

**WILL COUNTY HEALTH DEPARTMENT
BOH MEETING MINUTES
MAY 17, 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 3:02 p.m., Dr. Terrell, President presiding.

ROLL CALL/ QUORUM PRESENT

MEMBERS PRESENT

Billie Terrell, PhD., ACSW, President
Nanci Reiland, DNP, Vice President
Chief Paul Hertzmann, Secretary
Edna Brass, MA, BS
Chief Jeffrey Carey
Natalie Coleman, Ed.D.
Allison Gunnink, MBA, MT-BC
Gary Lipinski, M.D.
Teena Mackey
Silvio Morales, M.D.
Scott Soderquist, D.D.S.

MEMBERS ABSENT

Annette Parker

STAFF PRESENT

Elizabeth Bilotta, Executive Director, Administration
Stephanie Baskin, Executive Assistant, Administration
Mary Kilbride, Executive Assistant, Community Health Center
Denise Bergin, Assistant Executive Director, Administration
Cindy Jackson, Division Director, Administration
Kevin Juday, Media Services Manager, Administration
Carol Ricken, Safety & Risk Reduction Officer, Administration
Joseph Troiani, Division Director, Behavioral Health
Kathleen Burke, Program Coordinator, Behavioral Health
Armando Reyes, Compliance Officer, Administration
Mary Maragos, Chief Executive Officer, Community Health Center
Jennifer Byrd, Chief Medical Officer, Community Health Center
Sean Connors, Division Director, Environmental Health
Trisha Kautz, Laboratory Operations Director, Environmental Health
Georgia VanderBoegh, Division Director, Family Health Services
Sylvia Muniz, Assistant Division Director, Family Health Services
Caitlin Daly, MAPP Program Manager, Family Health Services
Barbara Agor, EP&R Specialist, Administration
Kendra Coleman, Public Health Promotion Specialist, Family Health Services
Robert Dutton, Manager, Health Equity, Administration
Betsy Cozzie, Program Coordinator, Family Health Services
Aishwarya Balakrishna, Community Health Educator, Family Health Services
Tarcha Hurley-Howard, Program Coordinator, Environmental Health

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. Dr. Terrell thanked Dr. Nanci Reiland for serving on the BOH for the past four years and will be leaving the board effective 5/17/23. Certificate of Recognition was presented.

Ms. Bilotta recognized Dr. Reiland for her accomplishments and contributions to the agency and Board during her tenure.

EXECUTIVE DIRECTOR'S COMMENTS

Ms. Bilotta introduced the staff who have been promoted within the agency. Ms. Bilotta briefly provided backgrounds for each staff member, who included Mary Kilbride, Executive Assistant, Robert Dutton, Health Equity Manager, and Kendra Coleman, Program Coordinator (former positions are included on the personnel status report included in the packet).

Ms. Bilotta recognized staff retiree Alice Strauss, 25 years of service.

PUBLIC COMMENTS FOR AGENDA ITEMS ONLY – NONE

APPROVAL OF BOARD OF HEALTH MINUTES

Moved to approve the April 19, 2023 Regular meeting minutes as presented.

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

TREASURER'S REPORT AND DEPARTMENT FINANCIAL REPORTS

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

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

REPORTS FROM DIVISIONS

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

Ms. Bilotta – ADM (Presented Monthly Reports for the month of May)

Ms. Bilotta stated going forward monthly, she will have an employee from a different department present.

Ms. Daly, MAPP Manager presented:

- Participated in the Impact Advisory Board as a partnership with United Way of Will County.
- Created in the Promotional Informational Flyer.
- Will attend the National 360 conference.

Armando Reyes, Compliance Officer

- Currently working on creating a Compliance Plan for the Health Department and Health Center.
- Working on the Incident Reports for the agency. Ms. Gunnink questioned what tools are being utilized for analyzing the Critical Incident reports? Ms. Bilotta is currently working with ITT to develop a way to determine our trends.
- Currently working with BH due to the audit taking place in July, 2023.
- CARF Accreditation will begin in September for licensing of Medicare/Medicaid.

Dr. Troiani – BH (Presented Monthly Reports for the month of May)

- As of May 17th, BH has collected \$86,040.05 in deposits.
- May 2021 a self-study was submitted the American Psychological Association to attain accreditation which has been since been approved.
- An update was provided on Division's American Recovery Program Act (ARPA) funded programs.
- Dr. Troiani fielded questions from the Board.

Dr. Burke, Program Coordinator, reported on the following items:

- Narcan is being added to Automated Electronic Defibrillator for emergency use in the WCHD and CHC.
- Challenges – hiring individuals in recovery from Substance Use Disorder (SUD) with a criminal background. Individuals with a SUD are protected under the American Disability Act.
- FDA has granted approval for NARCAN® Nasal Spray as an Over the Counter (OTC) medication.

