

**WILL COUNTY HEALTH DEPARTMENT
BOH MEETING MINUTES
December 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
Teena Mackey, Secretary
Edna Brass, MA, BS
Allison Gunnink, MB, MT-BC
Gary Lipinski, M.D. arrived @ 3:26pm
Silvio Morales, M.D.
Annette Parker
Pamela Robbins
Dr. Soderquist, D.D.S.

MEMBERS ABSENT

Chief Paul Hertzmann, Vice Chairman
Natalie Coleman
Chief Carey

STAFF PRESENT

Elizabeth Bilotta, Executive Director, Administration
Mary Kilbride, Executive Assistant, Administration
Denise Bergin, Assistant Executive Director, Administration
Diane Scruggs, Director of Behavioral Health
Dr. Kathleen Burke, Program Coordinator, Behavioral Health
Mary Maragos, CEO, Community Health Center
Dr. Jennifer Byrd, CMO, Community Health Center arrived @ 3:55pm
Cindy Jackson, Director of Administrative Services
Sean Connors, Director of Environmental Health
Georgia VanderBoegh, Director of Family Health Services
Katie Weber, Emergency Response Coordinator, Administration
Anthony Melei, Director of Information Technology, Administration
Stacey Knack, Director of Human Resources, Administration
Dr. Robert Dutton, Health Equity Manager, Administration
Kendra Smith-Coleman, Program Coordinator, Family Health Services
Caitlin Daly, Program Manager, MAPP/Community Planning, Family Health Services
Kathleen Harkins, Community Outreach & Marketing Coordinator, Community Health Center
Heather Forbes, Front Office/Patient Registration Manager, Community Health Center
Aishwarya Balakrishna, Community Health Educator II, Family Health Services
Armando Reyes, Compliance Officer, Administration
Rita Schlechter, Healthworks Program Manager, Family Health Services
Ted Strejcek, Information Technology Specialist, Administration
Sylvia Muniz, Assistant Division Director, Family Health Services
Karen Sitar-Nawa, Program Manager, Family Health Services
Trisha Kautz, Director of Lab Operations, Environmental Health
Justin McClain, Public Health Promotion Specialist, Family Health Services
Alpesh Patel, Program Coordinator, Family Health Services
Magda Lara, Staff Nurse, Family Health Services
Betsy Cozzie, Program Coordinator, Family Health Services

OTHERS PRESENT

Dan McGrath, Assistant State's Attorney
Alan Dyche, Representing Governing Council
Marie Lindsey, Representing Governing Council

A quorum was met.

PLEDGE OF ALLEGIANCE

PRESIDENT'S COMMENTS

Dr. Terrell wished all in attendance and their families Happy Holidays.

EXECUTIVE DIRECTOR'S COMMENTS

- Ms. Bilotta thanked the hard working and dedicated Will County and Community Health Center staff members for all the accomplishments that have been done this year and the successes that will be coming in 2024.
- Ms. Bilotta wished everyone and their families a Happy Holiday and New Year and asked that everyone continue to stay safe during the holidays.
- Door decorating contest winner will be shown later in this meeting.
- Ms. Bilotta announced that Anthony Melei will be retiring in June 2024.

PUBLIC COMMENTS FOR AGENDA ITEMS ONLY – NONE

APPROVAL OF BOARD OF HEALTH MINUTES

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

RESULT:	APPROVED [UNANIMOUS]
MOVER:	Ms. Brass
SECONDER:	Dr. Lipinski
AYES:	Dr. Terrell, Ms. Mackey, Ms. Brass, Ms. Gunnink, Dr. Lipinski, Dr. Morales, Ms. Parker, Ms. Robbins, Dr. Soderquist
ABSTAIN:	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 November 2023. The Board of Health moved to approve the Treasurer's Report and Department Financial Reports for the month of November 2023 as presented.

RESULT:	APPROVED [UNANIMOUS]
MOVER:	Ms. Gunnink
SECONDER:	Dr. Morales
AYES:	Dr. Terrell, Ms. Mackey, Ms. Brass, Ms. Gunnink, Dr. Lipinski, Dr. Morales, Ms. Parker, Ms. Robbins, Dr. Soderquist
ABSTAIN:	None

REPORTS FROM DIVISIONS

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

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

- Dr. Dutton spoke about the approximate 157 Asylum Seekers that arrived in University Park. There is a Community Wellness and Resource Fair taking place between 1/16-1/18 in University Park. Dr. Dutton asked for clothing, food, and household items to donate.
 - * Ms. Parker requested that a digital copy of the flyer be sent to her.
 - * Dr. Terrell asked if there is a drop off center for clothing? Dr. Dutton will look into this further.

