420,449.05
Total Liabilities & Equity	<u>33,487,257.24</u>	<u>15,756,740.22</u>	<u>(17,730,517.02)</u>
	-	-	-

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

Will County Health Department

FY 2023 Change in Cash Nine Months Ending August 2023

	Dec 2022	Jan 2023	Feb 2023	Mar 2023	Apr 2023	May 2023	June 2023	July 2023	August 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	3,699,396.52	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	2,998,579.82	27,955,105.16
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)	(1,204,657.91)	(11,588,681.62)
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)	(1,739,182.66)	(13,293,945.61)
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>3,699,396.52</u>	<u>3,754,135.77</u>	<u>3,754,135.77</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	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>	<u>11,700,000.00</u>	<u>11,700,000.00</u>
										-
Total Cash and Investme	<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>15,454,135.77</u>	<u>15,454,135.77</u>
										-
										-

* Investments will be update retrospectively in the coming months.

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

Will County Health Department

FY 2023

Budget Comparison - Revenue Nine Months Ending August 2023

	<u>Adopted Budget</u>	<u>Revised Budget</u>	<u>Revenue</u>	<u>Target - 75% Percent Realized</u>
Revenue				
Property Taxes	11,015,000.00	11,015,000.00	6,536,985.27	59.35%
Intergovernmental Grants & Contracts				
Administration	1,860,302.00	1,898,818.00	2,522,700.76	132.86%
Emergency Preparedness and Response	398,013.00	419,333.00	266,945.31	63.66%
Environmental Health	1,020,068.00	1,020,068.00	138,090.39	13.54%
Behavioral Health	2,214,170.00	2,303,536.00	991,811.45	43.06%
Family Health Services	4,038,495.00	4,678,300.00	2,943,212.94	62.91%
Community Health Center	4,119,216.00	4,284,551.00	2,562,165.11	59.80%
	13,650,264.00	14,604,606.00	9,424,925.96	64.53%
Licenses, Permits & Charges for Services				
Administration	246,500.00	246,500.00	135,086.69	54.80%
Environmental Health	1,836,000.00	1,836,000.00	1,678,945.82	91.45%
Behavioral Health	3,076,054.00	3,076,054.00	1,647,504.42	53.56%
Family Health Services	292,300.00	292,300.00	234,433.39	80.20%
Community Health Center	6,137,310.00	6,137,310.00	4,061,391.46	66.18%
	11,588,164.00	11,588,164.00	7,757,361.78	66.94%
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	24,791.25	52.97%
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	26,191.25	0.54%
Transfers In	300,000.00	300,000.00	300,000.00	-
Total Revenue	42,316,067.00	42,316,067.00	24,045,464.26	64.01% *
	-	-	-	
* Total Revenue used for Revenue Performance %	36,609,628.00	37,563,970.00	-	
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

Nine Months Ending August 2023

					Target - 66.67%	
	<u>Adopted Budget</u>	<u>Revised Budget</u>	<u>Expenditures</u>	<u>Encumbrances</u>	<u>Remaining Budget</u>	<u>Percent Used</u>
Expenditures						
Personnel - Salaries						
Administration	2,605,691.00	2,628,427.00	1,875,641.35	-	752,785.65	71.36%
Emergency Preparedness and Response	276,129.00	276,129.00	190,979.10	-	85,149.90	69.16%
Environmental Health	1,587,337.00	1,587,337.00	1,009,687.42	-	577,649.58	63.61%
Behavioral Health	4,933,460.00	4,933,460.00	2,490,325.77	-	2,443,134.23	50.48%
Family Health Services	4,469,909.00	4,698,021.00	2,923,796.56	-	1,774,224.44	62.23%
Community Health Center	8,083,233.00	8,143,983.00	4,803,515.41	-	3,340,467.59	58.98%
Total Personnel - Salaries	21,955,759.00	22,267,357.00	13,293,945.61	-	8,973,411.39	59.70%
Personnel - Benefits						
Administration	1,052,807.00	1,065,587.00	715,331.23	-	350,255.77	67.13%
Emergency Preparedness and Response	113,036.00	113,036.00	77,170.32	-	35,865.68	68.27%
Environmental Health	813,178.00	813,178.00	495,961.63	-	317,216.37	60.99%
Behavioral Health	2,023,116.00	2,023,116.00	923,581.79	-	1,099,534.21	45.65%
Family Health Services	2,083,380.00	2,141,182.00	1,330,590.02	-	810,591.98	62.14%
Community Health Center	3,108,575.00	3,117,812.00	1,792,712.10	-	1,325,099.90	57.50%
Total Personnel - Benefits	9,194,092.00	9,273,911.00	5,335,347.09	-	3,938,563.91	57.53%
Commodities						
Administration	288,165.00	294,190.00	109,912.79	-	184,277.21	37.36%
Emergency Preparedness and Response	9,147.00	17,786.57	9,751.80	-	8,034.77	54.83%
Environmental Health	187,467.00	186,647.00	132,039.08	(5,729.74)	60,337.66	70.74%
Behavioral Health	112,444.00	123,710.00	13,761.69	-	109,948.31	11.12%
Family Health Services	255,123.00	247,038.00	89,411.04	-	157,626.96	36.19%
Community Health Center	1,739,889.00	1,747,030.74	1,108,227.55	-	638,803.19	63.43%
Total Commodities	2,592,235.00	2,616,402.31	1,463,103.95	(5,729.74)	1,159,028.10	55.92%
Contractual Services						
Administration	1,126,863.00	1,183,838.00	732,235.80	45,466.30	406,135.90	61.85%
Emergency Preparedness and Response	27,840.00	40,520.43	29,872.02	-	10,648.41	73.72%
Environmental Health	190,209.00	191,029.00	78,586.36	(449.00)	112,891.64	41.14%
Behavioral Health	1,236,279.00	1,254,379.00	530,744.62	-	723,634.38	42.31%
Family Health Services	239,473.00	601,449.00	193,294.00	-	408,155.00	32.14%
Community Health Center	1,388,103.00	1,466,309.26	708,328.76	-	757,980.50	48.31%
Total Contractual Services	4,208,767.00	4,737,524.69	2,273,061.56	45,017.30	2,419,445.83	47.98%
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	22,625,015.21	39,287.56	19,651,764.23	57.63% *
	-	-	-	-	-	
* 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 August, there were three new Administration policies drafted:

- Translation and Interpretation Policy (ADM-024): This policy outlines the process for utilizing Interpreter Clerks, Bilingual pay program staff, the Language Line, and how to request documents to be translated. The policy should decrease how much we are spending monthly on Language Line services.
- Branch Office Door Locking Policy (ADM-025): This policy outlines the importance of properly securing our buildings and details procedures and responsibilities for locking exterior doors at the two branch offices.
- Training Pay Policy (ADM-026): This policy was developed in response to the need to have a training pay program to compensate non-management who staff serve as a trainer in lieu of the supervisor who would normally conduct training.

FACILITY UPDATES

JOLIET CAMPUS: A new stop sign was added to the southwest exit in the Community Health Center parking lot in August. We added this stop sign after receiving communications from staff that people were not safely exiting the lot.

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 meeting with the County Facilities Department on September 11th to discuss.

We completed the testing of the overhead speaker system at NBO in August. All speakers work, but there were two areas where overhead pages could not clearly be heard, so we will be adding two speakers at NBO.

EBO: In late July, the Branch Office Facility Liaison at EBO noticed that mold was 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. The adjacent business is beginning mold remediation and repairs to waterlines on September 11 and 12.

CHC:
Overhead Speakers: In August we tested all speakers at the CHC due to staff not being able to hear pages from all areas of the building. We identified 10 speakers that need to be replaced. ITT has ordered the speakers. We are working with the County Facilities Department to schedule the new speakers to be installed.

Expired Medications: In August, we partnered with the Will County Coroner's Office to dispose of all expired medication through the INMAR Drug Take-Back program. We also met with Will County Land Use to discuss becoming an INMAR Drug Take-Back partner. As a health department, we are not eligible to become a Drug Take-Back partner, however our new contracted Pharmacy could become a partner in the program. Mary Maragos will discuss with Genoa Pharmacy.

2024 Capital Improvement Projects (CIP):

The following CHC CIP projects are expected to be approved by the County Board in the FY24 budget:

- Call Center Modernization: \$381,047 (high on priority list)
- Flooring: \$222,922
- Painting and Wall resurfacing: \$93,492
- Landscaping: \$35,510

To prepare for the Call Center Modernization project, we met with the Will County Records Management Department on September 6th to begin to discuss logistics for purging the remaining paper copy medical records. The records are stored in the old medical records storage room that will be repurposed for a call center and storage area.

On September 11, we will meet with the Will County Facilities Department to begin to plan the logistics for the multiple CHC CIP projects.

501 Ella:

On September 2 the carpets were cleaned in areas that needed it. These areas included the main entrance, the WIC waiting room and a small area in EH.

SAFETY UPDATES

Safety Handbook

Updates to the Safety Handbook are complete and it is posted to SharePoint. Each employee will also receive a printed copy.

Safety Training

Every two weeks, new employees go through onboarding on their first day of employment. The new employees spend the morning with HR. They spend the afternoon with our Safety and Risk Reduction Officer in safety training. In August, safety training was held on August 8 and 21 and 10 people were trained.

Incident Reports

The manager's response form to an incident has been revised. Format improves guidance to incident root cause and evaluating and determining process improvement needs.

2021 and 2022 paper incident reports were entered into MS Forms which now provides a 2-year database of incidents. Incidents were recorded according to the recently revised categories so that historical incident categories align with the recently revised categories.

IT is refining integration into Power BI to accurately capture data for evaluation. 2021 -2022 incidents will be the historical database for current year comparison. At the end of a calendar year, the current year will be added to the historical database.

In-progress

- Operating guide for Security Guards to outline roles, responsibilities, and procedures. This guide will be used as a training tool for the Guards.
- We are working on revising the infection control and hazardous communication plans.
- Procedure to ensure the completion of annually required BBP training.

Compliance BOH Report – provided by Armando Reyes, Compliance Officer

Commission on Accreditation of Rehabilitation Facilities (CARF) Accreditation: Continuing to prepare Behavioral Health for the on-site CARF Accreditation Survey that will take place September 27-29, 2023. The CARF surveyors will also be conducting a Health & Safety Tour of Behavioral Health and common areas of three of our facilities. There are over 1,500 Administrative and Clinical standards. The administrative standards can be applied universally throughout the Health Department to ensure best practices. CARF accreditation provides a visible symbol that assures the public of a provider's commitment to continually enhance the quality of services and programs with a focus on the satisfaction of the persons served, personnel and other stakeholders.

Compliance Committee: We are currently having monthly Compliance Committee meetings. Beginning in October, meetings will be held every two months. The committee will be implementing a sub-committee to develop a universal Grievance & Complaint Policy and Procedure Process for the H.D.

Critical Incident Report: The Critical Incident Report (CIR) process has been enhanced as follows:

- An incident occurs and the person involved in the incident must complete the CIR. This is a report of the who, what, where and when of the incident.
- After the initial incident form is submitted, the Compliance Officer sends the second form, the CIR-Follow-Up form, to the responding manager. This form is used to systematically manage and monitor the response to a critical incident. It ensures that all necessary steps are taken to address the incident, assigns corrective actions, tracks progress, and helps prevent similar incidents from occurring in the future.
- When a CIR form is submitted through Microsoft Forms, the information is stored in a private SharePoint list in our organization that can be accessed only by the Executive Director and the Compliance Officer.

Policies and Procedures: The compliance team has determined that there is a need to centralize and organize Policies and Procedures so that they are easy to find. Currently, each Division has their policies and procedures on their own SharePoint page, which adds to the complexity of finding a specific policy for employees and audits. The ITT Team is working on designing a SharePoint Online site that is simpler to use for everyone at the agency.

Agency Compliance Plan: Continuing to develop a working draft of a WCHD Compliance Plan that will reinforce the Health Departments commitment to develop standards and controls to respond to risks.

Finance BOH Report – provided by Katie Schaefer, Finance and Grants Management Coordinator

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

1. State Fiscal Year 2024 grant agreements continue to be executed as issued by the state. All continuing Illinois Department of Human Services (IDHS) and the majority of Illinois Department of Public Health (IDPH) grant contracts have been submitted. State Fiscal Year 2024 began July 1, 2023.
2. We worked with Baker Tilly, the accounting firm selected by Will County, to perform the required annual audit on compliance testing of three Health Department grants selected as major federal programs for the CFY22 Will County Single Audit Report. Selected grants include the WIC grant, with federal expenditures of \$1,685,685, the Community Health Center grant with federal expenditures of \$2,388,966, and the Community Health Center ARPA grant with federal expenditures of \$1,180,880. Compliance requirements tested included, but are not limited to, allowable activities, allowable costs, cash management, client eligibility, procurement, and reporting. The Audit is now complete and available on the Will County website. **We had no findings.**
3. The 2022 Medicaid cost report has been submitted. Federally Qualified Health Centers are required to complete annual cost reports, which detail cost, staffing, and utilization data.
4. The CHC underwent a Family Planning Site Review August 23-24, 2023. The Family Planning IDPH staff conducted reviews of charting, clinic observations, and fiscal/administrative portions of the Family Planning program. There were no financial inefficiencies found.
5. We submitted the final FY22 close-out financial reporting package to IDHS.
6. We submitted the initial FY23 IDHS Grant Reconciliation and/Recovery Report. This is a report required annually by IDHS no later than 45 days after the end of the grant funding cycle to report the grant expenditures.
7. The Aids Foundation Chicago will be conducting reviews at the CHC on September 25, 2023, during this site visit they will be discussing successes, barriers, areas of improvement, and setting a plan for technical assistance as needed.

