

**WILL COUNTY HEALTH DEPARTMENT
BOH MEETING MINUTES
October 18, 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
Chief Carey
Allison Gunnink, MB, MT-BC
Gary Lipinski, M.D.
Annette Parker

MEMBERS ABSENT

Natalie Coleman, Ed.D.
Silvio Morales, M.D.
Scott Soderquist, D.D.S.

STAFF PRESENT

Elizabeth Bilotta, Executive Director, Administration
Mary Kilbride, Executive Assistant, Administration
Denise Bergin, Assistant Executive Director, Administration
Dr. Rita Gray, Interim Division Director, Behavioral Health
Dr. Kathleen Burke, Program Coordinator, Behavioral Health
Mary Maragos, CEO, Community Health Center
Dr. Jennifer Byrd, Chief Medical Officer, Community Health Center
Cindy Jackson, Director of Administrative Services, Administration
Katie Weber, Emergency Response Coordinator, Administration (via Teams)
Anthony Melei, Director of Information Technology, Administration
Stacy Baumgartner, Director of Operations, Community Health Center
Stacey Knack, Director of Human Resources, Administration
Rita Slechter, Healthworks Program Manager, Family Health Services
Alpesh Patel, Program Coordinator, Family Health Services
Carol Ricken, Safety & Risk Reduction Officer, Administration
Dr. Robert Dutton, Health Equity Manager, Administration
Armando Reyes, Compliance Officer, Administration
Eskrika Crosby, Staff Nurse, Family Health Services
Nicole Collins, Staff Nurse, Family Health Services
Arlene Hufnagl, Administrative Assistant, Family Health Services
Kevin Juday, Media Services Manager, Administration
Barb Agor, EP&R Specialist, Administration
Sean Connors, Division Director, Environmental Health
Sylvia Muniz, Assistant Division Director, Family Health Services
Ann Conrad, EHR Training Supervisor, Administration
Diane Scruggs, Division Director, Behavioral Health
Trisha Kautz, Laboratory Operations Director, Environmental Health
Michelle Zambrano, Interim Assistant Division Director, Behavioral Health
Ted Strejcek, Information Technology Specialist, Administration

OTHERS PRESENT

Dan McGrath, Assistant State's Attorney
Alan Dyche, Representing Governing Council
Vernice Warren, Representing Governing Council
Terri King, 708 Board Member

A quorum was not met at 3:01 (beginning of meeting).

A quorum was met at 3:02pm

PLEDGE OF ALLEGIANCE

PRESIDENT'S COMMENTS

Dr. Terrell welcomed everyone to the meeting and spoke of the turmoil taking place in the world and requested prayers from all during this time.

EXECUTIVE DIRECTOR'S COMMENTS

- Ms. Bilotta spoke of the sudden passing of CEO & President of Silver Cross Hospital, Ruth Colby and asked for a moment of silence.
- Ms. Bilotta spoke about October being "Breast Cancer Awareness" month, "Depression Awareness" month, "National Substance Abuse Awareness" month, "National Dental Hygiene" month, "Healthy Lung" month, "Mental Illness Awareness" month
- Ms. Bilotta spoke of the FY24 budget. We are still waiting to see the amount of levy we will receive from the County. She is hoping the budget will be brought to the BOH for approval next month. She is currently working with the 708 board and the County to hopefully come up with an appropriation from their levy to our funds.
- A new Board of Health member will be approved at the County board meeting tomorrow.
- Ms. Bilotta spoke briefly about the FOURCE presentation which will be later in the meeting.
- Ms. Bilotta spoke briefly about the ENI presentation which will be later in the meeting.
- Diane Scruggs was introduced as WCHD new Division Director of Behavioral Health. Ms. Scruggs spoke briefly about her background.

PUBLIC COMMENTS FOR AGENDA ITEMS ONLY – NONE

APPROVAL OF BOARD OF HEALTH MINUTES

Moved to approve the September 20, 2023, Regular meeting minutes as presented.

