

AGENDA

WILL COUNTY BOARD OF HEALTH MEETING
WILL COUNTY HEALTH DEPARTMENT
501 ELLA AVENUE
JOLIET, IL 60433
CONFERENCE ROOM 1005A / 1005B
October 18, 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
September 20, 2023, Regular Session – **Motion** (pgs. 1-6)
- VII. Treasurer’s Report & Department Financial Reports (pgs. 7-10)
September 30, 2023– **Motion**
- VIII. Reports from Divisions (pgs. 11-33)
Division Statistical Reports – **Discussion** (pgs. 34-37)
- IX. Old Business – **None**
- X. New Business
The FOURCE – Media / Marketing Campaign
ENI – CHC Assessment Presentation
Resolutions # 23-57 - #23-64
 - A. Resolution #23-57 Security Contract One Year Extension (ADMIN)– **Motion** (pgs. 38-39)
 - B. Resolution #23-58 Avaya Subscription Year Two Renewal (ADMIN)– **Motion** (pgs. 40-41)
 - C. Resolution #23-59 UKG Kronos Workforce Central SAAS Agreement (ADMIN) – **Motion** (pgs. 42-46)
 - D. Resolution #23-60 The FOURCE Media Communications Campaign (ADMIN) – **Motion** (pgs. 47-51)
 - E. Resolution #23-61 Mier Consulting Group Inc. for Consultant Services (EP&R) – **Motion** (pgs. 52-69)
 - F. Resolution #23-62 Vaccinations Fee Schedule (FHS) – **Motion** (pgs. 70-72)
 - G. Resolution #23-63 Surplus Equipment Disposal and / or Recycling (CHC) – **Motion** (pgs. 73-74)
 - H. Resolution #23-64 ENI Operational Assessment and Organizational Improvement Plan (CHC) – **Motion** (pgs. 75-101)
- XI. Executive Session re: Employment/ Legal Matters – **Motion & Roll Call**
- XII. Board Approval of Personnel Status Report – **Motion** (pgs. 102-103)
- XIII. Board Members’ Concerns and Comments – **Discussion**
- XIV. Public General Comments and Concerns – **Discussion**
- XV. Adjournment – **Motion**

**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

Will County Health Department

FY 2023

Balance Sheet

Ten Months Ending September 2023

	Beg Bal <u>12/1/2022</u>	End Bal <u>9/30/2023</u>	<u>Change</u>
Assets			
Cash and cash equivalents	2,670,356.16	2,646,942.33	(23,413.83)
Investments	12,000,000.00	14,700,000.00	2,700,000.00
Receivables	18,816,901.08	1,219,711.41	(17,597,189.67)
Total Assets	<u>33,487,257.24</u>	<u>18,566,653.74</u>	<u>(14,920,603.50)</u>
Liabilities			
Payables	2,313,597.11	563,741.72	(1,749,855.39)
Due to	2,288,698.32	-	(2,288,698.32)
Unearned revenue	986,892.66	1,108,918.40	122,025.74
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	16,893,993.62	3,763,202.32
Total Liabilities & Equity	<u>33,487,257.24</u>	<u>18,566,653.74</u>	<u>(14,920,603.50)</u>

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

Will County Health Department

FY 2023 Change in Cash Ten Months Ending September 2023

	Dec 2022	Jan 2023	Feb 2023	Mar 2023	Apr 2023	May 2023	June 2023	July 2023	August 2023	September 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	754,135.77	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	5,432,780.87	33,387,886.03
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)	(1,278,463.43)	(12,867,145.05)
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)	(2,261,510.88)	(15,555,456.49)
Investment	-	300,000.00	-	-	-	-	-	-	(3,000,000.00)	-	(2,700,000.00)
Maturity/(Additions)	(2,283,355.00)	(938.15)	-	(3,490.56)	(914.61)	-	-	-	-	-	(2,288,698.32)
Prior Period Due To	-	-	-	-	-	-	-	-	-	-	-
Ending Balance	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	754,135.77	2,646,942.33	2,646,942.33
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	14,700,000.00	12,000,000.00
Additions to	-	-	-	-	-	-	-	-	3,000,000.00	-	3,000,000.00
Investments*	-	(300,000.00)	-	-	-	-	-	-	-	-	(300,000.00)
Maturities*	-	-	-	-	-	-	-	-	-	-	-
Ending Balance	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	14,700,000.00	14,700,000.00	14,700,000.00
Total Cash and Investments	14,810,387.35	13,803,763.96	13,281,923.10	12,628,910.42	11,840,871.07	12,438,625.23	16,486,067.35	15,399,396.52	15,454,135.77	17,346,942.33	17,346,942.33

* 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 Ten Months Ending September 2023

Revenue	Adopted Budget	Revised Budget	Revenue	Target - 83% Percent Realized
Property Taxes	11,015,000.00	11,015,000.00	10,642,543.96	96.62%
Intergovernmental Grants & Contracts				
Administration	1,860,302.00	1,898,818.00	2,664,467.75	140.32%
Emergency Preparedness and Response	398,013.00	419,333.00	361,160.80	86.13%
Environmental Health	1,020,068.00	1,020,068.00	143,740.39	14.09%
Behavioral Health	2,214,170.00	2,303,536.00	1,047,482.33	45.47%
Family Health Services	4,038,495.00	4,756,300.00	3,577,099.88	75.21%
Community Health Center	4,119,216.00	4,290,801.00	2,655,113.99	61.88%
	13,650,264.00	14,688,856.00	10,449,065.14	71.14%
Licenses, Permits & Charges for Services				
Administration	246,500.00	246,500.00	141,182.69	57.27%
Environmental Health	1,836,000.00	1,836,000.00	1,716,859.32	93.51%
Behavioral Health	3,076,054.00	3,076,054.00	2,298,483.46	74.72%
Family Health Services	292,300.00	292,300.00	246,999.21	84.50%
Community Health Center	6,137,310.00	6,137,310.00	4,585,747.19	74.72%
	11,588,164.00	11,588,164.00	8,989,271.87	77.57%
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	-	-	28,696.25	-
CHC Other: MCO Capitation, Performance	46,800.00	46,800.00	24,971.25	53.36%
Anticipated New Revenues	4,000,000.00	2,971,408.00	-	-
Funds On Hand	1,706,439.00	1,696,439.00	-	-
	5,762,139.00	4,723,547.00	55,067.50	1.17%
Transfers In	300,000.00	300,000.00	300,000.00	-
Total Revenue	42,316,067.00	42,316,067.00	30,435,948.47	80.84% *
* Total Revenue used for Revenue Performance %	36,609,628.00	37,648,220.00	-	-
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 Ten Months Ending September 2023

	<u>Adopted Budget</u>	<u>Revised Budget</u>	<u>Expenditures</u>	<u>Encumbrances</u>	<u>Remaining Budget</u>	<u>Target - 75% Percent Used</u>
Expenditures						
Personnel - Salaries						
Administration	2,605,691.00	2,628,427.00	2,185,922.06	-	442,504.94	83.16%
Emergency Preparedness and Response	276,129.00	276,129.00	224,044.41	-	52,084.59	81.14%
Environmental Health	1,587,337.00	1,587,337.00	1,188,657.48	-	398,679.52	74.88%
Behavioral Health	4,933,460.00	4,933,460.00	2,889,360.36	-	2,044,099.64	58.57%
Family Health Services	4,469,909.00	4,698,021.00	3,402,262.78	-	1,295,758.22	72.42%
Community Health Center	8,083,233.00	8,093,983.00	5,665,209.40	-	2,428,773.60	69.99%
Total Personnel - Salaries	21,955,759.00	22,217,357.00	15,555,456.49	-	6,661,900.51	70.01%
Personnel - Benefits						
Administration	1,052,807.00	1,065,587.00	840,268.25	-	225,318.75	78.85%
Emergency Preparedness and Response	113,036.00	113,036.00	90,339.28	-	22,696.72	79.92%
Environmental Health	813,178.00	813,178.00	585,342.74	-	227,835.26	71.98%
Behavioral Health	2,023,116.00	2,023,116.00	1,072,378.31	-	950,737.69	53.01%
Family Health Services	2,083,380.00	2,141,182.00	1,541,559.52	-	599,622.48	72.00%
Community Health Center	3,108,575.00	3,117,812.00	2,087,887.71	-	1,029,924.29	66.97%
Total Personnel - Benefits	9,194,092.00	9,273,911.00	6,217,775.81	-	3,056,135.19	67.05%
Commodities						
Administration	288,165.00	294,290.00	179,766.94	-	114,523.06	61.08%
Emergency Preparedness and Response	9,147.00	18,136.57	11,433.34	-	6,703.23	63.04%
Environmental Health	187,467.00	186,586.12	154,390.04	(5,729.74)	37,925.82	82.74%
Behavioral Health	112,444.00	126,540.00	53,832.58	-	72,707.42	42.54%
Family Health Services	255,123.00	268,498.00	139,127.76	-	129,370.24	51.82%
Community Health Center	1,739,889.00	1,747,030.74	1,374,851.38	-	372,179.36	78.70%
Total Commodities	2,592,235.00	2,641,081.43	1,913,402.04	(5,729.74)	733,409.13	72.45%
Contractual Services						
Administration	1,126,863.00	1,183,738.00	794,878.19	45,466.30	343,393.51	67.15%
Emergency Preparedness and Response	27,840.00	40,170.43	31,966.68	-	8,203.75	79.58%
Environmental Health	190,209.00	191,089.88	87,000.18	(449.00)	104,538.70	45.53%
Behavioral Health	1,236,279.00	1,251,549.00	583,713.94	-	667,835.06	46.64%
Family Health Services	239,473.00	657,989.00	273,102.92	-	384,886.08	41.51%
Community Health Center	1,388,103.00	1,522,559.26	869,580.68	-	652,978.58	57.11%
Total Contractual Services	4,208,767.00	4,847,095.57	2,640,242.59	45,017.30	2,161,835.68	54.47%
Capital Outlay						
Administration	10,000.00	10,000.00	-	-	10,000.00	-
Community Health Center	355,214.00	355,214.00	345,869.22	-	9,344.78	97.37%
Total Capital Outlay	365,214.00	365,214.00	345,869.22	-	19,344.78	94.70%
Other Expenditures - Anticipated New						
Administration	4,000,000.00	2,971,408.00	-	-	2,971,408.00	-
Total Expenditures	42,316,067.00	42,316,067.00	26,672,746.15	39,287.56	15,604,033.29	67.79% *
* Total Exp for Expense Performance %	38,316,067.00	39,344,659.00	-	-	-	-
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 September, we implemented a Translation and Interpretation Policy (ADM-024) for the Agency. This policy outlines the process for utilizing Interpreter Clerks, Bilingual Pay Program staff, the Language Line, and how to request documents to be translated.

SECURITY CONTRACT RENEWAL

It is time to renew the security contract for FY24. We are asking for a one year renewal of the contract for security services provided by Global Security Corp. for December 1, 2023 through November 30, 2024. There is a resolution in the meeting packet.

FACILITY UPDATES

CHC:

Overhead Speakers: In September, 10 overhead speakers that were no longer working were replaced.

Painting and Flooring: In FY23, we will begin the project of painting the main lobby and OB Suite at the CHC. The OB Suite will also have floors replaced. Logistics for this project are underway.

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
- Flooring: \$222,922
- Painting and Wall resurfacing: \$93,492

On September 11, we met with the Will County Facilities Department to begin to plan the logistics for these CIP projects.

Call Center Modernization Project Prep: The CHC lower-level medical records room, where old paper medical records are stored, will be reconstructed into a Call Center and additional storage for the Health Center. 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. In September, 330 boxes of medical records were moved to the Will County Records Management Facility. The CHC is working on boxing up the remaining medical records. These records will also be moved to the Records Management Agency, where Records Mgmt. staff will work on archiving the records for future electronic access.

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.

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 toured a potential space on October 5th.

EBO: We have requested for the floors to be stripped and waxed by the County contracted cleaning company. We are waiting for this project to be scheduled and confirmed.

SAFETY UPDATE

Hazardous Materials Plan: The Safety and Risk Reduction Officer spent a significant amount of time working on the revisions of our Hazardous Materials Plan. Included was an evaluation of the process for pharmaceutical disposal. We hope that the new CHC Pharmacy will become a Drug Take Back Recycling program partner in the future.

Commission on Accreditation of Rehabilitation Facilities (CARF) Preparation: Much of September was spent assisting with the BH CARF preparation. At the CARF Survey the incident report and incident data reporting tool was recognized as a best practice.

Safety Training

- CPR Compression Review and AED Training: On September 14, Joliet Fire Department Community Risk Reduction Team provided a CPR Compression Review and AED training for Community Health Center Staff.
- First Amendment Auditor Training: We are in the process of planning a First Amendment Auditor training for management and front desk staff.
- Blood Borne Pathogen Training: On October 26, a trainer from Stericycle will be implementing a Blood Borne Pathogen Annual Refresher training for staff.

Compliance BOH Report – provided by Armando Reyes, Compliance Officer

CARF Accreditation: The Compliance Officer coordinated and assisted Behavioral Health (BH) on the on-site CARF Accreditation Survey that took place over a 3-day period from September 27 to September 29, 2023. There were over 1,500 CARF standards to meet, which is a very thorough and comprehensive look at all aspects of an organization and the care it provides. The CARF Exit Conference was conducted on Friday, September 29th. The report from the surveyors was presented verbally. The verbal report from the surveyors indicates this is the best survey BH has had since they were first accredited in 1988. This achievement is an indication of the Behavioral Health Division's dedication and commitment to improving the quality of lives of the clients they serve.

The official accreditation report will be sent to WCHD in 4 to 6 weeks. The report is intended to support a continuation of the quality improvement of the organization. Once the report is received, a quality improvement plan that will address the small number of recommendations will be submitted.

Additional Compliance Initiatives:

- Assisting BH with the response to the Department of Human Service (DHS) Substance Use Prevention & Recovery (SUPR) Compliance Audit Review Report which is due October 31st.
- The Compliance Committee meeting will meet October 26th and will meet every other month.
- Will continue to manage the incident reporting system.
- Will continue developing the WCHD Compliance Plan.

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 Department of Human Services (IDHS) and the majority of Department of Public Health (IDPH) grant contracts have been submitted. State Fiscal Year 2024 began July 1, 2023.
2. Submitted the HRSA Bridge Access Program funding post-award submission in the amount of \$47,421 detailing planned activities and expenditures, covering the performance period 9/1/23-12/31/2024. Funding is to enable the Will County Community Health Center to continue maintaining COVID-19 vaccinations and testing. Funding will fund salary and fringe for 1 Temporary Nurse.
3. The Aids Foundation Chicago conducted their reviews on September 25, 2023, the financial portion of the review had no findings.

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 participated in 27 Will County community engagement events in the month of September, passing out over 2,500 COVID-19 test kits

and PPE equipment, while providing education and resources. Most notably was the Live-Well Community Day at the National Hook-up of Black Women (NHBW). This event attracted over 327 Joliet residents with their families, 37 vendors, free food baskets, fresh fruits and vegetables from the community garden, laps for literacy fun walk, free clothing, music provided by local disc jockey, video games entertainment, hot dogs, hamburgers, and soft drinks. This event also included health screenings, blood pressure checks, A1C, TB tine test, flu shots and physicals. Mayor D'Arcy gave the opening remarks thanking the National Hook-up of Black Women and the WCHD for their community efforts. Mayor D'Arcy also presented "Above and Beyond" awards to several volunteers of the NHBW. At this event the WCHD Health Equity team completed 27 Well-Being Survey's, passed out over 500 COVID-19 test kits and PPE supplies. This event was posted on social media platforms, and flyers were posted throughout the community and local businesses. Below are some photos from the event:



WCHD is currently in communication with Bolingbrook, Plainfield, Monee, and University to host a Live-Well event in their municipalities.

The WCHD and the ARISE Coalition has partnered with EZ Auto to build and install micro pantries in our underserved communities throughout Will County. On September 20th, a micro pantry was installed at the National Hook-up of Black Women. We are scheduled to install another micro pantry at the Spanish Community Center.

Our goal and commitment are to have 6-10 new micro pantries installed before the end of the year. The WCHD Health Equity team is currently in communications with local farmers to donate fruit and vegetables for scheduled Pop-up Food pantries in selected locations throughout Will County.



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

Benefits Fair: HR hosted the 12th Annual Benefit Fair for staff, titled "Treasure your Health and Wealth Wisely". A total of 17 vendors provided resources and services to our employees with discounts and education regarding retirement and benefits. We had a total of 174 employees attend the fair. We received much positive feedback and look forward to next year's Benefits Fair for the staff.

Recruitment Efforts: HR has begun working with the Governing Council to recruit a replacement for the CEO of the Community Health Center. Our recruitment areas include Healthcare News, Joblist, Indeed, Careerbuilder.com, and IPHCA (Illinois Primary Health Care Association), along with spotlighting it on our beautiful website.

We are growing rapidly and now; have 311 employees, including full time employees, part time employees, and seasonal temp, with 11 new managers who have been promoted within the agency or are new to the agency.

CARF Audit: We were involved in the Behavioral Health Audit, where we were asked to pull ten personnel files of recent hires, the most recent employees who left the organization or were let go, the medical director, the clinical director, a crisis worker, and a clinical staff. Below is the list of items the survey sought in each file:

- BH Employee File Review (includes all required documents per the standard)
- Performance Evaluation Process
- Employee onboarding and out boarding engagement activities
- The BH Workforce Analysis Plan
- Workforce (HR) regulatory requirements

The only suggestion was to implement a Succession Plan, which maybe challenging due to the union environment but attainable.

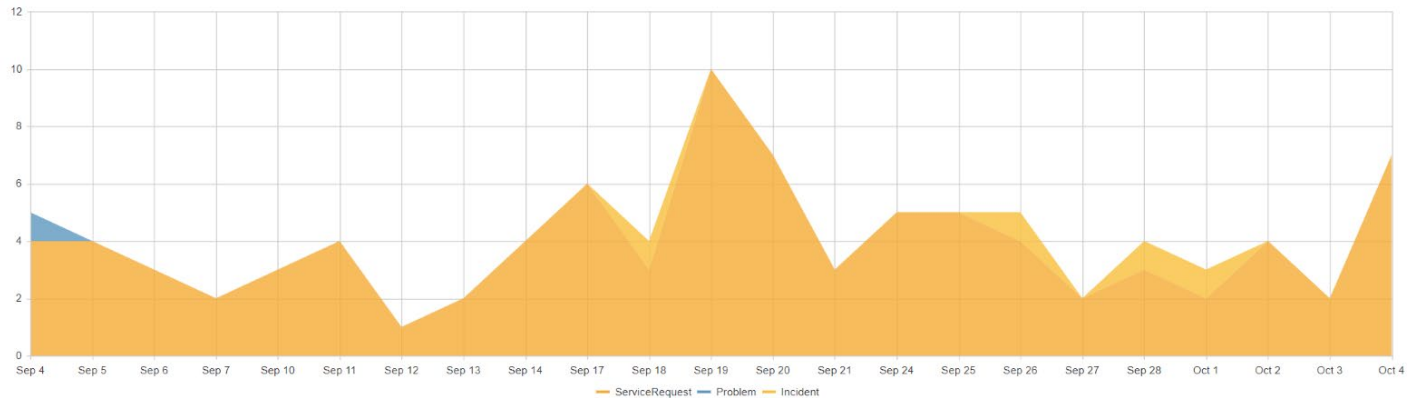
ITT BOH Report – provided by Anthony Melei, Director ITT

Technology Risk Assessment: Dr. Faisal Abdullah, Vice President Products and Strategy Evolve Security Academy Cyber-Security Boot Camp [World-Class Cybersecurity Training | Evolve Academy \(evolvesecurity.com\)](https://www.evolvesecurity.com), and his students conducted a technology risk assessment of our systems during the first week of October. The students will submit a final report later this month. I will also attend their final presentation of their findings. Dr. Abdullah, previously was a professor at Lewis University, who we worked with to conduct risk assessments in the past.