Health Equity BOH Report – provided by Robert E.F. Dutton Ph.D., Health Equity Manager

The WCHD in conjunction with the Activating Relationships in Illinois for Systematic Equity (ARISE) Coalition completed a Design Day for our 30-60-90-day Action Plan for our Food Security & Health Equity initiative. Gathering data from residents throughout Will County, there is lack of resources for families to receive fresh food items during certain times of the month. Most of the food pantries are only open twice a month. Research shows that redlining of grocery stores has created food deserts within our minority communities (people of color). Most impoverished communities are victims of food insecurity and social injustice. This system is designed on the foundation of discrimination towards people of color. Redlining leads to lack of resources, with little or community funding for construction of local grocery store chains. In these underserved communities we have found that the average distance to a local grocery store is about 1-2.6 miles

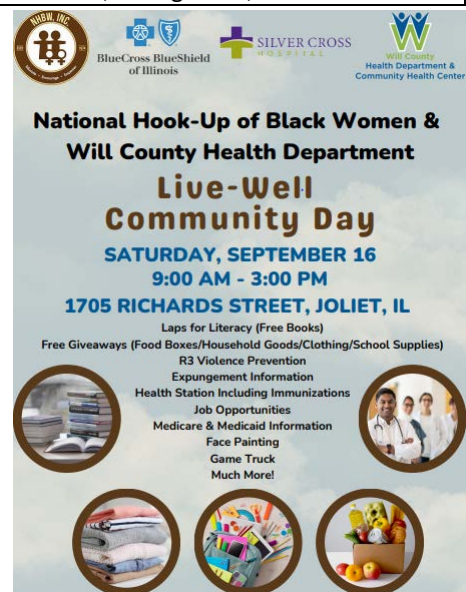
which creates another issue of disparity; transportation to and from. Redlining is a discriminatory pattern of disinvestment and obstruction that acts as a barrier for all people of color.

We have partnered with the Guardian Angel Community Group and EZ Auto to construct and install micro pantries throughout Will County in our most underserved communities. Our goal is to have two new micro pantries installed within 30 days at the National Hook Up of Black Women & Spanish Community Center and to have another 4-6 installed by the end of the year. Construction and installation take about 4 to 6 weeks. Our mission is to explore a variety of additional resources to ensure that everyone has access to fresh produce, dairy products, fruit/vegetables and non-perishable food items. We will also be looking to develop partnerships with other organizations to donate food items and basic health care products, and work with communities to establish their own community gardens. There are currently 63 food pantries in our underserved communities and 37 micro pantries (in Will County). Our ARISE coalition and WCHD Health Equity team will be inspecting micro pantries weekly for any damages, expired non-perishable food items and to resupply the micro pantries. We will continue to canvas communities to establish additional sites that need micro pantries. Below is the Northern Illinois Food Bank Mobile Food Truck Distribution schedule for the month of September.

Northern Illinois Food Bank - Will County Food Truck Distribution Schedule		
Thu, Sep 7	5pm-6:30pm	Bolingbrook Church, 301 E Boughton Rd., Bolingbrook, IL 60440
Tue, Sep 12	4:30pm-6pm	St. Mary Immaculate Parish, 15629 S. Rte. 59, Plainfield, IL 60544
Fri, Sep 15	9am-10:30am	Warren-Sharpe Community Center, 454 S Joliet ST., Joliet, IL 60436
Thu, Sep 21	5pm-6:30pm	Bolingbrook Church, 301 E Boughton Rd., Bolingbrook, IL 60440
Fri, Sep 22	10am-11:30am	Our Lady of Mt. Carmel, 205 E. Jackson St., Joliet, IL 60432
Sat, Sep 23	10am-11:30am	Azteca de ORO Banquets, 1013 Collins St., Joliet, IL 60432
Tue, Sep 26	4:30pm-6pm	Faith Church, 201 E Church Rd., Beecher, IL 60401
Wed, Sep 27	3:30pm-5pm	Advent Health Bolingbrook Hospital Campus, 420 S. Schmidt, Bolingbrook, IL 60440

All the coordination has been completed for the upcoming Live-Well Community Day scheduled September 16th, with 22 vendors. This will be a family fun community engagement event. Mayor D'Arcy will be our guest speaker to open the event.

We believe ***“that a health community will become a thriving community”***.



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

HR has conducted the first of two sessions of Management Training. We had 36 out of 43 managers attend the training titled “Policies & Procedures.” The second session is scheduled for September 13th, where there will be training on “HR Laws and Resources for Managers.” This training is crucial because many of our managers are new to management and the agency.

HR is preparing for the CARF audit for Behavioral Health and assisting the Finance department with the individual grants and supporting documentation throughout the agency.

HR has implemented a Separation Policy and updated the Hiring Policy.

Recruitment: Since the ratification of our new Collective Bargaining Agreement (CBA), and we can offer competitive salaries, we have hired 36 new hires and some employees have changed positions. We are currently recruiting for the Behavioral Health Division Director; the interviews are going well, and the committee is looking to decide at least by the week of September 18th.

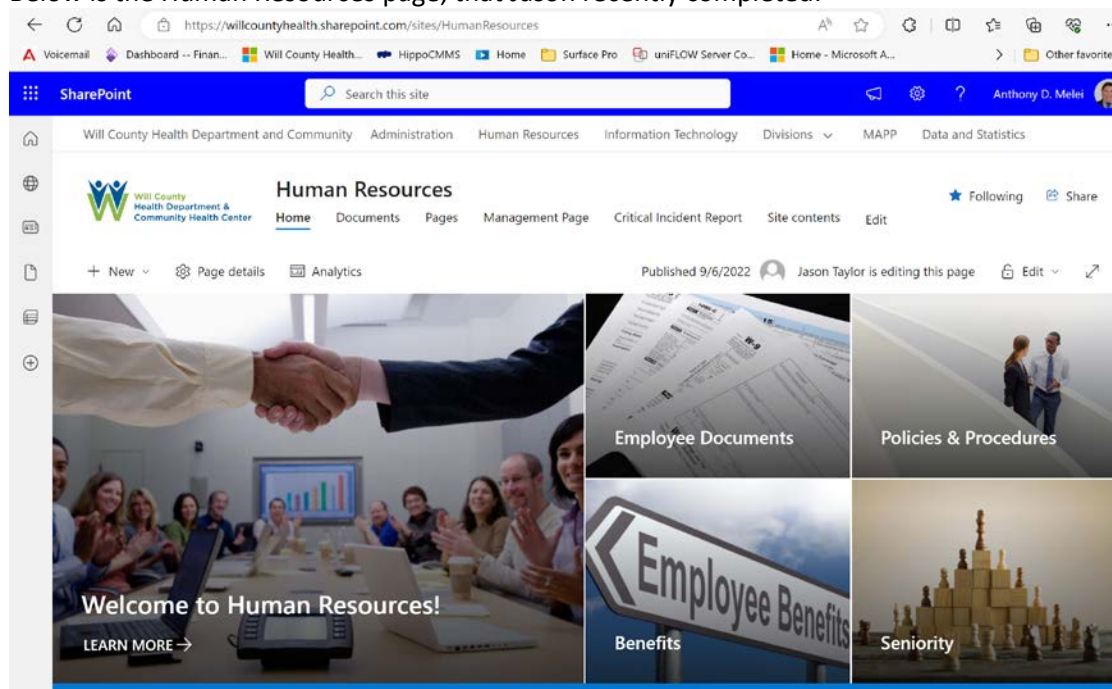
Union: HR is currently working on updating job descriptions and implementing new ones. The new CBA has been printed, copied, and distributed throughout the agency.

ITT BOH Report – provided by Anthony Melei, Director ITT

ITT SHAREPOINT PROJECT

ITT Staff Meeting, September 6, 2023: Our ITT Staff Meeting is focusing on re-organizing/re-designing the SharePoint Online site for the Health Department and Community Health Center. SharePoint is used as an internal Intranet Site, to communicate information to employees. Jason Taylor, Information Systems Specialist II, has been working with the Divisions to post their content on SharePoint.

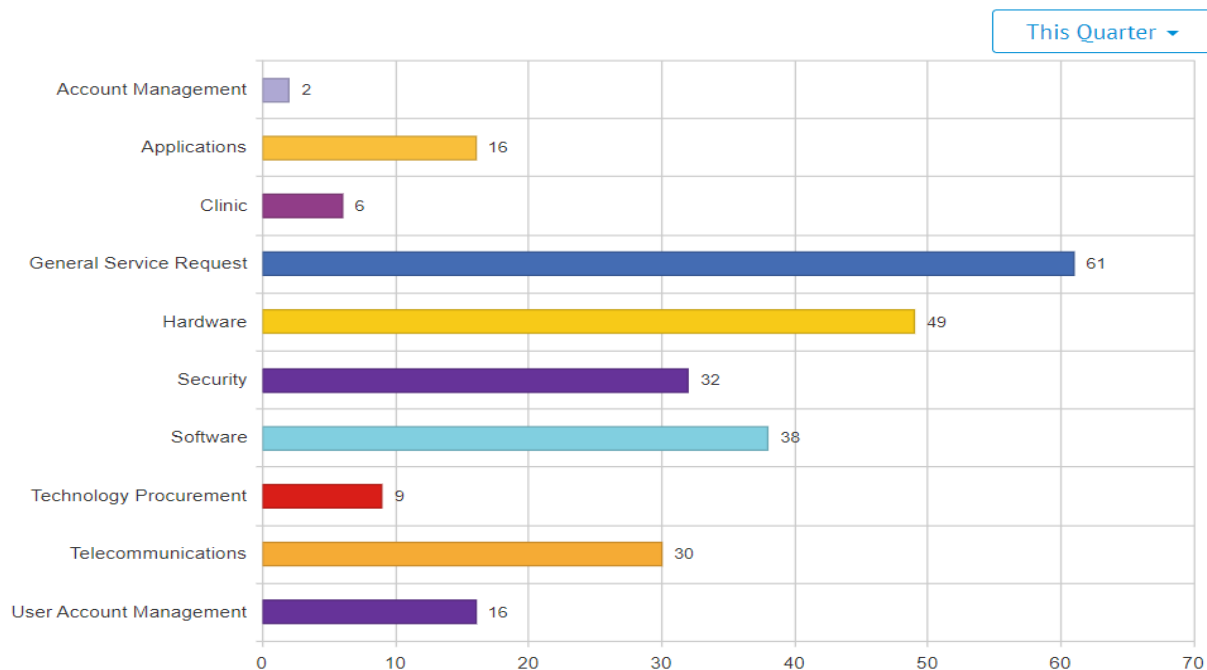
Below is the Human Resources page, that Jason recently completed:



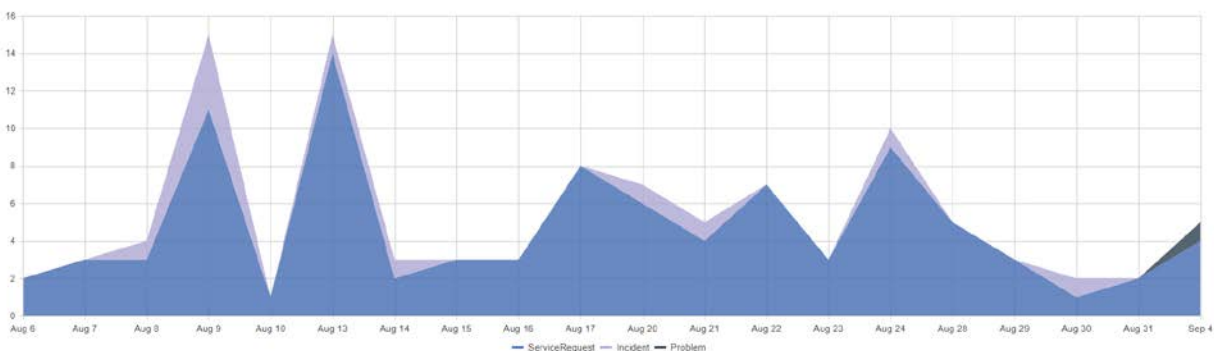
Our compliance team has determined that there is a need to centralize and organize Policies and Procedures so that they are easy to find. Currently, each Division has their policies and procedures on their own SharePoint page, which adds to the complexity of finding a specific policy for employees, and audits. The ITT Team is working on designing a SharePoint Online site that is easy for staff to navigate.

Work Order System Statistics (this quarter):

Top Categories with Most Service Requests



Work Items Completed - Last 30 Days



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

ACTION TEAM UPDATES

Behavioral Health/Substance Use meets on the fourth Monday from 1:00-2:30pm on Microsoft Teams. Dr. Kathleen Burke (Will County Health Department) serves as Chair and Dr. Lori McMeel (Lewis University) serves as a Co-Chair. 34 members attended our August meeting where they continued to strategize on a standardized overdose response protocol for our various 9-1-1 dispatch centers. Additionally, interested members formed a separate sub-committee that met for the first time on August 14th. This sub-committee will serve as our 'Stigma Task Force', meeting regularly (*as required*) to develop a coordinated behavioral health stigma campaign to spread messaging that helps reduce barriers to care. Eight (8) members participated in the first Stigma Task Force meeting where they discussed targeting messaging to doctors/providers as they're often a source of stigma. The Stigma Task Force will meet again on September 11th.

