



**WILL COUNTY HEALTH DEPARTMENT  
BOH MEETING MINUTES**

**January 17, 2024**

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 President  
Teena Mackey, Secretary  
Edna Brass, MA, BS  
Natalie Coleman – arrived @ 3:13pm  
Chief Carey  
Allison Gunnink, MBA, MT-BC  
Gary Lipinski, M.D.  
Silvio Morales, M.D.  
Dr. Soderquist, D.D.S.  
Pamela Robbins, MSN, RN

**MEMBERS ABSENT**

Annette Parker

**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  
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  
Kevin Juday, Media Services Manager, Administration  
Anthony Melei, Director of Information Technology, Administration  
Stacey Knack, Director of Human Resources, Administration  
Dr. Robert Dutton, Health Equity Manager, Administration  
Caitlin Daly, Program Manager, MAPP/Community Planning, Family Health Services  
Armando Reyes, Compliance Officer, Administration  
Rita Slechter, Healthworks Program Manager, Family Health Services  
Ted Strejcek, Information Technology Specialist II, Administration  
Alpesh Patel, Program Coordinator, Family Health Services  
Dr. Rita Gray, Psychologist, Behavior Health  
James Budrick-Rios, Community Health Educator, Family Health Services  
Jillian Carlisle, Information Systems Specialist III, Administration  
Katie Schram, Community Health Educator II, Family Health Services  
Barb Agor, EP&R Specialist II, Administration

**OTHERS PRESENT**

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

A quorum was met.

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**PLEDGE OF ALLEGIANCE**

**PRESIDENT'S COMMENTS**

**EXECUTIVE DIRECTOR'S COMMENTS**

- Ms. Bilotta spoke of January being National Radon Action Month which is the second leading cause of lung cancer.
- The Health Department and the Health Center are working together with the county and our lobbyist to put together information for the County the health departments state and federal legislative agenda.
- Ms. Bilotta is hoping to bring a resolution to the board in order to restart our Strategic plan for the health department.
- Will County did move from low COVID hospitalization to medium. The Community Health Center has instituted a mask mandate. At the HD it is recommended, and masks are available throughout the building if needed.
- Ms. Robbins spoke of the Community Wellness and Resource Fair in University Park and what a wonderful event it was.

**PUBLIC COMMENTS FOR AGENDA ITEMS ONLY – NONE**

**APPROVAL OF BOARD OF HEALTH MINUTES**

Moved to approve the December 20, 2023, regular meeting minutes as presented.

<b>RESULT:</b>	<b>APPROVED [UNANIMOUS]</b>
<b>MOVER:</b>	Ms. Gunnink
<b>SECONDER:</b>	Dr. Morales
<b>AYES:</b>	Dr. Terrell, Chief Hertzmann, Ms. Brass, Ms. Coleman, Chief Carey, Ms. Gunnink, Dr. Lipinski, Ms. Mackey, Dr. Morales, Dr. Soderquist, Ms. Robbins
<b>ABSTAIN:</b>	None

Moved to approve the December 20, 2023, Executive meeting minutes as presented.

<b>RESULT:</b>	<b>APPROVED [UNANIMOUS]</b>
<b>MOVER:</b>	Dr. Lipinski
<b>SECONDER:</b>	Ms. Mackey
<b>AYES:</b>	Dr. Terrell, Chief Hertzmann, Ms. Brass, Ms. Coleman, Chief Carey, Ms. Gunnink, Dr. Lipinski, Ms. Mackey, Dr. Morales, Dr. Soderquist, Ms. Robbins
<b>ABSTAIN:</b>	None

**TREASURER'S REPORT AND DEPARTMENT FINANCIAL REPORTS**

Ms. Bergin provided a detailed explanation of the County fiscal year ending November 2023 and revenue, expenditures, for the month of December. The Board of Health moved to approve the Treasurer's Report and Department Financial Reports for the month of December 2023 as presented.

<b>RESULT:</b>	<b>APPROVED [UNANIMOUS]</b>
<b>MOVER:</b>	Chief Hertzmann
<b>SECONDER:</b>	Ms. Gunnink
<b>AYES:</b>	Dr. Terrell, Chief Hertzmann, Ms. Brass, Ms. Coleman, Chief Carey, Ms. Gunnink, Dr. Lipinski, Ms. Mackey, Dr. Morales, Dr. Soderquist, Ms. Robbins
<b>ABSTAIN:</b>	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.*

**Ms. Jackson – Director of Administrative Services (Presented Reports for the month of December)**

- Ms. Jackson spoke of the Capital Improvement project taking place at CHC. Currently we are painting the lobby and in February new flooring will be installed in the OB area. We will be moving into another Capital Improvement Project which will be modernization of the call center.
- We will be requesting the Board's approval for an extension of our lease agreement at our Eastern Branch Office (EBO) for an additional 4 yrs.
- We will begin interviewing for the Safety and Reduction Officer within the next week.