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| RESULT: | APPROVED [UNANIMOUS] |
| MOVER: | Chief Carey |
| SECONDER: | Ms. Brass |
| AYES: | Dr. Terrell, Chief Hertzmann, Ms. Mackey, Ms. Brass, Chief Carey, Ms. Parker |
| ABSTAIN: | Ms. Gunnink, Dr. Lipinski |

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

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| RESULT: | APPROVED [UNANIMOUS] |
| MOVER: | Chief Hertzmann |
| SECONDER: | Chief Carey |
| AYES: | Dr. Terrell, Chief Hertzmann, Ms. Mackey, Ms. Brass, Chief Carey, Ms. Gunnink, Dr. Lipinski, Ms. Parker |
| ABSTAIN: | 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 - Director of Administration (Presented Reports for the month of October)

- Ms. Jackson spoke of the renewal of our Security contract with Global Security Corporation
- Last week was "fire prevention" week. We had three (3) fire drills at each site location. EBO was done the week prior.
- Ms. Jackson spoke of the First Amendment Auditor training that took place with management and front desk staff.

- * Ms. Brass questioned what the Bilingual Language Service was? Ms. Jackson stated we have four different services:
 1. Interpret Clerks
 2. Bilingual Pay Program which allows us to pull the assigned staff signed up with Bilingual Pay Program (stipend is given) and if needed we can utilize them in any division
 3. Vendor that we use for written translation
 4. Language line

Dr. Dutton – Health Equity Manager (Presented Reports for the month of October)

- Dr. Dutton spoke of the events that took place during the month of September. Particularly the Live-Well Community Day in collaboration with the National Hook-up of Black Women. We had 37 vendors. Fresh vegetables and fruit along with a lot of food. Health screening, A1C checks, flu shots and physicals.
- WCHD is currently in communication with Bolingbrook, Plainfield, Monee, and University to host a Live-Well event in their municipalities, hopefully before the end of the year.
- For the month of September, we participated in 29 engagement events and completed 127 well being surveys.
- WCHD and the ARISE Coalition have 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 is to have 6-10 new micro pantries installed before the end of the year.

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

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

- Behavioral Health passed CARF with flying colors. Auditors stayed for 3 days, and the results were favorable. 1500 standards were reviewed and several sub-standards. Some of the recommendations were to add two (2) more questions to the providers peer review and draft a succession plan in the event of vacancies (whether planned or unplanned).
- Dr. Gray spoke about the 590 program.
- Dr. Gray spoke of the Nextgen update. She spoke of going to a meeting at Lake County to see how their using the system. There have been two trainings on site and will continue to have trainings every other Friday.

* Ms. Brass questioned what are the requirements for Mobile Crisis Response positions available? Master's level and above in Social Work and Behavioral Health.

* Ms. Brass questioned what is the 120 program? It is HD Child & Adolescent Outpatient Program located in the Health Department building.

Dr. Burke – Program Coordinator of Substance Use Initiatives - Behavioral Health Division (Presented Reports for the month of October)

- Dr. Burke spoke of her summary totals for the month of September. Overdose deaths are slowing down slightly.
- Dr. Burke handed out new brochures.
- On September 8th and 9th, over 110 boxes of Naloxone were distributed at the Monee Fall Fest.
- Naloxone was delivered to 8 different schools.
- Dr. Burke spoke of the Barney container which holds 100-120 boxes of Narcan.
- She spoke about the Peer Support Program that is being put in the different agencies.
- Overdose death graph was shown.
- The 402 Program (First Responder Program) is getting off the ground. Mental Health First Aid training will take place this Saturday.