Stabilizing the Built Environment meets on the fourth Monday from 10:00-11:00am on Microsoft Teams. Merridith Montgomery (Will County Continuum of Care) serves as Chair and Elizabeth Protich (Riverwalk Homes/Holsten Human Capital Development) serves as Co-Chair. Four (4) members attended the August meeting where they confirmed details for our listening session – Friday, October 20th from 1-3pm at Ascension Saint Joseph Hospital. The listening session will focus on the needs of the most vulnerable and crisis that exists within the current system. Ideally, this will be the first conversation in a recurring series leading to the development of a coordinated response/referral network to better serve our unsheltered population. We're prepared to host up to 40 community partners, including homeless response leaders, persons with lived experience, representatives from local hospitals (including those in and around Will County) and first responders (paramedics, first departments, 911 dispatch). A promotional flyer and digital RSVP platform are being developed. 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. Thirteen (13) members attended our August meeting where they continued discussions on their identified priorities: number of pediatric providers, including family medicine providers who see children, accepting Medicaid; child and maternal health trends/outcomes among Black/AA mothers and families; and percent of population submitting to regular, recommended cancer screenings, including lung, breast, cervical, prostate and colon. At this time, members are interested in moving forward with developing and distributing a short, digital, bi-lingual survey to determine provider capacity for those who see clients from birth through age 18 and a Medicaid certified provider. Members will use the information gathered to determine if collective action needs to be taken to increase the number of pediatric providers accepting Medicaid in Will County. More details to follow.

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 is working to acclimate them to their roles. Ten (10) members attended our August meeting where we continued brainstorming and verifying all known food resources (pantries, community gardens, farmers markets, etc.) in and around Will County to update existing food access maps. MAPP and the Access to Food and Nutrition Team are collaborating with Health Equity Manager, Dr. Dutton, on this project to ensure our food access efforts are coordinated and widespread.

ADDITIONAL ACTIVITIES

Adler University: Social Justice Program (SJP) With the help of our Compliance Officer, MAPP submitted a joint application to secure a Social Justice Intern beginning in October 2023. It was purposed the SJP Intern will work alongside Caitlin in the initial implementation of new *MAPP 2.0* tools *Starting Point Assessment* and *Power Primer*. The Intern will serve as an expert in Social Justice, providing education, guidance, and recommendations on how principals of justice can be better represented in MAPP's practices. Additionally, Caitlin attended the Adler University SJP Supervisor Training on August 8th from 11-12:30pm to better understand the requirements of a SJP Intern Supervisor.

MAPP's Fiscal Sponsor We're continuing to work with representatives of United Way of Will County (UWWC) to finalize MAPP's fiscal sponsor status. Caitlin and Elizabeth met with UWWC on August 2nd to begin developing a memorandum of understanding (MOU). More details to follow.

American Rescue Plan Act (ARPA) MAPP was awarded \$799,806 ARPA funding based on a 2022 request to implement a 'Food for All for a Healthier Community' initiative. Caitlin, Elizabeth Bilotta, and Denise Bergin are continuing to participate in monthly meetings with Anser Advisory to discuss logistics and grant management. The MOU between UWWC and MAPP needs to be finalized and approved before funding can be formally accepted.

Dr. Rita Gray
Interim Director, Behavioral Health Programs
September 2023

1. Adult Program Updates:
 - Adult Mental Health is fully staffed as of 9/5/2023. Services are being provided at:
 - EBO Mondays 8 AM-4 PM,
 - NBO Monday-Friday 8:30AM-4:30 PM starting October 2nd from only 3 days a week Wednesday -Friday, and
 - Ella Ave Monday-Friday 8:30 AM-4:30 PM. Established staff on average is seeing 6 clients daily from 9AM-4 PM. Staff continues to build caseloads and provides therapy services for the Will County community.
2. The current wait times for non-emergency Behavioral Health Services by service are:
 - Adult Therapy: No wait time for orientation group, clients who call Intake will be seen the same week.
 - Children & Adolescent (C&A) Therapy: No wait time for orientation group, clients who call Intake will be seen the same week.
 - C&A Psychiatry: 1 week wait
 - Substance Use Program: Calls are returned the day they come in or the next day. Assessment appointments are conducted three times per week.
3. We have been successful in recruiting the following new hires:
 - John Korso, MHC II Child and Adolescent Program
 - Ijemoa Ezeji-Okoye, MHC II Adult Mental Health Program
4. Child and Adolescent, Mobile Crisis Response (MCR), & YESS Updates:
 - YESS- Actively recruiting for one new position with the future allowing for another position once the first is filled.
 - Laraway School is asking for more therapy hours.
5. 590 Updates:
 - 590 Coordinator has been successfully recruited and their start date is 10/02/2023.
6. Nextgen Update:
 - An Adult Program training was conducted on Friday 9/15 with 2 staff members. The Child & Adolescent team attended for monitoring purposes to get early exposure to the system.

7. Substance Use Initiatives Report:

Substance Use Initiatives 9/1/2023

Kathleen Burke PhD

Summary Totals Per Year	2020	2021	2022	2023
Opioid Overdose Deaths	83	111	112	63
Overdose Reversals	123	84	51	51
Fentanyl Test Strips	N/A	N/A	1563	747
Got Naloxone Locations	N/A	243	754	535
Business Locations begin	N/A	N/A	485	524
Naloxone Kits Distributed to the public	3259	4630	6,002	4964
Individuals trained by Dr. Burke	N/A	548	445	524
Micro pantry Distribution	N/A	1469	605	310
Methadone Clinic Distribution	264	450	370	173
Naloxone Plus Program Calls Answered	N/A	4	3	13
Persons Placed in Temporary Housing	N/A	30	8	4
Coroner last entry 8/9/2023				

What's New

- **8/8-8/9-** In response to the overdose at the Courthouse in July, the Rapid Response Naloxone team trained all of Will County State's Attorney's Administration Staff, Prosecutors, and Sheriffs. One hundred and fifty (150) staff were trained, and 209 boxes of Naloxone (Narcan) distributed. Thank You to Chief Investigator Louis Silich for setting up and organizing this training for us.
- **8/10** – Visited Hendrickson's Bumper in Lockport for their OSHA safety week. In attendance were 75 staff and managers who participated in the training. They also have Naloxone (Narcan) in all their AEDs.

Overdose Awareness Month

- **8/23** – “Your Light Still Shines” at Parkview Christian Church, New Lenox was a great success. Thirty (30) vendors participated. Participants watched a video called “Your Choice.” The video featured two speakers who have an opioid use disorder, a parent who lost a child, and a sibling growing up with a brother with a substance use disorder. Naloxone (Narcan) training was held and 72 boxes of Narcan were distributed.
- **8/29** – Trent Bartolomucci Rescue and Restoration and Prayer Service, Hickory Creek Church, Frankfort. This program features first responders and the impact of the opioid epidemic.

Mark your Calendars: September is Recovery Month and the beginning of the Fall Season of events. Next up Acorn Festival at Willard Park Center in Crete 9/15-9/16.

September is Recovery Month and Suicide Awareness Month.

Seven (7) in 10 (72.2 percent or 20.9 million) adults who ever had a substance use problem consider themselves to be recovering or in recovery. Two (2) in three (3) (66.5 percent or 38.8 million) adults who ever had a mental health issue considered themselves to be recovering or in recovery. *SAMSHA 1/23/23*

The number of people who died by suicide in the U.S. hit an estimated record 49,000 in 2022, a 2.6% increase over the prior year. Over half of all U.S. suicides in 2022 involved firearms, according to the Centers for Disease Control and Prevention (CDC 9/2023). Secretary Xavier Becerra reported "Nine in 10 Americans believe America is facing a mental health crisis. The new suicide death data reported by CDC illustrates why."

Mary Maragos
CEO, Community Health Center
September 2023

IDPH Grant Funding Opportunity – On September 6th, the Governing Council gave its approval to apply for the Enhancing Post-Covid Recovery Efforts for School Based Health Needs grant, for funding to expand mental health training and resources in a school setting. With a certified school-based health center at Brooks Middle School, the WCCHC is eligible for this funding. The funding period is from 10/1/23 to 6/30/24. We will ask for \$258,879.91 to support the full-time salaries of a full-time mental health nurse practitioner and licensed clinical social worker, computers, medical supplies, a subscription for Nextgen-integrated software for online registration, and registration and travel expenses for 3 persons to attend a school behavioral health conference in the Spring of 2024.

IDPH Family Planning Program Audit – We received a 2-day on-site audit of our Family Planning Grant program, with 3 site visitors. It was a resounding success! We receive \$250,000 per year for this program, and must meet rigid requirements for eligibility, services, billing, quality assurance, and credentialing. Site auditors commended us and said they would like to share our program's successes with Federal Title X authorities. Illinois Title X funding was previously withdrawn from family planning programs under a prior presidential administration and has recently been reinstated. One new initiative and strong recommendation for the upcoming year is for us to create an integration with our E.H.R. in order to share documentation to IDPH instead of using paper forms as we are now. We will be investigating how this is done at other CHCs and will plan for implementing this in the next fiscal year.

Vaccines for Uninsured/ Underinsured Adults – We have long been a part of the Federal Vaccines for Children Program, which supplies free vaccines for uninsured and underinsured children. In 2012 the CDC expanded this program to include uninsured and underinsured **adults**. Some health departments participate, including the WCHD. As an FQHC we are now eligible to apply for participation. This application was submitted on 9/7/23. This will go a long way to improving the health of our patients who can least afford it!

Renewed Collaboration with WCHD Division of BH Services We have resumed collaborative meetings with leadership from the Will County Health Department's Division of Behavioral Health. They will soon adopt the use of Nextgen E.H.R. and practice management software. This will greatly facilitate the sharing of mutual patient records and improve care coordination for these patients. We also hope to improve our mutual referrals, as well as collaboration among and between programs and services.

Open House at Brooks School We hosted an Open House for our School Based Health Center at Brooks Middle School on Monday August 28. It was very successful and well attended by local and state legislators, Valley View School District administrators, VVSD Superintendent Kinder, VVSD school board members, County Executive Bertino-Tarrant, a Board of Health member, Governing Council members, Brooks School administrators, Brooks SBHC staff, Lewis University faculty and community coordinator, and WCHD/ WCCHC staff. We feel blessed to receive such strong support from the Bolingbrook and Will County community for this initiative.

Reach Out and Read Mini Grant- We recently applied for grant funding of \$3,000 from the Reach Out and Read Foundation of Illinois to purchase new children's books for distribution to our pediatric patients ages birth through age 5. This program has been in operation at the WCCHC since 2001. In the last 12 months we distributed 1,920 books to our patients at their well-child visits. Parents are taught the importance of developing daily reading habits with their children. For many families these are the first new books they have ever received. Since COVID our new book donations have dwindled. We will develop a further plan to keep up our resources.

MMaragos 9/8/23



Jennifer Byrd, MD, FAAFP
CMO of the Community Health Center
September 2023

Community Collaboration:

- The health center and administration are currently working with St. Joseph Hospital to create a referral protocol (from the hospital to the health Center) for patients seeking Medication Assisted Treatment (MAT).
- As you know, MAT are medications that are used to stave off the cravings of Alcohol and Opioids.
- Given that the Emergency Departments (E.D.) are generally the first to see patients with the diagnosis of Substance Use Disorder, this collaboration will be an excellent service to the community by linking these patients to post-hospitalization drug treatment with us.
- To offer a tangible view of the impact of Substance Use Disorder patients on Illinois Emergency Departments (as referenced in the article below)... between the years of 2014 – 2019 E.D.s saw ~ 239 thousand visits for persons with Substance Use Disorder and/or Overdoses, this translated into 710 thousand hospital days and thousands of deaths.



[J Behav Health Serv Res.](#) 2021; 48(4): 597–609

Quality Initiatives:

- The health center was reviewed by our Family Planning Funders at the end of August
- The site visit went exceptionally well, such that the reviewers are planning on recommending that other Family Planning Grant recipients in the state call Will County for advice on program implementation.

Discharged Patients:

- Four (4): two for aggression towards the provider (throwing items and cursing) and two for fraudulent use of prescriptive medication

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)

- * **2** hired (will start the first week of August)

- * 4 temps are now in our employ

- * 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, **declined offer**

- L.P.N.