Ms. Daly – Program Manager, MAPP/Community Planning (Presented Reports for the month of November)

- Ms. Daly presented an updated map showing micro food pantries, community gardens, and summer feeding programs, and pop up markets.
- Ms. Daly provided updates on each MAPP Action team.
- In BH, they are talking stigma campaign as well as the Illinois Opioid Settlement monies.
- With the Built Environment team, a roundtable discussion took place regarding Homelessness & Healthcare.
 - * *Ms. Gunnink spoke about serious illness and limited access to hospice care.*

Dr. Burke – Substance Use Initiatives (Presented Reports for the month of November)

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

- Schools need to have Narcan on site by 1/1/2024.
- Our opioid deaths have decreased this year.
- The micro pantries have Narcan in them.

Ms. Scruggs – Director of Behavioral Health (Presented Reports for the month of November)

- A power point was shown regarding the CARF accreditation results.
 1. We are very proactive with our workflow improvement.
 2. We are strong in documentation, communication, and accountability.
 3. The culture of the HD is very welcoming, enthusiastic, and helpful.
 4. The organizations leadership is driven. They are dedicated to providing good service.
 5. Our ability to transition to electronic health record.
 6. Community stakeholders. They are extremely satisfied with our services.
- Recommendations for improvement were also presented.
- We became accredited with the APA which expands our services at a higher level. We've received numerous BH doctoral students.
- Most of the vacant positions in BH have been filled.

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

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

- We received an award of recognition from HRSA for being top 10% of FQHC's that provided COVID-19 vaccinations and/or COVID-19 diagnostic testing to the largest proportion of active health center patients.
- The CHC is asking for a change of scope to remove audiology from our list of services. Considering our upcoming HRSA site visit, we want to stay compliant with an up-to-date list of services within our scope.
- Next month, the Strategic Plan will be presented to the BOH.
- Three (3) mental health APRN's will be joining CHC.
 - * *Dr. Lipinski wanted to confirm that the hearing screening is not needed for accreditation of the center? Ms. Maragos stated that it is not.*
 - * *Ms. Mackey asked where would a patient go for hearing screening? Ms. Maragos stated the Health Department used to service but now they need to work with their provider or school.*
 - * *Ms. Brass questioned if we could look into getting this service back at a later date? Ms. Maragos stated one of the reasons we are removing them at this time is patients were not coming to the screenings.*

Dr. Jennifer Byrd – Chief Medical Officer, Community Health Center (Presented Reports for the month of November)

- Dr. Byrd was not in attendance at the time her report was shown but when she arrived Dr. Terrell asked the BOH members if anyone had questions.

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

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

- Mr. Conners spoke of the recall for cantaloupe. One individual in Will County was affected by this.
- Mr. Conners spoke about Wanabana and that some of these products are still on the shelves and still being shipped to stores.
 - * *Dr. Terrell asked where to dispose of medication? Ms. Bilotta stated that we are hoping our new pharmacy will accept old medication. Ms. Jackson stated that Walmart and Meijer's will also accept old medication-there is a bin outside of the stores pharmacy.*
 - * *Ms. Brass questioned if the Wanabana is the product that had been on the news and possibly poisoned? Mr. Conners stated he believes this might be the product.*

Ms. Muniz – Assistant Director, Family Health Services Division (Presented Reports for the month of November)

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

- WIC staff adopted teen moms at Joliet High School and donated car seats for those moms in need.
- * *Ms. Brass asked how we are doing from year to year? Is there any data? Ms. Muniz stated their caseload has increased. Ms. Muniz did not have those numbers on hand but could get it if needed. Ms. Bergin stated we are the only WIC program in Will County. We have a caseload of almost 9000 clients.*

Dr. Patel – Program Coordinator, Family Health Services

- Dr. Patel stated we are still seeing a spike in COVID but not as bad as in the past and also seeing less deaths.
- There is no shortage of vaccines. There is no shortage of accessibility.
- Dr. Patel spoke of promoting vaccinations, good hygiene and to protect yourself.
- * *Dr. Lipinski questioned why there is such a low rate of RSV vaccines being given out? Dr. Patel stated people are not asking for it.*
Ms. Sitar, Immunization Program Manager, stated that we started receiving the RSV vaccine in the last couple of months. We are trying to get the public to check with their provider to determine if it is safe for them.
- * *Dr. Terrell questioned if we were providing the shingle vaccine? Dr. Patel stated we are providing shingle vaccine.*

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

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

- Ms. Weber stated we currently have 40+ COVID tests on hand. They expire at the end of the year.
- The last box of Binax was handed out today. We will be ordering more after the holidays.

