

# AGENDA

**WILL COUNTY BOARD OF HEALTH MEETING  
WILL COUNTY HEALTH DEPARTMENT  
501 ELLA AVENUE  
JOLIET, IL 60433  
CONFERENCE ROOM 1005A / 1005B  
April 17, 2024– 3:00PM**

**MISSION STATEMENT:** *To prevent disease and promote a healthier environment for all residents, business operators and visitors. Our agency of professionally trained staff works cohesively to assure public health and safety measures are maintained through services and programs the department provides based on the needs of the community.*

VISION STATEMENT: Deliver sustainable programs and policies in response to the public health needs of the community.

**CORE VALUES:** *Respect, Integrity, Professionalism, Quality, and Dedication.*

- I. Call to Order/Roll Call.....3:00p.m.
  - II. Pledge of Allegiance to the Flag
  - III. President’s Comments
  - IV. Executive Director’s Comments  
Recognitions
  - V. Public Comment for Agenda Items Only – **Discussion**
  - VI. Approval of Minutes  
March 20, 2024, Regular Session – **Motion** (pgs. 1-7)
  - VII. Treasurer’s Report & Department Financial Reports  
November 30, 2023 – **Discussion** (pgs. 8-9)  
March 31, 2024 – **Motion** (pgs. 10-13)
  - VIII. Reports from Divisions (pgs. 14-46)  
Division Statistical Reports – **Discussion** (pgs. 47-50)
  - IX. Old Business
  - X. New Business  
708 Mental Health Board Funding – **Discussion**
- Resolutions #24-28 - #24-34
1. Resolution #24-28 – Payment of The Fource Media Campaign Activities (Admin) – **Motion** (pgs. 51-53)
  2. Resolution #24-29 – AT&T Service Agreement Amendment (Admin) – **Motion** (pgs. 54-62)
  3. Resolution #24-30 – Transfer of Funds Reversal (Adm) – **Motion** (pgs. 63-64)
  4. Resolution #24-31 – Community Behavioral Healthcare Association Membership Payment (BH) – **Motion** (pgs. 65-66)
  5. Resolution #24-32 – Will County Community Health Center Governing Council By-Laws (CHC) – **Motion** (pgs. 67-87)
  6. Resolution #24-33 – Disposal / Recycling of Surplus Items (CHC) – **Motion** (pgs. 88-89)
  7. Resolution #24-34 - Intergovernmental Agreement with Will County TB Clinic (FHS) – **Motion** (pgs. 90-93)
- XI. Executive Session re: Employment/ Legal Matters – **Motion & Roll Call**
  - XII. Board Approval of Personnel Status Report – **Motion** (pgs. 94-95)
  - XIII. Board Members’ Concerns and Comments – **Discussion**
  - XIV. Public General Comments and Concerns – **Discussion**
  - XV. Adjournment – **Motion**



**WILL COUNTY HEALTH DEPARTMENT  
BOH MEETING MINUTES  
March 20, 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, left meeting @ 4:22pm  
Edna Brass, MA, BS  
Chief Carey  
Allison Gunnink, MBA, MT-BC  
Gary Lipinski, M.D., arrived @ 3:03pm  
Silvio Morales, M.D.  
Scott Soderquist, D.D.S.  
Pamela Robbins, MSN, RN arrived @ 3:04pm

**MEMBERS ABSENT**

Natalie Coleman  
Annette Parker

**STAFF PRESENT**

Elizabeth Bilotta, Executive Director, Administration  
Denise Bergin, Assistant Executive Director, Administration  
Mary Kilbride, Executive Assistant, Administration  
Cindy Jackson, Director of Administrative Services  
Diane Scruggs, Director of Behavioral Health  
Dr. Kathleen Burke, Program Coordinator, Behavioral Health  
Mary Maragos, Chief Executive Officer, Community Health Center  
Stacy Baumgartner, Director of Operations, Community Health Center  
Sylvia Muniz, Assistant Division Director, Family Health Services  
Trisha Kautz, Lab Operations Director, 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  
Caitlin Daly, Program Manager, MAPP/Community Planning, Family Health Services  
Armando Reyes, Compliance Officer, Administration  
Ted Strejcek, Information Technology Specialist II, Administration  
Alpesh Patel, Program Coordinator, Family Health Services  
Barb Agor, EP&R Specialist II, Administration  
Kendra Coleman, Program Coordinator, Family Health Services  
Heather Forbes, Front Office/Patient Registration Supervisor, Community Health Center  
Bose Oshin, Billing Supervisor, Community Health Center  
Kathleen Harkins, Community Outreach & Marketing Coordinator, Community Health Center  
Aishwarya Balakrishna, Community Health Educator II, Family Health Services

**OTHERS PRESENT**

Dan McGrath, Assistant State's Attorney  
Alan Dyche, Governing Council Chairperson  
Brandon Wilson, Local Business Owner (Illinois Supply Company)

A quorum was met.

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**PLEDGE OF ALLEGIANCE**

**PRESIDENT’S COMMENTS:** Dr. Terrell welcomed all to the BOH meeting.

**EXECUTIVE DIRECTOR’S COMMENTS**

- Ms. Bilotta spoke of the State of the Agency address.
- A measles update will be addressed later in this meeting.
- Ms. Bilotta spoke of the public health information summary that the State puts out daily. On March 12, it was put in the summary that WCHD provided Naloxone throughout the county.
- Two items currently being watched legislatively are House Bill 4823 and Senate Bill 3301 regarding the Local Health Protection Grant. We have sent this fact sheet to the County Board and different legislators in order to support this grant. This supports core public health programs including food, water, sewage and communicable disease. We are asking for additional funding as our programs increase throughout the years.
- The state has put together a public health workforce transformation initiative. The kickoff meeting will take place in Springfield on 4/17 and 4/18. They will be working with all of the Health Departments and looking for sustainable funding for Health Departments. Hoping for an increase in the FY25 budget. Ms. Bergin and Ms. Jackson will be going to Springfield for this meeting.
- Ms. Bilotta spoke of Dr. Dutton making the front page of the Herald News and Times Weekly for the micro pantry program.
- Ms. Bilotta spoke of March 11 marking the 4-year anniversary of The World Health Organization declaring COVID a pandemic.
- Several recognitions of employees took place:
  - Sandra Betancourt has worked for CHC since January 2009 and will be retiring in April 2024. Ms. Baumgartner presented her a certificate.
  - Dr. Troupe has worked for HD since December 2006 and will leave the Health Department March 2024. Ms. Scruggs presented him a certificate.
  - Ms. Maragos has worked for CHC since 2013 and will be retiring in April 2024. Ms. Bilotta presented her a certificate. Ms. Maragos said a few words.

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

**APPROVAL OF BOARD OF HEALTH MINUTES**

Moved to approve the February 21, 2024, regular meeting minutes as presented.

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

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

Ms. Bergin provided an update of the County FY23 revenue and expenditures ending November 2023.

Ms. Bergin provided a detailed explanation of the County financial statements ending February 2024. The Board of Health moved to approve the Treasurer’s Report and Department Financial Reports for the month of February 2024 as presented.

<b>RESULT:</b>	<b>APPROVED [UNANIMOUS]</b>
<b>MOVER:</b>	Ms. Gunnink
<b>SECONDER:</b>	Ms. Mackey
<b>AYES:</b>	Dr. Terrell, Chief Hertzmann, Ms. Mackey, Ms. Brass, Chief Carey, Ms. Gunnink, Dr. Lipinski, 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 Report for the month of March)

- Ms. Jackson spoke about a vehicle, a 2024 Ford Full Sized Transit Van, that had been ordered through a government contract. It is being purchased by the County using ARPA funds.
- The floors at CHC in the OB department have been replaced (pictures were shown).
- Currently getting quotes to have new countertops installed in patient exam rooms at CHC.
- Draft floor plans were handed out to BOH members. Call Center modernization was discussed: 8 cubicles will be installed, 3 offices, expanded storage space for CHC medical and office supplies, 2 additional storage rooms and 17 additional shelving units. Bid process will begin soon.
- Barb Agor will start on 4/1 as our new “Safety and Risk Reduction Officer”

### Ms. Daly – Program Manager, MAPP/Community Planning, Family Health Services (Presented Report for the month of March)

- Ms. Daly spoke about the Coffee & Chat with MAPP event that will be taking place on 4/4 from 10:00am-2:00pm.
- Ms. Bilotta stated we do need as many individuals as possible to fill out the surveys as we will begin our 2.0 initiative for our MAPP assessment.

### Ms. Scruggs – Director of Behavioral Health (Presented Report for the month of March)

- Ms. Scruggs spoke about the audit done by Illinois Department of Human Services. Our CMHC certification will be renewed for an additional three years. Deficiencies were identified and will be worked on. The corrective action plan is due at the end of March.
- Ms. Scruggs spoke about the new grant application for the Project for the Transition from Homelessness (PATH) Program. We put an application in for this grant. We have asked for an expansion to include one more staff person.
- In our Clinical Training program, BH students will be leaving through July & August and a new group of students will be coming in after.
- 1 nurse and 2 billing clerks have started working in BH. Hoping to have the last three openings filled very soon.
- 590 has a complete day shift team.