- * 2 open positions

- * interviews ongoing

- Family Medicine Physician

- * 1 open position

- * Interviewed, both parties interested

- references checked, salary survey returned, offer pending

Sean Connors
Director of Environmental Health
September 2023

FOOD PROGRAM

1. The Canadian Food Inspection Agency (CFIA) tested mussel meats and discovered the presence of Salmonella and high levels of generic E. coli. The CFIA informed the FDA of the testing results from the contaminated product. The FDA issued an alert and is advising consumers not to eat, and restaurants and food retailers not to sell, and to dispose of cultured mussels from East River Shellfish, Inc. and shipped to retailers in IL, MA, and NY due to the possible presence of Salmonella and E. coli.
2. TODORGANIC INC. Middleburg, FL. recalled its Nuez de la India Seeds because FDA analysis has determined that the seeds appear to be Thevetia peruviana, or yellow oleander. All parts of the yellow oleander plant are known to contain cardiac glycosides that are highly toxic to humans and animals. Ingestion of yellow oleander can cause neurologic, gastrointestinal, and cardiovascular adverse health effects that may be severe, or even fatal. Symptoms may include nausea, vomiting, dizziness, diarrhea, abdominal pain, cardiac changes, dysrhythmia, and more. The product was distributed online through the Amazon, eBay, and Walmart platforms. The product comes in a 2-ounce white with green marked foil bag. 12 seeds in a bag. No illnesses have been reported to date. The recall was the result of sampling conducted by the FDA.
3. Three people have died following a listeria outbreak at a family-owned burger restaurant in Tacoma, Washington. The Washington State Department of Health released a report confirming that listeria bacteria were found in all milkshake flavors sold at a Frugals burger restaurant in Tacoma, WA. The department reported that the bacteria led to six hospitalizations and three deaths. Those hospitalized were between the ages of 40 and 79. "Investigators found Listeria in the ice cream machines, which were not cleaned correctly, the department said." The same strain of listeria was detected in all six people who were hospitalized. The Washington State Department of Health said. "All six people had conditions that made their immune systems less able to fight disease."

EH LAB / WATER PROGRAM / SEWAGE

1. The Environmental Health Laboratory will have its TNI (The NELAC Institute) chemistry certification on September 18-20, 2023. This is a biannual certification by the Illinois Environmental Protection Agency. Two certification officers will go through all documentation and laboratory testing for the past two years. The certification officers will check all chemicals, reagents made, quality assurance done by the laboratory and all documentation connected to samples, testing, ordering, reports, archiving, analyst trainings, managerial and quality assurance checks, etc. In addition, the Laboratory Director/ Quality Assurance Officer will be questioned about all laboratory practices and procedures, each Laboratory Analyst will explain a different testing procedure, and the Environmental Health Assistant will explain sample acceptance and reporting. Prior to the TNI laboratory certification the Laboratory Operations Director/ Quality Assurance Officer sent the TNI Standard Checklist to the certification officers. The TNI Standard Checklist is five different lists of information that the laboratory must have in their Quality Assurance Plan or Standard Operating Procedures. The Laboratory Operations Director ensures that all information is being documented and all tests are run properly, and that information is in the correct Quality Assurance Plan or Standard Operating Procedure by listing each section and document next to each item on each checklist. The five checklists include proficiency testing, quality system requirements, management requirements, technical requirements, and chemistry testing. Within a month of certification, the certification officers will send the laboratory their findings. The laboratory then has one month to make corrections (if any deviations are identified) and submit them to the IEPA.

2. The Sewage Program saw increases in activity from the previous month in the following activities: Signoff Requests, New Permit for Aerobic Systems, Tank Repair, Reissue of Expired permits, Soil Evaluation & Verification of Existing Systems, and Well & Septic Surveys. There was an increase in fee collection for past due 2023 Permit to Discharge permits. In July 2023 the division collected \$2,360.00 compared to \$4,765.00 in August 2023.
3. The Water Program saw an overall decrease in activity compared to the previous month. This is reflected in a difference in payments received in July 2023 (\$12,735) compared to August 2023 (\$10,025.00).

OTHER

- The Will County Health Department EH division received and processed fifty-nine Freedom of Information Requests (FOIA) in the month of August.
- The Illinois Department of Public Health (IDPH) announced the first human case of West Nile Virus (WNV) in Will County. In the Will County case, a 74-year-old male from Naperville has been diagnosed with West Nile neuroinvasive disease. He became ill the first week of August, was hospitalized, and is recovering. The Will County Health Department's Environmental Health Division has also reported that mosquito batches in 10 different Will County communities have tested positive for WNV this summer.
- Sean Conners attended the Wolverine Pipeline Company Emergency Response Drill on August 23, 2023. Wolverine Pipeline Company conducted a Proactive Phase Functional Exercise. The exercise scenario depicted a release from a 16" refined products pipeline segment between Lockport and Joliet, Illinois. The exercise addressed the National Preparedness for Response Exercise Program (PREP) Guidelines established under the EPA and U.S. Coast Guard.



Georgia VanderBoegh
Director of Family Health Services
September 2023

WELL-WOMAN (WW)

To address the transportation barrier that many women face when trying to keep medical appointments, the Well-Woman program, through grant dollars received, purchased Pace Suburban Bus ride vouchers to provide to our local FQHCs and community partners serving our target population as a plan to address the transportation to well-woman visit barriers in our target communities.

The Well-Woman program partners with many local agencies including: Will County Community Health Center, BluePrint Agency, National Hook-Up of Black Women, Holsten Human Capital Development (Riverwalk Homes), Will County Center for Community Concerns, Will-Grundy Medical Clinic, MorningStar Mission Women's program, Aunt Martha's, Joliet Township, Guardian Angel Community Services, Governor's State University, and Will County Health Department-WIC program.

With the help of our local partners, we were able to secure free transportation for 882 women to attend medical appointments. The program ended on July 13, 2023, because the bus vouchers do have expiration dates, but we are hopeful to be able to bring this program back in the new grant year.

The Well-Woman Team is working on organizing another Well-Woman Day to provide basic health screenings as well as women's preventative health education and resources. This fall, the event will take place on Wednesday, November 1st, right here at the Will County Health Department in our community room. An essential part of the event is our partnership with the Community Health Center and their insurance enrollment counselors, who will be on site to enroll uninsured women in affordable health insurance. Affordable, quality insurance continues to be a significant barrier to preventative care for women, and we are continuing to work in the community to address this barrier. November 1st coincides with the first day of the open enrollment period under the Affordable Care Act.

We will also be bringing several MAPP (Mobilizing for Action through Planning and Partnerships) Access to Health Care committee partners together to provide health screenings to women who attend, such as blood pressure monitoring, glucose testing, and depression screenings. We will be working with Media Services Manager, Kevin Juday, and our community partners to promote this event. More information on the organizations involved will be provided as we continue our outreach, and they confirm their attendance.

LEAD POISONING PREVENTION CASE MANAGEMENT

We are ending our Lead Poisoning Prevention Case Management Program on September 30, 2023. The funding offered by IDPH to continue this program for FY24 does not sufficiently cover the salaries and other expenses for the program. We have been in contact with IDPH and will be turning over any remaining open cases to IDPH on September 27, 2023, for follow-up and closure. If in the future the funding for this program increases, we would consider re-starting our program. Staff working in this program will be re-deployed to work in Sexually Transmitted Infections (STI) surveillance as the rates of Gonorrhea, Chlamydia and Syphilis continue to rise.

CONTINUING EDUCATION UNIT PROVIDER (CEU) FOR NURSING

After some research and clarification with the Illinois Department of Financial and Professional Regulation (IDFPR) it was determined that the Will County Health Department as a County agency is a preapproved sponsor of Continuing Education Units (CEUs) for Nurses. This allows the WCHD to grant CEUs and institute a continuing education program for our nursing staff to enhance professional development and client/patient experiences. Registered Nurses are required to complete 20 hours of continuing education for each 2-year cycle of licensure. Most RNs obtain their CEUs in various manners: attending workshops, viewing webinars, securing CEU packets. The ability to provide CEU opportunities for staff demonstrates the sincere interest we have in professional development and employee satisfaction. This education program was piloted about 5 years ago as part of a Master of Science in Nursing (MSN) Capstone project; it was well-received by nurses and other staff that benefited from the information. However, we did not have the ability to continue with the program at that time. We have begun a list of topics and potential speakers to initiate the Lunch and Learn CEU series with the first-year goal of 1 session per quarter. Because the sessions will be during the lunch hour and our community partners will be the speakers, there will be no cost to the Health Department. Also, any staff member will be able to attend the Lunch and Learn session, but credit is only available to RNs at this time.

PRE-EXPOSURE PROPHYLAXIS (PrEP) PROGRAM

Our PrEP Clinic is a collaboration between our HIV/STI staff and CHC staff and providers. Clients seek out the PrEP program in an effort to stay HIV negative while facing the potential of living with or coming in contact with HIV positive individuals. Once they are in the PrEP program, they are provided related medical care in the Care Clinic. We are especially proud to share that our very first PrEP client is still in the program after 6 years. He came to us on our 1st clinic day, November 30, 2017. He was interested in gaining access to PrEP, the Pre-exposure Prophylaxis for HIV prevention. At that time, he began taking the first PrEP drug as a daily pill. Recently, an injectable medication has been introduced which requires 1 injection each month for the first 2 months, and 1 injection every 2 months thereafter. For PrEP clients this schedule eliminates the concerns of remembering to take a daily pill and makes it less likely they will forget to take the medication. This new injectable drug is named Apretude. Despite the many challenges with accessing Apretude for our PrEP clients, we have managed to grow our client base. Apretude has proven to be difficult to access for our PrEP clients for various reasons depending on the type of private insurance, public insurance (such as Medicaid) or uninsured. Currently, we have 11 Apretude clients, up from 4 clients at the start of August. Our HIV staff's efforts to access Apretude for our clients has been the reason we have been able to increase the number of clients receiving Apretude. The 1st PrEP client mentioned above has successfully had his 2nd injection of Apretude administered with zero side effects reported and he remains HIV negative. He has reported that because of his experience with years of STI diagnosis' and having our Care Clinic team as his support system he has a better respect for himself and his body and has learned the importance of protecting himself and his partners and keeping his circle of sexual partners small and intimate. In fact, he has told staff "Thank you, you have helped save my life, you are always there for me." Our Care Clinic cares. It shows through survey results, clients expressing their experience with our team, and the time and effort each team member takes with every client. Recently, we had a young man in his late teens present to the clinic because of his uncertainty about his HIV test results which he saw on his patient portal. The provider that saw him was not available and this client insisted his test results warranted an immediate response. Thanks to the collaboration with the CHC, our Care Clinic team was contacted and asked to address his concerns. One of our team members met with him, eased his worry, and made an appointment for him to return to our Care Clinic the following day where he would receive full-service care. This client did attend his appointment the next day and he and our Care Clinic team member had a longer than usual visit. This client was shocked by his new HIV diagnosis and had many questions. This is a common situation for our team and is why we offer such a specialty care environment. The client walked away that day with a referral to manage his HIV diagnosis, case management to follow him through this new process of care, and a way to address his continual care and access to the many resources available to him to aid in managing his diagnosis. With our provider-to-provider referral system with Southwest Infectious Disease Associates (SWIDA) and the Ryan White case manager at CHC, he has already been able to meet with the case manager and is scheduled to attend his first appointment with the Infectious Disease specialist in early September.

EP&R Program

- K. Weber and B. Agor attended the ExxonMobil Chemical Accident Exercise. The exercise practiced shelter in place, command, coordination with emergency responders and outside agencies, and patient tracking. Take aways from their exercise were noted and some items may be incorporated into our command organization.
- K. Weber, B. Agor, and E. Bilotta will attend Midst of Chaos Conference on September 22. This is an annual conference hosted by the Region 7 Hospital Coalition.
- K. Weber will attend the Region 7 Hospital Coalition meeting on September 29th. The group meets regularly with all hospitals, public health agencies, emergency management agencies, and some EMS agencies in Kendall County, Grundy County, Will County, Kankakee County, and Southern Cook County to collaborate in preparedness planning and exercising.
- EP&R staff continue to review and update the different plans coordinated through the EP&R program.

BioWatch Updates

- Nothing to report.

COVID Tests

- During the month of August, we distributed 156 tests (12 Binax Tests, 144 Intelliswab tests) to 2 different partner agencies/businesses.
- We ordered additional tests at the end of August and received them early September.
- We currently have 516 Binax tests on hand.

Medical Reserve Corps (MRC)

- Nothing to report.

MEDIA SERVICES

SEPTEMBER 2023



MONTHLY REPORT

KEVIN JUDAY, MANAGER

August was a busy month for media services in particular with external events. Media Services scheduled the staffing of the agency's table at the Will County Fair, an event attended by over 60,000 visitors.

Media Services also played a large role in the Open House of the School-Based Health Center at Brooks Middle School in Bolingbrook, designing and sending invitations and designing a slideshow video presentation for the Open House.

Press releases were written and distributed on the first human case of West Nile Virus in Will County and on the finding of a third rabid bat in Will County.

New trifold brochures were designed and finalized for Behavioral Health and Substance Use Treatment Services while additional trifold brochures for environmental health are also planned.

Additionally, Media Services designed new signage for usage in the building while also working on new materials for use at the upcoming Employee Benefits Fair at the end of September.

In addition to continuing to promote our own services on social media, Media Services also used social media to promote awareness and knowledge of National Breastfeeding Month, National Immunization Month and heat safety during the heatwave of late August.

SOCIAL MEDIA

August 1-31



38
posts

786
engagements

176
reactions

26,308
impressions



34
posts

62
engagements

10
reactions

4,884
impressions



34
posts

23
engagements

23
reactions

631
impressions

FOR IMMEDIATE RELEASE

August 24, 2023

FIRST HUMAN CASE OF WEST NILE VIRUS DETECTED IN WILL COUNTY

JOLIET, Ill. - JOLIET, Ill. – The Illinois Department of Public Health (IDPH) announced the first human case of West Nile Virus (WNV) in Will County. In the Will County case, a 74-year-old male from Naperville has been diagnosed with West Nile neuroinvasive disease. He became ill the first week of August, was hospitalized, and is recovering. The Will County Health Department's Environmental Health Division has also reported that mosquito batches in 10 different Will County communities have tested positive for WNV this summer.

