

**WILL COUNTY HEALTH DEPARTMENT
BOH MEETING MINUTES
September 20, 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 3:01 p.m., Dr. Terrell, President presiding.

ROLL CALL/ QUORUM PRESENT

MEMBERS PRESENT

Billie Terrell, PhD., ACSW, President
Chief Paul Hertzmann, Vice Chairman
Teena Mackey, Secretary
Edna Brass, MA, BS
Natalie Coleman, Ed.D.
Chief Carey
Silvio Morales, M.D.
Annette Parker
Scott Soderquist, D.D.S.

MEMBERS ABSENT

Allison Gunnink, MB, MT-BC
Gary Lipinski, M.D.

STAFF PRESENT

Elizabeth Bilotta, Executive Director, Administration
Michelle Budzinski, Executive Assistant, Community Health Center
Denise Bergin, Assistant Executive Director, Administration
Dr. Rita Gray, Interim Division Director, Behavioral Health
Anthony Melei, Director of Information Technology, Administration
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
Dr. Jennifer Byrd, Chief Medical Officer, Community Health Center
Katie Weber, Emergency Response Coordinator, Administration
Rita Slechter, Healthworks Program Manager, Family Health Services
Kevin Juday, Media Services Manager, Administration
Cindy Jackson, Director of Administrative Services, Administration
Alpesh Patel, Program Coordinator, Family Health Services
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 Stefka, Community Health Educator, Family Health Services
Kathleen Harkins, Community Outreach & Marketing Coordinator, Community Health Center
Aishwarya Balakrishna, Community Health Educator, Family Health Services
Kendra Coleman, Program Coordinator, Family Health Services
Ted Strejcek, Information Technology Specialist, Administration
Sylvia Muniz, Assistant Division Director, Family Health Services

Michelle Zambrano, Interim Assistant Division Director, Behavioral Health
Magda Lara, Staff Nurse II, Family Health Services
Lisa Carlson, Program Coordinator, Family Health Services
Mary Spata, Program Manager, Family Health Services

OTHERS PRESENT

Dan McGrath, 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

- An operational assessment took place at the Community Health Center last week. This will be discussed further at our October BOH meeting.
- On the agenda for next month will be our FY24 budget. The county has allowed us to continue to make changes until October 20 and then it will go to the November 16 County board meeting.
- Dr. Gray will be speaking further about our CARF Accreditation visit on September 27.
- Stacy Baumgartner will speak further about the Brooks Middle School Open House during her presentation.
- Ms. Bilotta spoke about the Live Well Event that took place this past weekend.
- Joliet Central HS District 204 recognized several of our staff members who "Make Their School Great". Thank you and congratulations to Lisa Carlson, Melissa Golden-Barnett, Kathleen Harkins, and Mary Spata.

PUBLIC COMMENTS FOR AGENDA ITEMS ONLY – NONE

APPROVAL OF BOARD OF HEALTH MINUTES

Moved to approve the August 16, 2023, Regular meeting minutes as presented.

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

APPROVAL OF BOARD OF HEALTH EXECUTIVE SESSION MINUTES

Moved to approve the August 16, 2023, Executive Session meeting minutes as presented.

RESULT:	APPROVED [UNANIMOUS]
MOVER:	Chief Hertzmann
SECONDER:	Ms. Mackey
AYES:	Dr. Terrell, Chief Hertzmann, Ms. Mackey, Ms. Brass, Ms. Coleman, Chief Carey, Dr. Morales, Ms. Parker, 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 August 2023.

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

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

REPORTS FROM DIVISIONS

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

Ms. Knack – Director of Human Resources (Presented Reports for the month of September)

- Ms. Knack stated the County is hoping to pay out retro pay due to union employees by October 15th.
- HR department gave two management training sessions. One was an overview of all that HR does and the other was concerning HR laws that have been implemented.
- We are starting to recruit for the CEO of the Community Health Center.

Ms. Jackson - Director of Administration (Presented Reports for the month of September)

- Ms. Jackson spoke of the mold issue that we had at our Eastern Branch office. It was taken care of but then started regrowing. Contractors were hired by the neighboring business to fix this problem and we are hoping this has now been taken care of.