### Dr. Burke – Substance Use Initiatives (Presented Report for the month of March)

- Dr. Burke spoke about the Recovery Community Organization. A community meeting took place encouraging more people in recovery to get involved. Each month there will be a meeting taking place. Once transitioned, they will have their own board with their own independence once the funding gets setup. (pictures were distributed)
- There was a 16% decrease in overdose deaths in 2023 compared to 2022.
- Dr. Burke discussed the Narcan freestanding boxes in the Community and their locations. The Rapid Response team will check the boxes weekly and refill as needed. Ten of those boxes were donated.
  - \* *Dr. Lipinski questioned how it was determined where to locate the Narcan boxes? Dr. Burke stated it made sense to put them at CHC/HD as well as EBO/NBO. The County Courthouse has 2 which made sense due to the traffic. The libraries have 3 boxes due to community members coming through their building.*
  - \* *Ms. Brass asked if the schools have Narcan in their building? Ms. Burke stated it is now a state requirement to have them in the schools. She has also done training in the schools. We recommend they have them in their AED's and their gyms. Ms. Brass questioned at what grade in the schools has this started? Ms. Burke stated Elementary.*

### Ms. Maragos – Chief Executive Officer, Community Health Center (Presented Report for the month of March)

- Ms. Maragos spoke of the UDS submission and the discussion that will take place further in the meeting.
- Ms. Maragos spoke of the School Based Health Center. CHC has seen a total of 212 students (263 visits). They have added a second Social Worker to the school. This will make two social workers at the school. We are now fully staffed.
- Ms. Maragos spoke briefly about the renovations taking place at CHC.
- CHC has been meeting monthly with the HD BH team to make sure our integration with Behavioral Health Services is coming along smoothly. We have started services with our new Psychiatrist, Dr. Flowers. She will see patients on Saturdays and Mondays.
- The HRSA site visit will take place on 4/9-4/11.
- Ms. Maragos stated CHC will be requesting approval for 2024 Medical, BH and Hospital Fees.
  - \* *Ms. Brass asked how the Social Worker in the School Based program will work with the Social Worker in the school? Ms. Maragos stated they will work hand in hand. The current Social Worker has already identified the high-risk children. They would like to do a high-risk assessment of these high-risk children. There is currently one Social Worker at the school, CHC has hired a FT Social Worker and CHC has hired two Mental Health Nurse Practitioners.*

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

- Dr. Byrd was not in attendance. Ms. Maragos questioned if anyone had any questions from Dr. Byrd’s report.

**Mr. Conners – Director of Environmental Health, (Presented Report for the month of March)**

- Mr. Conners spoke about the recall on Cinnamon Applesauce Pouches. They found the person responsible for this contamination. He lives outside of the USA.
- There is currently an investigation ongoing regarding the leafy greens recall.
- Mr. Conners spoke about the resolutions that will be presented later in the meeting.

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

- Ms. VanderBoegh spoke about the sexually transmitted infections, PrEP clinic and the HIV prevention services as well as statistics to go along with this.
- Ms. VanderBoegh spoke about the Congresswoman Lauren Underwood’s and USDA’s site visit to WIC on 2/21.

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

- Mr. Patel spoke about the 15 confirmed cases of measles in the Chicago area.
- There are 20 contacts in Will County.
- There were 13 confirmed cases at the Halsted Shelter – Chicago, with 2303 exposed contacts.
  - \* *Dr. Lipinski asked if the migrants coming through are/are not vaccinated? Mr. Patel stated we’re not receiving documents of immunizations and therefore we are unsure. They are being quarantined and monitored.*
  - \* *Ms. Robbins questioned “what is the percent of children that are immunized? Mr. Patel stated approximately 90%.*

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

- Ms. Weber spoke about the two requests from Illinois Public Health Mutual Aid System (IPHMAS) regarding the need for medical staff who could help with vaccinating at the immigrant shelters and the second request was for translators.
- Approximately 3000 MMR vaccinations have been given out so far in Chicago at the shelters.
- Tabletop exercise took place last week. Ms. Weber will share the results from the consultants once received.
- Ms. Weber and Ms. Agor will be attending the National Association of County and City Health Officials (NACCHO) Preparedness Conference 3/25-3/28 in Cleveland Ohio.

**Mr. Juday, Media Services (Presented Report for the Month of March)**

Mr. Juday was not in attendance. Dr. Terrell spoke briefly about his report.

**OLD BUSINESS:**

Ms. Bilotta presented the County Legislative Agenda during the February meeting and again in the March meeting. There were no questions/comments.

**NEW BUSINESS:**

**UDS Report**

Ms. Maragos presented the UDS report for 2023.

**Resolutions #24-19 to #24-27**

**RESOLUTION #24-19 APPROVAL OF LANGUAGE INTERPRETATION SERVICES THROUGH PROPIO**

Ms. Bergin spoke about Propio Interpretation Services (telephone based); over 190 languages including sign language through a video system. Pricing is under the State of IL Joint Purchase Master Contract.

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

**RESOLUTION #24-20 APPROVAL OF PAYMENT FOR MEDIA CAMPAIGN ACTIVITIES**

Ms. Bergin spoke about the FOURCE Group as the Communication management group. This invoice covers media campaign advertising activities for April 2024.

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

**RESOLUTION #24-21 APPROVAL TO TABLE NEXTGEN INFRASTRUCTURE HOSTING AND SUPPORT CONTRACT**

This resolution will be tabled. Mr. Melei spoke of the Nextgen bid and only receiving one bid. He stated we have made some changes and will rebid.

**RESULT:** APPROVED TO TABLE [UNANIMOUS]  
**MOVER:** Chief Hertzmann  
**SECONDER:** Chief Carey  
**YEAS:** Dr. Terrell, Chief Hertzmann, Ms. Mackey, Ms. Brass, Chief Carey, Ms. Gunnink, Dr. Lipinski, Dr. Morales, Dr. Soderquist, Ms. Robbins  
**NAYS:** None

**RESOLUTION #24-22 APPROVAL OF THE CHAPTER 97 WILL COUNTY PUBLIC SWIMMING FACILITY ORDINANCE REVISION**

Mr. Conners spoke of taking over the licensures of public swimming facilities at the County. We have to go to a Public Hearing, prior to the ordinance being approved.

- \* Ms. Mackey questioned if we were concerned with the level of quality? Mr. Conners stated it helps the State of Illinois as well as the Health Department. Ms. Mackey questioned as facility operator – do they have more support or quicker access to recommendations? Mr. Conners stated that has been continuous and has not changed.
- \* Ms. Mackey asked if the State will be charging more of a fee? Mr. Conners stated they will not.

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

**RESOLUTION #24-23 APPROVAL OF THE PURCHASE OF LARVICIDE FOR THE VECTOR SURVEILLANCE AND CONTROL PROGRAM**

Mr. Conners spoke of purchasing larvicide. We're going with a different larvicide, we alternate every year, so mosquitoes don't get resistant. This is grant funded and purchased under a state contract.

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

**RESOLUTION #24-24 APPROVAL TO CONTRACT WITH EMPLOYEE NETWORK, INC FOR ORGANIZATIONAL IMPROVEMENT PLAN PHASE 2**

Ms. Bilotta stated this is the continuation of ENI Services for Organization Improvement at the CHC, including leadership training, development of training modules and manuals.

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

**RESOLUTION #24-25 APPROVAL TO ADOPT THE COMMUNITY HEALTH CENTER FEE SCHEDULE FOR MEDICAL AND BEHAVIORAL HEALTH SERVICES AND PROCEDURES**

Ms. Maragos spoke about the fee schedule for the Medical and Behavioral Health Services and Procedures at CHC.

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

**RESOLUTION #24-26 APPROVAL TO SURPLUS EQUIP**

Ms. Baumgartner spoke about the need to surplus the equipment listed.

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

**RESOLUTION #24-27 APPROVAL FOR THE APPROPRIATION OF FUNDS FOR THE ILLINOIS DEPARTMENT OF PUBLIC HEALTH COMPREHENSIVE HEALTH PROTECTION GRANT**

Dr. Burke spoke of this grant which is to supply 8mg Naloxone to first responders and police departments. This needs to be used by June 30<sup>th</sup>.

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

\* Ms. Bilotta spoke about the Personnel Status report for the month of March.

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

**BOARD MEMBERS' COMMENTS/CONCERNS:**

**PUBLIC CONCERNS AND COMMENTS – NONE**

\* *Mr. Wilson, resident of Mokena, IL spoke. He is a business owner of "Illinois Supply Company"*

**ADJOURNMENT**

A **motion** was made by Chief Hertzmann and **seconded** by Chief Carey to adjourn the meeting at 4:32pm.