IDPH reported a total of 12 human cases of WNV have now been detected throughout the state. In addition to the case in Will County, seven were reported in Cook County while Kane, Macon, Madison and Woodford counties all reported one positive case. Additionally, IDPH announced the first human WNV-related death in the state of Illinois. An individual, who was in their 90's and lived in suburban Cook County, had an onset of symptoms of WNV in early August and died soon after.

"We are sad to report the first death of the year from West Nile virus in Illinois," said IDPH Director Dr. Sameer Vohra. "This death and the 11 additional cases are a stark reminder that West Nile virus poses a serious risk, especially to older people and those with weakened immune systems. While the weather is warm and mosquitoes are breeding, we should all take precautions to 'Fight the Bite'. Please protect yourself and your loved ones by reducing exposures, repelling insects with clothing and repellants, and reporting locations at high risk for producing mosquitoes."

So far in 2023, there have been 1,817 WNV-positive mosquito batches and 13 positive birds from 42 counties throughout the state. In Will County, mosquitoes trapped in Crete, Frankfort, Bolingbrook, Plainfield, Lockport, Joliet, Homer Glen, Mokena, Shorewood, and Manhattan have tested positive for WNV this summer. Additionally, the first dead bird to test positive for WNV was recently collected in Plainfield.

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.

(More)

NEWS release

Media Inquiries:

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



815.727.8670



willcountyhealth.org



WillCoHealth



WillCoHealth



WillCoHealth

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:

- **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

September 8, 2023

WILL COUNTY HEALTH DEPARTMENT REMINDS PUBLIC TO BE AWARE FOR RABIES INFECTED ANIMALS AFTER THREE BATS TEST POSITIVE FOR RABIES

JOLIET, Ill. – The Will County Health Department and the Illinois Department of Public Health (IDPH) is reminding the public to be aware of the potential for exposure to rabies from infected animals. Rabid bats have recently been detected in Joliet, Plainfield and Homer Glen.

Bats are the most common source of potential infection in Illinois, and exposures from bats tend to be more frequent during the summer months, especially July and August. The disease can also be found in other wild animals, including raccoons, skunks, foxes, and coyotes.

According to IDPH, a total of 68 rabid bats have been found in 27 additional Illinois counties, including nearby Cook, DuPage, Lake, Kankakee and McHenry counties.

“Rabies is a fatal but preventable disease,” said IDPH Director Dr. Sameer Vohra. “It is important that Illinois residents know how to prevent rabies exposure to protect themselves and their loved ones. Rabies can be prevented in a number of ways including vaccinating pets, being cautious around wildlife, and seeking medical care immediately after a potential exposure. If exposed, please seek medical attention immediately.”

Rabies is a deadly virus that affects the brain and nervous system. People can get rabies from being bitten by an infected animal. Rabies can also be contracted when saliva from a rabid animal comes into contact with a person’s eyes, nose, mouth, or an open wound. If someone wakes up to find a bat in the room, that is also considered an exposure even if they cannot identify a bite.

A bat’s teeth are small, so someone who has been bitten by a bat may not know it, or may be unable to communicate it (for example, very small children). That’s why it’s important that if you discover a bat in your home, you should avoid killing or releasing it; instead, immediately consult with your local animal control or your local health department to determine appropriate next steps. If you have been exposed to rabies, preventive treatment, known as PEP (postexposure prophylaxis), is necessary. But if the bat or wild animal can be safely captured and tested, and the test comes back negative, no preventive medication is required.

If you have been bitten by any wild animal, seek immediate medical attention. Animal bites may also become infected with bacteria. Rabies preventive treatment, if needed, must begin within a few days of the exposure.

(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



willcountyhealth.org



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A bat that is active during the day, found on the ground, or is unable to fly is more likely than others to be rabid. Such bats are often easily approached but should never be handled.

“It’s also recommended to take steps to protect your pets against exposure to rabies,” said Dr. Mark Ernst, Illinois State Veterinarian. “Illinois law requires that all dogs and cats 16 weeks of age and older be vaccinated for rabies and registered with their county. If an animal bites a person or your pet is bitten by another animal, the local animal control must be contacted for quarantine information.”

Other tips to protect your animals:

- Keep your dogs and cats up to date on rabies vaccination per state law and to protect them against an exposure. Also, horses, sheep, cattle and ferrets can also be vaccinated for rabies.
- Call your veterinarian if your animal has been exposed to a high-risk animal, especially bats.
- Please visit the Illinois Department of Agriculture website at: <https://agr.illinois.gov/animals/animalhealth/other-species> for more information.

The following tips can help prevent the spread of rabies:

- Do not touch, feed, or unintentionally attract wild animals with open garbage cans or litter.
- Never adopt wild animals or bring them into your home. Do not try to nurse sick wild animals to health. Call animal control or an animal rescue agency for assistance.
- Teach children never to handle unfamiliar animals, wild or domestic, even if they appear friendly. **“Love your own, leave other animals alone”** is a good principle for children to learn to reduce the risk of exposures to rabid animals.
- Maintain homes and other buildings so bats cannot get inside.
- If a bat is in your home, do not release the bat outdoors until after speaking with animal control or public health officials. After consulting with animal control or public health officials, the bat may need to be captured for rabies testing to determine if you need preventive treatment or if your pet may have been exposed.

Steps you can take to capture the bat if animal control is not available:

- When the bat lands, approach it slowly, while wearing thick gloves, and place a box or coffee can over it.
- Slide a piece of cardboard under the container to trap the bat inside.
- Tape the cardboard to the container securely, and punch small holes in the cardboard, allowing the bat to breathe and call animal control
- Do not come into physical contact with a bat.
- If the bat is dead, put it in a plastic container and keep it cool while waiting for animal control to pick it up.

You can find more information about rabies and how to prevent exposure at the Illinois Department of Public Health website: [Rabies \(illinois.gov\)](https://www.idph.state.il.us/rabies).

####



**RESPECT
INTEGRITY
PROFESSIONALISM
QUALITY
DEDICATION**

Behavioral Health Service

Statistics

Will be added to the
packet by or at
Board

WILL COUNTY COMMUNITY HEALTH CENTER - Patients and Visits CY2023 as of August 29, 2023														
							As of 7-31-23	As of 7-31-22						
		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	295	351	4	49					299	400	124	163	
3	Internists	75	0	0	0					75	0	46	0	
4	Obstetrician/Gynecologists	5698	5555	0	0					5698	5555	2103	2268	
5	Pediatricians	2139	1787	109	228	23	0			2248	2015	1413	1234	23
8	Total Physicians	8207	7693	113	277					8320	7970	3686	3665	
9a	Nurse Practitioners	6744	6032	1631	1470	46	0			8375	7502	4098	3707	41
10	Certified Nurse Midwives	320	328	0	0					320	328	238	185	
10a	Total NPs and CNMs	7064	6360	1631	1470					8695	7830	4336	3892	
11	Nurses	9	286	0	1					9	287	9	251	
15	Total Medical	15280	14339	1744	1748					17024	16087	8031	7808	
16	Dentists	4172	3606	0	0					4172	3606	2399	2044	
17	Dental Hygienists	494	241	0	0					494	241	436	223	
19	Total Dental Services	4666	3847	0	0					4666	3847	2835	2267	
20a	Psychiatrists	912	801	1863	2043					2775	2844	672	720	
	Mental Health - Physicians other than Psychiatrists	286	270	6	1					292	271	260	240	
	Mental Health Nurse Practitioner	2106	1557	441	511					2547	2068	1165	984	
20a	Licensed Clinical Psychologists	0	1	567	730					567	731	284	333	
20a	Licensed Clinical Social Workers	0	12	0	0					0	12	0	12	
20b	Other Licensed Mental Health Providers	780	715	73	341					853	1056	293	324	
20	Total Mental Health	4084	3356	2950	3626					7034	6982	2674	2613	
21	Substance Abuse Services	1164	919	651	865					1815	1784	645	631	
22	Other Professional Services (Audiology)													
22b	Optometrists	277	403	0	0					277	403	275	385	
24	Case Managers	1	3	0	0					1	3	1	3	
25	Patient/Community Education Specialists	0	0	0	0					0	0	0	0	
29	Total Enabling Services	1	3	0	0					1	3	1	3	
	Obstetrical Deliveries							244	218					
	Circumcisions							48	41					
	Gyne Admissions including surgeries							39	44					
	Hospital Visits (ER & Admissions)							238	306					
	Dr. Flores' Newborn visits							51	42					
34	TOTALS							620	651	30817	29106	14461	13707	
	Unduplicated patients Year to date											9639	8955	

	SEPTEMBER 2023-DIVISIONAL STATISTICS REPORT			
	ENVIRONMENTAL HEALTH	Aug-23	FY23 YTD	FY22 YTD
	Food Program Activities	761	6264	7064
	Water Program Activities	71	968	1228
	Sewage Program Activities	96	554	804
	Other Program Activities (beaches, tanning facilities, etc.)	816	7841	7661
	Aerobic Treatment Plant Samples	85	2402	2748
	Number of Service Requests	48	241	287
	Number of Complaints	78	505	466
	Number of Well Permits	15	99	83
	Number of Septic Permits	21	133	146
	Number of Lab Samples Analyzed by EH Lab	2694	23738	17871
	TOTAL	4685	42745	38358
	OFFICE OF VITAL RECORDS	Aug-23	FY23 YTD	FY22 YTD
	Births Recorded	394	3351	3290
	Deaths Recorded	331	3487	3821

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	103				787
Better Birth Outcomes caseload	77	74	59	58	51	54	64	59	60				556
High Risk Medical Case Mgmt. caseload	292	300	299	302	308	298	285	287	264				2635
HealthWorks Lead Agency new wards	14	8	7	34	19	21	16	12	20				151
HealthWorks Lead Agency Medical Case Mgmt. caseload	755	755	736	746	751	742	726	736	700				6647
WIC caseload	8685	8686	8677	8930	8929	8931	8944	8891	8881				79554
# students ages 11-19 served-TPP	163	0	237	370	418	140	0	NA	NA				1328
# non-compliant businesses-SFIA	4	13	3	4	5	1	2	0	2				34
# partners provided technical assistance with developing tobacco policy	4	2	1	2	4	1	0	0	0				14
# clients immunized	207	219	171	219	224	216	265	357	569				2447
# travel clients immunized	19	24	9	34	16	42	33	21	9				207
# influenza vaccinations	78	43	18	42	15	15	12	0	0				223
# chlamydia cases	210	201	165	151	115	146	194	145	156				1483
# gonorrhea cases	40	46	29	35	43	21	47	46	50				357
# syphilis investigations	63	57	72	47	38	54	42	59	31				463
# HIV tests performed	14	13	21	11	24	18	20	28	31				180
# new child lead cases	2	1	1	2	5	1	5	0	9				26
# vision screenings	625	715	2021	1927	1277	NA	NA	NA	NA				6565
# hearing screenings	919	1233	1201	1295	1601	NA	NA	NA	NA				6249
# CD investigations	5613	3489	2914	2398	1406	993	632	841	1524				19810

WILL COUNTY BOARD OF HEALTH
RESOLUTION #23-54

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

**APPROPRIATION OF FUNDS FOR THE ILLINOIS DEPT OF PUBLIC HEALTH
STRENGTHENING ILLINOIS PUBLIC HEALTH ADMINISTRATION GRANT –
WILL COUNTY HEALTH DEPARTMENT - \$80,886**

WHEREAS, the Will County Health Department (WCHD) received an Illinois Department of Public Health (IDPH) Strengthening Illinois Public Health Administration grant to address workforce development activities, including hiring, retention, training, and other incentives to support and sustain the public health workforce; and

WHEREAS, the award of \$350,000 provides funding to support salaries, fringe benefits, and contractual assistance; and

WHEREAS, the project period is July 1, 2023, through November 30, 2027; and

WHEREAS, the funding appropriation presented covers July 1, 2023, 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	\$ 80,886
Increase:	2102-434540-120-34010-40	SIPA	\$ 80,886

Expenses:

Decrease:	2102-599010-120-34010-40	Anticipated New Expenses	\$ 80,886
Increase:	2102-511010-120-34010-40	Full Time Salary	\$ 58,844
Increase:	2102-511050-120-34010-40	Temporary Salary	\$ 6,386
Increase:	2102-521010-120-34010-40	FICA-Social Security	\$ 4,990
Increase:	2102-522010-120-34010-40	IMRF Contributions	\$ 4,566
Increase:	2102-541090-120-34010-40	Other Professional Services	\$ 6,100

DATED THIS 20th day of September, 2023.

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

EXHIBIT A
PROJECT DESCRIPTION

- A.1. The sole purpose of this grant is to fund the Grantee's performance of the services described herein during the period of performance of this Agreement. U.S. public-health agencies have been fighting on the front line to protect Americans against COVID-19 for almost three years. To respond to the pandemic, public-health departments across the country have had to assume new and expanded responsibilities while continuing to deliver their core responsibilities and services as part of the public-health system. Almost half of all employees in state and local public health agencies left their jobs between 2017 and 2021. If this trend continues, half of the governmental public health workforce will have left their jobs by 2025. Stagnant funding and cumbersome hiring processes have left departments struggling to attract, retain and train the specialized and diverse talent they need to better reach, serve, and reflect their communities.