Capital Improvement Projects (CIP)

- The following CHC CIP projects are expected to be completed by the County in the FY23.
 - Painting and flooring: \$100,000 (Painting and flooring in the OB area and painting in the Lobby area as well as walls down to the elevator)
- The following CHC CIP projects are expected to be approved by the County Board in the FY24 budget.
 - Painting and Wall resurfacing: \$93,492
 - Call Center Modernization \$381,047
 - Flooring: \$222,922
 - Landscaping: \$35,510
- In preparation for the Call Center Modernization project, we met with the Will County Records Management Department who have offered to scan and archive our paper copy medical records. The Will County Facility Department is going to move all of the boxes for us. The records are stored in the old medical records storage room that will be repurposed for the call center and a storage area.

Safety Updates

- Currently we are working on a standard operating guide for our five security officers. It will be a guideline for any situation that may take place on our campus.

Dr. Gray – Interim Director of Behavior Health (Presented Reports for the month of September)

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

- Adult Mental Health is fully staffed as of 9/5/23.
- Dr. Gray discussed the current wait times for non-emergency Behavioral Health Services.
- Discussion took place of the successful recruiting that took place. One in the Child and Adolescent Program and one in the Adult Mental Health Program.
- YESS is actively recruiting for one new position with the future allowing for another position once the first is filled. Laraway School is requesting more in school therapy hours.
- The 590 Coordinator has been successfully recruited and her start date is 10/2/23.
- Nextgen live training was conducted last week. There have been some challenging integrations with the current assessment tool and our system. A field trip to Lake County Health Department is planned for early October to see if their feedback can be of help.
- The CARF audit is being conducted from 9/27-9/29. The last audit was in 2020.

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

- We hired a Mental Health II counselor for substance use. That will double our capacity for referrals.
- We have given out over 700 fentanyl test strips.
- We were in over 535 locations in Will County this past year and at 534 business locations this year (pop up tables).
- Parkview Ministry hosted “Your Light Still Shines” which was for overdose awareness. It was very successful.
- Our overdose deaths are trending the same as last year.
- September is Recovery Month and Suicide Awareness Month.

Ms. Baumgartner – Director of Operations Community Health Center (Presented Reports for the month of September)

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

- We received approval from our Governing Council to apply for IDPH grant funding to enhance our COVID response. We propose to use that funding to provide mental health counseling. We are going to work on an integrated software system to streamline the Brooks Middle School registration process.
- We had a Family Planning audit for two days. We received wonderful feedback from the reviewers.
- We have put in an application for the “vaccine for adults’ program”. We are awaiting word on the acceptance of this application.
- We have been working closely with Elizabeth and Denise on streamlining and working together on the Health Center Behavioral Health Services and the Health Department Behavioral Health Services to make sure we’re getting the best outcomes with both services.
- Ms. Baumgartner spoke of the success of the Brooks Middle School Open House that took place.
- A Reach Out and Read mini grant was applied for. Over the last 12 months we have distributed 1,920 books to children. This grant will be for an additional \$3,000.00 to purchase further books.

Dr. Byrd - Chief Medical Officer – Community Health Center (Presented Reports for the month of September)

- Dr. Byrd spoke briefly about the success of the Family Planning review that took place.
- Two Primary Care APRN’s were hired this past week.
- The Health Center is currently pending a BH Manager interview.
- One additional patient will be discharged from the Center due to aggression and racial slurs.
- Ryan White HIV Audit will be taking place next week at the Health Center.

Ms. Kautz – Laboratory Operations Director (Presented Reports for the month of September)

- Our Chemistry certification took place earlier this week. This certification is through IEPA. Staff were given high praise from the certification officers.
- Environmental Health had their food audit, and all went well.

Mr. Conners – Director of Environmental Health (Presented Reports for the month of September)

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

- A discussion regarding West Nile Virus cases occurred.
- Mr. Conners thanked his managers for their hard work which enabled the food program review to be a success.

Ms. VanderBoegh – Director of FHS (Presented Reports for the month of September)

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

- The Well-Woman Team is working on organizing another Well-Woman Day. There will be vendors available and CHC insurance enrollment counselors will also be in attendance. It will take place on Wednesday, November 1st at the Health Department.
- We are now a continuing education unit (CEU) provider for nursing. One hour Lunch and Learns will start for the nursing staff in which they will earn CEU’s.
- We had four vacant Communicable Disease Investigator positions and all positions have been filled.