By: \_\_\_\_\_  
Teena Mackey, Secretary  
Will County Board of Health

By: \_\_\_\_\_  
Mary Kilbride, Executive Assistant  
Will County Health Department



# Will County Health Department

FY 2023

## Budget Comparison - Revenue Twelve Months Ending November 2023

Revenue	<u>Adopted Budget</u>	<u>Revised Budget</u>	<u>Revenue</u>	<u>Target - 100% Percent Realized</u>
Property Taxes	11,015,000.00	11,015,000.00	10,962,599.66	99.52%
Intergovernmental Grants & Contracts				
Administration	1,860,302.00	1,979,704.00	4,086,373.58	206.41%
Emergency Preparedness and Response	398,013.00	419,333.00	509,956.66	121.61%
Environmental Health	1,020,068.00	1,020,068.00	1,105,252.07	108.35%
Behavioral Health	2,214,170.00	2,416,287.00	1,236,017.40	51.15%
Family Health Services	4,038,495.00	4,756,300.00	5,046,469.57	106.10%
Community Health Center	4,119,216.00	4,290,801.00	4,875,392.50	113.62%
	<u>13,650,264.00</u>	<u>14,882,493.00</u>	<u>16,859,461.78</u>	<u>113.28%</u>
Licenses, Permits & Charges for Services				
Administration	246,500.00	246,500.00	210,883.95	85.55%
Environmental Health	1,836,000.00	1,836,000.00	1,959,617.20	106.73%
Behavioral Health	3,076,054.00	3,076,054.00	3,494,653.74	113.61%
Family Health Services	292,300.00	292,300.00	344,728.86	117.94%
Community Health Center	6,137,310.00	6,137,310.00	6,608,509.12	107.68%
	<u>11,588,164.00</u>	<u>11,588,164.00</u>	<u>12,618,392.87</u>	<u>108.89%</u>
Fines and Forfeitures	500.00	500.00	-	-
Miscellaneous Revenues				
Rental Income	8,400.00	8,400.00	1,400.00	16.67%
Donations/Fundraiser	500.00	500.00	-	0.00%
Expense Recovery	-	-	35,602.50	-
CHC Other: MCO Capitation, Performance	46,800.00	46,800.00	43,676.25	93.33%
Anticipated New Revenues	4,000,000.00	2,777,771.00	-	-
Funds On Hand	1,706,439.00	1,696,439.00	-	-
	<u>5,762,139.00</u>	<u>4,529,910.00</u>	<u>80,678.75</u>	<u>1.78%</u>
Transfers In	300,000.00	300,000.00	300,000.00	-
<b>Total Revenue</b>	<b><u>42,316,067.00</u></b>	<b><u>42,316,067.00</u></b>	<b><u>40,821,133.06</u></b>	<b><u>107.87% *</u></b>
* Total Revenue used for Revenue Performance %	36,609,628.00	37,841,857.00	-	
Less: Anticipated New Revenues and Funds on Hand				

**Note:** These amounts may change during the outside audit, according to accounting guidelines.

# Will County Health Department

FY 2023

## Budget Comparison - Expenditures Twelve Months Ending November 2023

	<u>Adopted Budget</u>	<u>Revised Budget</u>	<u>Expenditures</u>	<u>Encumbrances</u>	<u>Remaining Budget</u>	<u>Target - 100% Percent Used</u>
<b>Expenditures</b>						
<b>Personnel - Salaries</b>						
Administration	2,605,691.00	2,758,152.00	2,671,073.00	-	87,079.00	96.84%
Emergency Preparedness and Response	276,129.00	290,929.00	290,918.50	-	10.50	100.00%
Environmental Health	1,587,337.00	1,587,337.00	1,569,495.88	-	17,841.12	98.88%
Behavioral Health	4,933,460.00	4,915,753.00	3,513,280.57	-	1,402,472.43	71.47%
Family Health Services	4,469,909.00	4,698,021.00	4,283,684.44	-	414,336.56	91.18%
Community Health Center	8,083,233.00	8,043,983.00	7,310,013.94	-	733,969.06	90.88%
Total Personnel - Salaries	21,955,759.00	22,294,175.00	19,638,466.33	-	2,655,708.67	88.09%
<b>Personnel - Benefits</b>						
Administration	1,052,807.00	1,075,143.00	1,021,233.34	-	53,909.66	94.99%
Emergency Preparedness and Response	113,036.00	113,036.00	115,164.29	-	(2,128.29)	101.88%
Environmental Health	813,178.00	813,178.00	753,968.61	-	59,209.39	92.72%
Behavioral Health	2,023,116.00	2,046,192.00	1,260,948.17	-	785,243.83	61.62%
Family Health Services	2,083,380.00	2,141,182.00	1,888,437.83	-	252,744.17	88.20%
Community Health Center	3,108,575.00	3,117,812.00	2,634,924.64	-	482,887.36	84.51%
Total Personnel - Benefits	9,194,092.00	9,306,543.00	7,674,676.88	-	1,631,866.12	82.47%
<b>Commodities</b>						
Administration	288,165.00	284,938.00	219,919.90	-	65,018.10	77.18%
Emergency Preparedness and Response	9,147.00	20,052.57	20,027.30	-	25.27	99.87%
Environmental Health	187,467.00	213,541.12	208,211.26	(5,729.74)	11,059.60	97.50%
Behavioral Health	112,444.00	153,478.84	109,042.93	-	44,435.91	71.05%
Family Health Services	255,123.00	348,703.00	262,966.70	-	85,736.30	75.41%
Community Health Center	1,739,889.00	1,870,677.74	1,759,086.80	-	111,590.94	94.03%
Total Commodities	2,592,235.00	2,891,391.27	2,579,254.89	(5,729.74)	317,866.12	89.20%
<b>Contractual Services</b>						
Administration	1,126,863.00	1,270,350.00	1,003,663.27	-	266,686.73	79.01%
Emergency Preparedness and Response	27,840.00	41,094.43	40,459.67	-	634.76	98.46%
Environmental Health	190,209.00	164,134.88	141,528.05	(449.00)	23,055.83	86.23%
Behavioral Health	1,236,279.00	1,178,697.16	736,240.82	-	442,456.34	62.46%
Family Health Services	239,473.00	577,784.00	490,023.86	-	87,760.14	84.81%
Community Health Center	1,388,103.00	1,448,912.26	1,161,634.94	-	287,277.32	80.17%
Total Contractual Services	4,208,767.00	4,680,972.73	3,573,550.61	(449.00)	1,107,871.12	76.34%
<b>Capital Outlay</b>						
Administration	10,000.00	10,000.00	-	-	10,000.00	-
Community Health Center	355,214.00	355,214.00	345,869.22	-	9,344.78	97.37%
Total Capital Outlay	365,214.00	365,214.00	345,869.22	-	19,344.78	94.70%
<b>Other Expenditures - Anticipated New</b>						
Administration	4,000,000.00	2,777,771.00	-	-	2,777,771.00	-
<b>Total Expenditures</b>	<b>42,316,067.00</b>	<b>42,316,067.00</b>	<b>33,811,817.93</b>	<b>(6,178.74)</b>	<b>8,510,427.81</b>	<b>85.52% *</b>
* Total Exp for Expense Performance %	38,316,067.00	39,538,296.00	-	-	-	-
Less: Anticipated New Expenses	-	-	-	-	-	-

**Note:** These amounts may change during the outside audit, according to accounting guidelines.

# Will County Health Department

FY 2024

Balance Sheet

Four Months Ending March 2024

	<u>Beg Bal</u> <u>12/1/2023</u>	<u>End Bal</u> <u>3/31/2024</u>	<u>Change</u>
<b>Assets</b>			
Cash and cash equivalents	4,660,987.41	466,270.86	(4,194,716.55)
Investments	11,700,000.00	13,325,000.00	1,625,000.00
Receivables	17,219,633.64	12,127,742.37	(5,091,891.27)
<b>Total Assets</b>	<b>33,580,621.05</b>	<b>25,919,013.23</b>	<b>(7,661,607.82)</b>
<b>Liabilities</b>			
Payables	2,321,754.62	73,729.42	(2,248,025.20)
Due to	5,486.55	-	(5,486.55)
Unearned revenue	99,152.19	584,997.42	485,845.23
Property taxes levied for future periods	11,014,121.26	11,014,121.26	-
<b>Total Liabilities &amp; Equity</b>	<b>33,580,621.05</b>	<b>25,919,013.23</b>	<b>(7,661,607.82)</b>

**Note:** These amounts may change during the outside audit, according to accounting guidelines.

# Will County Health Department

**FY 2024**

**Change in Cash**

**Four Months Ending March 2024**

	Dec 2023	Jan 2024	Feb 2024	Mar 2024	Total
<b>Cash and Cash Equivalents</b>					
Beginning Balance**	4,660,987.41	2,039,545.55	1,909,659.25	3,201,302.56	<b>4,660,987.41</b>
Deposits	1,658,314.63	2,598,965.65	4,303,929.99	1,416,872.65	<b>9,978,082.92</b>
AP Payments	(1,054,468.49)	(2,237,172.23)	(1,346,810.68)	(1,650,028.94)	<b>(6,288,480.34)</b>
Payroll	(1,600,198.86)	(491,045.67)	(1,660,712.64)	(2,501,875.41)	<b>(6,253,832.58)</b>
Investment Maturity/(Additions)	(1,625,000.00)	-	-	-	<b>(1,625,000.00)</b>
Prior Period Due To	(89.14)	(634.05)	(4,763.36)	-	<b>(5,486.55)</b>
Ending Balance	<u>2,039,545.55</u>	<u>1,909,659.25</u>	<u>3,201,302.56</u>	<u>466,270.86</u>	<u><b>466,270.86</b></u>
<b>Investments</b>					
Beginning Balance	11,700,000.00	13,325,000.00	13,325,000.00	13,325,000.00	<b>11,700,000.00</b>
Additions to Investments*	1,625,000.00	-	-	-	<b>1,625,000.00</b>
Ending Balance	<u>13,325,000.00</u>	<u>13,325,000.00</u>	<u>13,325,000.00</u>	<u>13,325,000.00</u>	<u><b>13,325,000.00</b></u>
	1,625,000.00				-
<b>Total Cash and Investments</b>	<u><b>15,364,545.55</b></u>	<u><b>15,234,659.25</b></u>	<u><b>16,526,302.56</b></u>	<u><b>13,791,270.86</b></u>	<u><b>13,791,270.86</b></u>

\* Investments are updated retrospectively.