Ms. Maragos – Chief Executive Officer Community Health Center (Presented Reports for the month of October)

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

- Ms. Maragos spoke about the sub-awardee for CMS grant to the IPHCA for an Insurance Navigator. The award is for \$57,000 to hire 1.0 FTE. This Navigator is expected to do outreach to underserved and uninsured individuals in our community and assist with insurance enrollment.
- We received a Notice of Award from HRSA, the “FY 2023 Bridge Access Program.” This award is to be spent to support the Patient Covid Nurse and the Center can now keep this nurse until 2024.
- Health Center was notified that HRSA will conduct a site visit in April 2024.
- A grant was applied for to purchase more books through Reach Out and Read Program and CHC was awarded \$2,000. This will enable CHC to renew our supply of books.
- During the first week of October, Dr. Byrd, Phil Jass and Stacy Baumgartner attended IPHCA’s annual meeting of all FQHCs in Illinois.

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

- Dr. Byrd spoke about an audit of our Ryan White program that took place at the end of September. The audit went exceptionally well; we will have a definitive report in the coming weeks.
- The medical records program continues, wherein we are restructuring how scanned documents are put into our system.
- Dr. Byrd spoke of the flu season and her advice that staff get their flu shot by 10/31/23 to protect themselves and their families.
- Staffing continues to be an issue. The hiring of CMA's is still a struggle. The external salary market is higher than we have been able to meet.

** Dr. Lipinski questioned if we have an RSV program? Dr. Byrd stated there is no program, but the vaccine is now available at the Health Center now. The COVID vaccine is also available.*

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

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

- Mr. Conners spoke of two suspended permits. After necessary repairs both establishments were able to reopen after a few days.
- Lab was able to process the second most IMS Discharge samples this past month. He acknowledged the Lab Staff.
- Staff attended a workshop focused on the newly awarded grant for Tick Surveillance for the WCHD.

Ms. Munoz – Assistant Director of FHS (Presented Reports for the month of October)

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

- Ms. Munoz recognized the FHS Case Management Public Health Staff: Nicole Collins, Arlene Hufnagel, Esricka Crosby, Rita Schlechter.
- Ms. Munoz spoke about High-Risk Infant follow-up. 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.
- Resolution #23-62 FHS Immunization Fees is being submitted for approval during this meeting.
- Lunch/Learn Program will resume. First session will be re: SIDS.
- Ms. Munoz spoke about the VFC vaccine for the underinsured and uninsured children and adults. We have just ordered Covid vaccine. Ms. Maragos stated that the Health Center also has vaccines for all levels.

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

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

- Ms. Weber was on Teams, but we had connectivity issues. Report was shown for review.

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

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

- Mr. Juday was able to attend the Will County EMA Public Safety Symposium.
- Press releases will be coming out re: information on Covid vaccine, and the Well-Woman Day on 11/1.
- Mr. Juday spoke about the Fource presentation which is on the agenda during this meeting.
- Environmental Health newsletter is being created as well as materials for the 590 Program.
- In October, the Herald News will be starting a column which will allow the WCHD to post informational articles in there.

OLD BUSINESS

None

NEW BUSINESS

The FOURCE – Media/Marketing Campaign

The Fource Group was selected as the Communication Management group to develop, implement and administer an overall marketing and communications campaign for the Community Health Center. The Fource joined the meeting virtually and presented the proposed campaign.

ENI – CHC Assessment Presentation

ENI conducted an operational assessment at the CHC the week of 9/11. A representative from ENI joined the meeting virtually and presented the results from the assessment and survey.

** Dr. Lipinski stated there was no benchmark against the National database. He questioned if there would be a follow-up survey that*

will take place? Ms. Bilotta stated that another survey would be conducted after recommendations are implemented and we would look into available benchmarks.

- * Ms. Bergin stated that we are just getting over COVID and now we need to rebuild.
- * Ms. Gunnink spoke of the staff's obvious commitment.
- * Ms. Mackey commented that we were transparent with these issues and not hiding anything.
- * Ms. Bilotta spoke of rebuilding and making improvements at the Health Center.