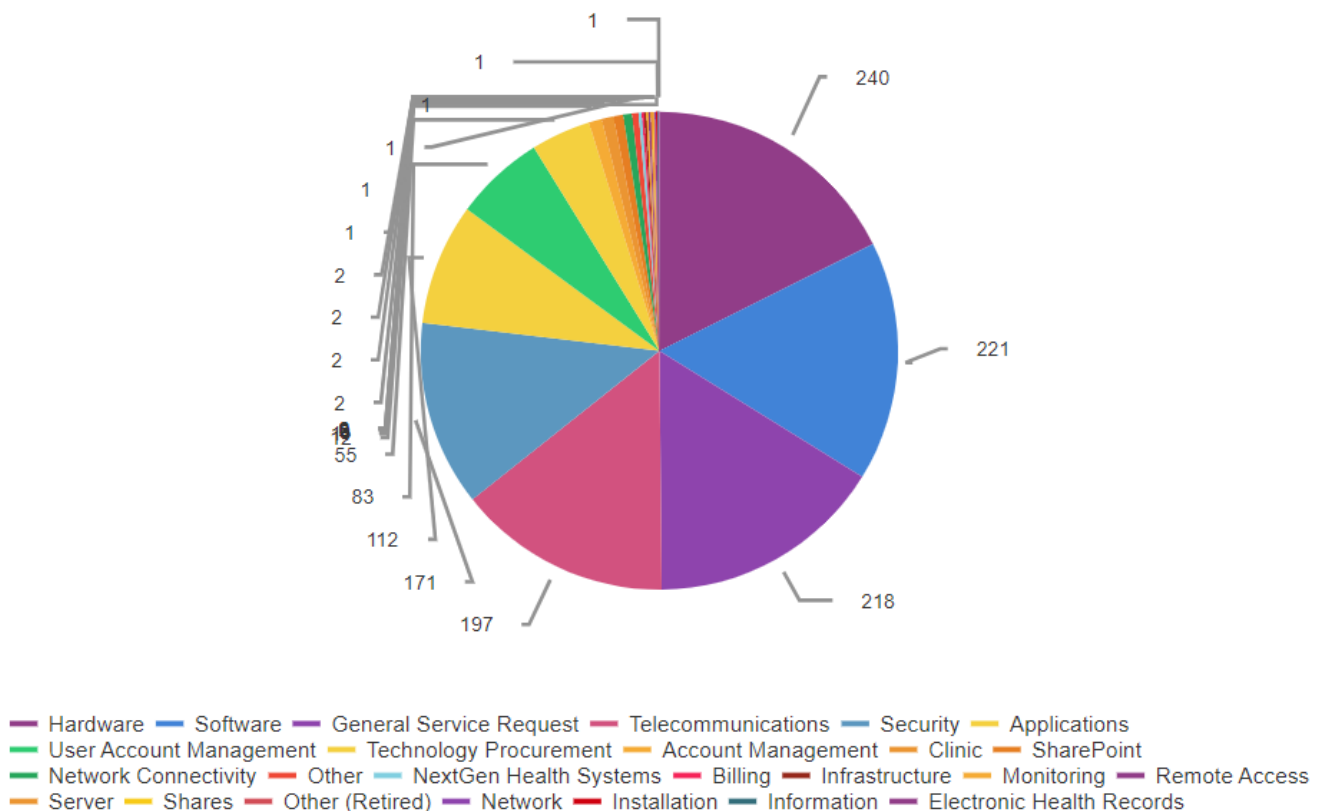
Jillian Carlisle, Information Technology Specialist III, conducts our internal technology risk assessments and monitors our network for any vulnerabilities, utilizing automated tools. Having a third-party, such as, Evolve Security, review our findings and mitigations adds an additional check to our security initiatives.

Work Order System Statistics this Quarter:

Work Items Completed - Last 30 Days



Service Requests By Category Top 25



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. Thirty-two (32) members attended our September main task force meeting, and thirteen (13) members attended the stigma task force subcommittee meeting. No new updates regarding the task forces at this time; members are continuing to discuss action items.

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. Seven (7) members attended the September meeting where we confirmed the agenda for our first roundtable discussion schedule for Friday, October 20th from 1:00 to 3:00pm at Ascension Saint Joseph. Please see below for details:

The Will County Mobilizing for Action Through Planning and Partnerships (MAPP) Collaborative, in partnership with Will County Continuum of Care and Ascension Saint Joseph Hospital, is excited to invite experts to a roundtable discussion – The Intersectionality of Crises: Homelessness and Healthcare. This will be the first conversation in a series that will allow us to examine opportunities to better engage existing systems and resources, leading to the development of cross-system coordination that improves health outcome for people experiencing homelessness. Our first conversation will center around the following Homelessness and Healthcare priorities:

- Use of the Emergency Departments
- Discharge Plans and Next Steps in Care
- Infectious Disease Reporting and Care
- Acute Health Emergency Occurring While Household is Homeless and Requires Respite

We're prepared to host up to 40 partners, including homeless response leaders, persons with lived experience, representatives from local health systems and first responders. Registration is free – Reserve your seat below:
<https://us18.list-manage.com/survey?u=edd51b0df127e70e3405d03fa&id=ed79d7b2f1&attribution=false>

Details:

Intersectionality of Crises Roundtable Discussion: Homelessness and Health

Friday, October 20th, 2023 info@crosstownlegal.com

1:00 – 3:00pm

Ascension Saint Joseph Joliet

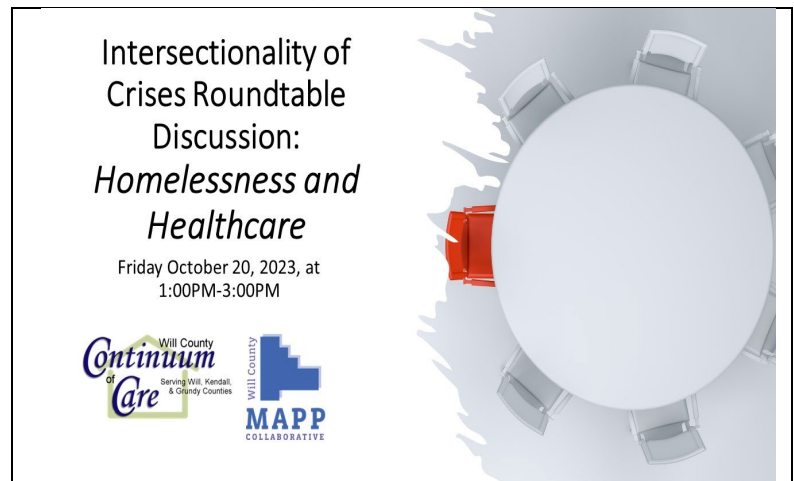
333 Madison St

Joliet, IL 60435

Hope to see you there!

Access to Health Care meets on the third Monday from 1:00-2:00pm on Microsoft Teams. Twelve (12) members attended our September meeting where we strategized on the Medicaid Pediatric Clinician survey. Tentatively, the survey will be distributed in January. We're looking to engage a Research/Survey expert to provide guidance in the development and evaluation of the survey.

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) serves as Chair and Sharon McNeil (Northern Illinois Food Bank) serves as Co-Chair. Thirteen (13) members attended our September meeting where we enjoyed a presentation from Silver Cross Hospital about their 'Screen and Intervene' healthy food program. In summary, Silver Cross Hospital partners with Northern Illinois Food Bank to 'prescribe' healthy food to program participants. This program has led to improved biometric readings among participants and a reduction in overall health care expenditures. Health system partners are interested in participating in a strategic discussion to learn from Silver Cross and duplicate the program in new systems. MAPP will look to initiate that conversation in the coming months. Also, we're working with Howard Kim from Will County ICT GIS Division to process an update to the Will County 'Find Food' Access Maps. More information to come.



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

CARF

- The Commission on Accreditation of Rehabilitation Facilities (CARF) conducted a survey in Behavioral Health from September 27th to the 29th. CARF is an international, non-profit accreditor of health and human services, covering aging services, behavioral health, medical rehabilitation, employment, and community services and more. The two surveyors gave an exit interview on the third day, that was attended by both management and staff. The results were very favorable, and we will be receiving a written report in 4 to 6 weeks. The surveyors reviewed over 1,500 general standards and there were a minimum number of recommendations. This was the best CARF survey we have undergone since we started with CARF in 1998. They cited our strengths as accessibility, consumer, stakeholder, and employee satisfaction, client records being up to standards, and other areas that merit accreditation.

Adult Program Updates:

- Donald Martin, MA, has passed the test giving him the designation of Licensed Clinical Professional Counselor (LCPC).
- The Division is exploring the possibility of expanding Adult Services at EBO from 1 to 2 days per week.

The current Wait Times for Non-Emergency Behavioral Health Services by Service are:

- Adults: No wait time for orientation group, clients who call Intake will be seen the same week. Adult Psychiatry (Community Health Center)
- Children & Adolescents (C&A): No wait time for orientation group, clients who call Intake will be seen the same week.
- C&A Psychiatry: 2 Week Wait (less capacity since school is back in session).
- Substance Use Program: Calls are returned the day they come in or the next day. Assessment appointments are conducted three times per week.

Child and Adolescent, Mobile Crisis Response (MCR), & Youth Experiencing Success in School (YESS) Updates:

- Virginia Rodriguez and Mena Edwards, Child & Adolescent therapists, represented BH in New Lenox at the "Pathways to Hope and Healing Event."
- 120 has 1 vacancy.
- Screening, Assessment, and Support Services (SASS)/MCR has 2 vacancies.
- YESS School-based has 2 vacancies.

590 Updates:

- The new 590 Coordinator, Kaprinta Marek, started on Monday, October 2. She comes to us with good experience from Cornerstone Services. She will be interviewing new 590 staff and will be involved in all 590 events and State held meetings and activities to get the program up and running.

NextGen Updates:

- Several BH staff along with Denise Bergin, Armando Reyes, and the WCHD Nextgen trainers made a trip to Lake County Health Department in Waukegan, IL, on Monday, October 1, for a meeting about how NextGen is working for them in regard behavioral health program and services. They explained how they created templates and other shortcuts to customize the system and they offered to continue to share their initiatives, especially with our assessment tool, to help facilitate our start up.

Clinical Training Program Updates:

- BH has 9 Doctoral level students and 5 master's level students. Two students are in the NBO office servicing Child and Adolescent clients. The other 12 students are at the Main office in Joliet. They come to us from Adler University, Lewis University, National Louis University, the Chicago School of Professional Psychology, St. Francis University, and Kansas State University.

Kathleen Burke PhD
Substance Use Initiatives and Substance Use Treatment
October 2023

Summary Totals Per Year	2020	2021	2022	2023
Opioid Overdose Deaths	83	111	112	67
Overdose Reversals	123	84	51	83
Fentanyl Test Strips	N/A	N/A	1563	1150
Got Naloxone Locations	N/A	243	754	611
Business Locations begin	N/A	N/A	485	544
Naloxone Kits Distributed to the public	3259	4630	6,002	6582
Individuals trained by Dr. Burke	N/A	548	445	590
Micro pantry Distribution	N/A	1469	605	559
Methadone Clinic Distribution	264	450	370	227
Naloxone Plus Program Calls Answered	N/A	4	3	13
Persons Placed in Temporary Housing	N/A	30	8	4
Coroner last entry 9/28/2023				

What's New

The Peer Support Specialist Workforce Training program funded through a Small Business Association Grant from Senator Durbin's Office received an official one-year unfunded extension. This allows us to use the funds not spent for another year, giving us time to recruit interested individuals. The program ran into difficulties enrolling individuals with lived experience because of the background check restrictions in the Health Department. We lost time working our way through the regulations and finding eligible candidates. It's not unusual for individuals with a substance use disorder to have prior felonies for theft or drug use.

We were very busy on the East side of Will County this month.

- Over 110 boxes of Naloxone were distributed at the Monee Fall Fest on September 8th and 9th and Crete's Acorn Fest on September 15th and 16th. This completed a very busy summer of festivals. In addition to our regular work, the Rapid Response Team had a successful summer attending 7 festivals and the Will County Fair.
- We delivered Naloxone to 8 different schools. Our team met with Crete/Monee teachers and delivered Naloxone to keep on school property. The teachers also had children returning or starting their first year of college. We opened a conversation about how important it is for students to carry Naloxone. College students are a vulnerable population, and there has been an uptick in overdoses on college campuses. DEA continues to warn college students in the 2023 school year about the danger of counterfeit pills that have continued to be laced with fentanyl.

Schools

This year Illinois requires schools to have Naloxone on site. We had numerous requests for Naloxone and training. In November we will be meet with the Regional Office of Education to determine County wide school needs.

Other

White Oak Library System librarians from Romeoville, Crest Hill and Lockport were trained. Naloxone is available at these locations.

Hollywood Casino in Joliet has requested to have Naloxone (Narcan) available to their security staff. Twenty (20) boxes were delivered.

Coming up in October:

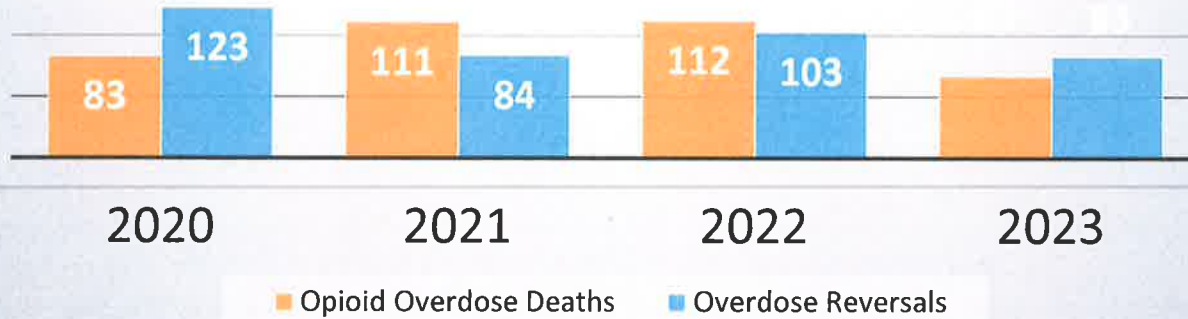
- National Substance Abuse Prevention Month
- 10/23 – 10/31 Red Ribbon Week 2023
- Depression Awareness Month
- 10/5 National Depression Screening Day
- 10/1-10/7 Mental Illness Awareness Week
- 10/10 World Mental Health Day

Coming Soon!

"Barney" Holds 100 to 120 Boxes of Narcan Brand Naloxone



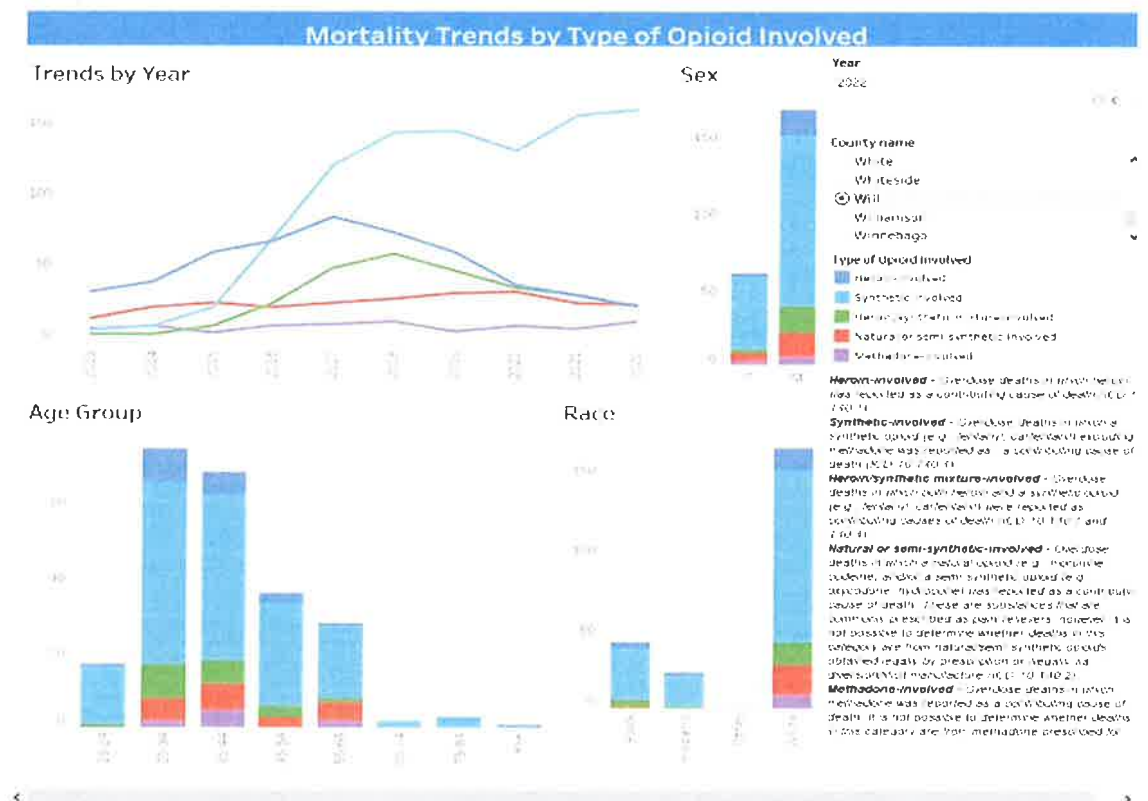
Will County Opioid Overdose Deaths 9/28/2023



Will County
Mortality
Trends per
year

IL Public Health
Department Opioid
Dashboard

<https://idph.illinois.gov/OpioidDataDashboard/>



Substance Use Treatment Program

Clients	9/1 – 10/2 2023	Total
Intensive Outpatient Program (IOP)	6	6
Individual Outpatient	2	2
Aftercare/Continuing Care	2	2
Assessments	6	6

Staff

Currently the program has 1 Program Manager and 1 Mental Health Counselor III. Beginning October 16th, a new Mental Health Counselor II joins the team. One Social Work Intern from Lewis University will be training with us until May 2024.

Interns

Dr. Burke conducted a training on the Substance Use Program and Naloxone for the new master's and doctoral interns. This prompted requests by a few students to do a rotation through the Substance Use Treatment program. This is a new enhanced addition to the clinical training program. This may serve as a recruitment strategy for future positions as we grow the program.