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

- The adult program is fully staffed. Our clinical training program had a total of 27 applicants for 2 spots. It is due to the clinical training program being APA certified.
- There has been a change in the Youth/Adolescent Program. They're still working on getting a counselor for this program.
- Mobile Crisis Response program has 2 vacancies.
- The 590 Program continues to look for two additional positions.
  - \* *Ms. Gunnink questioned how many counselors are Spanish Speaking? Ms. Scruggs thought approximately 5.*

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

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

- Overdose or death stats are 8% under last year although the final numbers are not in from the coroner as of yet.
- We have distributed over 1600 fentanyl test strips.
- Micro pantries have been a huge service for providing Narcan.
- All schools need to have Narcan available by 1/1/24.
- Mission Meals with the Health Department's collaboration are providing blessing bags to people in our community.
  - \* *Dr. Lipinski asked if we have additional information on Zilazine. We are testers for Zilazine and Fentanyl. She also stated that we are seeing Zilazine in our coroner reports. She stated that Zilazine does not respond to Narcan.*

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

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

- CHC received formal notice of \$214,870.33 for a grant award for School Based Health Center from IDPH.
- The 2024 CHC Strategic Plan was presented. The main goals are to improve the quality of care, increase access to care and address health disparities. The objectives and strategies were listed.
  - \* *Dr. Lipinski asked if we get referrals from Bolingbrook Hospital to our clinics? Ms. Maragos stated someone on our MAPP committee is at Bolingbrook Hospital. Ms. Maragos stated since we have two locations in that area, we were hoping to establish good rapport with them. Ms. Bilotta stated there is a meeting with all of the hospitals at the end of January/ beginning of February for MAPP related items and she will add this to the agenda.*

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

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

- Dr. Byrd stated there has been a lot of progress in hiring at CHC.
- CDC is using bioanalytics to test wastewater and they are now proving that we are on our 2<sup>nd</sup> biggest surge of COVID.
- HRSA review will be in April.
  - \* *Ms. Brass asked what "ACA" stands for? Dr. Byrd stated it means "Affordable Care Act".*

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

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

- Mr. Conners spoke of the recall of Valley Meats raw ground beef products.
- The 2024 Food Permit fees for foodservice establishments were due on 12/31/23. Payments received after 12/31/23 will be assessed a 25% late fee.
- 6952 more IMS samples were collected in 2023 than in 2022.

**Ms. VanderBoegh – Director of Family Health Services (Presented Reports for the month of December)**

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

- Certain reports have been changed and will now be reported monthly on a specific program.
- There is currently one more nurse in Immunization due to ARPA funding. It has given us the ability to expand appointments both at EBO and NBO.
- More homebound visits are starting to take place with the nurses.

**Mr. Patel – Program Coordinator, Family Health Services**

- Mr. Patel presented the daily respiratory graph and discussed.
- RSV is on the rise.
- COVID is trending up.
- Mr. Patel spoke of promoting vaccinations, good hygiene and to protect yourself.
  - \* *Ms. Gunnink asked what the acronym ILI means? Mr. Patel stated "Influenza Like Illness"*
  - \* *Dr. Morales questioned if there is selection bias to reporting RSV? Mr. Patel stated it is commonly requested as part of the respiratory panel.*
  - \* *Ms. Robbins questioned the data from schools on RSV? Mr. Patel stated it is self-reporting by the parents. If the school goes above 10% absentee, the nurse needs to tell HD of these absentees.*

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

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

- Ms. Weber stated training with EMA has been cancelled due to the weather. It will be rescheduled for February.

**Mr. Juday – Media Services Manager (Presented Reports for the month of December)**

- Mr. Juday stated he has been working on the website. Resource guides are in design right now. He has met virtually with members of CHC as well as leadership at the Brooks Middle School for the School-Based health center. He will be working on videos that will be shared with students/parents about the general services that we offer.
- He has been speaking with Genoa Pharmacy and is preparing for press releases and social media once they open.

**OLD BUSINESS: None**

**NEW BUSINESS:**

**WCHD Security Risk Assessment Presentation**

Mr. Melei presented the WCHD Security Risk Assessment. A PowerPoint was shown, and discussion took place.

- \* Ms. Gunnink asked about the Legacy software, what it is being used for and why we need it? Mr. Melei stated the Legacy Software was the BH Electronic Health record system. We are moving that system over to Nextgen.

**Resolutions #23-76; #24-01-#24-04**

**RESOLUTION #23-76 APPROVAL FOR THE APPROPRIATION OF FUNDS FOR THE WILL COUNTY RECOVERY COMMUNITY ORGANIZATION PROJECT**

The Board of Health approves to remove from table Resolution #23-76 Appropriation of Funds for the Will County Recovery Community Organization Project.

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

Dr. Burke thanked the BOH for allowing BH to utilize this for another year. The County allowed HD to move the monies from FY23 to FY24.

