

WILL COUNTY HEALTH DEPARTMENT BOH MEETING MINUTES

June 21, 2023

The monthly meeting of the Board of Health held at the Will County Health Department, 501 Ella Avenue, Joliet, IL was called to order at 3:00 p.m., Dr. Terrell, President presiding.

ROLL CALL/ QUORUM PRESENT

MEMBERS PRESENT

Billie Terrell, PhD., ACSW, President
Edna Brass, MA, BS
Chief Jeffrey Carey
Allison Gunnink, MBA, MT-BC
Gary Lipinski, M.D
Teena Mackey
Annette Parker
Scott Soderquist, D.D.S.

MEMBERS ABSENT

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

STAFF PRESENT

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

OTHERS PRESENT

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

PLEDGE OF ALLEGIANCE

PRESIDENT'S COMMENTS

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

EXECUTIVE DIRECTOR'S COMMENTS

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

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

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

PUBLIC COMMENTS FOR AGENDA ITEMS ONLY – NONE

APPROVAL OF BOARD OF HEALTH MINUTES

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

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

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

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

TREASURER'S REPORT AND DEPARTMENT FINANCIAL REPORTS

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

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

REPORTS FROM DIVISIONS

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

Ms. Jackson reported on a few items:

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

Ms. Rickens reported on Safety Issues:

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

Dr. Troiani – BH

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

OLD BUSINESS – NONE

NEW BUSINESS

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

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

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

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

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

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

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

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

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

RESULT: APPROVED [UNANIMOUS]

MOVER: Chief Carey

SECONDER: Ms. Mackey

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

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

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

RESULT: APPROVED [UNANIMOUS]

MOVER: Dr. Lipinski

SECONDER: Ms. Gunnink

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

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

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

RESULT: APPROVED [UNANIMOUS]

MOVER: Ms. Gunnink

SECONDER: Ms. Brass

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

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

The Family Health Services (FHS) operates the Well-Woman Program and grant dollars have been appropriated for advertising in the Well-Woman program budget to educate female Will County residents (aged 18-44) about the importance of women's health and scheduling annual well-woman appointments. The campaign includes digital ads, for 7-weeks at 22 host locations in Joliet, Bolingbrook, Romeoville, Plainfield, Lockport and New Lenox.

RESULT: APPROVED [UNANIMOUS]

MOVER: Ms. Parker

SECONDER: Ms. Mackey

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

(Ms. Muniz & Ms. Cozzie Presented)

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

Discussion took place.

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

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

Elizabeth summarized the bargaining agreement.

RESULT: APPROVED [UNANIMOUS]

MOVER: Ms. Gunnink

SECONDER: Chief Carey

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

NAYS: None

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

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

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

RESOLUTION #23-40 RESOLUTION FOR APPROVAL TO SURPLUS EQUIPMENT

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

RESULT:	APPROVED [UNANIMOUS]
MOVER:	Ms. Gunnink
SECONDER:	Chief Carey
Motion was made by Chief Carey and seconded by Ms. Gunnink to use the previous roll call.	

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

The Family Health Services (FHS) Division of the Will County Health Department operates the Well-Woman Program. Grant dollars have been appropriated for advertising in the Well-Woman program budget to educate female Will County residents (aged 18-44) about the importance of women's health and scheduling annual well-woman appointments. The media campaign includes 5-Super Queen Bus Ads + 8-Tail Bus Ads + 8-Bus Shelters with 7,531,852 anticipated impressions for 16-week campaign. Adsposure is the sole source provider of advertising for Pace, the Suburban Bus Division of Regional Transportation Authority, through September 30, 2026.

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

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

Election of Officers – Vice President and Secretary
Election of Vice President for BOH

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

Nomination of Vice President Chief Hertzmann

Motion to elect Chief Hertzmann as Vice President.

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

Motion carried.

Nomination of Secretary Teena Mackey

Motion to elect Ms. Teena Mackey as Secretary

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

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

Board Approval of Personnel Status Report:

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

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


BOARD MEMBERS' COMMENTS/CONCERNS – NONE

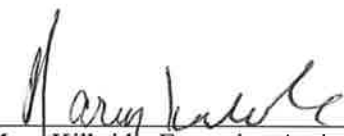
PUBLIC CONCERNS AND COMMENTS – NONE

ADJOURNMENT

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

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

By:  Per Board Action 8/16/23
Chief Paul Hertzmann, Secretary
Will County Board of Health

By: 
Mary Kilbride, Executive Assistant
Will County Health Department