The state's program of "Strengthening Illinois's Public Health Administration" (SIPA-24) was funded as part of the Component A option of the Centers for Disease Control and Prevention (CDC)'s funding opportunity, Strengthening U.S. Public Health Infrastructure, Workforce, and Data Systems.

Funding is being provided to Illinois certified local health departments at an equal funding level for workforce development support grants, resulting in 96 agencies receiving \$350,000 each. Funding is not available for jurisdictions that received direct funding (City of Chicago).

Grant funds must be used for workforce development activities, including hiring, retention, training, and other incentives to support and sustain the public health workforce. There are no restrictions on the types of positions that can be hired for public health capacity building. In addition, funding may be used for part-time, temporary, and contractual positions.

EXHIBIT B
DELIVERABLES OR MILESTONES

The Grantee will provide the following 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 Agreement. The grant application submitted by Grantee related to this Agreement is hereby incorporated and made a part of this Agreement.

B.1. The Grantee shall:

B.1.1. Provide workforce development activities, including hiring, retention, training, and other incentives to support and sustain the public health workforce. There are no restrictions on the types of positions that can be hired for public health capacity building. In addition, funding may be used for part-time, temporary, and contractual positions.

B.1.2. Provide hiring, retention, training and other incentives to help build a workforce that addresses local needs and achieves public health goals.

B.1.3. Recruit, attract and hire new staff through enhanced incentives and partnerships.

B.1.4. Retain existing staff through enhanced incentives ex. training activities, enhanced salaries/incentives, and promotional opportunities.

B.1.5. Invest in leadership development and ongoing training opportunities with a focus on both professional skills and public health core competencies.

B.1.6. Support and sustain existing staff through new or expanded well-being programs to address burnout, work-life balance and job satisfaction.

B.1.7. Provide additional, applicable activities for hiring, retention and training efforts.

B.1.8. Maintain current SOPs on file for bonuses and incentive compensation to employees and employee benefits for CDC requirements and auditing purposes per reference to 45 CFR 75.430(f) Incentive Compensation and 45 CFR 75.431 Compensation – Fringe Benefits.

B.2. In connection with the services described in Section B.1 above, the Department will:

B.2.1. Provide overall oversight for the Program.

B.2.2. Provide funding to Grantee in accordance with the policies described in Article IV of **PART ONE**.

B.2.3. Monitor the work of grantee organizations to ensure compliance with the terms of the Program and the activities to be performed as described in the grantee organization application and this Agreement.

B.2.4. Provide technical assistance and support in implementation of the grant.

B.2.5. Provide feedback on reports and work products submitted by Grantee.

EXHIBIT C
CONTACT INFORMATION

CONTACTS FOR NOTIFICATION AND GRANT ADMINISTRATION:

Unless specified elsewhere, all notices required or desired to be sent by either Party must be sent to the persons listed below. Grantee must notify Grantor of any changes in its contact information listed below within five (5) business days from the effective date of the change, and Grantor must notify Grantee of any changes to its contact information as soon as practicable. The Party making a change must send any changes in writing to the contact for the other Party. No amendment to this Agreement is required if information in this Exhibit is changed.

FOR OFFICIAL GRANT NOTIFICATIONS

GRANTOR CONTACT

Name: Kristin Rzeczkowski
Title: Workforce Director
Address: 69 W. Washington St, Suite
3500, Chicago, IL 60602

GRANTEE CONTACT

Name: elizabeth bilotta
Title: Director
Address: 501 Ella Avenue, Joliet, IL
60433-2700

GRANTEE PAYMENT ADDRESS

(If different than the address above)

Address: 501 Ella Avenue, Joliet, IL
60433-2700

FOR GRANT ADMINISTRATION

GRANTOR CONTACT

Name: James Reed
Title: Executive 2
Address: 525 West Jefferson Street, 2nd
Floor, Springfield, IL 62761-
2604
Phone: (217)782-4305
TTY #: (800) 547-0466
Fax #:
E-mail Address: james.reed@illinois.gov

GRANTEE CONTACT

Name: elizabeth bilotta
Title: Director
Address: 501 Ella Avenue, Joliet, IL
60433-2700
Phone: (815) 727-8490
TTY #:
Fax #: (815) 740-8147
E-mail Address: ebilotta@willcountyhealth.org

Grant Budget Detail for Strengthening Illinois Public Health Administration (SIPA-24)
Agency: Will County Health Department
Application: Strengthening Illinois Public Health Administration (SIPA)-24

9/10/2023

	Line Item	Qty	Rate	Units	UOM	Total	Amount Requested	Cash	Inkind
DIRECT EXPENSES									
Program Expenses									
1	Personal Services (Incl Salary & Wages)								
	TBD- Temporary ITT Notes : Information Technology Tech temporary employee to help with EHR software integration moving all divisions onto the same EHR platform.	1.0000	3575.000	12.000	MTH	42,900.00	42,900.00	0.00	0.00
	TBD- Temporary HR Notes : Temporary human resources assistant to assist our human resources department improve recruitment systems and improve job descriptions to better attract qualified candidates.	1.0000	3575.000	12.000	MTH	42,900.00	42,900.00	0.00	0.00
	L. Glossett HR Intern Notes : Human resources intern to help teach and grow the community healthcare workers pool of employees. As well as help relieve over worked current staff.	1.0000	15.000	170.750	HRS	2,561.25	2,561.25	0.00	0.00
	J. Baumhardt ITT Intern Notes : Information Technology Tech intern to help teach and grow the community healthcare workers pool of employees. As well as help relieve over worked current staff.	1.0000	15.000	255.000	HRS	3,825.00	3,825.00	0.00	0.00

Grant Budget Detail for Strengthening Illinois Public Health Administration (SIPA-24)
Agency: Will County Health Department
Application: Strengthening Illinois Public Health Administration (SIPA)-24

9/10/2023

	Line Item	Qty	Rate	Units	UOM	Total	Amount Requested	Cash	Inkind
Total for Personal Services (Incl Salary & Wages)						92,186.25	92,186.25	0.00	0.00
2	Fringe Benefits								
	FICA Notes : FICA is calculated by taking salary times 7.65%	0.0000	7.650	92186.250		7,052.25	7,052.25	0.00	0.00
3	Travel								
4	Equipment								
5	Supplies								
6	Contractual Services								
	TBD - ITT Contractual Notes : Contractual workers to assist with data streamlining project and human resources projects when we have issues finding and keeping staff. Contact Details : TBD 501 Ella Ave, Joliet,IL,60433, Phone : 8157278480 Attachment : ZZZ_1_No Disclosure.docx	0.0000	0.000	0.000		12,327.52	12,327.52	0.00	0.00
	TBD - HR Contractual Notes : Contractual workers to assist with data streamlining project and human resources projects when we have issues finding and keeping staff. Contact Details : TBD 501 Ella Ave, Joliet,IL,60433, Phone : 8157278480 Attachment : ZZZ_2_No Disclosure.docx	0.0000	0.000	0.000		12,327.52	12,327.52	0.00	0.00
	ENI-CHC Workforce Assessment Notes : To provide assessment and recommendations for our Community Health	0.0000	0.000	0.000		6,100.00	6,100.00	0.00	0.00

Grant Budget Detail for Strengthening Illinois Public Health Administration (SIPA-24)
Agency: Will County Health Department
Application: Strengthening Illinois Public Health Administration (SIPA)-24

9/10/2023

	Line Item	Qty	Rate	Units	UOM	Total	Amount Requested	Cash	Inkind
	Center workforce to improve retention, decrease turnover rates, and improve overall culture. Contact Details : ENI 1040 Vestal Parkway East, Vestal,NY,13850, Phone : 8003644748 Attachment : ZZZ_3_ENI Disclosure.pdf								
Total for Contractual Services						30,755.04	30,755.04	0.00	0.00
7	Occupancy - Rent and Utilities								
8	Telecommunications								
9	Training and Education								
10	Recruitment Expenses								
11	Retention Expenses								
	Other Retention Expenses Notes : Due to recent CBA negotiations we are requesting base pay increases 3% for Exempt staff for 7/1-11/30/23 and an additional 3% for 12/1/23-11/30/24 to help with retention of exempt staff. This amount is for salaries, FICA, and IMRF for the amounts the salaries are increased. Salaries \$163,060.71, FICA \$12,474.18; IMRF \$12,653.39 FICA is calculated at 7.65% of gross salary; IMRF is calculated at 2023 rate of 7.76%	0.0000	0.000	0.000		188,188.28	188,188.28	0.00	0.00
Total Program Expenses						318,181.82	318,181.82	0.00	0.00

Grant Budget Detail for Strengthening Illinois Public Health Administration (SIPA-24)
Agency: Will County Health Department
Application: Strengthening Illinois Public Health Administration (SIPA)-24

9/10/2023

	Line Item	Qty	Rate	Units	UOM	Total	Amount Requested	Cash	Inkind
TOTAL DIRECT EXPENSES						318,181.82	318,181.82	0.00	0.00
INDIRECT EXPENSES									
Indirect Costs									
1	Indirect Costs								
	De Minimis Rate – up to 10% Notes : Grant funds are requested to support general administration and facility costs necessary for program operations. This agency elects the 10% de minimis rate to calculate this cost. Based on internal calculation of the MTDC base at \$318,181.82, indirect expense at the 10% de minimis rate totals \$31,818.18.	0.0000	10.000	318181.820		31,818.18	31,818.18	0.00	0.00
Total Indirect Costs						31,818.18	31,818.18	0.00	0.00
TOTAL INDIRECT EXPENSES						31,818.18	31,818.18	0.00	0.00
TOTAL EXPENDITURES						350,000.00	350,000.00	0.00	0.00

Grant Budget Summary for Strengthening Illinois Public Health Administration (SIPA-24)
Agency: Will County Health Department
Application: Strengthening Illinois Public Health Administration (SIPA)-24

9/10/2023

	Category	Total	Amount Requested	Cash	Inkind	Narrative
DIRECT EXPENSES						
Program Expenses						
1	Personal Services (Incl Salary & Wages)	92,186.25	92,186.25	0.00	0.00	Assisting current staff with work overload/burnout until we can increase a stable workforce. Assisting with improving organization culture and assisting in relieving stress of the short-staffed divisions. Assist with streamlining all divisions to be on the same EHR system. To assist our human resources department improve recruitment systems and improve job descriptions to better attract qualified candidates
2	Fringe Benefits	7,052.25	7,052.25	0.00	0.00	FICA for the positions.
3	Travel	0.00	0.00	0.00	0.00	
4	Equipment	0.00	0.00	0.00	0.00	
5	Supplies	0.00	0.00	0.00	0.00	
6	Contractual Services	30,755.04	30,755.04	0.00	0.00	Contractual workers to assist with data streamlining project and human resources projects when we have issues finding and keeping staff. ENI to provide assessment and recommendations of our CHC workforce to improve worker retention and moral.
7	Occupancy - Rent and Utilities	0.00	0.00	0.00	0.00	
8	Telecommunications	0.00	0.00	0.00	0.00	
9	Training and Education	0.00	0.00	0.00	0.00	

Grant Budget Summary for Strengthening Illinois Public Health Administration (SIPA-24)
Agency: Will County Health Department
Application: Strengthening Illinois Public Health Administration (SIPA)-24

9/10/2023

	Category	Total	Amount Requested	Cash	Inkind	Narrative
10	Recruitment Expenses	0.00	0.00	0.00	0.00	
11	Retention Expenses	188,188.28	188,188.28	0.00	0.00	Due to recent CBA negotiations we are requesting base pay increases 3% for Exempt staff for 7/1-11/30/23 and an additional 3% for 12/1/23-11/30/24 to help with retention of exempt staff.
Total Program Expenses		318,181.82	318,181.82	0.00	0.00	
TOTAL DIRECT EXPENSES		318,181.82	318,181.82	0.00	0.00	
INDIRECT EXPENSES						
Indirect Costs						
1	Indirect Costs	31,818.18	31,818.18	0.00	0.00	Grant funds are requested to support general administration and facility costs necessary for program operations. This agency elects the 10% de minimis rate to calculate this cost. Based on internal calculation of the MTDC base at \$318,181.82, indirect expense at the 10% de minimis rate totals \$31,818.18.
Total Indirect Costs		31,818.18	31,818.18	0.00	0.00	
TOTAL INDIRECT EXPENSES		31,818.18	31,818.18	0.00	0.00	
TOTAL EXPENDITURES		350,000.00	350,000.00	0.00	0.00	

Source of Funds for Strengthening Illinois Public Health Administration (SIPA-24)
 Agency: Will County Health Department
 Application: Strengthening Illinois Public Health Administration (SIPA)-24

9/10/2023

Source of Funds

	Category	Total	Amount Requested	Cash	Inkind	Narrative
1	Source of Funds					
	Fees and Collections	0.00	0.00	0.00	0.00	
	State Agreement	350,000.00	350,000.00	0.00	0.00	
	Local	0.00	0.00	0.00	0.00	
	Federal	0.00	0.00	0.00	0.00	
	Other	0.00	0.00	0.00	0.00	
	Total Source of Funds	350,000.00	350,000.00	0.00	0.00	
	Totals	350,000.00	350,000.00	0.00	0.00	

**WILL COUNTY BOARD OF HEALTH
RESOLUTION #23-55**

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

**APPROPRIATION OF FUNDS FOR THE ILLINOIS DEPT OF HUMAN SERVICES
SUICIDE PREVENTION FIRST RESPONDERS GRANT –
WILL COUNTY HEALTH DEPARTMENT - \$112,751**

WHEREAS, the Will County Health Department (WCHD) received an Illinois Department of Human Services (IDHS) Suicide Prevention First Responders grant to increase access to peer support, mental health awareness and intervention training for First Responders and their families; and

WHEREAS, the award of \$300,000 provides funding to support salaries, fringe benefits, supplies, contractual assistance, mileage, and printing, and related training; and

WHEREAS, the project period is July 1, 2023, through June 30, 2024; and

WHEREAS, the funding appropriation presented covers July 1, 2023, 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	\$ 112,751
Increase:	2102-434530-120-34040-40	SPFR	\$ 112,751

Expenses:

Decrease:	2102-599010-120-34010-40	Anticipated New Expenses	\$ 112,751
Increase:	2102-511010-120-34040-40	Full Time Salary	\$ 38,256
Increase:	2102-511030-120-34040-40	Part-Time Salary	\$ 23,332
Increase:	2102-521010-120-34040-40	FICA-Social Security	\$ 4,532
Increase:	2102-522010-120-34040-40	IMRF Contributions	\$ 4,779
Increase:	2102-523010-120-34040-40	Health Insurance	\$ 13,765
Increase:	2102-548510-120-34040-40	Travel-Mileage	\$ 3,000
Increase:	2102-532010-120-34040-40	Operating Supplies/Materials	\$ 5,000
Increase:	2102-542580-120-34040-40	Instructor Services	\$ 14,087
Increase:	2102-548050-120-34040-40	Training and Seminars	\$ 3,000
Increase:	2102-547020-120-34040-40	Printing, Copy, and Publishing	\$ 3,000

DATED THIS 20th day of September, 2023.

