



**WILL COUNTY HEALTH DEPARTMENT
BOH MEETING MINUTES
MARCH 15, 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.
Gary Lipinski, M.D.
Teena Mackey
Annette Parker (exited at 4:33p)
Scott Soderquist, D.D.S. (arrived at 3:09pm)

MEMBERS ABSENT

Silvio Morales, M.D.
Allison Gunnink, MBA, MT-BC

STAFF PRESENT

Elizabeth Bilotta, Executive Director, Administration
Stephanie Baskin Executive Assistant, Administration
Denise Bergin, Director of Finance & Grant Management, Administration
Stacey Knack, Human Resources Director, Administration
Cindy Jackson, Director, Administrative Services, Administration
Anthony Melei, ITT Director, Administration
Kevin Juday, Media Services Manager, Administration
Carol Ricken, Community Partner Engagement Manager, Administration
Valerie Cheney, Accounts Payable Specialist II, Administration
Joseph Troiani, Division Director, Behavioral Health
Kathleen Burke, Program Coordinator, Behavioral Health
Armando Reyes, Regulatory Compliance Coordinator, Behavioral Health
Mary Maragos, Chief Executive Officer, Community Health Center
Saly Chhay, Medical Secretary, Community Health Center
Sean Connors, Division Director, Environmental Health
Sylvia Muniz, Assistant Division Director, Family Health Services
Caitlin Daly, Community Health Educator, Family Health Service
Lyyti Dudczyk, Program Coordinator, Family Health Services
Magda Lara, RN, Family Health Services, AFSCME Local 1028 Vice-President
Barbara Agor, EP&R Specialist, Administration

OTHERS PRESENT

Dan McGrath, Assistant State's Attorney
Cole Burton, 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.

EXECUTIVE DIRECTOR'S COMMENTS

Ms. Bilotta welcomed the new Board of Health member Natalie Coleman to the meeting. Ms. Coleman introduced herself and provided a summary of her background.

Ms. Bilotta recognized Ms. Valerie Cheney, Accounts Payable Specialist II and Ms. Saly Chhay, Medical Secretary for 35 years of dedicated service as Will County Health Department and Will County Community Health Center employees.

PUBLIC COMMENTS FOR AGENDA ITEMS ONLY – NONE

APPROVAL OF BOARD OF HEALTH MINUTES

Moved to approve the February 15, 2023 Regular meeting minutes as presented.

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

Moved to approve the March 8, 2023 Special Meeting Regular meeting minutes as presented.

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

Moved to approve the March 8, 2023 Special Meeting Executive meeting minutes as presented.

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

TREASURER'S REPORT AND DEPARTMENT FINANCIAL REPORTS

Ms. Bergin provided an explanation (for information purposes only) of the financial reports including revenue, expenditures, and cash reports for the month of November.

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

RESULT:	APPROVED [UNANIMOUS]
MOVER:	Chief Hertzmann
SECONDER:	Ms. Reiland
AYES:	Dr. Terrell, Dr. Reiland, Chief Hertzmann, Ms. Brass, Chief Carey, Ms. Coleman, 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. Bilotta – ADM (Presented Monthly Reports for the month of March)

Ms. Jackson reported on a few items:

- The County Executive's Office requested projects that could be submitted for their application for Federal Airmarked funds for Congressionally Directed Spending. The Modernization funding request will include the buildout of a 10 office call center suite, painting throughout the CHC, new flooring in various locations for the CHC, new lighting throughout the CHC, and possibly some landscaping upgrades. The County Executive's Office is requesting around \$739,617 for the CHC modernization project.
- The pharmacy RFP went out on March 1, 2023. The walkthrough of the Pharmacy for interested bidders was scheduled for March 13, 2023. RFPs are due March 21, 2023.
- On February 6, 2023 Carol Ricken transferred into her new position as the new Safety & Risk Reduction Officer. In February her primarily focus was on setting priorities and a high-level review of Agency safety protocols and tools.

Mr. Melei reported ITT is moving forward utilizing the Strategic Plan Data Team, to review the current business use cases and work with Xoriant. Mr. Melei noted If the Board has any suggestions for business use cases (questions or data) they would like to see, please email amelei@willcountyhealth.org. Mr. Melei distributed the Xoriant Use Case Template document to the Board.

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

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

- The division's crisis care system (i.e., SASS, MCR, dial #988) in our last calendar year (2022) had 2,557 (average of 7 per day) call outs in Will County. These call outs occur 24 hours a day, 7 days a week, and 12 months a year.
- As of this report there are 10 bilingual staff members in our programs including in our Adult Program (1), our Child & Adolescent Program (1), and our Crisis Response Programs (SASS/MCR/590) (2), along with our Administrative Staff (4), and our Behavioral Health Management Team.
- The upcoming dates for the forty hour weeklong Crisis Intervention Team (CIT) training course is the week of Monday - April 24th and Monday - May 8th.
- Legislation was passed to create a task force focused on getting the 988 up and running.
- Dr. Kathleen Burke fielded and responded to questions from the Board regarding Fentanyl, stats for Will County, and some of the age groups targeted. The overdose deaths for 2022 did not surpass 2021 as expected.

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

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

- Joint Commission Accreditation visit from 3 Joint Commission reviewers on Thursday Feb. 16 through Friday Feb. 17. We have 60 days to submit documentation of compliance for the other standards. We received accommodations in several areas. They commented, "the knowledge of your staff is impressive", and "the improvements you've made since the last Joint Commission visit (in 2021) are incredible."
- Uniform Data System (UDS) Reporting unduplicated patient numbers went up 2.87% to 11,485 and our visits went up 1.28% to 42,249. Particularly noteworthy was the rise in dental patients -- up 34.81%, and dental visits went up 25.75%.
- 340B Independent Audit – Hudson Headwaters conducted an independent 340B audit on February 8. Their report was reviewed with the Governing Council. Issues uncovered concerning compliance have been rectified.