RESOLUTION #23-57 APPROVAL OF ONE YEAR EXTENSION OF THE GLOBAL SECURITY GROUP FOR SECURITY SERVICES AT THE WILL COUNTY HEALTH DEPARTMENT BUILDING, 501 ELLA AVENUE AND THE COMMUNITY HEALTH CENTER BUILDING, 1106 NEAL AVENUE

Ms. Jackson spoke briefly about the contract with Global including an option for two 1-year renewals and we will be requesting one of the 1 year renewals of this contract. There is a small increase in the hourly rate for this coming year.

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

RESOLUTION #23-58 APPROVAL OF THE YEAR 2 RENEWAL OF THE AVAYA SUBSCRIPTION SUPPORT AGREEMENT

Mr. Melei spoke of the Avaya Subscription which is for year 2 of a 3-year agreement. This provides support for the Avaya Phone System.

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

RESOLUTION #23-59 APPROVAL OF THE RENEWAL OF THE UKG KRONOS WORKFORCE CENTRAL SAAS AGREEMENT

Mr. Melei spoke of renewing the agreement with Kronos Workforce Software Agreement.

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

RESOLUTION #23-60 APPROVAL OF PAYMENT FOR MEDIA CAMPAIGN ACTIVITIES

Mr. Juday spoke of the FOURCE Group and invoices presented cover Strategic Planning Phase 1 and Phase II activities and Creative Development Phase

- * Ms. Parker questioned if this campaign would also cover printing expenses, billboards etc. Mr. Juday stated those expenses will come at a later date. We are not aware at this time of what future costs will be, but it will be funded by our ARPA approved project limit.

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

RESOLUTION #23-61 APPROVAL OF CONTRACT WITH MIER CONSULTING GROUP, INC FOR CONSULTANT SERVICES

Ms. Bilotta stated this consultant is going to help us update our Emergency Operations Plan as well as a plan Tabletop Exercise for our Command Team.

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| RESULT: | APPROVED [UNANIMOUS] |
| MOVER: | Chief Hertzmann |
| SECONDER: | Ms. Mackey |
| YEAS: | Approval to use previous roll call |
| NAYS: | None |

RESOLUTION #23-62 APPROVAL TO ADOPT THE FY2023-2024 PURCHASED VACCINATION FEE SCHEDULE

Ms. Munoz spoke of government sponsored program to receive free childhood and select adult vaccines which are provided to eligible uninsured and under-insured individuals at the program allowed administration fee.

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

RESOLUTION #23-63 APPROVAL TO SURPLUS EQUIPMENT

Ms. Baumgartner spoke of the proposal to either dispose of or reallocate surplus equipment at the Health Center.

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| RESULT: | APPROVED [UNANIMOUS] |
| MOVER: | Ms. Gunnink |
| SECONDER: | Ms. Mackey |
| YEAS: | Approval to use previous roll call |
| NAYS: | None |

RESOLUTION #23-64 APPROVAL TO CONTRACT WITH EMPLOYEE NETWORK, INC FOR AN ORGANIZATIONAL ASSESSMENT AND RECOMMENDED FOLLOWUP SERVICES

Ms. Bergin spoke about the request for approval of phase one of the assessment agreement.

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

APPROVAL OF PERSONNEL STATUS REPORT

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

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

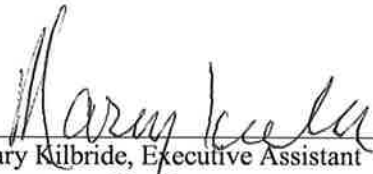
BOARD MEMBERS' COMMENTS/CONCERNS – NONE

PUBLIC CONCERNS AND COMMENTS – NONE

ADJOURNMENT

A motion was made by Chief Carey to adjourn the meeting at 4:45pm and **seconded** by Ms. Mackey.

By: 
Teena Mackey, Secretary
Will County Board of Health

By: 
Mary Kilbride, Executive Assistant
Will County Health Department