**Note:** These amounts may change during the outside audit, according to accounting guidelines.

**Note:** Beginning balance difference due to recording of cash adjustments for AP, GovPay, and Corrections in FY23.

# Will County Health Department

FY 2024

## Budget Comparison - Revenue Four Months Ending March 2024

Revenue	<u>Adopted Budget</u>	<u>Revised Budget</u>	<u>Revenue</u>	<u>Target - 33.3%</u> <u>Percent Realized</u>
Property Taxes	11,015,000.00	11,015,000.00	4,153.95	0.04%
Intergovernmental Grants & Contracts				
Administration	1,430,389.00	1,668,063.00	69,133.69	4.14%
Emergency Preparedness and Response	417,509.00	417,509.00	-	0.00%
Environmental Health	1,275,963.00	1,275,963.00	90,092.79	7.06%
Behavioral Health	2,042,017.00	2,042,017.00	117,741.95	5.77%
Family Health Services	3,945,574.00	3,945,574.00	180,768.48	4.58%
Community Health Center	3,247,318.00	3,247,318.00	228,713.37	7.04%
	<u>12,358,770.00</u>	<u>12,596,444.00</u>	<u>686,450.28</u>	<u>5.45%</u>
Licenses, Permits & Charges for Services				
Administration	237,000.00	237,000.00	39,634.80	16.72%
Environmental Health	1,936,000.00	1,936,000.00	1,282,190.75	66.23%
Behavioral Health	3,076,054.00	3,076,054.00	435,155.41	14.15%
Family Health Services	185,000.00	185,000.00	38,070.75	20.58%
Community Health Center	6,750,030.00	6,750,030.00	1,165,634.23	17.27%
	<u>12,184,084.00</u>	<u>12,184,084.00</u>	<u>2,960,685.94</u>	<u>24.30%</u>
Fines and Forfeitures	500.00	500.00	-	-
Miscellaneous Revenues				
Rental Income	11,400.00	11,400.00	-	0.00%
Donations/Fundraiser	450.00	450.00	-	0.00%
Other: MCO Capitation, Performance, Return Cks	33,800.00	33,800.00	(943.75)	-2.79%
Anticipated New Revenues	4,000,000.00	3,762,326.00	-	-
Funds On Hand	1,453,534.00	1,453,534.00	-	-
	<u>5,499,184.00</u>	<u>5,261,510.00</u>	<u>(943.75)</u>	<u>-0.02%</u>
Transfers In	2,750,000.00	2,750,000.00	750,000.00	-
<b>Total Revenue</b>	<b><u>43,807,538.00</u></b>	<b><u>43,807,538.00</u></b>	<b><u>4,400,346.42</u></b>	<b><u>11.40% *</u></b>
* Total Revenue used for Revenue Performance %	38,354,004.00	38,591,678.00	-	
Less: Anticipated New Revenues and Funds on Hand				

**Note:** These amounts may change during the outside audit, according to accounting guidelines.

# Will County Health Department

FY 2024

## Budget Comparison - Expenditures Four Months Ending March 2024

	<u>Adopted Budget</u>	<u>Revised Budget</u>	<u>Expenditures</u>	<u>Encumbrances</u>	<u>Remaining Budget</u>	<u>Target - 25% Percent Used</u>
<b>Expenditures</b>						
<b>Personnel - Salaries</b>						
Administration	2,745,729.00	2,745,729.00	839,858.17	-	1,905,870.83	30.59%
Emergency Preparedness and Response	304,119.00	304,119.00	88,744.46	-	215,374.54	29.18%
Environmental Health	1,804,844.00	1,804,844.00	483,584.37	-	1,321,259.63	26.79%
Behavioral Health	5,220,514.00	5,246,596.00	1,198,972.89	-	4,047,623.11	22.85%
Family Health Services	4,576,454.00	4,576,454.00	1,323,144.63	-	3,253,309.37	28.91%
Community Health Center	8,602,309.00	8,602,309.00	2,319,528.06	-	6,282,780.94	26.96%
Total Personnel - Salaries	23,253,969.00	23,280,051.00	6,253,832.58	-	17,026,218.42	26.86%
<b>Personnel - Benefits</b>						
Administration	1,040,640.00	1,040,640.00	318,598.99	-	722,041.01	30.62%
Emergency Preparedness and Response	115,368.00	115,368.00	32,190.73	-	83,177.27	27.90%
Environmental Health	854,243.00	854,243.00	228,484.58	-	625,758.42	26.75%
Behavioral Health	2,140,242.00	2,150,131.00	428,109.98	-	1,722,021.02	19.91%
Family Health Services	1,974,132.00	1,974,132.00	570,043.98	-	1,404,088.02	28.88%
Community Health Center	3,190,857.00	3,190,857.00	837,034.80	-	2,353,822.20	26.23%
Total Personnel - Benefits	9,315,482.00	9,325,371.00	2,414,463.06	-	6,910,907.94	25.89%
<b>Commodities</b>						
Administration	290,158.00	290,158.00	56,943.46	-	233,214.54	19.62%
Emergency Preparedness and Response	8,770.00	8,770.00	1,355.00	-	7,415.00	15.45%
Environmental Health	306,501.00	306,501.00	20,742.30	-	285,758.70	0.07
Behavioral Health	134,871.00	177,232.00	671.48	-	176,560.52	0.00
Family Health Services	302,343.00	279,943.00	29,208.88	-	250,734.12	0.10
Community Health Center	2,012,370.00	2,012,370.00	527,597.24	-	1,484,772.76	26.22%
Total Commodities	3,055,013.00	3,074,974.00	636,518.36	-	2,438,455.64	20.70%
<b>Contractual Services</b>						
Administration	1,167,519.00	1,357,519.00	509,205.14	-	848,313.86	37.51%
Emergency Preparedness and Response	46,211.00	46,211.00	4,088.01	-	42,122.99	8.85%
Environmental Health	185,335.00	185,335.00	19,572.28	-	165,762.72	10.56%
Behavioral Health	1,024,556.00	993,898.00	189,424.65	-	804,473.35	19.06%
Family Health Services	252,324.00	274,724.00	112,820.72	-	161,903.28	41.07%
Community Health Center	1,497,130.00	1,497,130.00	154,362.92	-	1,342,767.08	10.31%
Total Contractual Services	4,173,075.00	4,354,817.00	989,473.72	-	3,365,343.28	22.72%
<b>Capital Outlay</b>						
Administration	10,000.00	10,000.00	-	-	10,000.00	-
<b>Other Expenditures - Anticipated New</b>						
Administration	4,000,000.00	3,762,326.00	-	-	3,762,326.00	-
<b>Total Expenditures</b>	<b>43,807,539.00</b>	<b>43,807,539.00</b>	<b>10,294,287.72</b>	<b>-</b>	<b>33,513,251.28</b>	<b>25.71% *</b>
* Total Exp for Expense Performance %	39,807,539.00	40,045,213.00	-	-	-	-
Less: Anticipated New Expenses	-	-	-	-	-	-

**Note:** These amounts may change during the outside audit, according to accounting guidelines.



**Administration BOH Report – provided by Cindy Jackson, Director of Administrative Services**

**POLICY UPDATES**

- The Translation and Interpretation Policy (ADM-024) was updated to include information on how to access the new Telephone Translation Service provider.

**FACILITY UPDATES**

**Community Health Center (CHC)**

- OB Countertop Quotes: We are waiting to receive countertop samples from the vendor that was quoting the project. Once we choose a countertop color, we will receive official quotes for countertop replacement.
- Painting: The facilities department has continued to have their onsite technician work on painting the CHC one area at a time. In March, the lower-level main hall and doors, the main level OB waiting room and Lab/Care Clinic hallway and waiting room were also painted. Next to be painted will be the Administrative Office Suite.
- 2024 Capital Improvement Projects (CIP): The CHC Call Center Modernization project, approved by the County Board with a budget of \$385,000. To prepare for the Call Center Modernization Project, we are working on emptying the old Medical Records room on the lower level. As of March 20th, a total of 1,668 boxes of medical records were moved to the Will County Records Management (RM) Facility for record storage. There are about 75-100 boxes of records left to be moved. In March, the contracted Architect was onsite with an engineer and will soon present the finalized architectural drawings for the project. Once finalized, the county will go out to bid for the construction piece of the project.