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

EXHIBIT A
PROJECT DESCRIPTION

FEDERAL PROGRAM NAME: STATE PROGRAM NAME: 402-SPFR- SUICIDE PVNT FIRST RESPONDERS
PURPOSE OF GRANT

ACCOUNT_LINE(s) SUMMARY:

Acct.Line#: 1
CSFA Number: 444-22-2873
Appropriation FY: 2024
Appropriation Code: 0324.44499.4900.000100PY
WBS Element: 444AR32424-SPFRSPFR-VAR1
Spomed. Prog: SPFR
Appropriation Amount: \$300,000.00
These funds are Used/Reported by the Provider as Federal Funds: Yes
Use by DHS as Maintenance of Effort (MOE): No
Use by DHS as Matching Funds: No
Assistance Listing Program Number: 21.027
Assistance Listing Program Title: Coronavirus State and Local Fiscal Recovery Funds
FAIN Number: SLFRP4406 - FAIN Award Agency: Department of Treasury
FAIN Award Date: Mar 3, 2021

First responders (police, firefighters, and emergency services personnel) are on the front line of public safety and welfare, especially during the Covid-19 pandemic. The First Responders Suicide Prevention Program recognizes the need to strengthen mental health programs for first responders.

- 1) This program aims to: Increase access to peer support and mental health awareness and intervention training for First Responders and their families.
- 2) Reduce the incidence of deaths by suicide among the First Responder community by supporting evidence-based interventions, specifically lethal means safety and related training and supports.
- 3) Design and deliver a campaign to combat mental health stigma among First Responders and their families.

----- END OF PROGRAM: 402-SPFR- SUICIDE PVNT FIRST RESPONDERS -----

EXHIBIT B
DELIVERABLES

Reporting Requirements:

Upon execution of the grant agreement, reporting shall be in accordance with the requirements set forth in the Uniform Grant Agreement and related Exhibits which includes, but is not limited to the following:

- A. Time Period for Required Periodic Financial Reports. Unless a different reporting requirement is specified in Exhibit E, Grantee shall submit financial reports to Grantor pursuant to Paragraph 10.1 and reports must be submitted no later than 30 days after the quarter ends.
- B. Time Period for Close-out Reports. Grantee shall submit a Close-out Report pursuant to Paragraph 10.2 and no later than 30 days after this Agreement's end of the period of performance or termination.
- C. Time Period for Required Periodic Performance Reports. Unless a different reporting requirement is specified in Exhibit E, Grantee shall submit Performance Reports to Grantor pursuant to Paragraph 11.1 and such reports must be submitted no later than 30 days after the quarter ends.
- D. Time Period for Close-out Performance Reports. Grantee agrees to submit a Close-out Performance Report, pursuant to Paragraph 11.2 and no later than 30 days after this Agreement's end of the period of performance or termination.

Grantee shall submit a quarterly Periodic Financial Report (GOMBGATU-4002 (N-08-17)) to the appropriate email address. Reported expenses should be consistent with the approved annual grant budget. Any expenditure variances require prior Grantor approval in accordance with Article VI of the Uniform Grant Agreement to be reimbursable.

PFR Email Address for General Grants: DHS.DMHQuarterlyReports@illinois.gov

PFR Email Address for Williams Consent Decree: DHS.DMHWilliamsInvoices@Illinois.gov

PFR Email Address for Colbert Consent Decree: DHS.Colbert.Invoices@illinois.gov

The Grantee shall submit quarterly Periodic Performance Report (GOMBGATU-4001 (N-08-17)) and the Periodic Performance Report Template by Program (PRTP) to the appropriate email address below. Reporting templates and instructions for submitting reports can be found in the Provider section of the DHS website.

PPR and PRTP Email Address for All Grants: DHS.DMHQuarterlyReports@illinois.gov

EXHIBIT B
DELIVERABLES

DMH reporting templates and detailed instructions for submitting reports can be found in the Provider section of the DHS website.

Performance Requirements:

- 1) Grantees will operate a program that provides peer support and mental health awareness training for individuals who will serve as embedded peer support in First Responder work settings.
- 2) Grantees will operate a program that provides lethal means safety education and supplies to First Responders and their families.
- 3) Grantees may provide literature, materials, training, and other resources to promote best practices to reduce mental health stigma among First Responders and their families.
- 4) The Grantee will procure or arrange for training on the program activities and make that training available to First Responders and their families.
- 5) The Grantee will procure, arrange for, or develop materials needed to provide resources, literature, and other materials for the program activities.
- 6) The Grantee will collect quantitative program efficacy and satisfaction data from program participants.
- 7) Grantees will engage First Responders in the development of program materials, and program design through focus groups, surveys, or other means.

----- END OF PROGRAM: 402-SPFR- SUICIDE PVNT FIRST RESPONDERS -----



State of Illinois
UNIFORM GRANT BUDGET TEMPLATE

Agreement Numbers. 45CCB04519

State Agency Illinois Department of Human Services

FY. 2024

Grantee COUNTY OF WILL

Notice of Funding Opportunity (NOFO) Number. 24-444-22-2873-01

Data Universal Number System (DUNS) Number 159302590

FEIN 366006672

Catalog of State Financial Assistance (CSFA) Number 444-22-2873

CSFA Short Description. 402-SPFR- SUICIDE PVNT FIRST

Catalog of Federal Domestic Assistance (CFDA) Number N/A

CFDA Short Description. N/A

Section A: State of Illinois Funds

REVENUES	Total
State of Illinois Requested:	\$300,000.00
Budget Expenditure Categories	
1. Personnel (200.430)	\$150,012.23
2. Fringe Benefits (200.431)	\$55,515.03
3. Travel (200.475)	\$7,199.77
4. Equipment (200.439 and 200.436(a))	N/A
5. Supplies (200.1 and 200.453)	\$12,000.00
6. Contractual Services/Subawards (200.318 and 200.1)	\$40,800.00
7. Consultant (200.459)	N/A
8. Construction	N/A
9. Occupancy - Rent and Utilities (200.465 and 200.436(a))	N/A
10. Research and Development (R & D) (200.1)	N/A
11. Telecommunications	N/A
12. Training and Education (200.473)	\$7,200.00
13. Direct Administrative Costs (200.413)	N/A
14. Other or Miscellaneous Costs	N/A
15. Grant Exclusive Line Item(s)	N/A
16. Total Direct Costs (add lines 1-15) (200.413)	\$272,727.03
17. Indirect Cost (200.414)	\$27,272.70
Rate %: 10.00	
Base: \$272,727.03	
18. Total Costs State Grant Funds Lines 16 and 17 MUST EQUAL REVENUE TOTALS ABOVE	\$300,000.00
Note: Total may be adjusted for rounding.	



State of Illinois
UNIFORM GRANT BUDGET TEMPLATE

Agreement Numbers. 45CCB04519

State Agency Illinois Department of Human Services

FY. 2024

Grantee COUNTY OF WILL

Notice of Funding Opportunity (NOFO) Number. 24-444-22-2873-01

Data Universal Number System (DUNS) Number 159302590

FEIN 366006672

Catalog of State Financial Assistance (CSFA) Number 444-22-2873

CSFA Short Description. 402-SPFR- SUICIDE PVNT FIRST

Catalog of Federal Domestic Assistance (CFDA) Number N/A

CFDA Short Description. N/A

1). Personnel (2 CFR 200.430)

List each position by title and name of employee, if available. Show the annual salary rate and the percentage of time to be devoted to the project and length of time working on the project. Compensation paid for employees engaged in grant activities must be consistent with that paid for similar work within the applicant organization. Include a description of the responsibilities and duties of each position in relationship to fulfilling the project goals and objectives in the narrative space provided below. Also, provide a justification and description of each position (including vacant positions). Relate each position specifically to program objectives. Personnel cannot exceed 100% of their time on all active projects.

Name	Position	Salary Or Wage	Basis (Yr./Mo./Hr.)	% of Time	Length of Time	Personnel Cost
Joseph Troiani	Division Director	\$13,894.340	Monthly	13.260	12.000	\$22,108.674
TBD	Program Manager	\$5,919.850	Monthly	100.000	12.000	\$71,038.200
TBD	Program Training Specialist	\$4,738.780	Monthly	50.000	12.000	\$28,432.680
TBD	Program Training Specialist	\$4,738.780	Monthly	50.000	12.000	\$28,432.680
State Total						\$150,012.23
Non-State: Item data NOT entered for this category						
Non-State Total						
Total Personnel						\$150,012.23

Personnel Narrative (State):

Grant funds are requested to support Suicide Prevention First Responders staffing. A 1.0 FTE Program Manager will be responsible for the coordination of the program. Two .50 FTE Program Training Specialists will be responsible for training. J. Troiani will be responsible managing the program until we fill the positions.

Personnel Narrative (Non-State): (i.e. "Match" or "Other Funding")



State of Illinois
UNIFORM GRANT BUDGET TEMPLATE

Agreement Numbers. 45CCB04519

State Agency Illinois Department of Human Services

FY. 2024

Grantee COUNTY OF WILL

Notice of Funding Opportunity (NOFO) Number. 24-444-22-2873-01

Data Universal Number System (DUNS) Number 159302590

FEIN 366006672

Catalog of State Financial Assistance (CSFA) Number 444-22-2873

CSFA Short Description. 402-SPFR- SUICIDE PVNT FIRST

Catalog of Federal Domestic Assistance (CFDA) Number N/A

CFDA Short Description. N/A

2). Fringe Benefits (2 CFR 200.431)

Fringe benefits should be based on actual known costs or an established formula. Fringe benefits are for the personnel listed in category (1) direct salaries and wages, and only for the percentage of time devoted to the project. Provide the fringe benefit rate used and a clear description of how the computation of fringe benefits was done. Provide both the annual (for multiyear awards) and total. If a fringe benefit rate is not used, show how the fringe benefits were computed for each position. The budget justification should be reflected in the budget description. Elements that comprise fringe benefits should be indicated.

Name	Position(s)	Base	Rate (%)	Fringe Benefit Cost
IMRF	N/A	\$150,012.230	7.760	\$11,640.949
Health Insurance	N/A	\$150,012.230	21.888	\$32,834.677
FICA	N/A	\$150,012.230	7.359	\$11,039.400
State Total				\$55,515.03
Non-State: Item data NOT entered for this category				
Non-State Total				
Total Fringe Benefits				\$55,515.03

Fringe Benefits Narrative (State):

Grant funds are requested to support fringe benefit expenses incurred for budgeted Suicide Prevention First Responders staffing. Fringe benefits include FICA, IMRF, and Group Health Insurance. FICA is calculated at 7.65% of gross wages less employee health insurance contributions; for the regular staff the compliment for FICA is 7.359%. IMRF is budgeted at the 2023 rate of 7.76%. Group Health insurance is calculated at the 2023 rate of \$18,000 per FTE less employee contribution which is based on salary and coverage selected; for this staffing compliment group insurance is 21.888%.