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

Report of activities were provided in the packet for the Board's review. Dr. Byrd was not present for questions.

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

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

- There was a roof fire at a long-standing pancake house located in Joliet. There was minimal damage to the areas that house the food preparation and storages area, but there was water damage and a loss of electricity for twenty-four hours due fighting the fire. The restaurant owner worked closely with our sanitarian and the facility was able to reopen a few days after the fire.
- The 2023 Permit to Discharge Application fees have increase from \$58,125.00 in the month of January 2023 to \$258,968.00 in the month of February 2023.
- Cottage Food Operations (CFO) continue to increase in Illinois. In 2022, WCHD registered 40 Cottage Food Operators (CFOs). So far in 2023, WCHD has registered 32 CFOs compared to 13 registered CFOs in March of 2022, the number has more than doubled.

Ms. VanderBoegh – FHS (Ms. Muniz Presented Monthly Reports for the month of March)

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

- NACCHO, in partnership with the CDC, created a scholarship opportunity to support LHD staff in obtaining Certification in Infection Control (CIC) or Associate-Infection Prevention and Control (IPC) entry-level certification.
- Early Childhood Mental Health (ECMH) Training: The ECMH sub-committee meeting was held February 6, 2023. Speakers were selected and the date has been confirmed with Lewis University for Friday, May 12, 2023, 9am-3pm.

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

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

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

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

- Media Services produced a pair of videos for the month of February. One video highlighted WIC staff as they volunteered at the Northern Illinois Food Bank in January. The second video was a recap of Sue Olenek's retirement celebration in early February.
- In addition to continuing to promote our own services, on social media, Media Services also used social media to promote awareness and knowledge of American Heart Month, National Children's Dental Health Month & Teen Dating Violence Month.

OLD BUSINESS – NONE

NEW BUSINESS

RESOLUTION #23-09 SERVICE AGREEMENT WITH KELLY SERVICES

The Board of Health approves to table Resolution #23-09 Service Agreement with Kelly Services.

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

RESOLUTION #23-10 SERVICE AGREEMENT WITH ADO PROFESSIONAL SOLUTIONS, INC.

The WCHD and CHC (the Agency) is in need to bring on additional temporary staff for various initiatives or staffing shortages. The Agency has worked with ADO Professional Solutions Inc. in the past to provide such temporary staffing services. The Board of Health approves the Agency to enter into a 12-month agreement from December 1, 2022 through November 30, 2023 with ADO Professional Solutions Inc. in the amount not to exceed \$20,000.

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

RESOLUTION #23-11 M&M HEALTHCARE RECRUITER AGREEMENT

The CHC has vacancies in provider positions due to resignation or retirement; and has 14 vacancies in clinical support staff. At times we have enlisted the professional services of a recruitment firm for hiring needed providers. There is funding in the FY2023 budget for such services. The Board of Health approves the agreement with M&M Healthcare Connections.

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

RESOLUTION #23-12 WELL-WOMAN PROGRAM BUS SHELTER MEDIA CAMPAIGN IN ROMEOVILLE

The Board of Health approves to table Resolution #23-12 Well-Woman Program Bus Shelter Media Campaign in Romeoville.

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

RESOLUTION #23-13 APPROPRIATION OF FUNDS FOR THE ILLINOIS DEPT OF HUMAN SERVICES SUICIDE PREVENTION FIRST RESPONDERS GRANT – WILL COUNTY HEALTH DEPT

The Board of Health approves to table Resolution #23-13 Well-Woman Program Digital Out-Of-Home Media Campaign in Joliet.

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

RESOLUTION #23-14 TOBACCO CONTROL & PREVENTION DIGITAL VIDEO MEDIA CAMPAIGN THROUGHOUT WILL COUNTY

The Board of Health approves to table Resolution #23-14 Tobacco Control & Prevention Digital Video Media Campaign Throughout Will County.

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

UDS REPORT

The UDS report was included in the report for the Board's review.

EXEMPT PAY SCALE

Exempt staff are not part of the existing bargaining unit, and therefore salaries in the CBA do not apply to exempt staff. From time to time these starting salary ranges must be revised to enable the agency to successfully recruit, hire and promote staff into exempt and management positions. Ms. Bilotta presented a revision of the existing exempt pay scale and will bring back to the Board for approval at the next meeting.

EXECUTIVE SESSION RE: PERSONNEL / LEGAL MATTERS

A motion was made at 4:35p.m to go into Executive Session in accordance with Section 5 2(c)(1) of the Open Meetings Act for the purpose discussions from the Special Board of Health Meeting March 8 regarding the hiring of the Assistant Executive Director.

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

OPEN SESSION

RESULT: APPROVED [UNANIMOUS]
MOVER: Chief Hertzmann
SECONDER: Dr. Soderquist
YAYS: Dr. Terrell, Dr. Reiland, Chief Hertzmann, Ms. Brass, Chief Carey, Ms. Coleman, Dr. Lipinski, Ms. Mackey, 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 March.

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

BOARD MEMBERS' COMMENTS/CONCERNS – NONE

PUBLIC CONCERNS AND COMMENTS – NONE

ADJOURNMENT

At 5:38 p.m. a motion was made to adjourn the meeting.

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

By: _____

Chief Paul Hertzmann, Secretary
Will County Board of Health

By: _____

Stephanie Baskin, Executive Assistant
Will County Health Department