Suicide Prevention First Responders Program

This program is funded through ARPA funds (CIT) and a Department of Mental Health grant (402). The programs goals are:

1. Increase access to peer support and mental health awareness and intervention training for First Responders and their Families.
 - a. 4 staff members are completing training in Mental Health First Aid, Advanced Peer Support, and Lethal Means Prevention for First Responders. Classes will be offered to participating police, fire, and emergency response systems in Will County.
2. Reduce the incidence of deaths by suicide among the First Responders community by supporting evidence-based interventions, specifically lethal means and related training supports.
 - a. 4 staff members have completed training to offer to Police departments. Equipment (gun locks and secured medication containers) have been purchased to support the training program.
3. Design and deliver a campaign to combat mental health stigma among First Responders and their families.
 - a. Curriculum has been designed.
 - b. Bid prepared for contracting with Illinois Law Enforcement Training and Standards Board-certified CIT instructors.



Mary Maragos
CEO, Community Health Center
October 2023

Illinois Primary Health Care Association (IPHCA) Sub-award/ CMS Navigator Grant – Once again we have been selected as a sub-awardee for a CMS grant to the IPHCA for an Insurance Navigator. The award is for \$57,000 to hire 1.0 FTE, from 8/27/23-8/26/24. This Navigator is expected to do outreach to underserved and uninsured individuals in our community and assist with insurance enrollment. It is not a requirement for the individuals served by the Navigator to be patients of our health center. The goal is for our Navigator to reach at least 357 consumers through outreach events, and then complete at least 177 Medicaid enrollments and at least 26.5 enrollments with an insurance on the “Marketplace.” We ask the Governing Council for its approval for us to accept this award and engage in this agreement.

New Health Resource and Services Administration (HRSA) grant funding to combat COVID-19 - On August 25, 2023, we received an unsolicited Notice of Award from HRSA, for the “FY 2023 Bridge Access Program.” The award is for \$47,421, to be spent from 9/1/23- 12/31/24 to support the following activities: COVID-19 testing and vaccinations, enabling/ patient support services for COVID-19 related activities (outreach, education, enrollment assistance, transportation, translation, care coordination), personnel who support COVID-19 related services and care delivery, and supplies related to these services. As a grant recipient, we have been given access to free COVID vaccines from HRSA. We have proposed to spend the funding to hire a replacement for our part-time nurse, Alma, who performs COVID vaccine administration and testing when she leaves at the end of December 2023. We will post for her replacement starting in November.

On-Site Ryan White Grant Program Review- Representatives from the AIDS Foundation of Chicago (AFC) visited the WCCHC on Monday Sept. 25 for an annual audit of our program. The AFC is the grant recipient of Federal Ryan White funding, and we are the sub-awardee. Funding supports primary care, dental, OB/gyn, BH, Substance Use Disorder, and laboratory services for uninsured patients who are diagnosed with HIV. It also funds a full-time medical case manager and social support services such as transportation, food, and rental assistance. We are audited for adherence to grant requirements, achievement of quality measures, accounting procedures, number of patients served, completion of reports and care plans. Currently our nurse care manager, Erin, has 37 active patients in her caseload; her maximum is set at 45 patients. The visit was successful. We will share the complete report from AFC once we receive it.

Grant received from American Academy of Pediatrics- As a Read Out and Read participant, our providers give new and nearly new books to all of our children at their well child visits, starting with their 4-month visit. Many children have no books of their own at home and parents are taught how to cuddle and read to their children and to develop daily reading routines. We applied for a grant to purchase more books and were awarded \$2,000! We have access to a website to purchase books starting at \$3-\$5 so we can renew our supply in a big way! We soon will have a site visit from Reach Out and Read administrators.

HRSA Site Visit – Every 2-3 years we are visited by HRSA auditors to review all of our policies, procedures, and financials to ensure we are complying with the numerous Federal Qualified Health Center (FQHC) requirements. We have received notice that our next visit will be this coming April 2024. As was done with the Joint Commission, Governing Council members will be asked to participate. In the coming months we will be sure to review Governing Council member responsibilities, so everyone feels comfortable with the visit.

Illinois Primary Healthcare Association's Annual Meeting- During the first week of October, Dr. Byrd, Phil Jass, and Stacy Baumgartner attended the IPHCA's annual meeting of all FQHCs in Illinois. For 3 days they learned of best practices, legislative matters affecting our patients and health centers, and had many opportunities for networking. They will have an opportunity to share some of their take-aways at our meeting this month.

MMaragos 10/6/23

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

Quality Initiatives:

- The health center underwent an ***audit of our Ryan White program*** at the end of September. The audit went exceptionally well; we will have a definitive report in the coming weeks.
- Brooks Middle school is expanding its laboratory services this week to include rapid testing for several infectious diseases and the further capability to collect and send testing for others.
- The medical records project continues, wherein we are restructuring how scanned documents are put into our system with the goal of improved access to data and increasing our outcome measures.

Infectious Disease Watch:

- ***Flu*** Season ***begins*** in September of each year, it ***peaks*** from December – February, and ***ends*** in April (though it has been known to extend into the month of May).

It is of note, that during the 2022 – 2023 Flu season in the US there were 26 million people sick with the Flu, 290,000 were hospitalized, and 19,000 who died

All employees are advised to obtain a Flu Vaccine by October 31, 2023 to protect themselves and their families; if they choose not to, they will be mandated to wear a mask.

A Flu vaccine is a contract requirement for all Providers.

- New ***COVID*** vaccine “update” is, of course, highly recommended, and should ideally be received during the month of October.

The COVID vaccine is now being called an “update” as it is now more like a Flu vaccine in that it is produced to cover the most common variant of COVID; now that variant is the Omicron XBB.1.5.

It differs from a “booster” in that it does not “boost” one’s immune system, the update provides protection from the most variants of COVID.

It will provide better protection from most variants as they are descendants of the Omicron variant, decrease hospitalizations, death.

Severity Indicators

Hospitalizations >

Hospital Admissions

19,079

(September 17 to September 23, 2023)

Trend in Hospital Admissions

-3.1% in most recent week



Aug 5, 2023

Sep 23, 2023

Total Hospitalizations

6,368,333

Deaths >

% of All Deaths in U.S. Due to COVID-19

2.7%

(September 17 to September 23, 2023)

Trend in % COVID-19 Deaths

+8% in most recent week



Aug 5, 2023

Sep 23, 2023

Total Deaths

1,144,539

Staffing:

Vacancies & Hires

- There continues to be a paucity of **Certified Medical Assistants** in the health center
 - * 10 open positions
 - 2 salary surveys pending, thus 2 potential new hires
 - with these two hires, that will total 4 hires since August 1st
 - * 5 temps are now in our employ
- **Behavioral Health Manager**
 - * 1 open position
 - * No current applicants
- **L.P.N.**
 - * 2 open positions
 - * 1 being interviewed on 10/4/2023
- **Family Medicine Physician**
 - * 1 open position
 - * No current applicants
 - * 1 pending applicant requesting to *volunteer*, being vetted

FOOD PROGRAM

1. David's Cookies recalled 960 units of "Marketside Chocolate Chip Explosion Cake" lot # BS23212 that has been sold in Walmart retail stores across the country. This recall is due to that the 960 units of "Marketside Ultimate Peanut Butter Chocolate Cake" were mislabeled with a label as "Marketside Chocolate Chip Explosion Cake" a name that does not depict peanut as a key ingredient and does not declare the peanut allergen warning on the label. No illnesses or injuries have been reported to date in connection with this mislabel. Subsequent investigation indicates the problem was caused at the labeling & packaging stage.
2. The sanitarians for the WCHD attended the 29th Annual Food Service Seminar hosted by the LaSalle County Health Department on September 11, 2023. The topics discussed included Pest Control, Fire Safety/Hood Inspection & Cleaning, Food Freedom in the United States, Peoria County Foodborne Illness Outbreak, Food Allergens and IDPH Food Program Update, Food Waste/Composting for Food Establishments, and Reduced Oxygen Packaging. This is a valuable seminar for our sanitarians to attend because it provides necessary updates to the food program, new concerns of emerging issues, and new and/or better strategies to mitigate foodborne illnesses.
3. A fast-food restaurant in Lockport had their food permit suspended for a back-up of sewage incident resulting in a potential imminent health hazard. The plumbing issue was corrected the following day and after one of the EH sanitarians verified the repairs and completion of the cleaning and sanitizing of the affected equipment and area the facility's food permit was reinstated.

EH LAB / WATER PROGRAM / SEWAGE

1. The EH Lab had the second highest amount of IMS samples processed this year while being short staffed, and a total of 2,820 lab samples analyzed compared to 2,694 for the month of August 2023.
2. The Water Program saw an overall decrease in activity compared to the previous month. This is reflected in a difference in payments received in August 2023 (\$10,025) compared to September 2023 (\$8,839.00).
3. The Sewage Program collected \$17,275 in fees for the month of September 2023 compared to \$12,265 for the month of August 2023. The EH Division has increased the collection activity for past due IMS Permit to Discharge fees and has seen an increase of paid past due balances to the amount of \$18,730 collected this month compared to \$4,765 collected the month of August 2023.

OTHER

- The Will County Health Department EH Division completed its West Nile Surveillance Program activities for the 2023 mosquito season. Three birds were sent to the Illinois Department of Public Health (IDPH) this season with one bird testing positive for West Nile Virus. All 14 of the EH Division's mosquito traps produced positive results for West Nile Virus this year.
 - Three EH sanitarians, one program coordinator, and the division director attended a Tick Surveillance workshop hosted by IDPH. The workshop focused on the newly awarded grant for Tick Surveillance for the Will County Health Department. The EH Division will complete six active tick surveillance events, submit collected ticks to IDPH for identification and pathogen testing, and provide four educational posts through local news media or social media to inform the public about personal protection against tickborne disease.
-

The vision of the Will County Health Department is to, “Deliver sustainable programs and policies in response to the public health needs of the community – in order to prevent disease and promote a healthier environment for all residents, business operators, and visitors”. This mission is both grand and essential. Therefore, the call to action that best meets this demand must be equal in parts both tenacious and creative. Nursing as a profession empowers people that are most up to task in order to meet this endeavor and the varying challenges it presents.

The career of nursing covers a vast array of subject fields and work environments to operate within. As such, it requires its workforce to afford a willingness to learn and adapt to consistently changing conditions; with the foremost goal being the best outcome for the population it serves. This requires a strong combination of both hard and soft skills. Where hard skills can translate to the ability to competently perform a medical procedure during a lifesaving event, soft skills may involve the ability to communicate before, during, and after such an event. The ability to offer a willingness and understanding to do both requires empathy and this is one the registered nurse’s greatest assets.

Public Health offers some of the greatest challenges and rewards for the nurses that work within it. It’s within this sector of care that a hard skill such as effectively assessing the health of a newborn and his/her mother in the home environment is matched with the task to offer patience and understanding when communicating with a stressed foster parent that is eager to learn but also overwhelmed by any new responsibilities and expectations related to their new role. No single person feels entirely comfortable operating under circumstances where they must relinquish their level of control, or await life-altering information, but it’s the registered nurse that proves time and time again of being uniquely capable of easing that burden in many work environments; and none so much as meeting the formidable standards that public health asks its workers to address.

Better Birth Outcomes (BBO) Registered Nurses work in various clinical and nonclinical capacities at the WCHD, including several maternal child case management programs. Better Birth Outcomes (BBO), funded by Illinois Department of Human Services (DHS), is a high-risk pregnancy case management program with services that are delivered by a team of maternal child nurses. The participants in BBO are considered high risk for various reasons including medical conditions such as diabetes and hypertension, as well as social reasons like education attainment or a history of domestic violence. Our kind, empathetic nurses visit with pregnant women each month throughout their pregnancy offering education, support, and guidance with the goal of preventing preterm birth and complications. Visits are conducted in person at the WCHD and in the clients’ homes. This allows the RN to assess family dynamics, their level of support, and the physical home environment. Additionally, our nurses maintain an open line of communication with the clients’ prenatal care provider, allowing for increased client advocacy. BBO participants remain in the program until they reach 6 weeks postpartum, where they are then referred to community organizations that provide home visiting and parenting skills services.

High-Risk Infant Follow-up (HRIF) Another Illinois DHS funded nurse-run case management program is High-Risk Infant Follow-up/Adverse Pregnancy Outcome Reporting System (HRIF/APORS). The goal of this program is to decrease morbidity in infants born with medical conditions such as prematurity, drug exposure, cardiac defects, or genetic conditions to name a few. The program also aims at preventing child abuse by educating parents regarding their child’s condition and the required care involved while also offering support. Our team reaches out to families within a few days of hospital discharge in order to offer our services, which include home visits and

developmental screenings. The purpose is to help prevent any gaps between hospital and home follow-up care while also assessing for the need for early intervention services like physical or speech therapy. Children can participate in HRIF/APORS until the age of 2 per the program rules; families are referred to parenting skills/home visiting programs upon completion of HRIF/APORS per the parents' consent.

Healthworks (HW), Medical Case Management (MCM) Our third and fourth case management programs are Healthworks (HW) and Medical Case management (MCM) for children in foster care. Although these case management services are delivered telephonically, they are impactful as they assist foster parents to maneuver through the confusing DCFS system. Here, the registered nurse is asked to engage the process creatively, by forming a connection to the foster parent while understanding the certain barriers that are presented by the telephonic form of communication. Tenacity is equally involved, as by consistently working within the interconnected team of workers to foster parents we ensure that the best outcome is met, and the agency's standards are upheld. Here, we have a team of 7 RNs and an assistant, with a current vacancy for an additional RN. Together, we manage a combined caseload of over 1,000 women and children in need and, with the end of the COVID pandemic restrictions, we have now resumed in-person and home visits: a welcome return to some sense of normalcy.

All of our maternal child case management programs are grant funded by Illinois DHS and DCFS/Youthcare, which affords us limited resources. However, our team of 7 nurses and an assistant continue to provide high quality care to the more than 1,000 women and children on our collective caseload and to the residents of Will County, regardless of income. The WCHD mission is accomplished because of this workforce's mindset: to empathetically serve the individual understanding that the act of service offers a greater outcome to the community as a whole. Ultimately, it comes down to a certain type of person that fulfills this role in order to operate as an effective member of the public health team. The right person brings with them a certain level of conviction. However, the right registered nurse brings with them a complex mixture of empathy and tenacity, along with a healthy dose of creativity in order to help further the success of aiding the public sector. It's this winning combination of these unique characteristics that helps qualify the right individual to meet this demand; resulting in the betterment of Will County as a whole.



FHS Case Management Staff. L to R, Arlene Hufnagl, CM assistant; Eskrika Crosby, RN; Rita Slechter, RN; Sylvia Muniz, MSN, RN; Nicole Collins, RN, BSN; Magda Lara, RN; Hillary Augustyn, RN; Esperanza Salvado, RN. Not pictured, Yanmei Liang, RN, BSN; Thomas Swierczyna, RN, BSN.



EP&R Program

- K. Weber, B. Agor, and E. Bilotta attended In the Midst of Chaos Conference on September 22, 2023. The conference was excellent this year. Speakers covered a variety of topics which included mental health and emergencies.
- On October 6th, the Will County Emergency Management Agency is hosting a Safety Symposium in Joliet. EP&R staff along with Kevin Juday from Administration and Sean Connors from Environmental Health will be attending. Topics discussed are the Highland Park shooting, the Tri-County Stockdale Fire, and Crisis Communications.
- K. Weber has explored working with an outside contractor to assist with updates to the Health Departments Emergency Operations Plan and exercises with the Command Center. After meeting with a few different contractors and soliciting quotes, it appears that Steve Mier from the Mier Consulting Group, Inc would best fit our program needs. A resolution is included in your BOH packet for your review and approval.
- EP&R will begin meeting with all of the Closed Point of Distribution (POD) partners. Dates and times of meetings are going out. Staff will be able to update all partners on the plans and their roles, as well as training for drills in the future.

BioWatch Updates

- K. Weber and B. Agor attended a meeting at the BioWatch Lap in Chicago on October 3rd. They were introduced to the new Jurisdictional Coordinator and had discussions on how the region would move forward with the new person. Discussions have also begun on what the BioWatch program will be doing in preparation for the Democratic National Convention next summer. The Jurisdictional Coordinator is the connection between players at the local level and the players at the federal level in the program.

COVID Tests

- During the month of September, our distribution of COVID test kits increased. We distributed 816 Binax tests to 3 different partner agencies/businesses.
- We ordered additional tests at the end of September and received them September 26, 2023.
- We currently have 576 Binax tests on hand.

Medical Reserve Corps (MRC)

- Two MRC medical volunteers attended this year's In the Midst of Chaos conference on September 22nd.
- We shared a volunteer opportunity with our volunteers to assist with the Miracle League of Joliet, a baseball league that caters to those with Special Needs. They were looking for volunteers to assist with their concession stand, to help with their Fall Fest, and to even become a buddy to a player.

- Our Medical Reserve Corps of Illinois (state level) applied and received grant funds to enhance the Medical Reserve Corps units in the state of Illinois. They have developed and implemented a survey (that we forwarded to our volunteers) seeking feedback to determine priorities for projects. MCR of Illinois has also made available some \$5,000 sub-award grant opportunities that EP&R is considering applying for.
 - We shared with our MRC a volunteer opportunity to assist Cook County who is looking for Spanish Translators to help provide translation services with their Damage Assessment process for their recent flooding.
-

MEDIA SERVICES

OCTOBER 2023



MONTHLY REPORT

KEVIN JUDAY, MANAGER

- Media Services designed a new trifold brochure for the Environmental Health Division and started meetings with Division Directors to compile information needed to update the WCHD's resource guide.
- Media Services also created new flyers to highlight services specific to the Eastern Branch Office and plans to do a flyer for the Northern Branch office are underway. An additional flyer promoting COVID-19 vaccine availability at all three branch offices has also been created and will be issued once the vaccine is received and available.
- Media Services met with the Mobilizing for Action Through Planning Partnership (MAPP) manager to begin the process of revising the MAPP webpage and moving all of the MAPP content back to the WCHD's website. It's currently hosted on the Will County GIS website.
- Media Services also wrote the first column to run in the Joliet Herald-News. This will be a column dedicated to Joliet and Will County agencies serving the community. The WCHD column, is estimated to run approximately every six weeks. The first column debuted on October 6.
- Media Services began working on the redesign of the Will County Health Department's website navigation. The plan is to re-organize our menus to make information and resources more readily accessible to the public.
- Media Services provided information to and attended meetings with the Fource to begin work on a new marketing campaign with the use of ARPA funding. The Fource is on the agenda for presentation.
- 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 Food Safety Month, Suicide Prevention Month and Prostate Cancer Awareness Month.