Fringe Benefits Narrative (Non-State): (i.e. "Match" or "Other Funding")



State of Illinois
UNIFORM GRANT BUDGET TEMPLATE

Agreement Numbers. 45CCB04519

State Agency Illinois Department of Human Services

FY. 2024

Grantee COUNTY OF WILL

Notice of Funding Opportunity (NOFO) Number. 24-444-22-2873-01

Data Universal Number System (DUNS) Number 159302590

FEIN 366006672

Catalog of State Financial Assistance (CSFA) Number 444-22-2873

CSFA Short Description. 402-SPFR- SUICIDE PVNT FIRST

Catalog of Federal Domestic Assistance (CFDA) Number N/A

CFDA Short Description. N/A

3). Travel (2 CFR 200.475)

Travel should include: origin and destination, estimated costs and type of transportation, number of travelers, related lodging and per diem costs, brief description of the travel involved, its purpose, and explanation of how the proposed travel is necessary for successful completion of the project. In training projects, travel and meals for trainees should be listed separately. Show the number of trainees and unit cost involved. Identify the location of travel, if known; or if unknown, indicate "location to be determined." Indicate source of Travel Policies applied, Applicant or State of Illinois Travel Regulations. NOTE: Dollars requested in the travel category should be for staff travel only. Travel for consultants should be shown in the consultant category along with the consultant's fee. Travel for training participants, advisory committees, review panels and etc., should be itemized the same way as indicated above and placed in the "Miscellaneous" category

Name	Position	Cost Rate	Basis	Quantity	Number of Trips	Travel Cost
Instate Mileage	Suicide Prevention First Responders Staff	\$0.655	Mile	42.277	260.000	\$7,199.773
State Total						\$7,199.77
Non-State: Item data NOT entered for this category						
Non-State Total						
Total Travel						\$7,199.77

Travel Narrative (State):

Mileage will be incurred by Suicide Prevention First Responders for travel to police, fire, and 911 centers as well as outreach calls.

Travel Narrative (Non-State): (i.e. "Match" or "Other Funding")



State of Illinois
UNIFORM GRANT BUDGET TEMPLATE

Agreement Numbers. 45CCB04519

State Agency Illinois Department of Human Services

FY. 2024

Grantee COUNTY OF WILL

Notice of Funding Opportunity (NOFO) Number. 24-444-22-2873-01

Data Universal Number System (DUNS) Number 159302590

FEIN 366006672

Catalog of State Financial Assistance (CSFA) Number 444-22-2873

CSFA Short Description. 402-SPFR- SUICIDE PVNT FIRST

Catalog of Federal Domestic Assistance (CFDA) Number N/A

CFDA Short Description. N/A

5). Supplies (200.1 and 200.453)

List items by type (office supplies, postage, training materials, copying paper, and other expendable items such as books, hand held tape recorders) and show the basis for computation. Generally, supplies include any materials that are expendable or consumed during the course of the project.

Item	Quantity/Duration	Cost Per Item	Supplies Cost
Training Materials	480.000	\$25.000	\$12,000.000
State Total			\$12,000.00
Non-State: Item data NOT entered for this category			
Non-State Total			
Total Supplies			\$12,000.00

Supplies Narrative (State):

Funding requested includes prepared and created training materials and educational materials for the first responder training sessions.

Supplies Narrative (Non-State): (i.e. "Match" or "Other Funding")



State of Illinois
UNIFORM GRANT BUDGET TEMPLATE

Agreement Numbers. 45CCB04519

State Agency Illinois Department of Human Services

FY. 2024

Grantee COUNTY OF WILL

Notice of Funding Opportunity (NOFO) Number. 24-444-22-2873-01

Data Universal Number System (DUNS) Number 159302590

FEIN 366006672

Catalog of State Financial Assistance (CSFA) Number 444-22-2873

CSFA Short Description. 402-SPFR- SUICIDE PVNT FIRST

Catalog of Federal Domestic Assistance (CFDA) Number N/A

CFDA Short Description. N/A

(6). Contractual Services (2 CFR 200.318) & Subawards (200.1)

Provide a description of the product or service to be procured by contract and an estimate of the cost. Applicants are encouraged to promote free and open competition in awarding contracts. A separate justification must be provided for sole contracts in excess of the Simplified Acquisition Threshold (SAT) (See 2 CFR 200.1).

NOTE : this budget category may include subawards. Provide separate budgets for each subaward or contract, regardless of the dollar value and indicate the basis for the cost estimates in the narrative. Describe products or services to be obtained and indicate the applicability or necessity of each to the project.

Please also note the differences between subaward, contract, and contractor (vendor):

- 1) Subaward (200.1) means an award provided by a pass-through entity to a subrecipient for the subrecipient to carry out part of a Federal/State award, including a portion of the scope of work or objectives. It does not include payments to a contractor or payments to an individual that is a beneficiary of a Federal/State program.
- 2) Contract (200.1) means a legal instrument by which a non-Federal entity purchases property or services needed to carry out the project or program under a Federal award. The term as used in this part does not include a legal instrument, even if the non-Federal entity considers it a contract, when the substance of the transaction meets the definition of a Federal award or subaward.
- 3) "Vendor" or "Contractor" is generally a dealer, distributor or other seller that provides supplies, expendable materials, or data processing services in support of the project activities.

Item	Contractual Services Cost
Licensed Clinical Police Pyschologist	\$19,200.000
Licensed/Accredited Police Program Advisor	\$14,400.000
Will County Printing	\$7,200.000
State Total	\$40,800.00
Non-State: Item data NOT entered for this category	
Non-State Total	
Total Contractual Services	\$40,800.00

Contractual Services & Subawards Narrative (State):

Grant funds are requested to support operational services needed for program operations. Printing services are projected at \$7,200.00. Grant funds are requested for a Licensed Clinical Police Psychologist as well as a Licensed Clinician/Accredited Police Program Advisor who are assisting with the design and development of our SPFR programs.

Contractual Services & Subawards Narrative (Non-State): (i.e. "Match" or "Other Funding")



State of Illinois
UNIFORM GRANT BUDGET TEMPLATE

Agreement Numbers. 45CCB04519

State Agency Illinois Department of Human Services

FY. 2024

Grantee COUNTY OF WILL

Notice of Funding Opportunity (NOFO) Number. 24-444-22-2873-01

Data Universal Number System (DUNS) Number 159302590

FEIN 366006672

Catalog of State Financial Assistance (CSFA) Number 444-22-2873

CSFA Short Description. 402-SPFR- SUICIDE PVNT FIRST

Catalog of Federal Domestic Assistance (CFDA) Number N/A

CFDA Short Description. N/A

12). Training and Education (2 CFR 200.473)

Describe the training and education cost associated with employee development. Include rental space for training (if required), training materials, speaker fees, substitute teacher fees, and any other applicable expenses related to the training. When training materials (pamphlets, notebooks, videos, and other various handouts) are ordered for specific training activities, these items should be itemized below.

Description	Quantity	Basis	Cost	Length of Time	Training and Education Cost
Staff Training	2.000	Trainings	\$3,600.000	1.000	\$7,200.000
State Total					\$7,200.00
Non-State: Item data NOT entered for this category					
Non-State Total					
Total Training and Education					\$7,200.00

Training and Education Narrative (State):

Grant funds are requested for providing the training to program staff to enable them to provide Mental Health First Aid training for first responders.

Training and Education Narrative (Non-State): (i.e. "Match" or "Other Funding")



State of Illinois
UNIFORM GRANT BUDGET TEMPLATE

Agreement Numbers. 45CCB04519

State Agency Illinois Department of Human Services

FY. 2024

Grantee COUNTY OF WILL

Notice of Funding Opportunity (NOFO) Number. 24-444-22-2873-01

Data Universal Number System (DUNS) Number 159302590

FEIN 366006672

Catalog of State Financial Assistance (CSFA) Number 444-22-2873

CSFA Short Description. 402-SPFR- SUICIDE PVNT FIRST

Catalog of Federal Domestic Assistance (CFDA) Number N/A

CFDA Short Description. N/A

INFORMATION: Base information for Indirect Cost calculation

Base: **\$272,727.03**

Rate %: **10.00**

Maximum Indirect Cost: **\$27,272.70**

Remaining (available) Indirect Cost: **\$0.00**

16). Indirect Cost (2 CFR 200.414)

Provide the most recent indirect cost rate agreement information with the itemized budget. The applicable indirect cost rate(s) negotiated by the organization with the cognizant negotiating agency must be used in computing indirect costs (F&A) for a program budget. The amount for indirect costs should be calculated by applying the current negotiated indirect cost rate(s) to the approved base(s). After the amount of indirect costs is determined for the program, a breakdown of the indirect costs should be provided in the budget worksheet and narrative below.

Description	Base	Rate (%)	Indirect Cost
Personnel	150012.230	10.000	\$15,001.223
Fringe Benefits	55515.030	10.000	\$5,551.503
Travel	7199.770	10.000	\$719.977
Supplies	12000.000	10.000	\$1,200.000
Contractual	40800.000	10.000	\$4,080.000
Training & Edu	7200.000	10.000	\$720.000
State Total			\$27,272.70
Non-State: Item data NOT entered for this category			
Non-State Total			
Total Indirect Cost			\$27,272.70

Exclusion Items
Indirect Cost Exclusion Item(s) not added to this budget.

Indirect Cost Narrative (State):

Grant funds are requested to support general administrative and facility costs necessary for program operations. This agency elects the 10% de minimis rate to calculate this cost. Based on our internal calculation of the MTDC base of \$272,727.03, indirect expenses claimed at the 10% de minimis rate total \$27,272.70.

Indirect Cost Narrative (Non-State): (i.e. "Match" or "Other Funding")



State of Illinois
UNIFORM GRANT BUDGET TEMPLATE

Agreement Numbers. 45CCB04519

State Agency Illinois Department of Human Services

FY. 2024

Grantee COUNTY OF WILL

Notice of Funding Opportunity (NOFO) Number. 24-444-22-2873-01

Data Universal Number System (DUNS) Number 159302590

FEIN 366006672

Catalog of State Financial Assistance (CSFA) Number 444-22-2873

CSFA Short Description. 402-SPFR- SUICIDE PVNT FIRST

Catalog of Federal Domestic Assistance (CFDA) Number N/A

CFDA Short Description. N/A

Budget Narrative Summary

When you have completed the budget Category pages, the totals for each category should appear in the corresponding rows below. Additionally, the amount of State requested funds and non-State funds that will support the project are also listed. Verify the amounts and the Total Project Costs.

Budget Category	State	Non-State	Total
1. Personnel	\$150,012.23	N/A	\$150,012.23
2. Fringe Benefits	\$55,515.03	N/A	\$55,515.03
3. Travel	\$7,199.77	N/A	\$7,199.77
4. Equipment	N/A	N/A	N/A
5. Supplies	\$12,000.00	N/A	\$12,000.00
6. Contractual Services	\$40,800.00	N/A	\$40,800.00
7. Consultant (Professional Services)	N/A	N/A	N/A
8. Construction	N/A	N/A	N/A
9. Occupancy (Rent and Utilities)	N/A	N/A	N/A
10. Research and Development (R & D)	N/A	N/A	N/A
11. Telecommunications	N/A	N/A	N/A
12. Training and Education	\$7,200.00	N/A	\$7,200.00
13. Direct Administrative Costs	N/A	N/A	N/A
14. Other or Miscellaneous Costs	N/A	N/A	N/A
15. GRANT EXCLUSIVE LINE ITEM(S)	N/A	N/A	N/A
16. Total Direct Costs (add lines 1-15) (200.413)	\$272,727.03	N/A	\$272,727.03
17. Indirect Cost	\$27,272.70	N/A	\$27,272.70
State Request	\$300,000.00		
Non-State Amount		N/A	
TOTAL PROJECT COSTS			\$300,000.00

Note: Total may be adjusted for rounding.

WILL COUNTY BOARD OF HEALTH
RESOLUTION #23-56

**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 20th day of September, 2023.

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

**PERSONNEL STATUS REPORT
SEPTEMBER 2023**

EMPLOYEES

<u>NEW</u>	<u>DATE</u>
Shalyn Nichole Lommen FHS Nutritionist III	9/5/2023
Ontonya Morrow CHC CMA	9/18/23
Fnu Mugdha FHS Nutrition Specialist	10/16/23
Marie Zolfo FHS Nutrition Specialist	9/18/23
Abigail Dapaah FHS Nutrition Specialist	10/2/23
Victoria Monroe CHC CMA	9/18/23
Kaprinta Marek BH Program Coordinator, 590 Program	10/2/23
<u>CONTRACTUAL</u>	
Sonal Gandhi, DDS CHC Dentist	9/30/23-9/29/24
<u>OTHER</u>	
Shalanda Mallard HR HR Assistant	(retro wage adjustment Part of CB union from 12/1/11 to 12/25/22)
Caitlin Daly FHS MAPP Manager	(retro wage adjustment Part of CB union from 12/1/22 to 3/17/23)
Kendra Smith-Coleman FHS Program Coordinator	(retro wage adjustment. (Part of CB union from 12/1/22 to 5/26/23)
Dr. Rita Gray BH Interim Division Director	9/26/23 – 10/28/23 (extension of interim status)
Michelle Zambrano BH Interim Assistant Division Director	9/26/23 – 10/28/23 (extension of interim status)
<u>RESIGNATION(s)</u>	
Lauren Findlay BH Recovery Coach (temp assignment ended)	8/1/2023
Xenia Geraghty BH Recovery Coach (grant ended)	8/1/2022

Mayra Zamudio
CHC
Patient Registration Clerk
Karlita Handson
FHS
Patient Registration Clerk

9/5/23

9/14/23

TEMPORARY

Sarah Filip
Dental
Dental Aide

8/17/2023

TERMINATION

Charmaine Cartwright
CHC
CMA

7/22/2023

Approved:

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

Date

Recommended:

Elizabeth Bilotta, Executive Director, WCHD

Date