Mr. Juday – Media Services Manager (was not in attendance)

- Mr. Juday's News Release was shown on the screen.

OLD BUSINESS

Decorating Contest and announcement:

1. First Place winner was Communicable Disease
2. Second Place winner was FHS Administration
3. Third Place winner was Child & Adolescent BH

NEW BUSINESS

Resolutions #23-71 – #23-78

RESOLUTION #23-71 APPROVAL TO ENTER INTO A STAFFING AGREEMENT WITH KELLY SERVICES, INC FOR THE ASSIGNMENT OF TEMPORARY STAFF

Ms. Knack spoke about the FY2024 need for temporary agency staff.

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

RESOLUTION #23-72 APPROVAL OF THE YEAR 3 RENEWAL OF THE CITRIX SERVICES AND LICENSE SUBSCRIPTION AGREEMENT

Mr. Melei stated this is the 3rd year of this agreement for Citrix. More cloud-based desktops with Citrix are planned, utilizing some of the older PC's so we don't need to purchase new ones.

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

RESOLUTION #23-73 APPROVAL OF PAYMENT FOR MEDIA CAMPAIGN ACTIVITIES

Ms. Muniz stated this is payment for the Fource for expenses related to our campaign in December.

RESULT:	APPROVED [UNANIMOUS]
MOVER:	Ms. Brass
SECONDER:	Ms. Mackey
YEAS:	Dr. Terrell, Ms. Mackey, Ms. Brass, Ms. Gunnink, Dr. Lipinski, Dr. Morales, Ms. Parker, Ms. Robbins, Dr. Soderquist
ABSTAIN:	None

RESOLUTION #23-74 APPROVAL OF PAYMENT FOR MEDIA CAMPAIGN ACTIVITIES

Ms. Muniz stated that this invoice from the FOURCE is for services for the month of January.

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

RESOLUTION #23-75 APPROVAL TO ENTER INTO A TELEPSYCHIATRY CONSULTING AGREEMENT WITH IN TOUCH PHYSICIANS, LLC DBA IMPACT TELEPSYCHIATRY

Ms. Scruggs spoke of the conversation taking place with Impact to help with the lack of Psychiatry in the BH department. They have been very cooperative with us. They are able to provide us with local Psychiatry Telehealth and some in person to fill the gap now and in the future.

* Ms. Bilotta spoke of a previous company that had been brought to the board for approval but we were unable to come to an agreement with the previous company. That contract was not executed.

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

RESOLUTION #23-76 APPROVAL TO TABLE THE RECOVERY COMMUNITY ORGANIZATION APPROPRIATION.

Ms. Bergin and Dr. Burke spoke of starting this project in FY23. We're going to wait to appropriate in FY24 until all bills are paid from FY23.

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

RESOLUTION #23-77 APPROVAL TO SURPLUS EQUIPMENT

Ms. Bilotta spoke of the unused refrigerators that are no longer in working order.

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

RESOLUTION #23-78 APPROVAL OF THE PURCHASE OF COMPUTER AND TECHNOLOGY EQUIPMENT FOR THE RECOVERY COMMUNITY ORGANIZATION PROJECT

Dr. Burke spoke of the electronic items that will be used in the community center for people wanting to do their resumes. The computers will be used for staffing personnel as well as the public.

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

- *Ms. Brass asked us to confirm that we are not in partnership with the township. Dr. Burke stated the township has worked with us to identify a location for the RCO. The RCO and the township will create a lease and we will then step aside.*

APPROVAL TO GO INTO EXECUTIVE SESSION AT 4:23pm

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

APPROVAL TO COME OUT OF EXECUTIVE SESSION AT 4:47pm

RESULT:	APPROVED [UNANIMOUS]
MOVER:	Ms. Gunnink
SECONDER:	Ms. Mackey
AYES:	Dr. Terrell, Ms. Mackey, Ms. Brass, Ms. Gunnink, Dr. Lipinski, Dr. Morales, Ms. Parker, Ms. Robbins, Dr. Soderquist
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 December.

- *Ms. Robbins spoke of workplace violence. Further discussion took place.*

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

BOARD MEMBERS' COMMENTS/CONCERNS

- *Ms. Brass requested that Dr. Byrd always be asked to present.*

PUBLIC CONCERNS AND COMMENTS – NONE

ADJOURNMENT

A motion was made by Ms. Robbins to adjourn the meeting at 5:00pm and **seconded** by Dr. Soderquist.

By: _____

Teena Mackey, Secretary
Will County Board of Health

By: _____

Mary Kilbride, Executive Assistant
Will County Health Department