**North Branch Office, Bolingbrook (NBO)**

- We are continuing to explore options for space when our lease expires on 12/31/25. In April, we will be touring three space options on the campus of our current NBO.

**SAFETY UPDATES**

The new Safety & Risk Reduction Officer, Barb Agor, started on April 1 and will be focusing on the following projects in April:

- Coordinate the AED checks, updates, and supply ordering.
- Develop a 2024 calendar of events, trainings, and drills. The calendar will include a new annual safety training for all staff that will also meet accreditation requirements for the Community Health Center and Behavioral Health Divisions.
- Begin to implement the employee safety orientation (every two weeks).
- Finalizing the Exposure Control Plan.
- Restock first aid kits quarterly.
- Lead the WCHD Safety Committee and activities.
- Overhaul the organization of the agency Safety Data Sheets making them more accessible to all.
- Familiarize self with all other safety program initiatives.

### **Compliance BOH Report – provided by Armando Reyes, Compliance Officer**

- Collaborating with the ITT Director on implementing new and revised compliance policies and procedures. Develop a work plan to protect agency information and systems, including information system monitoring, identifying vulnerabilities, cyber threats, data breaches and other security incidents that compromise the confidentiality integrity, and availability of sensitive information. Verify and document mitigation activities. Notify regulatory agencies of breaches in accordance with applicable standards and laws.
- Will continue to meet with Division leadership to assess Compliance needs.
- Will be conducting “Confidentiality in the Workplace” training to new employees during orientation and onboarding and will also provide training annually for existing employees throughout the Health Department divisions. The training will cover: Health Insurance Portability and Accountability Act (HIPAA) and Health Information Technology for Economic and Clinical Health Act HITECH:
  - HIPAA: Health Insurance Portability and Accountability Act: The Health Insurance Portability and Accountability Act of 1996 (HIPAA) is a federal law that required the creation of national standards to protect sensitive patient health information from being disclosed without the patient's consent or knowledge.
  - HITECH: The HITECH Act encouraged healthcare providers to adopt electronic health records and improve privacy and security protections for healthcare data. This was achieved through financial incentives for adopting EHRs and increased penalties for violations of the HIPAA Privacy and Security Rules.
- The Compliance committee meeting will be held on April 25, 2024.
- Continue to work with Division Directors on “Planning for vacancy of pivotal position” worksheet as it pertains to Succession Planning.
- Continue to work with ITT on developing a consumer Kiosk Survey system for all Divisions. The Community Health Center will be the first Division to pilot the Kiosk survey system. Continue to work on the logistics of the locations and securement of the devices. A Consumer Complaint electronic process for all Divisions has been developed. The form will be available via Kiosk to all consumers.
- Continue to monitor, process and follow-up on the Critical Incident Reports with the electronic processing system.

### **Finance - BOH Report – provided by Katie Schaefers, Finance & Grants Mgmt. Coordinator**

In addition to agency deposits, monthly and quarterly grant expenditure reporting:

- State Fiscal Year 2025 grant application packets continue to be issued by Illinois Dept of Human Services. State Fiscal year 2025 begins July 1, 2024.
- We were notified by the Will County Finance Department that three Health Department grants have been tentatively selected as major federal programs by Baker Tilly and are subject to compliance audit testing for the CFY23 Single Audit Report. Selected grants include the WIC grant, with federal expenditures of \$2,038,318; the Community Health Center grant with federal expenditures of \$2,538,030; and the Community Health Center ARPA grant with federal expenditures of \$1,636,508. Compliance requirements to be tested include, but are not limited to, allowable activities, allowable costs, cash management, client eligibility, procurement, and reporting.
- We are continuing to work to properly capture and record all Fiscal Year 2023 revenue during the audit period.



**Health Equity BOH Report – provided by Robert E.F. Dutton Ph.D., Health Equity Manager**

**Community Events:** The Will County Health Department in conjunction with the Activating Relationships in Illinois for Systematic Equity (ARISE) Coalition participated in 12 community engagement events for the month of March handing out over 5,000 COVID-19 test kits and personal protective equipment (PPE) equipment. Also, during the month of March, the Health Equity Team and the WCHD Immunization Team participated at the Mobile Mexican Consulate event in Bolingbrook providing COVID-19 in home test kits, and free vaccinations for flu, chicken pox, and measles. On March 20<sup>th</sup> in University Park, we participated in a Community Resource, Health & Job Fair with 39 vendors and 1,912 attendees. This event provided a variety of health screening services, clothes donations, employment opportunities, and utilities financial assistance. We closed out the month planning activities, events, and collateral materials on vaccination awareness due to the increase of chicken pox and measles.

**Food Insecurity:** The Will County Health Department Health Equity Team in collaboration with its collaborative partners the National Hook-up of Black Women, Holsten Human Capital Development and Warehouse Workers for Justice took on the task of reducing food insecurity in our historically marginalized communities in Will County. In Illinois, between 2019 – 2023, food insecurity averaged 9.4%. Illinois' food insecurity rate was lower than the national average of 10.4%. In Will County, food insecurity and the lack of access to affordable nutritious food has attributed to the increased risk of multiple health disorders and other chronic diseases. There are other attributing factors related to people facing hunger, including struggling with high living costs, expensive housing, unemployment, low wage jobs, transportation and dwelling in food deserts. Our focus for the underserved communities is to address these issues of food insecurity and health equity.

Our goal is to make the access for food more available by installing micro food pantries in these desperately needed communities. In addition, we began establishing relationships with our local food pantries and scheduled pop-up Mobile Market Food Pantries and other community engagement events to make food more accessible to residents. Will County now has 61 micro pantries that provide access to non-perishable foods and health care products 24/7 – 365 days a year. Since November 2023, our team has collaborated with partners and have installed 4 additional micro pantries and have 8 signed agreements to install additional micro pantries throughout Will County. There were 2 micro pantry ribbon cutting ceremonies: the Salvation Army Worship Center and the Peggie & Ozzie Mitchell Center in Joliet. Local residents, elected officials, and local media were in attendance. These events were showcased on the front pages of The Herald New, The Times Weekly, B-Informed Media and Channel 6 news.



**Information Technology & Telecommunications (ITT) BOH Report – provided by Anthony Melei,  
Director ITT**

**Cisco Umbrella Consolidation Project:**

The Will County Information and Communication Technology (ICT) is coordinating network security for County Departments. Jillian Carlisle, Information Technology Specialist III, attends the monthly Information Security meeting. The purpose of these meetings is to enhance our information Security Practices and coordinate our efforts in identifying and monitoring our systems for threats.

Both the Health Department and Will County ICT have installed instances of Cisco Umbrella. Cisco Umbrella is a network security application that monitors and blocks threats to our information systems. The Director of ICT and I discussed consolidating into one instance of Cisco Umbrella since our renewal of Cisco Umbrella was due. We were able to consolidate both contracts into Will County's Cisco Umbrella contract, and add licenses for the Health Department, which will reduce the overall costs and provide a centralized monitoring system for both Will County and the Health Department.

**Citrix Infrastructure Rebuild (Status):**

Jillian Carlisle, Information Systems Specialist III, is working with CDWG on our Citrix Infrastructure Rebuild project. The project is 90% complete, and users are utilizing the Citrix system for their operations.

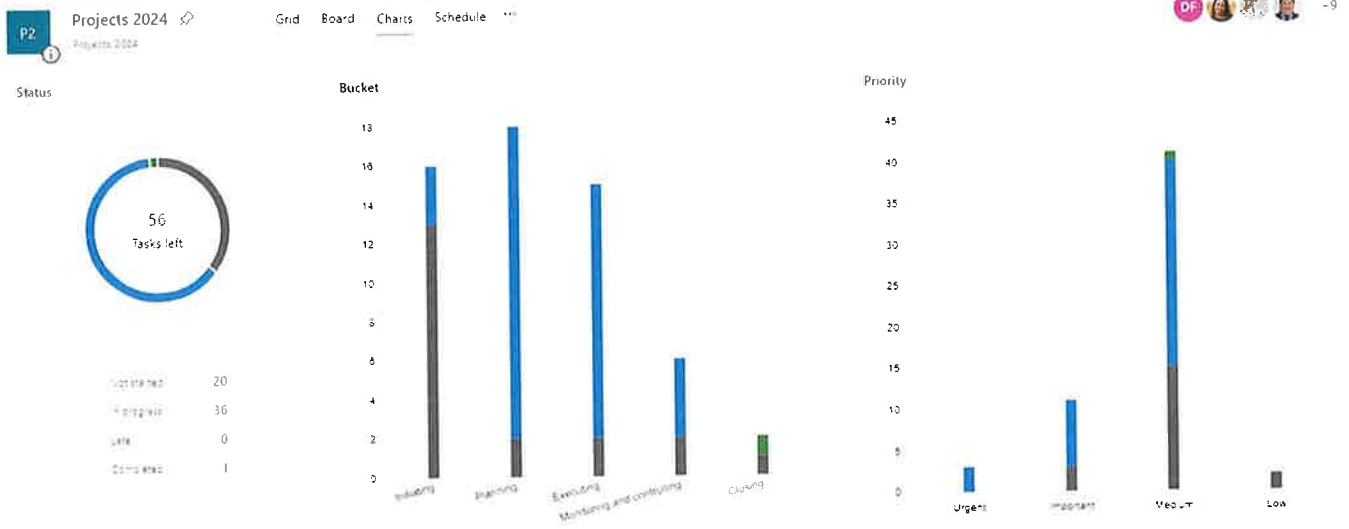
The final part of the project is to implement Virtual Desktops, which was not part of the rebuild, but a planned enhancement, pending a network upgrade in our data center. Virtual Desktops allow us to reuse our older equipment, by booting directly into a Citrix Virtual Desktop Windows Operating System, instead of a locally installed Windows 11 Operating System. All computer operations are run in the Citrix infrastructure, which is substantially more powerful than a local workstation. This saves the costs of purchasing computers and allows IT to centrally manage the Virtual Desktops, saving time and resources.