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

**RESOLUTION #24-01 APPROVAL TO EXTEND LEASE FOR EASTERN BRANCH OFFICE LOCATION**

Ms. Jackson spoke of the extension of the Eastern Branch lease for an additional four years, through December 31, 2028. Ms. Jackson stated that they are currently working with County to expand the Pace Will Ride transportation program to provide increased access to WCHD services for those without access to transportation.

- \* Ms. Gunnink asked about the Pace Program. Ms. Jackson spoke of the Pace Service and with an agreed upon rate, the bus will go to people's homes and pick them up.

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

**RESOLUTION #24-02 APPROVAL TO EXTEND THE MASTER ACQUISITION AND MAINTENANCE AGREEMENT WITH CANON SOLUTIONS AMERICA**

Mr. Melei stated the County is adding additional services to the contract. They will be adding records management to the contract. It is currently costing approximately \$1500.00 a month for maintenance, toners, printers etc.

<b>RESULT:</b>	<b>APPROVED [UNANIMOUS]</b>
<b>MOVER:</b>	Dr. Lipinski
<b>SECONDER:</b>	Ms. Mackey
<b>YEAS:</b>	Dr. Terrell, Chief Hertzmann, Ms. Brass, Ms. Coleman, Chief Carey, Ms. Gunnink, Dr. Lipinski, Ms. Mackey, Dr. Morales, Dr. Soderquist, Ms. Robbins
<b>ABSTAIN:</b>	None

**RESOLUTION #24-03 APPROVAL OF PAYMENT FOR MEDIA CAMPAIGN ACTIVITIES**

Mr. Juday spoke about this being the latest invoice for digital marketing, social media, and billboards from the FOURCE.

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

**RESOLUTION #24-04 APPROVAL TO SURPLUS EQUIPMENT**

Ms. Bilotta spoke of the surplus equipment that we were requesting to dispose of.

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

**APPROVAL TO GO INTO EXECUTIVE SESSION AT 3:59PM TO DISCUSS HIRING AND DISCIPLINE UNDER SECTION 2c1 OF THE OPEN MEETINGS ACT**

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

**APPROVAL TO COME OUT OF EXECUTIVE SESSION AT 4:17pm**

<b>RESULT:</b>	<b>APPROVED [UNANIMOUS]</b>
<b>MOVER:</b>	Chief Hertzmann
<b>SECONDER:</b>	Ms. Coleman
<b>AYES:</b>	Dr. Terrell, Chief Hertzmann, Ms. Brass, Ms. Coleman, Chief Carey, Ms. Gunnink, Dr. Lipinski, Ms. Mackey, Dr. Morales, Dr. Soderquist, Ms. Robbins
<b>NAYS:</b>	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.

- \* Dr. Morales asked about the contractual Narcan Rapid Response team and how many hours a week they work? Ms. Bilotta stated the hours do vary because of their other jobs but she will get that information for the next BOH meeting.
- \* Ms. Mackey questioned if we do exit interviews? Ms. Knack stated a lot of times staff does not want to meet with her, so she is speaking with them or sending them a form to fill out.
- \* Ms. Robbins asked is there a process for a lobbyist to understand about the necessity of the HD getting data from a school setting regarding the number of illnesses. She spoke of nurses being eliminated and there not being nurses in every school. She stated that Ms. Robbins could attend a county meeting.
- \* Chief Hertzmann asked if the Health Department has been impacted by the migrants? Ms. Bergin stated we do not know the number of served because we cannot ask migrant status. We serve whoever comes through the door. We are a safe haven, and our resources go to anyone who needs help.

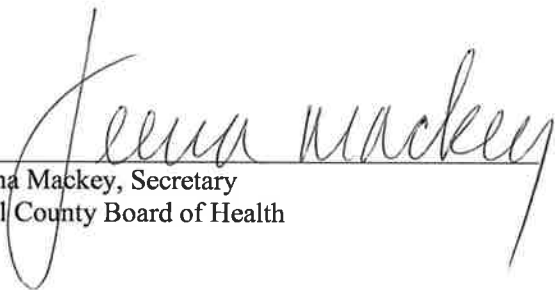
<b>RESULT:</b>	<b>APPROVED [UNANIMOUS]</b>
<b>MOVER:</b>	Ms. Robbins
<b>SECONDER:</b>	Chief Hertzmann
<b>AYES:</b>	Dr. Terrell, Chief Hertzmann, Ms. Brass, Ms. Coleman, Chief Carey, Ms. Gunnink, Dr. Lipinski, Ms. Mackey, Dr. Morales, Dr. Soderquist, Ms. Robbins
<b>NAYS:</b>	None


**BOARD MEMBERS' COMMENTS/CONCERNS**

**PUBLIC CONCERNS AND COMMENTS – NONE**

**ADJOURNMENT**

A motion was made at 4:34pm by Chief Carey and seconded by Ms. Mackey to adjourn the meeting.

By:   
 Teena Mackey, Secretary  
 Will County Board of Health

By:   
 Mary Kilbride, Executive Assistant  
 Will County Health Department