SOCIAL MEDIA

August 1-31



37
posts

360
engagements

96
reactions

18,022
impressions



33
posts

21
engagements

11
reactions

3,627
impressions



32
posts

31
engagements

30
reactions

665
impressions

**WILL COUNTY HEALTH DEPARTMENT
BOARD OF HEALTH REPORT
10/2023
September 2023
Stats**

Behavioral Health Statistics for 9/1/2023 - 9/30/2023	Month of September 2023	CFY 2023	CFY 2022
Child and Adolescent (C&A) Mental Health Programs	C&A Psychiatric Services		
	165	1,795	1,985
	C&A Orientation Services		
	45	337	189
	School Services		
	232	2,015	707
	C&A Services		
Joliet Office	247	2,317	1,667
Northern Branch Office	80	603	330
Virtual Visits	124	1,629	2,274
Eastern Branch Office	247	2,317	1,667
Off Site	274	2,495	1,845
Screening Assessment and Support Services/Mobile Crisis Response *Effective October 1st the SASS Program has been renamed to Mobile Crisis Response and now includes individuals of all ages	Mobile Crisis Response Screenings		
	269	2,628	2,259
	Mobile Crisis Response Counseling Services		
	233	3,040	3,744
	FSP Services		
	22	292	358
ICC (Intensive Care Coordination)/FSP(Family Support Program) *Effective October 1st the ICC Program name changed to Family Support Services (FSP)	Adult Psychiatric Services		
	Terminated Program 7/2016		
	Adult Orientation Services		
	39	259	228
	Adult Services		
	251	2,128	1,430
Joliet Office	60	325	137
Northern Branch Office	113	2,370	5,118
Virtual Visits	251	2,128	1,430
Eastern Branch Office	333	3,439	2,542
Off Site			

WILL COUNTY COMMUNITY HEALTH CENTER - Patients and Visits CY2023 as of September 30, 2023

								As of 8-31-23	As of 8-31-22					
		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	326	388	4	49					330	437	132	178	
3	Internists	92	0	0	0					92	0	54	0	
4	Obstetrician/Gynecologists	6555	6320	0	1					6555	6321	2335	2474	
5	Pediatricians	2365	1950	135	241	26	0			2500	2191	1521	1322	24
8	Total Physicians	9338	8658	139	291					9477	8949	4042	3974	
9a	Nurse Practitioners	7729	6835	1788	1650	79	0			9517	8485	4457	4058	71 (70 peds, 1 adul
10	Certified Nurse Midwives	364	368	0	0					364	368	264	207	
10a	Total NPs and CNMs	8093	7203	1788	1650					9881	8853	4721	4265	
11	Nurses	15	331	1	1					16	332	15	284	
15	Total Medical	17446	16192	1928	1942					19374	18134	8778	8523	
16	Dentists	4696	4063	0	0					4696	4063	2589	2209	
17	Dental Hygienists	530	304	0	0					530	304	464	282	
19	Total Dental Services	5226	4367	0	0					5226	4367	3053	2491	
20a	Psychiatrists	1000	902	2055	2248					3055	3150	683	735	
	Mental Health - Physicians other than Psychiatrists	304	296	8	1					312	297	273	259	
	Mental Health Nurse Practitioner	2435	1771	489	559					2924	2330	1259	1078	
20a	Licensed Clinical Psychologists	0	1	673	802					673	803	320	345	
20a	Licensed Clinical Social Workers	0	12	0	0					0	12	0	12	
20b	Other Licensed Mental Health Providers	887	839	73	393					960	1232	312	352	
20	Total Mental Health	4626	3821	3298	4003					7924	7824	2847	2781	
21	Substance Abuse Services	1314	1047	722	949					2036	1996	700	677	
22	Other Professional Services (Audiology)													
22b	Optometrists	328	452	0	0					328	452	324	432	
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							270	248					
	Circumcisions							56	48					
	Gyne Admissions including surgeries							44	55					
	Hospital Visits (ER & Admissions)							277	374					
	Dr. Flores' Newborn visits							60	48					
34	TOTALS							707	773	34889	32776	15703	14907	
	Unduplicated patients Year to date											10,329	9618	7.40%

OCTOBER 2023-DIVISIONAL STATISTICS REPORT				
ENVIRONMENTAL HEALTH		Sep-23	FY23 YTD	FY22 YTD
Food Program Activities		659	6,923	7,878
Water Program Activities		139	1,109	1,316
Sewage Program Activities		78	632	928
Other Program Activities (beaches, tanning facilities, etc.)		577	8,417	8,729
Aerobic Treatment Plant Samples		105	2,507	3,418
Number of Service Requests		34	276	328
Number of Complaints		53	558	527
Number of Well Permits		14	114	98
Number of Septic Permits		26	159	164
Number of Lab Samples Analyzed by EH Lab		2,820	26,558	20,885
TOTAL		4,505	47,253	44,271
OFFICE OF VITAL RECORDS		Sep-23	FY23 YTD	FY22 YTD
Births Recorded		392	3,743	3,644
Deaths Recorded		365	3,852	4,197

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	103			890
Better Birth Outcomes caseload	77	74	59	58	51	54	64	59	60	55			611
High Risk Medical Case Mgmt. caseload	292	300	299	302	308	298	285	287	264	267			2902
HealthWorks Lead Agency new wards	14	8	7	34	19	21	16	12	20	36			187
HealthWorks Lead Agency Medical Case Mgmt. caseload	755	755	736	746	751	742	726	736	700	713			7360
WIC caseload	8685	8686	8677	8930	8929	8931	8944	8891	8881	8774			88328
# students ages 11-19 served-TPP	163	0	237	370	418	140	0	NA	NA	NA			1328
# non-compliant businesses-SFIA	4	13	3	4	5	1	2	0	2	25			59
# partners provided technical assistance with developing tobacco policy	4	2	1	2	4	1	0	0	0	0			14
# clients immunized	207	219	171	219	224	216	265	357	569	253			2700
# travel clients immunized	19	24	9	34	16	42	33	21	9	29			236
# influenza vaccinations	78	43	18	42	15	15	12	0	0	226			449
# chlamydia cases	210	201	165	151	115	146	194	145	156	106			1589
# gonorrhea cases	40	46	29	35	43	21	47	46	50	33			390
# syphilis investigations	63	57	72	47	38	54	42	59	31	62			525
# HIV tests performed	14	13	21	11	24	18	20	28	31	17			197
# new child lead cases	2	1	1	2	5	1	5	0	9	0			26
# vision screenings	625	715	2021	1927	1277	NA	NA	NA	NA	NA			6565
# hearing screenings	919	1233	1201	1295	1601	NA	NA	NA	NA	NA			6249
# CD investigations	5613	3489	2914	2398	1406	993	632	841	1524	1673			21483



**WILL COUNTY BOARD OF HEALTH
RESOLUTION #23-57**

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

**APPROVAL OF A ONE YEAR EXTENSION OF THE GLOBAL SECURITY GROUP
CORPORATION CONTRACT FOR SECURITY SERVICES AT
THE WILL COUNTY HEALTH DEPARTMENT BUILDING, 501 ELLA AVENUE
AND
THE COMMUNITY HEALTH CENTER BUILDING, 1106 NEAL AVENUE**

WHEREAS, the Will County Board of Health approved the Global Security Group Corporation security services contract for a period of one year with a one-year extension option on October 19, 2022; and

WHEREAS, the Will County Health Department requires security services for the Health Department building at 501 Ella Avenue in Joliet, and the Community Health Center building at 1106 Neal Avenue in Joliet; and

WHEREAS, the Will County Health Department elects to exercise the one-year extension option of the Global Security Group Corporation contract effective December 1, 2023 through November 30, 2024 at the following rates of \$25.26 regular hourly, \$35.26 overtime hourly, and \$35.26 holiday hourly.

NOW, THEREFORE, BE IT RESOLVED, the Will County Board of Health hereby approves the one-year extension of the Global Security Group Corporation contract.

DATED THIS 18th day of October, 2023.

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

**BID FORM
ONE-YEAR CONTRACT FOR SECURITY GUARD SERVICES
2023-2024 CONTRACT**

Will County Health Department
501 Ella Avenue

Day shift \$ <u>25.26</u> per hour (Hourly rate)	Night shift \$ <u>25.26</u> per hour (Hourly rate)	\$ <u>35.26</u> per hour (Overtime Hourly Rate)	\$ <u>35.26</u> per hour (* Holiday Hourly Rate)
--	--	--	---

Community Health Center
1106 Neal Avenue

\$ <u>25.26</u> per Hour (Hourly rate)	\$ <u>35.26</u> per hour (Overtime Hourly Rate)	\$ <u>35.26</u> per hour (* Holiday Hourly Rate)
---	--	---

Sunny Hill Tuberculosis Center
501 Ella Avenue, Suite 2

\$ <u>25.26</u> per Hour (Hourly rate)	\$ <u>35.26</u> per hour (Overtime Hourly Rate)	\$ <u>35.26</u> per hour (* Holiday Hourly Rate)
---	--	---

* Any vendor observed holiday when the vendor is requested to work. Please supply a list of holidays your firm observes.

Signed by: M. M. Date: 10.5.2022
Title: CEC

Place corporate seal here:

The Will County Health Department, Community Health Center, and the Sunny Hill Tuberculosis Clinic Reserve the Right to Accept or Reject Any or All Bids Received.

Approved: <u>[Signature]</u> Paul Lauridsen, Chairman Community Health Center Governing Council	Date: <u>10/25/22</u>
Approved: <u>[Signature]</u> Billie Terrell, PhD, ACSW, President Will County Board of Health	Date: <u>10/19/22</u>
Approved: <u>Douglas Ruth</u> Doug Ruth, President Sunny Hill TB Clinic Board	Date: <u>11/4/22</u>

County Observed Holidays (subject to change) - Sunny Hill TB Clinic and Community Health Center are closed:

New Year's Day Martin Luther King Jr. Day Lincoln's Birthday Washington's Birthday (observed) Good Friday (Spring Recess) Memorial Day (observed) Juneteenth (observed) Independence Day	Labor Day Columbus Day (observed) Election Day (if a state holiday) Veterans' Day (observed) Thanksgiving Day Day After Thanksgiving Day Christmas Day
---	--



**WILL COUNTY BOARD OF HEALTH
RESOLUTION #23-58**

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

**APPROVAL OF THE YEAR 2 RENEWAL OF THE AVAYA SUBSCRIPTION
SUPPORT AGREEMENT – NOT TO EXCEED \$29,373.06**

WHEREAS, the Will County Board of Health approved the Avaya Subscription Support Agreement for a period of three years on October 19, 2022; and

WHEREAS, the Will County Health Department requires the Year 2 renewal of the Avaya Subscription Support Agreement; and

WHEREAS, the Avaya Subscription provides support for the Avaya Phone System and softphone capabilities in the Call Center for deaf and hard of hearing clients.

NOW, THEREFORE, BE IT RESOLVED, the Will County Board of Health hereby approves the payment of \$29,373.06 to Altura Communications Solutions for Avaya Subscription Support for Fiscal Year 2023.

DATED THIS 18th day of October, 2023.

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

Altura Communications Solutions

Tulsa, OK 74120
110 S. Hartford Ave.,

Invoice

Date	Invoice #
10/11/2023	700214

Bill To
Will County 302 N Chicago Street Joliet, IL 60432

Ship To
501 Ella Avenue Joliet, IL 60433

P.O. No.	Terms	Due Date	Project
Susan Olenek, Ex ...	Net 30	11/10/2023	

Description	Quantity	Rate	Amount
Prepaid Avaya Support Y1 25659-Will County HEA Main-Health Dept Main 501 Ella Avenue Joliet, IL 60433 ANNUAL AVAYA SUBSCRIPTION SUPPORT PERIOD 10/01/23 - 09/30/24	1	29,373.06	29,373.06T

ACH Payments can be made to: Altura Communication Solutions LLC Truist Bank Routing#061000104 Acct#1000272041806	Payments can be mailed to: 110 S. Hartford Ave, Suite 2502 Tulsa, OK 74120	Total	\$29,373.06
Please send remittance details or any questions to ar@waterfield.com			

**WILL COUNTY BOARD OF HEALTH
RESOLUTION #23-59**

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

**APPROVAL OF THE RENEWAL OF THE UKG KRONOS WORKFORCE CENTRAL
SAAS AGREEMENT – NOT TO EXCEED \$42,494.40**

WHEREAS, the Will County Health Department has contracted with UKG for the Kronos Workforce Central Software subscription since September 17, 2015; and

WHEREAS, the Will County Health Department contract was rolled into the Will County Workforce Dimension contract effective April 4, 2020; and

WHEREAS, the Will County Workforce Dimension contract was terminated and the Will County Health Department reverted to the Kronos Workforce Central Software agreement effective June 22, 2023; and

WHEREAS, the Kronos Workforce Central Software subscription is required for management and documentation of employee attendance, grant time and activities, and employee leave system.

NOW, THEREFORE, BE IT RESOLVED, the Will County Board of Health hereby approves the annual payment of \$42,494.40 to UKG for the Kronos Workforce Central Software subscription from June 22, 2023 through June 21, 2024.

DATED THIS 18th day of October, 2023.

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



Quote#: Q-197039
Expires: 29 Sep, 2023
Sales Executive: Jason Coppi
Effective Date: Effective as of the date of last signature of this Order

ORDER FORM

Order Type: Quote
Date: 28 Sep, 2023

Customer Legal Name:
WILL COUNTY HEALTH DEPT

Ship To: WILL COUNTY HEALTH DEPT
501 ELLA AVE
JOLIET, IL 60433-2799 USA

Customer Legal Address:
501 ELLA AVE, JOLIET, IL 60433-2799 USA

Bill To: WILL COUNTY HEALTH DEPT
501 ELLA AVE
JOLIET, IL 60433-2799 USA

Bill To Contact:

Ship To Contact: Stacey Knack

Ship to Phone: (815) 727-8822
Ship to Mobile:
Contact: Stacey Knack
Email: cloudservices-licensing@ukg.com

Currency: USD
Customer PO Number:
Solution ID: 6081012
Initial Term: 12 months
Uplift Percent: 4 %

Shipping Terms: Shipping Point
Ship Method: FedEx Ground
Freight Term: Prepay & Add
Renewal Term: 12 months
Payment Terms: Net 30 Days

Billing Start Date: 22 Jun, 2023
Data Center Location: USA

Subscription Services

Billing Frequency: Annual in Advance

Subscription Services	Quantity	PEPM	Monthly Price
WORKFORCE TIMEKEEPER V8 SAAS	350	USD 3.21	USD 1,123.50
WORKFORCE MANAGER V8 SAAS	55	USD 9.44	USD 519.20
WORKFORCE ACTIVITIES V8 SAAS	300	USD 0.94	USD 282.00



Subscription Services	Quantity	PEPM	Monthly Price
WORKFORCE LEAVE V8 SAAS	350	USD 0.76	USD 266.00
WORKFORCE ACCRUALS V8 SAAS	350	USD 0.38	USD 133.00
WORKFORCE EMPLOYEE V8 SAAS	350	USD 0.76	USD 266.00
WORKFORCE INTEGRATION MANAGER V8 SAAS	350	USD 0.28	USD 98.00
WORKFORCE TIMEKEEPER V8 SAAS	150	USD 4.40	USD 660.00
WORKFORCE ACTIVITIES V8 SAAS	150	USD 1.29	USD 193.50
WORKFORCE INTEGRATION MANAGER V8 SAAS	150	USD 0.00	USD 0.00
WORKFORCE EMPLOYEE V8 SAAS	150	USD 0.00	USD 0.00
WORKFORCE MANAGER V8 SAAS	15	USD 0.00	USD 0.00
WORKFORCE MOBILE EMPLOYEE V8 SAAS	150	USD 0.00	USD 0.00
WORKFORCE MOBILE MANAGER V8 SAAS	15	USD 0.00	USD 0.00
Total Price			USD 3,541.20

Education Services

Billing Frequency: Invoiced Upon signature of the Order form

Item	Quantity	Unit Price	Total Price
KNOWLEDGE PASS SAAS WFC SMB	350	USD 0.00	USD 0.00
Total Price			USD 0.00

Quote Summary

Item	Total Price
Total Monthly SaaS and Equipment Rental Fees	USD 3,541.20

Item	Total Price
Purchased Training	USD 0.00

Order Notes:

This Order is subject to the terms and conditions of the Workforce Central - Software As A Service Terms and Conditions between Kronos Incorporated, a UKG company and Customer dated 9/17/2015 (the "Agreement").


The parties acknowledge upon execution of this order, that the Workforce Dimensions Agreement and its order form dated 4/24/2020 shall be terminated in full and any fees paid will not result in a credit. All fees due under the Workforce Central SaaS Agreement shall be due in accordance with the Billing Start Date indicated on this order form.



The 150 Workforce Timekeeper bundle on this Order Form includes: Workforce Timekeeper, Workforce Manager 1:10 Ratio, Workforce Employee, Workforce Integration Manager, Workforce Mobile Employee, Workforce Mobile Manager. The costs of any individual Subscription Service(s) included in the Timekeeper Bundle (i.e., Workforce Manager) will be set forth on a mutually agreed upon Order Form based on UKG's then current list price.



IN WITNESS WHEREOF, the parties have caused this Order to be executed by their authorized representatives and shall be effective as of the date of the last signature below.

WILL COUNTY HEALTH DEPT	Kronos Incorporated
Signature: 	Signature: _____
Name: <u>Elizabeth Bilotta</u>	Name: _____
Title: Executive Director	Title: _____
Date: * <u>9/29/23</u>	Date: _____
<p>The monthly price on this Order has been rounded to two decimal places for display purposes. As many as eight decimal places may be present in the actual price. Due to the rounding calculations, the actual price may not display as expected when displayed on your Order. Nonetheless, the actual price on your invoice is the true and binding total for this Order for purposes of amounts owed for the term.</p>	
<p>* Verbal approved from BOH President DR. Terrell on 9/29/23 to sign order form</p>	



**WILL COUNTY BOARD OF HEALTH
RESOLUTION #23-60**

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

**APPROVAL OF PAYMENT FOR MEDIA CAMPAIGN ACTIVITIES– NOT TO EXCEED
\$36,875**

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

WHEREAS, the FOURCE Group was selected as the Communication Management group through a Request for Qualifications (RFQ) to develop, implement and administer an overall marketing and communications campaign; and

WHEREAS, invoices presented cover Strategic Planning Phase I and Phase II activities and Creative Development Phase I and Phase II activities provided through September 2023; and

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

NOW, THEREFORE, BE IT RESOLVED, the Will County Board of Health hereby approves payment of the media campaign activities to The FOURCE Group not to exceed \$36,875.

DATED THIS 18th day of October, 2023.

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

**BILL TO**

ELIZABETH BILOTTA
WILL COUNTY HEALTH
DEPARTMENT
501 Ella Avenue, Joliet, IL
60433
JOLIET, IL 60433

HII THIS IS YOUR 8574**INVOICE #****DATE** 09.28.2023**DUE DATE** 09.28.2023**TERMS** DUE ON RECEIPT**ACTIVITY****QTY****RATE****AMOUNT****STRATEGIC PLANNING****STRATEGIC PLANNING PHASE I**

1

9,875.00

9,875.00

CONDUCTED MARKET RESEARCH.