**Uninterruptable Power Supply (UPS) Maintenance:**

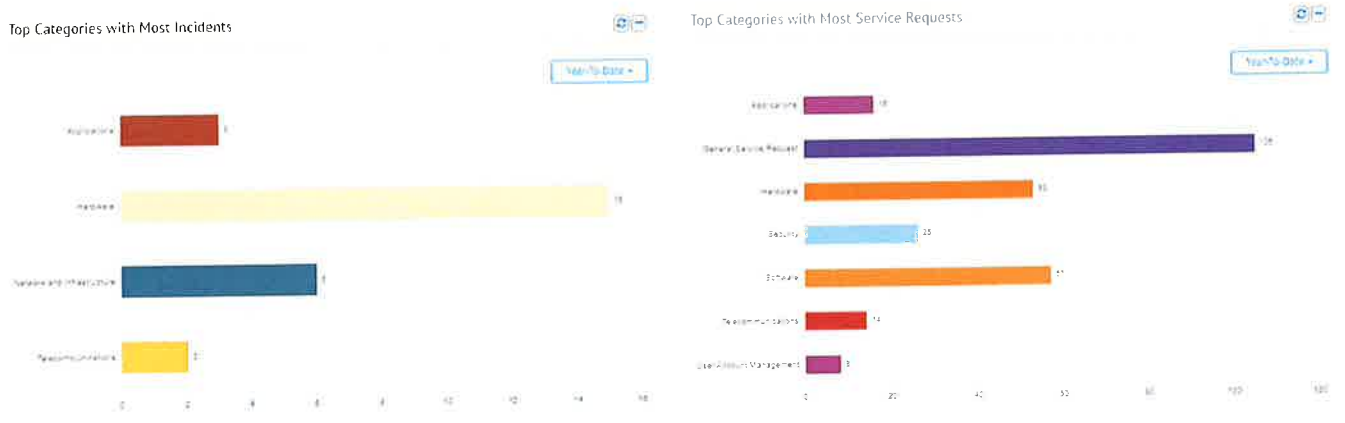
A big thank you to Cindy Jackson, Director of Administrative Services, for identifying a vendor to maintain our Uninterruptible Power Supply (UPS) in our data center which needs replacement batteries. I was having difficulty identifying a vendor to maintain our UPS, going through the manufacturer (TrippLite) which was purchased by Eaton Power. The UPS was installed during construction of the new building. A service contract was never initiated. To get a service contract required certification of our UPS. I could not get the UPS certified, because of the vendor's new ownership. Cindy came to the rescue, and identified Unified Power USA, as a vendor to service the UPS. This vendor maintains all of Will County's UPSs. Service is scheduled for April 12, 2024.

**Project Statistics:**

Listed below are the status of projects ITT is actively working on.



**Work Order Statistics (Year to Date):**



**Mobilizing for Action through Planning & Partnerships (MAPP) BOH Report – provided by Caitlin Daly, Program Manager**

**Action Teams** continue to meet monthly on Microsoft Teams:

**Access to Food and Nutrition** meets on the second Monday from 10:00-11:00am on Microsoft Teams. 15 members attended the March 12<sup>th</sup> meeting. In March, members enjoyed a presentation from The Conservation Foundation located at McDowell Farm in Naperville. We learned about an upcoming collaborative grant opportunity through the Chicago Regional Trees initiative (CRTI). CRTI is offering grants ranging between \$25,000 to \$500,000 and would allow us to leverage funds for disadvantaged

communities to improve tree canopy and increase food access through the planting edible trees and tall shrubs in publicly accessible spaces. Areas in Will County that are considered eligible for this grant opportunity include: Bolingbrook, Romeoville, Joliet, Fairmont, Ingalls Park, Rockdale, Preston Heights, University Park, Crete, Goodenow and Steger. Interested Food Access partners are scheduled to meet in April to begin discussion on a cross-sector grant application for Will County. Our team is looking to partner with organizations with publicly accessible green space (ex. park districts, municipalities, Not for Profit's) for planting.

**Access to Health Care** meets on the third Monday from 1:00-2:00 pm on Microsoft Teams. Fifteen (15) members attended our March 15th meeting. Members enjoyed a presentation and open discussion led by Will County Department of Transportation. Members shared their knowledge and experiences about transportation as a barrier to health care in Will County. Feedback shared will contribute to Will County's Long-Range Transportation Plan (LRTP), report anticipated to be released in August 2025. In April, we will finalize all outreach materials to begin dissemination of the Pediatric Provider Medicaid Capacity survey.

**Stabilizing the Built Environment** meets on the fourth Monday from 10:00-11:00am on Microsoft Teams. Merridith Montgomery (Will County Continuum of Care) serves as Chair and Elizabeth Protich (Riverwalk Homes/Holsten Human Capital Development) serves as Co-Chair. Thirteen (13) members attended the March 25<sup>th</sup> meeting. Members enjoyed a presentation from Will County Land Use Community Development Division about their upcoming Community Development Block Grant (CDBG) /HOME grant application cycle.

**Behavioral Health/Substance Use** meets on the fourth Monday from 1:00-2:30pm on Microsoft Teams. Dr. Kathleen Burke (Will County Health Department) serves as Chair and Dr. Lori McMeel (Lewis University) serves a Co-Chair. Thirty-five (35) members attended our March 25<sup>th</sup> meeting. Members are continuing to strategize on anti-stigma education and messaging directed toward providers and loved ones. There is interest in collaborating with Lewis University's media students to help record public service announcement (PSA) messages and Will County residents in recovery to share their testimony. Also, members are interested in developing a behavioral health services capacity work group. Upon review of previous MAPP assessments, members noticed only the number of inpatient beds for mental/behavioral health at hospitals are reported; capacity for outpatient, telehealth and private practice providers aren't captured. The intended outcome of this work group is to develop a thorough record of available BH services to contribute to the 2025 MAPP assessments. We are surveying availability for the beginning of May to hold our first work group meeting.

***Additional Updates:***

**American Rescue Plan Act (ARPA)** MAPP was awarded \$799,806 American Rescue Plan Act (ARPA) funding based on a 2022 request to implement a 'Food for All for a Healthier Community' initiative. Program implementation began on March 1<sup>st</sup> with four sub-recipient locations – Salvation Army of Joliet, National Hook Up of Black Women of Joliet, Holsten Human Capital Development/Riverwalk Homes of Joliet and New Hope Christian Community Church of Monee.

**MAPP 2.0 Training Hosted by NACCHO** Caitlin attended a MAPP 2.0 training March 25<sup>th</sup> through 27<sup>th</sup> in Cleveland, Ohio. The MAPP 2.0 training followed an interactive curriculum that reviewed each step of the new MAPP 2.0 framework and assessments. This training helped to gain confidence and clarity with the

new materials as we prepare to launch and complete the next round of triennial MAPP assessments in Fall/Winter 2024.

**Coffee and Chat with MAPP** MAPP hosted a Stakeholder engagement event, 'Coffee and Chat with MAPP', Thursday, April 4<sup>th</sup> from 10:00am to 2:00pm at the Will County Health Department, 501 Ella Avenue. All community serving organizations were invited to this free networking event.

**Human Resources BOH Report – provided by Stacey Knack, Human Resources Director**

**Recruitment**

Human Resources will host our 3rd Job Fair at the WCHD 501 Ella location on Tuesday, April 30, 2024, from 2:30 pm until 6:30 pm. The county's mobile workforce center van and Tina Dado, the Recruiter from the County, will participate in the Job Fair. (insert flyer).

**Management Training**

On Thursday, March 7<sup>th</sup>, Human Resources welcomed Dr. Rae to the Health Department to provide management training for Bully and Harassment in the workplace. Everyone enjoyed the training that she provided. We will have her back for more training.



Ethics Training for all staff will be on April 9<sup>th</sup> for all employees and will be conducted by Lisa Kinser from Kinser Law, provided by the County of Will.

**Audits**

Human Resources will also be involved with the Community Health Center's audit on April 10<sup>th</sup> to provide proof of certification and policies and procedures.

Human Resources assisted Behavioral Health last month with their audit and updated our records on what is required for their audits moving forward. Implementing new clearance to our hiring process includes OIG (Office of Inspector General) Search for all staff and Sex Offender Registry Clearance.