Mr. Patel – Chief Epidemiologist (Presented Reports for the month of September)

Mr. Patel indicated that CD is currently working on COVID, Lyme Disease, West Nile, Rabies and some of the school outbreaks (hand, foot and mouth). As of right now, we are seeing low positivity for COVID. Outbreaks have been reported in the long-term facilities. No deaths have been reported so far in the hospitals.

- The biggest worry this year has been the rabies PEP. The number of people who have required the Health Department to get involved has increased this year.

** Dr. Dutton questioned if there is any data regarding hospitalization from RSV. Alpesh Patel stated he believes the hospitalization numbers have started picking up and will continue to increase during the winter months. Unfortunately, some insurances are not covering this vaccine.*

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

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

- Ms. Weber stated the government will again be distributing free at-home COVID-19 test kits in the next few weeks. An individual can go to the COVID.gov website to order these tests.

Mr. Juday - Media Services Manager (Presented Reports for the month of September)

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

- Press releases were sent out regarding West Niles and Rabies.
- New division brochures have been created. Behavioral and Substance Use Treatment Services brochures are currently at the print shop.
- In October, the Herold News will be starting a column which will allow the WCHD to post informational articles in there.

OLD BUSINESS

Ms. Daly – Program Manager, MAPP

- Ms. Daly explained what MAPP means: Mobilizing for Action through Planning and Partnership. MAPP process is updated and implemented by the National Association for County and City Health Officials.
- Every 3 years MAPP process produces a variety of community health needs and status assessments. A large forum is held which determines new trends and the County then sets the priorities (3 or 4) which will become our action teams. Through these action teams we get our partners involved.
- Caitlin provided information about all of the assessments that come out of the MAPP process.
- Caitlin discussed the action teams that have been created.
- Ms. Bilotta stated if there is anyone interested in being a member or joining one of the action teams discussed previously to reach out to Caitlin or herself for further information.

NEW BUSINESS

RESOLUTION #23-54 APPROVAL OF APPROPRIATION OF FUNDS FOR THE ILLINOIS DEPT OF PUBLIC HEALTH STRENGTHENING ILLINOIS PUBLIC HEALTH ADMINISTRATION GRANT

Ms. Bilotta spoke about the IDPH infrastructure grant funded through the CDC. Over half of the employees in local public health agencies left their jobs in 2017-2021. If this trend continues, another half could potentially leave their jobs by 2025. The issue is losing the talent and knowledge of all these individuals that may leave the work force. This grant is to strengthen and sustain the public health workforce. This resolution is just for this fiscal year which will be used for salary, fringe and professional services.

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

RESOLUTION #23-55 APPROVAL FOR APPROPRIATION OF FUNDS FOR THE ILLINOIS DEPT OF HUMAN SERVICES SUICIDE PREVENTION FIRST RESPONDERS GRANT

Dr. Burke stated the purpose of this grant is to create a training program for first responders and to create a peer support training program to bring mental health awareness and intervention. This would be support for the police, fire and paramedics. The resolution is to move the monies into the FY2023 budget. This is the amount needed to support grant expenses through this fiscal year.

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

RESOLUTION #23-56 APPROVAL OF THE TRANSFER OF FUNDS – COMMUNITY HEALTH CENTER

Ms. Bilotta spoke about the continued struggle of hiring staff at the Health Center. In the interim we are using contractual staff. We are asking to move some monies from full time salaries into contractual salaries.

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

EXECUTIVE SESSION RE: PERSONNEL / LEGAL MATTERS - NONE

APPROVAL OF PERSONNEL STATUS REPORT

Personnel Status Report was discussed. The Board approves all personnel changes for the Will County Health Department for the month of September.

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

BOARD MEMBERS' COMMENTS/CONCERNS – NONE

PUBLIC CONCERNS AND COMMENTS – NONE

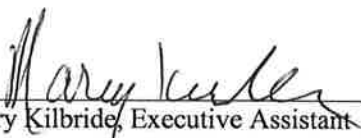
- * Ms. Bilotta will send out the MAPP presentation to all BOH members.

ADJOURNMENT

A motion to adjourn the meeting was made at 4:09pm.

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

By: 
 Teena Mackey, Secretary
 Will County Board of Health

By: 
 Mary Kilbride, Executive Assistant
 Will County Health Department