CONDUCTED COMMUNICATIONS AUDIT OF VARIOUS DEPARTMENTS
AND SERVICES INCLUDING THE COMMUNITY HEALTH CENTER,
BEHAVIORAL HEALTH, WELL WOMAN, WELL CHILD, PRIMARY CARE,
DENTAL AND ENVIRONMENTAL SERVICES.

DEVELOPED APPROACH TO INCLUDE PROMOTIONAL PUSHES FOR
VARIOUS DEPARTMENTS AND SERVICES.

CREATED A MEDIA CALENDAR AND APPROACH FOR TARGETED AND
GENERAL POPULATIONS. DEVELOPED MESSAGING.

THANK YOU FOR YOUR BUSINESS. WE
TAKE ACH + CREDIT CARD PAYMENTS.
THANK YOU! It's been GREAT working with
you. Contact us again.

BALANCE DUE**\$9,875.00**

**BILL TO**

ELIZABETH BILOTTA
WILL COUNTY HEALTH
DEPARTMENT
501 Ella Avenue, Joliet, IL
60433
JOLIET, IL 60433

HII THIS IS YOUR 8578**INVOICE #****DATE** 09.28.2023**DUE DATE** 09.28.2023**TERMS** DUE ON RECEIPT**ACTIVITY****QTY****RATE****AMOUNT****STRATEGIC PLANNING**

1

7,800.00

7,800.00

STRATEGIC PLANNING PHASE II

CONDUCTED MARKET RESEARCH.

CONDUCTED COMMUNICATIONS AUDIT OF VARIOUS DEPARTMENTS

AND SERVICES INCLUDING THE COMMUNITY HEALTH CENTER,
BEHAVIORAL HEALTH, WELL WOMAN, WELL CHILD, PRIMARY CARE,
DENTAL AND ENVIRONMENTAL SERVICES.DEVELOPED APPROACH TO INCLUDE PROMOTIONAL PUSHES FOR
VARIOUS DEPARTMENTS AND SERVICES.CREATED A MEDIA CALENDAR AND APPROACH FOR TARGETED AND
GENERAL POPULATIONS. DEVELOPED MESSAGING.

THANK YOU FOR YOUR BUSINESS. WE
TAKE ACH + CREDIT CARD PAYMENTS.
THANK YOU! It's been GREAT working with
you. Contact us again.

BALANCE DUE**\$7,800.00**

**BILL TO**

ELIZABETH BILOTTA
WILL COUNTY HEALTH
DEPARTMENT
501 Ella Avenue, Joliet, IL
60433
JOLIET, IL 60433

HII THIS IS YOUR 8575**INVOICE #****DATE** 09.28.2023**DUE DATE** 10.09.2023**TERMS** DUE ON RECEIPT

ACTIVITY	QTY	RATE	AMOUNT
CREATIVE DEVELOPMENT CREATIVE DEVELOPMENT PHASE I _____ RIGHT HERE CAMPAIGN	1	9,350.00	9,350.00

CREATED AN OVERALL LOOK AND FEEL FOR THE "RIGHT HERE"
CAMPAIGN FOR THE FOLLOWING SERVICE LINES:

PRIMARY CARE,
BEHAVIORAL HEALTH,
WELL BABY,
WELL WOMAN,
ADDICTION,
VACCINATIONS AND IMMUNIZATIONS.

PRODUCED VARIOUS EXECUTIONS INCLUSIVE OF COPYWRITING AND
GRAPHIC DESIGN FOR EACH OF THE ABOVE SERVICE LINES INCLUDING
PRINT, POSTERS, FLYERS, TRANSIT, SOCIAL MEDIA AND DIGITAL MEDIA.

PRESENTED INITIAL CONCEPTS AND DESIGNS FOR APPROVAL.
WORKING WITH THE DEPARTMENT TO SCHEDULE PHOTO AND VIDEO
SHOOT FOR OCTOBER 24 AND 25 FOR EXECUTION OF CAMPAIGN IN
NOVEMBER.

THANK YOU FOR YOUR BUSINESS. WE
TAKE ACH + CREDIT CARD PAYMENTS.
THANK YOU! It's been GREAT working with
you. Contact us again.

BALANCE DUE**\$9,350.00**

**BILL TO**

ELIZABETH BILOTTA
WILL COUNTY HEALTH
DEPARTMENT
501 Ella Avenue, Joliet, IL
60433
JOLIET, IL 60433

HII THIS IS YOUR 8579**INVOICE #****DATE** 09.28.2023**DUE DATE** 10.09.2023**TERMS** DUE ON RECEIPT**ACTIVITY****QTY****RATE****AMOUNT****CREATIVE DEVELOPMENT**

CREATIVE DEVELOPMENT PHASE II
RIGHT HERE CAMPAIGN

1

9,850.00

9,850.00

CREATED AN OVERALL LOOK AND FEEL FOR THE "RIGHT HERE"
CAMPAIGN FOR THE FOLLOWING SERVICE LINES:

PRIMARY CARE,
BEHAVIORAL HEALTH,
WELL BABY,
WELL WOMAN,
ADDICTION,
VACCINATIONS AND IMMUNIZATIONS.

PRODUCED VARIOUS EXECUTIONS INCLUSIVE OF COPYWRITING AND
GRAPHIC DESIGN FOR EACH OF THE ABOVE SERVICE LINES INCLUDING
PRINT, POSTERS, FLYERS, TRANSIT, SOCIAL MEDIA AND DIGITAL MEDIA.

PRESENTED INITIAL CONCEPTS AND DESIGNS FOR APPROVAL.
WORKING WITH THE DEPARTMENT TO SCHEDULE PHOTO AND VIDEO
SHOOT FOR OCTOBER 24 AND 25 FOR EXECUTION OF CAMPAIGN IN
NOVEMBER.

THANK YOU FOR YOUR BUSINESS. WE
TAKE ACH + CREDIT CARD PAYMENTS.
THANK YOU! It's been GREAT working with
you. Contact us again.

BALANCE DUE**\$9,850.00**

**WILL COUNTY BOARD OF HEALTH
RESOLUTION #23-61**

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

**APPROVAL TO CONTRACT WITH MIER CONSULTING GROUP, INC FOR
CONSULTANT SERVICES- NOT TO EXCEED \$19,500**

WHEREAS, the Administration division of the Will County Health Department operates the Emergency Preparedness and Response program; and

WHEREAS, grant dollars have been appropriated under the Public Health Emergency Preparedness (PHEP) and Cities Readiness Initiative (CRI) grants to support consultant services necessary for the revision of the Emergency Operations Plan and for Tabletop Exercise training required for program operations.

NOW, THEREFORE, BE IT RESOLVED, the Will County Board of Health hereby approves the agreement from December 1, 2023 through June 30, 2024 with Mier Consulting Group, Inc. in the amount not to exceed \$19,500.

DATED THIS 18th day of October, 2023.

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

Mier Consulting Group, Inc.

CONTRACT



EOP and Exercise Consultant

October 4, 2023



This page intentionally left blank

September 23, 2023

Katie Weber
Emergency Preparedness & Response
Emergency Response Coordinator
Will County Health Department

RE: Exercise Consultant

Dear Ms. Weber:

Mier Consulting Group, Inc. (MCG) is pleased to submit the attached contract to the Will County Health Department (WCHD) to serve as a consultant in the design, conduct and after-action reporting of a tabletop exercise and a revision of the Emergency Operations Plan (EOP).

MCG is uniquely qualified to address WCHD's needs for a comprehensive and thoughtfully designed dispensing TTX and revised EOP. Engagements that are specifically related to this project include medical countermeasures (MCM) exercises and plans in Massachusetts, Chicago, Indiana, California, Ohio and Florida. These include MCM plan development, training, and discussion-based (e.g. TTX) as well as operations-based (e.g. FSE and FX) exercises. As the Project Manager on this initiative, I will bring real-world experience as a former subject matter expert by the CDC's Board of Scientific Counselors to steer a workgroup to recommend forward thinking strategies for the mass dissemination of oral antibiotics in a large release of aerosolized anthrax.

We are excited about this opportunity to work with WCHD to successfully deliver a relevant and meaningful anthrax tabletop exercise and a revised EOP that takes into account evolutions in response during COVID-19 and addresses the unique considerations for Will County. If there are any questions, please feel free to contact me by phone at 773-354-2136, or by email at steve@themiergroup.com.

Sincerely,



Steve Mier
President

TABLE OF CONTENTS

SECTION 1: Deliverables – Approach and Timeline	5
SECTION 2: MCG Qualifications	10
SECTION 3: Price Quotation	15
SECTION 3: References.....	16

SECTION 1: Deliverables – Approach and Timeline

It is our understanding that WCHD is in need of the following products/services:

- Anthrax Dispensing Tabletop Exercise (TTX)
- Revision of the WCHD Emergency Operations Plan (EOP)

Table 1: Deliverables, Tasks, and Schedule

Anthrax Dispensing TTX		
Activities	Deliverable	Date
Draft Approach Plan	MCG will develop a detailed project plan that includes the proposed timeline, necessary resources, and dependencies for each phase of the project. This will include milestones, deliverables, tasks, and sub-tasks.	December, 2023
Develop Exercise Planning Team (EPT)	MCG will meet with the WCHD POD to determine the members of the planning team and to develop rules of engagement between MCG and planning team	December, 2023
Initial Planning Meeting	This meeting will be conducted in person or virtually at the request of WCHD. In this meeting, we will review existing exercise requirements, objectives, schedule, logistics, expectations, and participant roles. Establish timelines, objectives, and participants. Minutes from each planning meeting will be taken by MCG and distributed to the planning team within 24 hours following each meeting (initial, mid-term, and final).	January, 2024

Anthrax Dispensing TTX		
Activities	Deliverable	Date
Information Gathering and Key Informant Interviews	MCG will work with the WCHD planning team to identify the materials to be reviewed prior to the exercise and identify key stakeholders to engage in the development of exercise tasks. MCG will conduct these stakeholder interviews and incorporate suggestions into the exercise design. These stakeholders will include, but not be limited to: public health, EMA, transportation, etc.	January, 2024
Mid-term Planning Meeting	In this meeting, will review information gathered from key informant interviews. Drafted scenario will be reviewed along with task sequence and expected player actions (initial SitMan draft). This information will be used to develop the TTX materials. If requested, MCG can provide an online platform for this meeting.	February, 2024
Develop TTX materials	MCG will develop the exercise slides along with the SitMan, MSEL, exercise evaluation guides, and other materials for the TTX and provide electronic versions to the exercise planning team. MCG will provide printed copies of all materials to evaluators, participants, observers, and others as appropriate.	February, 2024
Final planning meeting	Review TTX exercise materials, schedule, players and logistics. This meeting may be used to review all final documents prior to the exercise, the participants, and logistics. If requested, MCG can provide an online platform for this meeting.	March, 2024

Anthrax Dispensing TTX		
Activities	Deliverable	Date
TTX Evaluation	MCG will provide 2 HSEEP trained evaluators for the day of the exercise. MCG will develop the participant feedback form, distribute the form and collect at the end of the exercise along with the sign in sheets.	April, 2024
TTX Facilitation	MCG will conduct the TTX at the location secured by WCHD. MCG will provide facilitation and evaluation during the exercise. MCG will custom-develop the exercise evaluation guides with metrics that are specific to the needs of WCHD agencies and partners. MCG will provide audio-visual equipment as necessary.	April, 2024
Develop and Deliver After Action Report	MCG evaluators are HSEEP-trained and will document all measured tasks and synthesize the information into an after action report which will identify strengths, weaknesses, and recommendations for improvement planning. An initial draft will be delivered electronically to the planning team. An after action meeting will be facilitated by MCG with the planning team to incorporate changes. The final draft will be sent to all participants following the incorporation of changes.	May, 2024

Emergency Operations Plan Revision		
Activities	Deliverable	Date
Review Existing EOP	MCG will review all sections of the existing EOP. The EOP will be cross-walked with existing guidance to include FEMA CPG 101 and the Emergency Management Accreditation Program (EMAP). Sections that appear outdated or missing will be flagged for follow-up.	October, 2023
Focus Group	MCG will conduct a focus group of 5-7 WCHD representatives. The intent of the focus group will be to re-imagine how the WCHD EOP will be structured with respect to evolutions in response discovered in COVID as well as changes in WCHD strategic direction and capabilities.	November, 2023
EOP Draft Revisions	MCG will take all recommendations from the focus group and make revisions. Particular concentration for this rewrite will focus on environmental health, mental/behavioral health, public information, and information technology, among others. The EOP will be housed in a MS Teams site for key WCHD contacts to view and make comment. MCG will rewrite EOP annexes where necessary, update the command and control process, develop job action sheets (JAS) and incident response guides (IRG) among other EOP job aids and tools. The first draft will be provided to the focus group representatives for review and comment (2 week review period). MCG will take any changes from the group and incorporate as necessary.	November-December, 2023

Emergency Operations Plan Revision		
Activities	Deliverable	Date
EOP Seminar	An online seminar will be conducted for any and all WCHD personnel, as determined by the WCHD POC. The intent of the seminar will be to review the draft EOP in its entirety and accept any feedback for adjustments.	January, 2024
EOP Finalize	Once comments from the seminar are incorporated, MCG will deliver a final EOP to WCHD.	February, 2024

SECTION 2: MCG Qualifications

With a cohesive team of subject matter experts with real-world health system, public health department, emergency medical services, and emergency management experience, MCG has a rich and successful history of developing healthcare system-preparedness plans and exercises in complex environments with multiple stakeholder organizations. Our process adheres to strict project management principles and the use of effective systems (human and technological). This approach has been refined over the years through the development of national and multi-region healthcare system preparedness planning, training, and exercise products/services for large public health jurisdictions, healthcare systems and healthcare coalitions in Chicago, Florida, California, Indiana, Ohio, and Tennessee. Since our inception in 2007 we have conducted over 200 HSEEP exercises to a pool of over 20,000 healthcare personnel and first responders.

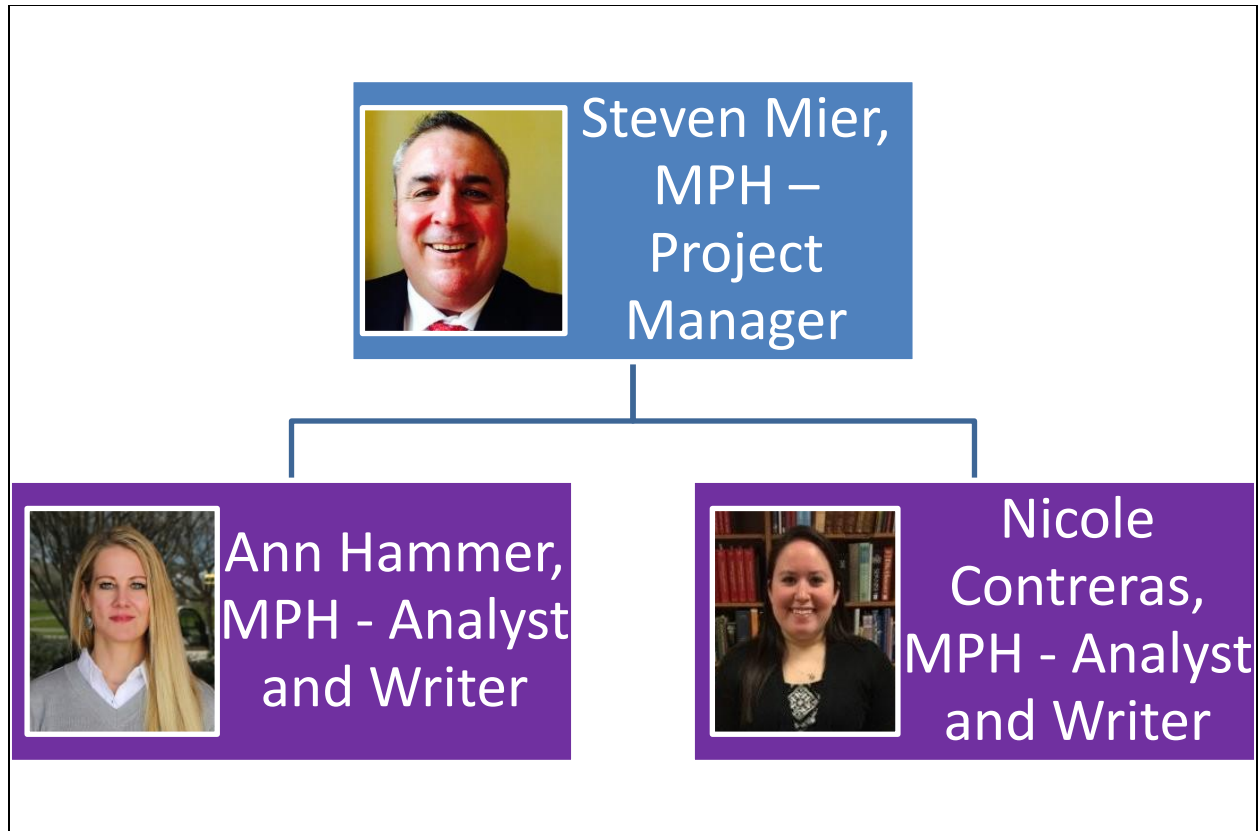
MCG has a broad set of experiences with Public Health Departments across the Country allowing us to bring a depth of understanding and best practices that can meet planning and exercise needs for Cook County Department of Public Health (CCDPH). Some of the Public Health (PHEP and HPP) exercise types we have conducted include: medical countermeasures administration, food and water supply contamination, hazardous materials releases/incidents, chemical, radiological and biological detection, radiation-injury surge, industrial accidents, natural disasters, mass casualty incidents, and laboratory incidents.

Current and Former Clients:

- Alameda County (CA) Public Health Department
- Association of State and Territorial Health Officers (ASTHO)
- Broward County (FL) Health Department
- Cambridge Health Alliance (Boston, MA)
- Chicago Health System Coalition for Preparedness and Response (CHSCPR)
- Chicago Department of Public Health
- City of Berkeley (CA) Public Health
- City of San Francisco Department of Public Health
- DeKalb County Health Department
- DuPage County Health Department

- City of Evanston (IL), Health and Human Services
- Florida Department of Health
- Franciscan Alliance – St. Margaret Hospital (IN)
- The Hospital Council of Northwest Ohio
- Illinois Department of Public Health
- Illinois Emergency Management Agency
- Illinois EMS Regional HCCs (multiple – 6, 7, 8, 9, 10)
- Institute of Food Technology
- Kindred Healthcare
- Marin County Health and Human Services
- Massachusetts Area Planning Council – Boston MA
- Methodist Hospitals (Northwest Indiana)
- Napa County Health and Human Services (CA)
- Northwestern Medicine (Chicago, IL)
- Northwestern University (Evanston, IL)
- Northwest Indiana District 1 Hospital Coalition
- Porter County (IN) Health Department
- Radiation Injury Treatment Network – National Marrow Donor Program
- Rush University Medical Center (Chicago, IL)
- Tennessee Department of Health
- Tennessee Highland Rim Healthcare Coalition (Nashville, TN)
- Winnebago County Health Department

The Project Team



Steve Mier, MPH

Mr. Mier has over 30 years of experience in the field of public health and emergency management, with the Centers for Disease Control and Prevention, the City of Chicago Office of Emergency Management and Communications, the Chicago Department of Public Health, the Center for Infectious Disease Research and Policy (CIDRAP) from the University of Minnesota, and Sandia National Laboratories. Mr. Mier is currently the owner and president of Mier Consulting Group, Inc. and received his Master's in Public Health from the University of Illinois-Chicago.