# Building My Career!



Will County  
Health Department &  
Community Health Center

&



The County of Will

## CAREER FAIR 2024



**April 30, 2024**



**2:30 pm - 6:30 pm**



**501 Ella Ave. - Joliet, IL 60433**



**willcountyhealth.org**



**willcounty.gov**

### WHAT WE OFFER

- IMRF Retirement
- 14 Paid Holidays
- Paid Vacation Time
- Paid Sick Time & Personal Days
- Group Health Insurance
- Dental & Vision Insurance
- Life Insurance
- Employee Assistant Program
- Many More Benefits!



**MOBILE WORKFORCE CENTER  
WILL BE ON LOCATION**



**APPLY FOR POSITION  
OPENINGS ON THE SPOT**

Scan the QR Code to learn more  
about careers at the  
**Will County Health Department**



Scan the QR Code to learn more  
about careers at the  
**County of Will**



**Behavioral Health Programs continue to provide mental health and substance use services to the community. We are currently providing direct service to over 800 individuals. We have managed to fill six open positions throughout the division.**

### **Adult Program Updates**

We are actively recruiting for a Mental Health Counsellor (MHC) II or III for Adult Mental Health Services and recruiting for an MHC I for Project for Assistance in Transition from Homelessness (PATH) Program due to Dave Delrose pending retirement.

We are growing our relationships with communities within the Will County. Division Director, Diane, and Adult Program Coordinator, Kelsey, met with Bridgeview Services located in Naperville to discuss how to support the same clients. They accept Medicaid and have therapists who are trained in Eye movement desensitization reprocessing (EMDR), a technique used in processing traumatic memories. We are growing our relationship with Joliet Fire Department to assist the members of the community who are at higher risk for homelessness or are in need of services.

### **Clinical Training Program Report**

The Clinical Training Program currently has externs and interns in the Child & Adolescent Program and the Adult Program. While obtaining clinical training, the students assist in providing both psychotherapy and psychological testing for our clients. Mental health agencies stand to gain multiple benefits by taking on students. In addition to providing valuable learning experiences to aspiring mental health professionals, internships can increase the agency's capacity to handle more cases, save costs, and help identify positive future hires. When students take on a portion of the caseloads, it allows our staff to focus on more complex cases. Training students also expands our hiring pool. Most of the current staff in the Child and Adolescent Program were once students in Behavioral Health. Over the years the training program has helped our agency tap into a broader pool of talent by having students onboard.

A ribbon cutting / open house is scheduled for the Will County Child Advocacy Center (CAC) in their new building at 1206 Cedarwood Drive in Crest Hill. In 1995, Will County State's Attorney James Glasgow established the center to improve the integrity of all investigations into allegations of child sexual abuse, while providing hope, healing and justice for the children and their families. The CAC staff are the front-line responders to reports of sexual abuse, severe physical abuse, sexual exploitation, child pornography, neglect, and exposure to violence of children, ages 3-17, in Will County. Dr. Rita Gray sits on the board for the CAC.



**(C&A) Child and Adolescent, (MCR) Mobile Crisis Response, & (YESS) Youth Experiencing Success in School Updates:**

**MCR/SASS (Mobile Crisis Response and SASS)**

New hire, Kalyna Brumfiel. Kalyna will be filling a position that has been vacant for almost a year.

Our MCR program has been asked to provide temporary crisis services in Grundy. Unfortunately, Grundy County has been unable to secure a Mental Health provider; therefore, effective 4/15/24, we will no longer be providing this service.

**C&A (Child and Adolescent Program)**

New hire, Nicol Mack. Nichol is replacing Anamariah Cajigas who recently resigned. Nicol is working on obtaining her license as a clinical social worker.

**School Based**

**YESS (Youth Experiencing Success in School)**

The YESS Program will possibly be adding another elementary school in Homer Glen. Meetings regarding this new school are pending. Funding through Dr. Burke's program is allowing us to add a substance use person to the school-based program.

**590**

We now have our first full day shift 590 team. Staff have begun accepting crisis calls. We are currently preparing the program application for 2025. We are hoping to be operational around the clock in the new contract year. All staff members have been registered for a Crisis Response workshop at Joliet Junior College in April.

**Performance Quality Improvement**

The Division of Behavioral Health is conducting a thorough overview of all its policies and procedures for the purpose of:

- ensuring they remain relevant to current departmental programs, regulations, and standards;
- providing for efficient and effective delivery of services to clients;
- providing useful guidance for staff and
- implementing a good practice.

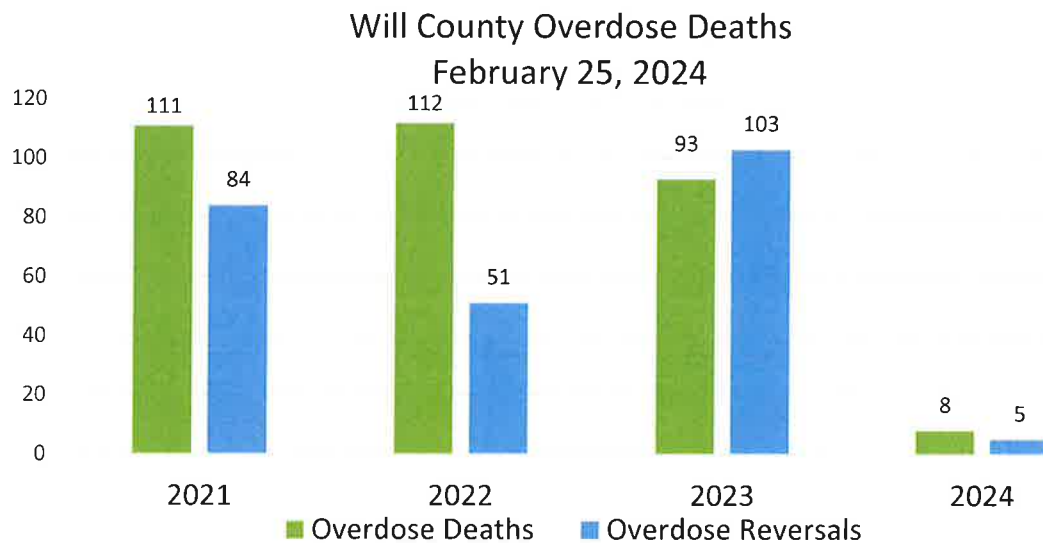
There are 31 BH clinical policies and 33 BH administrative policies.

Ninety percent (90%) of the BH administrative policies as required by BH regulations or accreditation standards can/should apply to the Agency as a whole (i.e. corporate compliance, risk management, client records management, client rights and privacy, etc.). Once reviewed, we will be recommending that these policies be adopted as Agencywide policies.

**Substance Use Initiatives & Treatment, Behavioral Health Division Report – Program Coordinator, Kathleen Burke PhD**

**Substance Use Initiatives**

<u>Summary Totals Per Year</u>	<u>2024</u>	<u>2023</u>	<u>2022</u>	<u>2021</u>
Opioid Overdose Deaths (As of 2/25/2024)	8	93	112	111
Overdose Reversals	5	103	51	84
Fentanyl/Xylazine Test Strips	220	1658	1563	N/A
Got Naloxone Locations	148	888	754	243
Business Locations	216	64	485	N/A
Naloxone Kits (Delivered to the public)	4225	11688	6002	4630
Naloxone Trainings	2024	1806	445	548
Micro pantry Distribution	117	791	605	1469
Methadone Clinic Distribution	0	299	370	450
Red Distribution Boxes	670	0	0	0
Naloxone Plus Program Calls Answered	4	13	3	4
Persons Placed in Temporary Housing	1	4	8	30
Suicides (As of 4/1/2024)	10	65	75	61



**Narcan Distribution boxes:**

The 10 Narcan distribution boxes donated to us by *Saved My Life* are a great success in the community. Each box holds 60 boxes of Narcan. Our team checks on the locations weekly. The Courthouse and Romeoville Library are the two most popular locations.