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

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

- Governing Council was requested approval to apply to Illinois Department of Public Health (IDPH) for additional funding of \$300,000 for our School-Based health center.
- Approval of 2023 Medical, BH and Hospital fees and for Dental fees.
- Governing Council approved support of a MOU for the provision of Ryan White related services with the AIDS Foundation of Chicago.
- Proposed changes to the Collaborative Agreement.
- Podiatry Services at the WCCHC.

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

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

- COVID-19 Updates, Total Daily New Cases, Total Deaths – Illinois (through May 2023), COVID-19 Summary update, update on Brooks Middle School and staffing updates. Dr. Byrd fielded and responded to questions from the Board.

Mr. Connors – EH (Presented a Monthly Report for the month of May)

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

- General Mills announced a voluntary national recall on its flour. Mr. Connors fielded and responded to questions from the Board.
- EH Lab/Water Program/Sewage

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

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

Emergency Preparedness and Response (EP&R) (Katie Weber Presented Monthly Reports for the month of May)

- Report of EP&R's activities were provided in the packet for the Board's review.
- The BioWatch exercise testing our sampling and lab abilities took place April 17-18, 2023. The exercise began yesterday with a Local Conference Call to activate Phase 1 Sampling.

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

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

- Mr. Juday will be bringing back the staff newsletter and the external events form.

OLD BUSINESS – NONE

NEW BUSINESS

RESOLUTION #23-26 SURPLUS EQUIPMENT

The WCHD requires disposal and recycling of office equipment, phone equipment, copiers, electronics, televisions, routers and switches, computer related items, and other miscellaneous items from the CHC, Family Health Services, Administration, Behavioral Health, and Environmental Health. The Board of Health approves the disposal and/or recycling.

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

RESOLUTION #23-27 APPROVAL FOR THE TEEN PREGNANCY PREVENTION PROGRAM TIK TOK AND SNAPCHAT DIGITAL MEDIA CAMPAIGN IN JOLIET, IL

Grant dollars have been appropriated for advertising in the Teen Pregnancy Prevention program budget to educate youth in Will County (aged 14-21) about the importance of reproductive and sexual health. The campaign includes targeted ads, for 3 months on Tik Tok and Snapchat in Will County, IL (specifically zip codes 60403, 60431, 60432, 60433, 60434, 60435, and 60436) that will create approximately 1,333,200 impressions. The Board of Health approves the purchase of video advertising with Alpha Media in Will County, IL (specifically zip codes 60403, 60431, 60432, 60433, 60434, 60435, and 60436) in the amount of \$19,998.

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

RESOLUTION #23-28 WELL WOMEN PROGRAM MEDIA CAMPAIGN – SNAPCHAT (FHS)

The Board of Health approves the additional appropriation of funds for advertising in the Well-Woman program budget to educate female Will County residents (aged 18-44) about the importance of women's health and scheduling annual well-woman appointments.

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

RESOLUTION #23-29 TOBACCO CONTROL & PREVENTION MEDIA CAMPAIGN – TIK TOK (FHS)

The Board of Health approves grant dollars appropriated for advertising in the Tobacco Control & Prevention program budget to educate youth about the dangers of tobacco and vape products. The campaign includes 3 months of a 15-second video targeting youth ages 13-24 on Tik Tok and ages 13-21 on Snapchat.

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

RESOLUTION #23-30 MEDICAL, BH, AND HOSPITAL 2023 SLIDING FEE SCHEDULE (CHC)

The CHC provides Primary Care, BH, OB/Gyn, Dental, and Hospital based services and procedures. In keeping with the changes to these usual and customary fees, as well as the sliding fee scales and schedule of discounts for purposes of billing at affordable rates and accessibility of services. The Board of Health approves the adoption of the Will County Community Health Center's sliding fee scales and schedule of discounts as attached, effective January 1, 2023.

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

RESOLUTION #23-31 DENTAL 2023 SLIDING FEE SCHEDULE (CHC)

The CHC provides Dental services and procedures. In keeping with the changes to these usual and customary fees, as well as the sliding fee scales for purposes of billing maximization. The Board of Health approves the adoption of the Will County Community Health Center's dental sliding fee schedule of discounts as attached, effective January 1, 2023.

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

PROPOSED CHANGES TO CHC/WCHD COLLABORATIVE AGREEMENT

After discussion with the Board a motion was made to approve the changes to the collaborative agreement that was previously approved by the Governing Council.

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

A motion was made at 4:30 pm to go into Executive Session regarding the Collective Bargaining Agreement.

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

OPEN SESSION

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

APPROVAL OF PERSONNEL STATUS REPORT FOR THE WILL COUNTY HEALTH DEPARTMENT

The Board approves all personnel changes for the Will County Health Department for the month of May.

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

BOARD MEMBERS' COMMENTS/CONCERNS – NONE

PUBLIC CONCERNS AND COMMENTS – NONE

ADJOURNMENT

At 5:01 p.m. a motion was made to adjourn the meeting.

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

By: _____

Chief Paul Hertzmann, Secretary
Will County Board of Health

By: _____

Mary Kilbride, Executive Assistant
Will County Health Department