He has spent nearly 20 years deeply involved in the area of coordinated preparation and response to large-scale disasters and emerging infectious diseases with a focus on response to mass casualty incidents, the dissemination of local and national stockpiles of pharmaceuticals, and healthcare emergency operations. During his time with Sandia National Laboratories, Mr. Mier developed and refined emerging and novel infectious disease response plans on location in international settings in India, Nigeria, Ghana, and Vietnam. Most recently, he has provided subject matter expertise/planning support and after-action review for the COVID-19 response in Illinois, Indiana, Tennessee and California to public health departments, emergency management agencies, and healthcare systems. Mr. Mier also is experienced in the design and application of

computer simulation models for use in planning and exercise conduct related to disasters. He has served as the chief architect in several large and complex public health preparedness and medical surge plans and exercise programs in Chicago, Indiana, Florida, California, and Tennessee.

Mr. Mier has real-world experience in developing POD operational and tactical plans to include medical screening/dispensing algorithms, patient queueing, safety, pharmacy storage, dispensing, and patient follow-up. While in Chicago, he engineered several multi-POD training and exercise initiatives to not only include oral dispensing of antibiotics, but also vaccine administration.

These best practices Mr. Mier has developed have been carried over to other jurisdictions he has consulted in Florida and Indiana, well as the design, execution, and evaluation of tabletop, functional, and full-scale exercises.

Ann E. Hammer, MPH

Ms. Hammer is a Senior Emergency Management Consultant with over 15 years of experience in the field of public health with the Minnesota Department of Health (MDH), the Center for Infectious Disease Research and Policy (CIDRAP) at the University of Minnesota, and as a contractor for the U.S. Department of Homeland Security (DHS). In the past 5 years, her concentration has been on healthcare system response planning (e.g., Ebola, high consequence infectious disease), the use of data analysis applications/models for epidemiological study, and exercise development/execution to validate plans and maintain proficiency across all-hazards and a multitude of response disciplines. Ms. Hammer earned her Masters of Public Health from the University of Minnesota and has been a consultant with MCG for the past 10 years.

Ms. Hammer has participated in real world response and after-action analysis for the 2013 San Francisco foodborne outbreak, the 2015 City of Chicago Ebola event, and the 2020 COVID-19 pandemic. In addition, she has led development of the Chicago Healthcare Coalition Ebola Concept of Operations (2016) and High-Consequence Infectious Disease Annex to the Emergency Operations Plan (2020) which required literature review of infection control practices, methods and pilot implementation of monitoring tools for ill staff, and alignment with state and federal guidance for disease control, reporting, and return to routine operations. Her role in exercise and training programs across multiple jurisdictions is to provide subject matter expertise in public health measures, analysis of healthcare system capacity (e.g., ICU beds, ventilators, staff) to produce reports for U.S. Department of Health and Human Services/ASPR, and evaluating public health information sharing and guidance development for both healthcare and the general public. In regards to the current COVID-19 pandemic, Ms. Hammer is providing input to plans developed to open alternate housing and alternate care facilities in the City of Chicago/Cook County, analyzing real time healthcare system surge data, and early in the response supported task forces evaluating testing needs and telehealth options. Over the years, Ms. Hammer has worked with stakeholders from the public sector, private sector, and non-government organizations both domestically and internationally. Her demonstrated capacity for

engaging and resonating with stakeholders, as well as her ability to verbally and visually create user-friendly plans and tools has resulted in the development of many successful products.

Nicole Contreras, MPH

Nicole Contreras is an Emergency Management Associate who has provided planning support and after-action review for the COVID-19 pandemic response in Illinois and Texas to public health departments, emergency management agencies, and healthcare systems. This support also includes providing Planning Section support to the City of Chicago's COVID Emergency Operations Center and Command Center support to the State of Illinois' Metro South Alternate Care Facility. Nicole has also contributed to numerous Emergency Management Tabletop Exercises and the related After-Action Reports and analyses. During her time at Blue Cross and Blue Shield of Illinois, Nicole expanded the Care Van Program to include additional staff and an additional van, which allowed the program's services to reach as far south as Alexander County and as far north as Jo Daviess County in Illinois. Nicole also worked closely with the Chicago Department of Public Health, Cook County's Stroger Hospital, and Advocate Illinois Masonic Medical Center to provide childhood vaccinations and flu shots throughout Cook County and to determine how best to provide Women's Health services to underserved areas of the city via the Care Van. Nicole holds a BA in English from the University of Illinois at Urbana-Champaign and an MPH from Benedictine University.

SECTION 3: Price Quotation

The TTX and the EOP rewrite can be completed for \$19,500. If WCHD will require additional product deliverables that would require MCG to extend beyond the hours listed below, a change in agreement will be required. MCG will invoice this project in 2 installments as follows:

- Following the completion of the EOP revision = \$12,000
- Following the completion of the TTX AAR = \$7,500

SECTION 4: References

Chicago Healthcare System Coalition for Preparedness and Response Chicago, IL

Years as customer: 2009-Present

Elisabeth K. Weber, RN, MA, CEN

Phone: 312-636-3689

Email: Elisabeth.Weber@cityofchicago.org

Radiation Injury Treatment Network (RITN) Minneapolis, MN

Years as customer: 2012-Present

Cullen Case, CEM

Phone: 612-214-3549

Email: ccase@NMDP.ORG

Illinois Health and Hospital Association Chicago, IL

Years as customer: 2009-Present

Keneatha Johnson, MPH


Phone: 630-276-5415

Email: kjohnson@team-ihh.org

SECTION 5: Signature Page

The scope of work in this agreement, along with the schedule, budget and payment terms are approved by both parties as indicated below.

Mier Consulting Group (Contractor)



Steve Mier, MPH – President

October 4, 2023

Date

Will County Health Department (Sponsor)

Signature

Name/Title Printed

Date

Page intentionally left blank



**WILL COUNTY BOARD OF HEALTH
RESOLUTION #23-62**

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

**APPROVAL TO ADOPT THE FY2023-2024 PURCHASED VACCINATION FEE
SCHEDULE**

WHEREAS, the Family Health Services division of the Will County Health Department provides recommended childhood and adult vaccines and international travel vaccines; and

WHEREAS, the Family Health Services division participates in government sponsored programs to receive free childhood and select adult vaccines which are provided to eligible uninsured and under-insured individuals at the program allowed administration fee; and

WHEREAS, the Family Health Services division also purchases vaccine for individuals ineligible for government sponsored programs and/or vaccines unavailable through government sponsored programs; and

WHEREAS, the Family Health Services division periodically reviews and updates purchased vaccination fees as necessary to cover vaccine costs and to maximize revenue.

NOW, THEREFORE, BE IT RESOLVED, the Will County Board of Health hereby approves the adoption of the purchased vaccination fee schedule, effective October 19, 2023.

DATED THIS 18th day of October, 2023.

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

Purchased Vaccination Fee Schedule		50th percentile X Geographic Adjustment Factor (1.049)	Excise Tax	Admin Fee	Total Fee	Proposed Fee 2023-2024 50th Percentile Usual & Customary	Current FHS Fee
VACCINE WORKSHEET- FY23-24							
90686/G0008HD	Fluarix and Flulaval	\$24.44	\$0.75	\$32.70	\$57.89	\$58.00	\$40.00
90686/G0008HD	Flulaval	\$24.44	\$0.75	\$32.70	\$57.89	\$58.00	\$40.00
90662HD/G0008HD	Flu High-Dose-65+	\$79.72	\$0.75	\$32.70	\$113.17	\$114.00	\$72.00
90681HD/99211HD	Rotarix-2 dose	\$188.82	\$0.75	\$40.00	\$229.57	\$230.00	\$204.00
90700HD/99211HD	DTaP-under 7 Infanrix	\$55.60	\$2.25	\$40.00	\$97.85	\$98.00	\$95.00
90715HD/99211HD	Tdap-7+ Boostrix	\$80.77	\$2.25	\$40.00	\$123.02	\$124.00	\$116.00
90715HD/99211HD	Tdap-7+ Adacel	\$80.77	\$2.25	\$40.00	\$123.02	\$124.00	\$116.00
90714HD/99211HD	Td Akorn	\$50.35	\$1.50	\$40.00	\$91.85	\$92.00	\$86.00
90723HD/99211HD	Pediarix (DTaP/IPV/Hep B)	\$142.66	\$3.75	\$40.00	\$186.41	\$187.00	\$171.00
90698HD/99211HD	Pentacel (DTaP/IPA/Hib)	\$160.50	\$3.75	\$40.00	\$204.25	\$205.00	\$181.00
90696HD/99211HD	Kinrix (DTaP/IPV)	\$103.85	\$3.00	\$40.00	\$146.85	\$147.00	\$133.00
90713HD/99211HD	IPV (Polio)	\$60.84	\$0.75	\$40.00	\$101.59	\$102.00	\$96.00
90647HD/99211HD	Hib-3 dose	\$54.55	\$0.75	\$40.00	\$95.30	\$96.00	\$90.00
90707HD/99211HD	MMR	\$117.49	\$2.25	\$40.00	\$159.74	\$160.00	\$138.00
90716HD/99211HD	Varicella	\$193.02	\$0.75	\$40.00	\$233.77	\$234.00	\$199.00
90710HD/99211HD	MMRV/ProQuad	\$319.95	\$3.00	\$40.00	\$362.95	\$363.00	\$301.00
90746HD/99211HD	Hepatitis B-Adult	\$122.73	\$0.75	\$40.00	\$163.48	\$164.00	\$147.00
90744HD/99211HD	Hepatitis B-Ped/Adol 3dose	\$61.89	\$0.75	\$40.00	\$102.64	\$103.00	\$98.00
90632HD/99211HD	Hepatitis A-Adult Havrix	\$115.39	\$0.75	\$40.00	\$156.14	\$157.00	\$148.00
90633HD/99211HD	Hepatitis A-Ped/Adol 2 dose	\$71.33	\$0.75	\$40.00	\$112.08	\$113.00	\$104.00
90636HD/99211HD	Twinrix (Hep A & B)	\$179.38	\$1.50	\$40.00	\$220.88	\$221.00	\$199.00
90620HD/99211HD	Men B Bexsero 2 dose	\$272.74	\$0.75	\$40.00	\$313.49	\$314.00	\$279.00
90734HD/99211HD	Menveo (MCV4)	\$199.31	\$0.75	\$40.00	\$240.06	\$241.00	\$215.00
90651HD/99211HD	HPV-Gardasil 9	\$328.34	\$0.75	\$40.00	\$369.09	\$370.00	\$307.00
90732HD/99211HD	Pnuemovax 23	\$172.04	\$0.00	\$40.00	\$212.04	\$213.00	\$164.00
90670HD/99211HD	Prevnar 13	\$304.21	\$0.75	\$40.00	\$344.96	\$345.00	\$279.00
90691HD/99211HD	Typhim VI-inject	\$160.50	\$0.00	\$40.00	\$200.50	\$201.00	\$163.00
90750HD/99211HD	Shingrix	\$247.56	\$0.00	\$40.00	\$287.56	\$288.00	\$249.00
90717HD/99211HD	Yellow Fever Vaccine	\$216.09	\$0.00	\$40.00	\$256.09	\$257.00	\$213.00
90690HD/99211HD	Oral Typhoid	\$99.66	\$0.00	\$40.00	\$139.66	\$140.00	\$119.00
90675HD/99211HD	Rabies Vaccine Rabavert	\$442.68	\$0.00	\$40.00	\$482.68	\$483.00	\$410.00
90738HD/99211HD	Japanese Encephalitis (Ixiaro)	\$387.08	\$0.00	\$40.00	\$427.08	\$428.00	\$372.00
90625HD/99211HD	Cholera Vaccine (Vaxchora)	\$325.19	\$0.00	\$40.00	\$365.19	\$366.00	\$277.00
90619/99211HD	MenQuadfi (MCV4)	\$223.44	\$0.75	\$40.00	\$264.19	\$265.00	\$150.00
90697/99211HD	Vaxelis (DTaP/IPV/Hib/HepB)	\$191.97	\$4.50	\$40.00	\$236.47	\$237.00	\$150.00
90677/99211HD	Prevnar 20	\$266.70	\$0.00	\$40.00	\$306.70	\$307.00	\$295.00
90674/G0008HD	Flucelvax	\$45.11	\$0.00	\$40.00	\$85.11	\$86.00	\$65.00
90380HD/99211HD	RSV-Infant Beyfortus 50 mg	\$508.87	\$0.75	\$40.00	\$549.62	\$550.00	new
90381HD/99211HD	RSV-Infant Beyfortus 100 mg	\$508.87	\$0.75	\$40.00	\$549.62	\$550.00	new
90678HD/99211HD	RSV- Adult Abrysvo (Pfizer)	\$309.46	0.00	\$40.00	\$349.46	\$350.00	new

90679HD/99211HD	RSV- Adult Arexvy (GSK)	\$287.85	0.00	\$40.00	\$327.85		\$328.00	new
91321HD/99211HD	COVID-Moderna Spikevax 12+	\$127.56	\$0.75	\$40.00	\$168.31		\$169.00	new
91322HD/99211HD	COVID-Moderna 6 mos-11 years	\$127.56	\$0.75	\$40.00	\$168.31		\$169.00	new
91318HD/99211HD	COVID- Pfizer 6 mo-4 years	\$59.71	\$0.75	\$40.00	\$100.46		\$101.00	new
91319HD/99211HD	COVID-Pfizer 5-11 years	\$79.97	\$0.75	\$40.00	\$120.72		\$121.00	new
91320HD/99211HD	COVID-Pfizer Comirnaty 12+	\$119.43	\$0.75	\$40.00	\$160.18		\$161.00	new
91304HD/99211HD	COVID- Novavax	\$102.80	\$0.75	\$40.00	\$143.55		\$144.00	new



Will County
Health Department &
Community Health Center

**WILL COUNTY BOARD OF HEALTH
RESOLUTION #23-63**

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

APPROVAL TO SURPLUS EQUIPMENT– LISTING ATTACHED

WHEREAS, the Will County Health Department requires the disposal and/or recycling of medical equipment, office equipment, furniture, and other miscellaneous items for the Community Health Center.

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

DATED THIS 18th day of October, 2023.

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

Surplus Disposal Form

Exhibit A

Department : Community Health Center

Phone No.: (815) 210-0600

Resolution No.: _____

Approved By: _____

Signature: _____

Date Approved: _____

(1) Category	(2) Trf Asset / Surplus Tag No.	(3) Item/Description	Age	(4) Condition (W / NW)	Vehicle Mileage	Serial No./ Vin No.	County Tag No.	Transferred to Warehouse/Dept/ Charitable Inst	Received By (Signature)	Date Received	Disposed of by Warehouse/ Department	(5) Initial
Furniture		Three metal racks		Rusted								
Furniture		Metal Chair		Ripped								
Furniture		1 Blue Office Chair		NW								
Furniture		8 Metal File Carts		W								
Medical Equipment		Incomplete Porter Nitrous Oxide Delivery System		NW		2045-2						
Furniture		3 Black Office Chair		NW								
Furniture		Step Stool		NW								
Furniture	4921	Label Maker		NW			4921					
Refrigerator		Refrigerator		W		LA55006432						
Furniture		4 Drawer Desk		NW								
Furniture		3 Shelf Cabinet		W								
Furniture		4 Shelf Bookshelf		W								
Furniture		4 Drawer Filing Cabinet		W								

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

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

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

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

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

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

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

Revised 05/06

**WILL COUNTY BOARD OF HEALTH
RESOLUTION #23-64**

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

**APPROVAL TO CONTRACT WITH EMPLOYEE NETWORK, INC FOR AN
ORGANIZATIONAL ASSESSMENT AND RECOMMENDED FOLLOWUP SERVICES-
NOT TO EXCEED \$20,000**

WHEREAS, the Will County Health Department contracted with Employee Network, Inc. (ENI) to conduct an Organizational Assessment of the Community Health Center to assess strengths, weaknesses, and opportunities for improvement; and

WHEREAS, the Organizational Assessment performed by ENI has identified key issues and opportunities for improvement and has set forth an Organizational Improvement Plan; and

WHEREAS, grant dollars have been appropriated for the organization assessment under the Strengthening Illinois Public Health Administration (SIPA) grant to support necessary contractual assistance.

NOW, THEREFORE, BE IT RESOLVED, the Will County Board of Health hereby approves the Organizational Assessment agreement and Organizational Improvement Plan addendum from June 1, 2023 through November 30, 2023 with Employee Network, Inc (ENI) in the amount not to exceed \$20,000.

DATED THIS 18th day of October, 2023.

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



Organizational Assessment and Employee Survey

Service Agreement

This Service Agreement (the "eni Service Agreement") is entered into effective the 30th day of June, 2023 by and between **Employee Network, Inc.** ("eni") with an address of 1040 Vestal Parkway East, Vestal, New York 13850, and **Will County Health Department and Community Health Center**, with an address of 501 Ella Avenue, Joliet, IL 60433 ("Company"). The term "Agreement" as used herein includes this eni Service Agreement, Exhibits A (Summary of Services and Processes) and B (Fees) attached hereto, the attached Terms and Conditions and the attached HIPAA Business Associate Agreement (all of which are incorporated herein by reference).

I, Elizabeth Bilotta, have authority to enter into this Agreement on behalf of the Company listed above and authorize eni to bill the fees as set forth in the Exhibit B fee schedule. Certain fees may otherwise change as provided in the Terms and Conditions. I understand that Services will continue as long as payments for the Services are received by eni when due.

WHEREAS, Company has engaged eni to provide an Organizational Assessment and Employee Survey;

NOW, THEREFORE, in consideration of the covenants and conditions herein set forth, the parties hereto agree as follows:

1. **Services:** eni will provide an Organizational Assessment including an Employee Survey and other Services as more fully described on Exhibit A (Summary of Services and Processes) attached hereto.

2. **Start Date and Other Terms:**

Start Date: July 1, 2023

Contract Term: July 1, 2023 through June 30, 2024

Targeted survey respondents: 110 employees of Company

3. **Company Obligations:**

- a. Eligible Employees. Company shall provide eni with any requested employee information. This information must be provided at least two (2) weeks prior to the administration of the Employee Survey. Company acknowledges that it is Company's responsibility to provide eni with accurate and complete information regarding all employees and Company

eni Service Agreement

Organizational Assessment and Employee Survey

agrees that it shall not, under any circumstances, provide a survey to any employee that it has not identified to eni as an Eligible Employee. After this information is provided by Company to eni for the Employee Survey, it cannot be updated or modified. If Company thereafter wishes to administer a survey to additional employees, it can only be done by administering another survey, with payment of all applicable fees.

- b. Materials, Equipment and Accommodations. Company shall provide with eni with any and all necessary materials, equipment, and accommodations needed to conduct an onsite assessment delivery and prepare, customize, and offer an Employee Survey.

4. eni Obligations:

- a. Employee Survey. eni will prepare a written Employee Survey template which will survey employees about the following categories: culture, hiring, onboarding, leadership, retention, communication, transparency, safety, work/life balance, mental health, people management, engagement, productivity, and ongoing training and support. Company may provide eni with additional topics, questions, and categories for inclusion in the survey provided these items are provided in reasonable time period prior to the survey's development. eni reserves the right, in its reasonable discretion, to object to one or more survey questions, categories or topics, and, in such event, Company agrees to provide alternate survey question(s), categories or topics to which eni does not object. Once the written Employee Survey template has been prepared by eni, the survey questions shall be deemed final and thereafter may not be modified by the Company. The parties agree and acknowledge that the fees set forth on Exhibit B hereto only cover the creation of one (1) Employee Survey to be administered one (1) time. If, after the Employee Survey template has been prepared by eni, Company desires to change, update, or otherwise alter the survey questions, or to otherwise modify the Employee Survey template, this may only be done at the discretion of eni and may require payment of additional fees as agreed upon by eni and the Company. The Employee Survey template remains the sole property of eni. Individual employee responses to the Employee Survey will be kept confidential by eni and are not to be released to Company.

eni Service Agreement

Organizational Assessment and Employee Survey

- b. Onsite assessment delivery. eni will provide on-site assessment delivery as further described in Exhibit A. The dates and times of the on-site assessment delivery shall be as mutually agreed upon by the parties. Individual employee and group responses during the organizational assessment will be kept confidential by eni and are not to be released to Company.
- c. Reporting: eni will provide a comprehensive briefing of aggregate data which addresses all major findings, opportunities, and related recommendations for plans going forward, including suggestions for specific methods, tools and resources that will spur implementation of said recommendations. Said briefing may be solely with the Company Point of Contact, the Executive Director or a team selected by Company. Said briefing shall be delivered virtually within a reasonable time period as mutually agreed upon by the parties after completion of the onsite assessment delivery and analysis of the employee survey results. Said briefing shall be scheduled at a mutually agreed upon and convenient date and time for both parties.
5. **Exceptions:** Notwithstanding anything herein to the contrary, the Services to be provided by eni pursuant to this Agreement expressly do not include the following: (a) any other Company obligations set forth in Section 3 hereof; and (b) any other services not specifically identified on Exhibit A hereto.
6. **Definitions:**
- a. "Company Point of Contact" for the organizational assessment and employee survey shall be Mary Maragos, CEO. Elizabeth Bilotta, Executive Director, will serve as back-up.
- b. "Contract Year" shall mean the twelve month period starting on the month and day of the start date set forth in Section 2 above.
- c. "Eligible Employee(s)" shall mean employees of the Company that Company has identified to eni as eligible to receive an employee survey.
- d. "Employee Survey" shall mean a written employee survey developed and customized by eni.

eni Service Agreement

Organizational Assessment and Employee Survey

- e. "Services" shall mean the services described in Section 1 above and as more fully described on Exhibit A (Summary of Services and Processes) attached hereto.

7. **Fees:** Fees for the Services are set forth in Exhibit B (Fees) attached hereto.

8. **Payment Terms:** NET 30 Days unless otherwise provided in Exhibit B (Fees) attached hereto.

IN WITNESS WHEREOF, the parties have caused this Agreement to be executed and delivered by their duly authorized officers or agents as set forth below.


(Signature of Company Representative)

Executive Director
(Title)

6/30/23
(Date)

DocuSigned by:

C4CAD935D0754AC...
(Signature of eni Representative)

COO
(Title)

7/6/2023 | 11:35 AM EDT
(Date)

Exhibit A Summary of Services and Processes

Organizational Assessment and Employee Survey

Exhibit A:

Summary of Services and Processes: Organizational Assessment, including Employee Survey

- eni will provide a comprehensive organizational assessment, review, analysis and informal research which includes and addresses Company key objectives, performance and results, development and training, talent gaps, leadership roles and structure, work/life balance, level of engagement, communication and transparency, and organizational employee support.
- eni will prepare a written employee survey template which will survey employees about the following categories: culture, hiring, onboarding, leadership, retention, communication, transparency, safety, work/life balance, mental health, people management, engagement, productivity, and ongoing training and support. Company may provide eni with additional topics, questions, and categories for inclusion in the survey provided these items are provided in reasonable time period prior to the survey's development.

The written employee survey template will be developed, customized, delivered, analyzed, and results reported in such a manner and following a timeframe which is agreeable to both parties. The number of employees to be surveyed shall be one hundred ten (110) employees of Company.

- eni will provide on-site assessment delivery. The dates and times of the on-site assessment delivery shall be as mutually agreed upon by the parties. Said delivery will consist of:
 - ❖ One-on-one employee sessions which shall be up to twenty (20) minutes per employee/session;
 - ❖ Three (3) group roundtable discussions of up to ten (10) employees per group with each group roundtable discussion to last up to one (1)

Exhibit A Summary of Services and Processes

Organizational Assessment and Employee Survey

hour with one (1) group to be comprised of leadership team members;

- ❖ On-site facilitation shall occur during a one (1) week timespan consisting of five (5) consecutive workdays. Said facilitation shall last eight (8) hours per day and be scheduled to begin on a Monday and conclude on a Friday of the same week.

Exhibit B Fees

Organizational Assessment and Employee Survey

Exhibit B:

Fees

Professional Fees for Organizational Assessment, including Employee Survey:

- **\$1,500.00 one-time fee** Assessment program development, survey preparation, customization, analysis, and reporting
- **\$3,600.00 one-time fee** Onsite facilitation of organizational assessment

Professional Fees for Operational Process Assessment:

- **\$1,000.00 one-time fee** Operational process assessment

Additional Fees

- Any additional requests for changes or modifications to the agreed upon survey template or for other services, including but not limited to analyses and reporting, will be at an additional cost to be agreed upon by eni and the Company.

Payment Terms: Payment of all professional fees, as listed in this Exhibit B, must be made to eni within one (1) week from the date of signing this agreement and prior to any work beginning on the organizational assessment and Employee Survey.

Travel costs, including airfare, rental car, lodging, fuel, and meals, together with any other professional services added, shall be submitted to Company in writing and Company shall have 15 days to object in writing. Any amount to which Company has not objected shall be payable to eni pursuant to the Illinois Local Government Prompt Payment Act . The total cost of Services and Travel costs shall not exceed \$8,600.00.

Terms and Conditions

Organizational Assessment and Employee Survey

Terms and Conditions:

The following terms and conditions (the "Terms and Conditions") are incorporated into the eni Service Agreement between eni and the Company:

1. General. All terms not defined in these Terms and Conditions shall have the meanings ascribed to them in the eni Service Agreement. To the extent the terms of the eni Service Agreement and the terms of these Terms and Conditions conflict in any way, the terms of the eni Service Agreement shall prevail.
2. Term and Termination.
 - a. Term. The Services to be provided under this Agreement will commence on start date set forth in the eni Service Agreement and will remain in effect until the end of the contract term set forth in the eni Service Agreement, if any, or until either party terminates this agreement as set forth in Section 2.b. of these Terms and Conditions.
 - b. Termination. This Agreement may be terminated (i) by either party upon provision of sixty (60) days written notice to the other party; (ii) by either party upon a breach by the other party of the terms and conditions of this Agreement, which breach has not been cured within thirty (30) days after the breaching party has been provided with written notice of its breach by the non-breaching party; or (iii) by eni, immediately upon written notice to the Company, if the Company fails to pay eni any amounts due and owing to eni under the Agreement when due.
 - c. Effect of Termination. Except as set forth below, upon termination of this Agreement, (i) eni shall have no further obligation to provide Services; (ii) the Company will pay eni for all Services rendered and expenses incurred and to which no objection has been made by eni prior to the effective date of such termination; and (iii) the terms of Sections 1, 2.c., 3, 5, 7, 9, 11, 12, 13, 14, 15, 16 and 17 of these Terms and Conditions shall survive termination of this Agreement. Notwithstanding anything to the contrary contained herein, in the event that the Company fails to pay eni any amounts due and owing to eni and eni terminates the Agreement pursuant to Section 2.b(iii) of these Terms and Conditions, (1) such termination shall be effective as of the date through which the Company has paid for Services, despite the fact that notice of termination may have been sent after the effective date of termination.

Terms and Conditions Page 1
1040 Vestal Parkway East, Vestal, NY 13850
1.800.364.4748
BW/standardcontract/2013

Terms and Conditions

Organizational Assessment and Employee Survey

3. Force Majeure. Neither party will be liable for any delays or failures to perform due to a force majeure. The term "force majeure" means an occurrence that is beyond the control of the party affected and occurs without its fault or negligence, including, but not limited to the following: acts of God; acts of the public enemy; war; riots; strikes; mobilization; labor disputes; civil disorders; fire; flood; snow; earthquakes; tornadoes or violent winds; hail storms; lockouts; injunctions intervention-acts, or failures or refusals to act by government authority; and other similar occurrences beyond the control of the party declaring force majeure, which such party is unable to prevent by exercising reasonable diligence.
4. [Provision removed]
5. Confidentiality. Both parties agree to keep confidential and not to use or disclose to others, either during the term of this Agreement, or any time thereafter, except as expressly consented to in writing by the other party or as required by law, any confidential or proprietary information, including, but not limited to, eligible client/member information, medical information, customer lists, or any other information ascertained through their association, the use or disclosure of which might reasonably be construed to be contrary to the other's best interest. Both parties further agree that, should this Agreement terminate, neither party will take nor retain, without prior written authorization of the other, any papers, lists, policies, eligible client/member records, files or other documents or copies thereof. Without limiting other possible remedies for the breach of the covenant, both parties agree that injunctive or other equitable relief shall be available to enforce this covenant, such relief to be without the necessity of posting a bond, cash or otherwise. Both parties shall comply with the Health Insurance Portability and Accountability Act of 1996, Public Law 104-191, as amended by the HITECH Act (collectively, "HIPAA") and the Illinois Mental Health and Developmental Disabilities Confidentiality Act (740 ILCS 110/1, *et seq.*) with regard to medical information, medical records, mental health information and mental health records.
6. Compliance with Laws. In the performance of their respective obligations hereunder and in all matters pertaining to business activities, the parties hereby represent to one another that they have and will continue to comply with all applicable laws, rules and/or regulations, whether derived under federal, state, or municipal law, which govern or are applicable to their respective activities.

Terms and Conditions

Organizational Assessment and Employee Survey

7. Disclaimer. eni makes no representations or warranties, express or implied, in respect of the Services to be provided by it hereunder
8. Indemnification.
 - a. eni hereby agrees to indemnify, protect and hold Company (and its officers, directors, employees, agents, representatives and affiliates) harmless from and against any and all liability, losses, injuries, damages, claims, demands, suits, cost and expenses (including reasonable attorney's fees) to the extent they relate to or arise out of the negligent performance by eni of the Services contemplated by this Agreement or a breach of this Agreement by eni, to the limit of eni's liability insurance coverage. At Company's request, eni will, at its own cost and expense, cause to be delivered to Company a policy of insurance covering such liability and will continue such insurance in force during the term of this Agreement.
 - b. Company hereby agrees to indemnify, protect and hold eni (and its officers, directors, employees, agents, representatives and affiliates) harmless from and against any and all liability, losses, injuries, damages, claims, demands, suits, cost and expenses (including reasonable attorney's fees) to the extent they relate to or arise out of a breach of this Agreement by Company.
9. Limitations on Liability. eni's liability to the Company, if any, will in no event exceed the extent of eni's general liability insurance policy coverage limits pursuant to the Agreement. eni will maintain minimum general liability insurance policy limits of \$2,000,000 per person and \$3,000,000 per occurrence. eni shall add the Will County Health Department and the Will County Community Health Center as additional insureds and shall provide a certificate of insurance which shall state the name of the additional insureds and the policy limits.
10. Entire Agreement. This Agreement contains the entire agreement among the parties with respect to the Services and supersedes all prior agreements, written or oral, with respect thereto other than any confidentiality agreements between the parties.
11. Succession and Assignment. Neither party may assign this Agreement or any of its rights, interests, or obligations hereunder without the prior written consent of the other party; provided, however, that eni may assign any portion of this Agreement to one or more of its affiliates or to any party acquiring the assets or business of eni by sale, merger, or otherwise without the consent of the Company. This Agreement will

Terms and Conditions Page 3
1040 Vestal Parkway East, Vestal, NY 13850
1.800.364.4748
BW/standardcontract/2013

Terms and Conditions

Organizational Assessment and Employee Survey

be binding upon and inure to the benefit of the parties and their respective successors and permitted assigns.

12. Amendments/Waiver. This Agreement may be amended, modified, superseded, canceled, renewed or extended, and the terms and conditions of this Agreement may be waived, only by a written instrument signed by the parties or, in the case of a waiver, the party waiving compliance. No delay on the part of any party in exercising any right, power or privilege under this Agreement shall operate as a waiver thereof, nor shall any waiver on the part of any party of any right, power or privilege under this Agreement, nor any single or partial exercise of any right, power or privilege under this Agreement, preclude any other or further exercise thereof or the exercise of any other right, power or privilege under this Agreement. The waiver by either party of a breach or violation of any provision of this Agreement shall not operate as, or be construed to be, a waiver of any subsequent breach thereof.
13. Severability. If any term of this Agreement is held to be invalid or unenforceable, such invalidity or unenforceability will not affect any other term or provision, and such remaining terms and conditions will remain in full force and effect.
14. Notices. Any notice, communication or request required or permitted to be given, made or accepted by either party to the other under this Agreement shall be in writing and given (a) by personal delivery; (b) by certified or registered United States mail or (c) by a nationally recognized overnight courier. Any notices to be sent to eni shall be sent to the following address: 1040 Vestal Parkway East, Vestal, NY 13850, and any notices to be sent to the Company shall be sent to the address reflected on the eni Service Agreement, or, in both cases, to such other address of which any party may so notify the other party in the manner set forth herein. Notice by personal delivery shall be effective upon delivery. Notice deposited in the mail in the manner herein described shall be effective 72 hours after such deposit. Notice deposited with overnight courier shall be effective 24 hours after such deposit.
15. Governing Law and Venue. The laws of the State of Illinois shall apply to the interpretation of and enforcement of this Agreement. Venue for this agreement shall be in the courts of the Twelfth Judicial Circuit, Will County, Illinois.
16. Miscellaneous. eni shall at all times be deemed an independent contractor of Company and nothing in this Agreement is intended, nor shall be construed, to create a joint venture

Terms and Conditions Page 4
1040 Vestal Parkway East, Vestal, NY 13850
1.800.364.4748
BW/standardcontract/2013

Terms and Conditions

Organizational Assessment and Employee Survey

or partnership between the parties hereto or an employer/employee relationship between eni employees and Company. This Agreement shall not confer any rights or remedies upon any person other than the parties and their respective successors and permitted assigns. All pronouns and any variations thereof refer to the masculine, feminine or neuter, singular or plural, as the identity of the person or persons may require. The term "person" as used herein means an individual, a partnership, a limited liability company, a corporation, an association, a joint stock company, a trust, a joint venture, an unincorporated organization, or a governmental entity (or any department, agency, or political subdivision thereof). This Agreement may be executed in two or more counterparts, including an electronic copy delivered by email, each of which shall be deemed an original but all of which together shall constitute one and the same document. The headings in the Agreement are intended solely for convenience of reference and shall be given no effect in the interpretation of this Agreement. The parties have participated jointly in the negotiation and drafting of this Agreement. In the event an ambiguity or question of intent or interpretation arises, this Agreement shall be construed as if drafted jointly by the parties and no presumption or burden of proof shall arise favoring or disfavoring any party by virtue of the authorship of any of the provisions of this Agreement. Any reference to any federal, state, local, or foreign statute or law shall be deemed also to refer to all rules and regulations promulgated thereunder, unless the context requires otherwise. The word "including" shall mean including without limitation.

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

Terms and Conditions Page 5
1040 Vestal Parkway East, Vestal, NY 13850
1.800.364.4748
BW/standardcontract/2013

Terms and Conditions

Organizational Assessment and Employee Survey

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

BUSINESS ASSOCIATE AGREEMENT**Will County Health Department****& Community Health Center****&****eni**

This BUSINESS ASSOCIATE AGREEMENT (the “BAA”) is made and entered into as of this 30th day of June, 2023 by and between **Will County Health Department**, a local governmental entity, organized under the laws of the State of Illinois (“Covered Entity”) and **Employee Network Inc.**, organized under the laws of the State of New York (“Business Associate”), in accordance with the meaning given to those terms at 45 CFR §164.501. In this BAA, Covered Entity and Business Associate are each a “Party” and, collectively, are the “Parties”.

BACKGROUND

I. Covered Entity is either a “covered entity” or “business associate” of a covered entity as each are defined under the Health Insurance Portability and Accountability Act of 1996, Public Law 104-191, as amended by the HITECH Act (as defined below) and the related regulations promulgated by HHS (as defined below) (collectively, “HIPAA”) and, as such, is required to comply with HIPAA’s provisions regarding the confidentiality and privacy of Protected Health Information (as defined below);

II. The Parties have entered into or will enter into one or more agreements under which Business Associate provides or will provide certain specified services to Covered Entity (collectively, the “Agreement”);

III. In providing services pursuant to the Agreement, Business Associate will have access to Protected Health Information (PHI);

IV. By providing the services pursuant to the Agreement, Business Associate will become a “business associate” of the Covered Entity as such term is defined under HIPAA;

V. The Parties are committed to complying with all federal and state laws governing the confidentiality and privacy of health information, including, but not limited to, the Standards for Privacy of Individually Identifiable Health Information found at 45 CFR Part 160 and Part 164, Subparts A and E (collectively, the “Privacy Rule”); and

VI. Both Parties intend to protect the privacy and provide for the security of PHI disclosed to Business Associate pursuant to the terms of this Agreement, HIPAA and

Terms and Conditions Page 7
1040 Vestal Parkway East, Vestal, NY 13850
1.800.364.4748
BW/standardcontract/2013

other applicable laws.

AGREEMENT

NOW, THEREFORE, in consideration of the mutual covenants and conditions contained herein and the continued provision of PHI by Covered Entity to Business Associate under the Agreement in reliance on this BAA, the Parties agree as follows:

1. **Definitions.** For purposes of this BAA, the Parties give the following meaning to each of the terms in this Section 1 below. Any capitalized term used in this BAA, but not otherwise defined, has the meaning given to that term in the Privacy Rule or pertinent law.

A. **"Affiliate"** means a subsidiary or affiliate of Covered Entity that is, or has been, considered a covered entity, as defined by HIPAA.

B. **"Agreement"** means a written agreement (other than this Business Associate Agreement) between Covered Entity and Business Associate under which Business Associate performs services the successful completion of which necessitates access to Protected Health Information and which HIPAA defines as a "business associate".

C. **"Breach"** means the acquisition, access, use, or disclosure of PHI in a manner not permitted under the Privacy Rule which compromises the security or privacy of the PHI, as defined in 45 CFR §164.402.

D. **"Breach Notification Rule"** means the portion of HIPAA set forth in Subpart D of 45 CFR Part 164.

E. **"Data Aggregation"** means, with respect to PHI created or received by Business Associate in its capacity as the "business associate" under HIPAA of Covered Entity, the combining of such PHI by Business Associate with the PHI received by Business Associate in its capacity as a business associate of one or more other "covered entity" under HIPAA, to permit data analyses that relate to the Health Care Operations (defined below) of the respective covered entities. The meaning of "data aggregation" in this BAA shall be consistent with the meaning given to that term in the Privacy Rule.

F. **"Designated Record Set"** has the meaning given to such term under the Privacy Rule, including 45 CFR §164.501.

G. **"De-Identify"** means to alter the PHI such that the resulting information meets the requirements described in 45 CFR §§164.514.

H. **"Electronic PHI"** means any PHI maintained in or transmitted by electronic media as defined in 45 CFR §160.103.

I. **"Health Care Operations"** has the meaning given to that term in 45 CFR §164.501.

- J. "HHS" means the U.S. Department of Health and Human Services.
- K. "HITECH Act" means the Health Information Technology for Economic and Clinical Health Act, enacted as part of the American Recovery and Reinvestment Act of 2009, Public Law 111-005.
- L. "Individual" has the same meaning given to that term in 45 CFR §160.130 and includes a person who qualifies as a personal representative in accordance with 45 CFR §164.502(g).
- M. "Privacy Rule" means that portion of HIPAA set forth in 45 CFR Part 160 and Part 164, Subparts A and E.
- N. "Protected Health Information" or "PHI" has the meaning given to the term "protected health information" in 45 CFR §§164.501 and 160.103, limited to the information created or received by Business Associate from or on behalf of Covered Entity.
- O. "Security Incident" means the attempted or successful unauthorized access, use, disclosure, modification, or destruction of information or interference with system operations in an information system.
- P. "Security Rule" means the Security Standards for the Protection of Electronic Health Information provided in 45 CFR Part 160 & Part 164, Subparts A and C.
- Q. "Unsecured Protected Health Information" or "Unsecured PHI" means any "protected health information" as defined in 45 CFR §§164.501 and 160.103 that is not rendered unusable, unreadable or indecipherable to unauthorized individuals through the use of a technology or methodology specified by the HHS Secretary in the guidance issued pursuant to the HITECH Act and codified at 42 USC §17932(h).

2. Use and Disclosure of PHI.

- A. Except as otherwise provided in this BAA, Business Associate may use or disclose PHI as reasonably necessary to provide the services described in the Agreement to Covered Entity, and to undertake other activities of Business Associate permitted or required of Business Associate by this BAA or as required by law.
- B. Except as otherwise limited by this BAA or federal or state law, Covered Entity authorizes Business Associate to use the PHI in its possession for the proper management and administration of Business Associate's business and to carry out its legal responsibilities. Business Associate may disclose PHI for its proper management and administration, provided that (i) the disclosures are required by law; or (ii) Business Associate obtains, in writing, prior to making any disclosure to a third party (a) reasonable assurances from this third party that the PHI will be held confidential as provided under this BAA and used or further disclosed only as required by law or for the purpose for which it was disclosed to this third party and (b) an

agreement from this third party to notify Business Associate immediately of any breaches of the confidentiality of the PHI, to the extent it has knowledge of the breach.

C. Business Associate will not use or disclose PHI in a manner other than as provided in this BAA, as permitted under the Privacy Rule, or as required by law. Business Associate will use or disclose PHI, to the extent practicable, as a limited data set or limited to the minimum necessary amount of PHI to carry out the intended purpose of the use or disclosure, in accordance with Section 13405(b) of the HITECH Act (codified at 42 USC §17935(b)) and any of the act's implementing regulations adopted by HHS, for each use or disclosure of PHI.

D. Upon request, Business Associate will make available to Covered Entity any of Covered Entity's PHI that Business Associate or any of its agents or subcontractors have in their possession.

E. Business Associate may use PHI to report violations of law to appropriate Federal and State authorities, consistent with 45 CFR §164.502(j)(1).

3. **Safeguards Against Misuse of PHI.** Business Associate will use appropriate safeguards to prevent the use or disclosure of PHI other than as provided by the Agreement or this BAA and Business Associate agrees to implement administrative, physical, and technical safeguards that reasonably and appropriately protect the confidentiality, integrity and availability of the Electronic PHI that it creates, receives, maintains or transmits on behalf of Covered Entity. Business Associate agrees to take reasonable steps, including providing adequate training to its employees, to ensure compliance with this BAA and to ensure that the actions or omissions of its employees or agents do not cause Business Associate to breach the terms of this BAA.

4. **Reporting Disclosures of PHI and Security Incidents.** Business Associate will report to Covered Entity in writing any use or disclosure of PHI not provided for by this BAA of which it becomes aware and Business Associate agrees to report to Covered Entity any Security Incident affecting Electronic PHI of Covered Entity of which it becomes aware. Business Associate agrees to report any such event within five business days of becoming aware of the event.

5. **Reporting Breaches of Unsecured PHI.** Business Associate will notify Covered Entity in writing promptly upon the discovery of any Breach of Unsecured PHI in accordance with the requirements set forth in 45 CFR §164.410, but in no case later than 30 calendar days after discovery of a Breach. Business Associate will reimburse Covered Entity for any costs incurred by it in complying with the requirements of Subpart D of 45 CFR §164 that are imposed on Covered Entity as a result of a Breach committed by Business Associate.

6. **Mitigation of Disclosures of PHI.** Business Associate will take reasonable measures to mitigate, to the extent practicable, any harmful effect that is known to Business Associate of any use or disclosure of PHI by Business Associate or its agents or subcontractors in violation of the requirements of this BAA.

7. **Agreements with Agents or Subcontractors.** Business Associate will ensure that any of its agents or subcontractors that have access to, or to which Business Associate provides, PHI agree in writing to the restrictions and conditions concerning uses and disclosures of PHI contained in this BAA and agree to implement reasonable and appropriate safeguards to protect any Electronic PHI that it

creates, receives, maintains or transmits on behalf of Business Associate or, through the Business Associate. Business Associate shall notify Covered Entity, or upstream Business Associate, of all subcontracts and agreements relating to the Agreement, where the subcontractor or agent receives PHI as described in section 1.M. of this BAA. Such notification shall occur within 30 (thirty) calendar days of the execution of the subcontract by placement of such notice on the Business Associate's primary website. Business Associate shall ensure that all subcontracts and agreements provide the same level of privacy and security as this BAA.

8. Audit Report. Upon request, Business Associate will provide Covered Entity, or upstream Business Associate, with a copy of its most recent independent HIPAA compliance report (AT-C 315), HITRUST certification or other mutually agreed upon independent standards based third party audit report. Covered entity agrees not to re-disclose Business Associate's audit report.

9. Access to PHI by Individuals.

A. Upon request, Business Associate agrees to furnish Covered Entity with copies of the PHI maintained by Business Associate in a Designated Record Set in the time and manner designated by Covered Entity to enable Covered Entity to respond to an Individual's request for access to PHI under 45 CFR §164.524.

B. In the event any Individual or personal representative requests access to the Individual's PHI directly from Business Associate, Business Associate within ten business days, will forward that request to Covered Entity. Any disclosure of, or decision not to disclose, the PHI requested by an Individual or a personal representative and compliance with the requirements applicable to an Individual's right to obtain access to PHI shall be the sole responsibility of Covered Entity.

10. Amendment of PHI.

A. Upon request and instruction from Covered Entity, Business Associate will amend PHI or a record about an Individual in a Designated Record Set that is maintained by, or otherwise within the possession of, Business Associate as directed by Covered Entity in accordance with procedures established by 45 CFR §164.526. Any request by Covered Entity to amend such information will be completed by Business Associate within 15 business days of Covered Entity's request.

B. In the event that any Individual requests that Business Associate amend such Individual's PHI or record in a Designated Record Set, Business Associate within ten business days will forward this request to Covered Entity. Any amendment of, or decision not to amend, the PHI or record as requested by an Individual and compliance with the requirements applicable to an Individual's right to request an amendment of PHI will be the sole responsibility of Covered Entity.

11. Accounting of Disclosures.

A. Business Associate will document any disclosures of PHI made by it to account for such disclosures as required by 45 CFR §164.528(a). Business Associate also will make available information related to such disclosures as would be required for Covered Entity to respond to a request for an accounting of disclosures in accordance with 45 CFR §164.528. At a minimum, Business Associate will furnish Covered Entity the following with respect to any covered disclosures by Business Associate: (i) the date of disclosure of PHI; (ii) the name of the entity or person who received PHI, and, if known, the address of such entity or person; (iii) a brief description of the PHI disclosed; and (iv) a brief statement of the purpose of the disclosure which includes the basis for such disclosure.

B. Business Associate will furnish to Covered Entity information collected in accordance with this Section 10; within ten business days after written request by Covered Entity, to permit Covered Entity to make an accounting of disclosures as required by 45 CFR §164.528, or in the event that Covered Entity elects to provide an Individual with a list of its business associates, Business Associate will provide an accounting of its disclosures of PHI upon request of the Individual, if and to the extent that such accounting is required under the HITECH Act or under HHS regulations adopted in connection with the HITECH Act.

C. In the event an Individual delivers the initial request for an accounting directly to Business Associate, Business Associate will within ten business days forward such request to Covered Entity.

12. Availability of Books and Records. Business Associate will make available its internal practices, books, agreements, records, and policies and procedures relating to the use and disclosure of PHI, upon request, to the Secretary of HHS for purposes of determining Covered Entity's and Business Associate's compliance with HIPAA, and this BAA.

13. Responsibilities of Covered Entity. With regard to the use and/or disclosure of Protected Health Information by Business Associate, Covered Entity agrees to:

- A.** Notify Business Associate of any limitation(s) in its notice of privacy practices in accordance with 45 CFR §164.520, to the extent that such limitation may affect Business Associate's use or disclosure of PHI.
- B.** Notify Business Associate of any changes in, or revocation of, permission by an Individual to use or disclose Protected Health Information, to the extent that such changes may affect Business Associate's use or disclosure of PHI.
- C.** Notify Business Associate of any restriction to the use or disclosure of PHI that Covered Entity has agreed to in accordance with 45 CFR §164.522, to the extent that such restriction may affect Business Associate's use or disclosure of PHI.
- D.** Except for data aggregation or management and administrative activities of Business Associate, Covered Entity shall not request Business Associate to use or disclose PHI in any manner that would not be permissible under HIPAA if done by Covered Entity.

14. Data Ownership. Business Associate's data stewardship does not confer data ownership rights on Business Associate with respect to any data shared with it under the Agreement, including any and all forms thereof.

15. Term and Termination.

- A.** This BAA will become effective on the date first written above and will continue in effect until all obligations of the Parties have been met under the Agreement and under this BAA.
- B.** Covered Entity may terminate immediately this BAA, the Agreement, and any other related agreements if Covered Entity makes a determination that Business Associate has breached a material term of this BAA and Business Associate has failed to cure that material breach, to Covered Entity's reasonable satisfaction, within 30 days after written notice from Covered Entity. Covered Entity may report the problem to the Secretary of HHS if termination is not feasible.
- C.** If Business Associate determines that Covered Entity has breached a material term of this BAA, then Business Associate will provide Covered Entity with written notice of the

Terms and Conditions Page 13
1040 Vestal Parkway East, Vestal, NY 13850
1.800.364.4748
BW/standardcontract/2013

existence of the breach and shall provide Covered Entity with 30 days notice to cure the breach. Covered Entity's failure to cure the breach within the 30-day period will be grounds for immediate termination of the Agreement and this BAA by Business Associate. Business Associate may report the breach to HHS.

D. Upon termination of the Agreement or this BAA for any reason, all PHI maintained by Business Associate will be returned to Covered Entity or destroyed by Business Associate. Business Associate will not retain any copies of such information. This provision will apply to PHI in the possession of Business Associate's agents and subcontractors. If return or destruction of the PHI is not feasible, in Business Associate's reasonable judgment, Business Associate will furnish Covered Entity with notification, in writing, of the conditions that make return or destruction infeasible. Upon mutual agreement of the Parties that return or destruction of the PHI is infeasible, Business Associate will extend the protections of this BAA to such information for as long as Business Associate retains such information and will limit further uses and disclosures to those purposes that make the return or destruction of the information not feasible. The Parties understand that this Section 14.D. will survive any termination of this BAA.

16. Effect of BAA.

A. This BAA is a part of and subject to the terms of the Agreement, except that to the extent any terms of this BAA conflict with any term of the Agreement, the terms of this BAA will govern.

B. Except as expressly stated in this BAA or as provided by law, this BAA will not create any rights in favor of any third party.

17. **Regulatory References.** A reference in this BAA to a section in HIPAA means the section as in effect or as amended at the time.

18. **Notices.** All notices, requests and demands or other communications to be given under this BAA to a Party will be made via either first class mail, registered or certified or express courier, or electronic mail to the Party's address given below:

A. If to Covered Entity, to:
501 Ella Ave
Joliet, IL 60433

Attn: Office of Executive Director
T: 815-740-8982
E: mkilbride@willcountyhealth.org

B. If to Business Associate, to:

1040 Vestal Parkway East

Vestal, NY 13850

Attn: Christopher Dixon, COO

T: 607 754-1048 x 2018

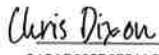
E: cdixon@eniweb.com


19. Amendments and Waiver. This BAA may not be modified, nor will any provision be waived or amended, except in writing duly signed by authorized representatives of the Parties. A waiver with respect to one event shall not be construed as continuing, or as a bar to or waiver of any right or remedy as to subsequent events.

20. HITECH Act Compliance. The Parties acknowledge that the HITECH Act includes significant changes to the Privacy Rule and the Security Rule. The privacy subtitle of the HITECH Act sets forth provisions that significantly change the requirements for business associates and the agreements between business associates and covered entities under HIPAA and these changes may be further clarified in forthcoming regulations and guidance. Each Party agrees to comply with the applicable provisions of the HITECH Act and any HHS regulations issued with respect to the HITECH Act. The Parties also agree to negotiate in good faith to modify this BAA as reasonably necessary to comply with the HITECH Act and its regulations as they become effective but, in the event that the Parties are unable to reach agreement on such a modification, either Party will have the right to terminate this BAA upon 30-days' prior written notice to the other Party.

[The remainder of this page intentionally left blank; signatures on the following page]

In light of the mutual agreement and understanding described above, the Parties execute this BAA as of the date first written above.

DocuSigned by:
By: 
C4CAD935D0754AC...
Name: Christopher Dixon
Title: Chief Operating Officer

By: 
Name: Elizabeth Bilotta
Title: Executive Director, Will County Health Department & Community Health Center

Addendum A

This Addendum A is entered into effective the _____, 2023 and is hereby added to the current June 30, 2023 Service Agreement by and between **Employee Network, Inc. ("eni")** and **Will County Health Department and Community Health Center**. Except as specified below, the Agreement between parties which commenced June 30, 2023 is unchanged and all terms and conditions will remain the same.

Summary of Services and Processes: Organizational Improvement Plan – Phase 1**Program Structure Development – 40 Hours**

- eni will help develop a clear and comprehensive organizational chart. The chart will include a hierarchical structure of roles with oversight and supervision. This will include clear understanding of the reporting structure for every role as well as supervision guidelines within that reporting structure.
- eni will also help prepare a transparent reporting structure to accompany chart.

Role Clarification – 20 Hours

- eni will assist in the development of comprehensive job descriptions for all non-union staff. These descriptions will include the assigned functions of each role.
- The above organizational chart will be utilized creating job responsibility guides. Job responsibilities including necessary tasks, expectations, and scope of practice.
- eni will help identify deliverables and key performance indicators for each role.

[Signature Page Follows]



IN WITNESS WHEREOF, the parties have caused this Addendum to be executed and delivered by their duly authorized officers or agents as set forth below.

I, _____, have authority to enter into this Addendum A to the original Agreement on behalf of the Company listed above and authorize eni to bill the fees as set forth in the Exhibit A fee schedule. _____

(Signature of Company Representative)

(Title)

(Date)

(Signature of eni Representative)

(Title)

(Date)

Exhibit A:

Fees

Professional Fees for Organizational Improvement Plan – Phase 1

- **\$9,000 one-time fee** Program structure development and role clarification (60 Hours Total)

Additional Fees

- Any additional requests for changes or modifications to the agreed upon services will be at an additional cost to be agreed upon by eni and the Company.

Payment Terms: Payment of all professional fees, as listed above, must be made to eni within one (1) week from the date of signing this agreement and prior to any work beginning.

Travel costs, including airfare, rental car, lodging, fuel, and meals, together with any other professional services added, shall be submitted to Company in writing and Company shall have 15 days to object in writing. Any amount to which the Company has not objected shall be payable to eni pursuant to the Illinois Local Government Prompt Payment Act. The total cost of Services and Travel costs of both the Service Agreement and Addendum A shall not exceed \$20,000.



PERSONNEL STATUS REPORT
OCTOBER 2023

EMPLOYEES

DATE

NEW

Ciara Harper	10/16/2023
CHC	
CMA	
Annette Torres	10/30/2023
FHS	
Administrative Clerk II	
Diane Scruggs	10/16/2023
BH	
Division Director BH	
Susan Waaso	10/16/2023
FHS	
Patient Registration Clerk	
Janise Lloyd	10/30/2023
CHC	
CMA	
Ryan Cox	10/30/2023
EH	
Sanitarian I	
Maria Ibarra	10/30/2023
CHC	
CMA	

CONTRACTUAL

Curtis Spinks Dickerson Family Trust	10-6-23 to 11-30-23
BH	
Substance Use Initiatives (temporary contractor)	
Miriam Kanan	11-13-23 to 11-12-24
CHC	(1 st yr. of 3 yr. contract)
APRN	
William Udrow	12-5-23 to 12-4-24
CHC	
Psychologist	

RESIGNATION(s)

Miryam Cisneros	10/6/2023
Administration	
Customer Service Specialist	
John Korso	9/22/2023
BH	
Mental Health Counselor II	
Angelica Ikejiaku	10/2/2023
FHS	
Communicable Disease Investigator III	
Michelle Budzinski	10/21/23
CHC	
Administrative Assistant to the CEO	

9/22/2023

TRANSFER

Anabel Casimiro	9/18/2023
CHC	
Language Translator (to other County agency)	
Erica Sanchez	10/10/2023
FHS	(budget code change only)
Communicable Disease Investigator III	
Cortney Smith	10/10/2023
FHS	(budget code change only)
Communicable Disease Investigator III	
Sarah (Sally) Weber	10/10/2023
FHS	(budget code change only)
Staff Nurse III	
Clarissa Morris	10/30/2023
CHC	
Outreach Specialist II (transfer from FHS to Pt. Registration Clerk)	

TERMINATION

Bianca Pasturczak	10/2/2023
FHS	
CD Investigator III	

OTHER

Rita Gray	10/29/2023
Psy-APA Coordinator	
BH (return to original position and salary)	
Michelle Zambrano	10/29/2023
Program Coordinator	
BH (return to original position and salary)	

Approved:

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

Date

Recommended:

Elizabeth Bilotta, Executive Director, WCHD

Date