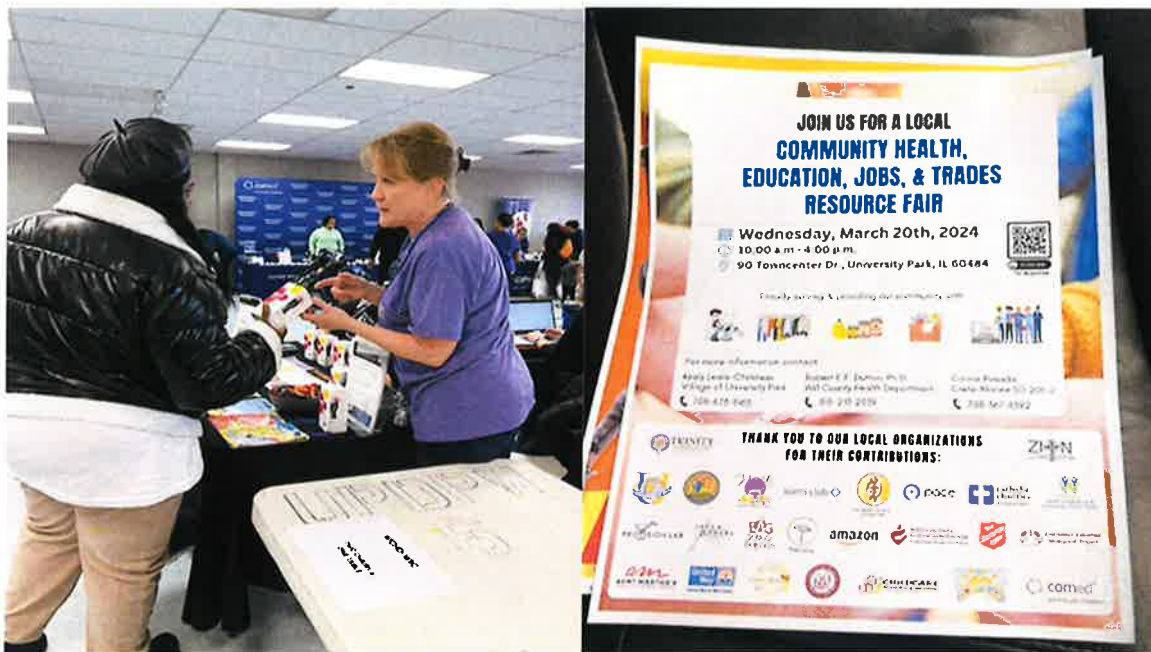
<b>Naloxone Distribution Boxes</b>	<b>Fill</b>
	March 2024
Will County Health Department	72
Will County Health Department East Branch	12
Will County Health Department North Branch	12
Will County Health Center	22
Crest Hill Library	88
Lockport Library	36
Romeoville Library	130
Will County Courthouse	192
Will County Executive Office	130
<b>Total</b>	<b>670</b>

**Recovery Community Organization (RCO):**

The outstanding electrical issues at the RCO are completed making way for the furniture to be installed in mid-April. The second town hall meeting is scheduled for April 20, 2024, from 11 am to 2 pm at Stepping Stones Treatment Center A-Frame located at 1621 Theodore Street, Joliet.

**Rapid Response Team:**

The team attended the Community Health, Education, Jobs, & Trades Resource Fair on March 20th in University Park. We gave out over 100 boxes of Narcan. Connie Bowen, our team member, spent time with a woman who lost her son eight months ago to an overdose. Connie lost her son 4 years ago to an accidental fentanyl overdose. Connie is a value to our team and is there for other family members who have experienced these tragic losses. It was a great fair and another success for our team.



On March 23, 2024, our team collaborated with St. John Lutheran Church for a pop-up medical and resource service. This event offered walk-in medical services, free vaccination, and our Narcan distribution. Another success with a total of 60 boxes distributed.



**HER STORY...**

**Women's Wellness & Empowerment Day**  
**Tuesday, March 12, 2024**  
 Resource Fair 10:00am-2:00pm  
 Keynote Speaker 12:00pm

Location: HHCD/Riverwalk Homes Community Center  
 350 N. Broadway St. Joliet

HHCD.org

WE: WORLD

W Health Department & Community Health Center

IDPH

Featuring Guest Speaker  
  
 Dr/Minister Mary White

\*Join us and learn tools to manage stress and trauma and prioritize self-care with women who have life experience & stories like yours in a warm, welcoming, and nurturing environment. Women healthcare professionals and social services professionals will be onsite to talk to you and support you.

### Substance Use Treatment Program

Clients 2024	2024 January	2024 February	2024 March	TOTAL
Intensive Outpatient Program (IOP)	9	9	10	28
Individual Outpatient	2	2	2	6
Aftercare/Continuing Care	1	5	5	11
Assessments	14	7	8	29
Treatment Visits	118	141	150	409

The Substance Use Treatment Program continues to have one full-time job vacancy for the position of Mental Health Counselor II – Substance Use Treatment Focused. This position provides evaluative, diagnostic, and comprehensive treatment services to adults and adolescents experiencing life-area impact from the use of substances.

#### **402 Grant for Suicide Prevention First Responders Program**

Goal: Design and deliver a campaign to combat mental health stigma among First Responders and their families.

- Five presentations at local first responder agencies broaching mental health challenges, wellness, reduction of stigma, peer support, and lethal means prevention were completed throughout the month of March.
- On 3/8/24 the Behavioral Health Department's Suicide Prevention First Responders Program team attended the State of Illinois sponsored learning collaborative consisting of 7 statewide Suicide Prevention First Responder systems. Learning collaborative activities included exploration of future program funding opportunities with the State of Illinois, long-term collaborate planning between agencies, and review of potential spring and summer programming for community wide events.
- On 3/12/24 the Will County Board's Public Health & Public Safety Committee received a briefing related to the Behavioral Health Department's Suicide Prevention First Responders Program.
- On 3/25/24 the Behavioral Health Department's Suicide Prevention First Responders Program team attended the Will County Fire Chiefs Association Meeting hosted by the Frankfort Fire Department to provide an overview of support services provided through the 402 Grant Program within the Will County community.



Stacy Baumgartner  
CEO, Community Health Center  
April 2024

**Health Resources and Services Administration (HRSA) Site Visit:**

Health Center leadership has been preparing for the Operational Site Visit (OSV) scheduled for April 9-11<sup>th</sup>, 2024. As in the past, the Governing Council will be asked to participate in a discussion on Board Authority and Board Composition including Roles and Responsibilities and Program Requirements. The health center is requesting at least 5 Governing Council members attend a virtual meeting lead by the Pat Fairchild, HRSA Team Lead and Governance/Administration Reviewer.

**Capital Improvement Projects (CIP):**

The Community Health Center (CHC) Call Center Modernization Capital Improvement Project (CIP) was approved by the County Board in the FY24 budget for \$381,047. To prepare for the Call Center Modernization Project, the CHC Medical Records room on the lower level were cleared of medical records and storage. As of March 26<sup>th</sup>, a total of 1,668 boxes of medical records were moved to the Will County Records Management (RM) Facility for record storage. There are about 75-100 boxes worth of records that still need to be moved. Architectural drawings have been received for the project. The space will consist of six cubicles, three manager offices, and additional storage space for CHC medical and office supplies.

**Adult Detention Center Collaboration:**

The Will County Health Department and CHC are working to strengthen the collaboration with the Will County Adult Detention Facility to ensure seamless follow-up for individuals coming out of detention that need medical services including prescription refills. We have identified a single point of contact on the behavioral health team that will coordinate services between the jail's behavioral health provider and the health center. Additionally, individuals returning to the community from incarceration are now considered a Very Important Patient (VIP). This process ensures the patient receives same day service. These patients are not turned away if they present at the health center and a manager should be called to add them to the schedule to see a provider.

**School Based Health Center Update:**

The School Based Health Center has been staffed full-time during the 2023-2024 school year with an Advanced Practice Registered Nurse and is currently providing primary care (mostly physicals and immunizations). The health center staff have fully integrated into the school and participate in all family and student events to promote the health center. In January, we hired two Behavioral Health Advanced Practice Registered Nurses to provide full-time Behavioral Health services and a Licensed Clinical Social Worker will start on April 15<sup>th</sup>, 2024, to provide therapy to the students and families.

**2024 Medical, BH, and Hospital Fees:**

Annually, the health center leadership is required to review fees throughout the health center, to align with the 75<sup>th</sup> percentile of usual and customary fees in our region. We must carefully ensure that nominal fees do not impair or impede access to care for the uninsured. No one is turned away for inability to pay. The 2024 Medical, BH, and Hospital fees were approved by both the Governing Council (GC) and the Board of Health.

**2024 Slate of Candidates for Governing Council:**

The slate of candidates for the Officers on the GC was presented and voted on at the April's Governing Council Meeting. There were also Governing Council members whose terms are due for renewal. They were also presented to the Governance Council and approval during the April Governing Council Meeting.

**Quality Initiatives:**

- The Community Health Center's Continuous Quality Improvement committee has restarted our review of **Joint Commission specific topics** to ensure that we are consistently skating towards the goals that we identified after their site visit.
- Two important implementations that we are working on are the implementation of:
  - \* The Nutritional Assessment that will allow us to screen for eating disorders

**Nutritional Screening**  
or  
**Tamizaje Nutricional**

Date: \_\_\_\_\_  
Fecha: \_\_\_\_\_

Patient's Name: \_\_\_\_\_ DOB: \_\_\_\_\_  
(print)

Nombre del Paciente: \_\_\_\_\_ DOB: \_\_\_\_\_  
(imprimir)

---

Do you have food allergies? YES / NO  
¿Tienes alergias alimentarias? SI / NO

Have you lost 10 pounds or more in the last 3 months? YES / NO  
¿Ha perdido 10 libras o más en los últimos 3 meses? SI / NO

Have you had a loss of appetite? YES / NO  
¿Ha tenido pérdida de apetito? SI / NO

Do you have any Dental Problems? YES / NO  
¿Tiene algún problema dental? SI / NO

- \* The Suicide Risk Assessment tool will allow us to screen for risk of harm

We have chosen the: Columbia Suicide Severity Rating Scale (CSSRS)

- plain language
- takes minutes to administer
- evidence-based
- assess severity of risk immediately

**COLUMBIA-SUICIDE SEVERITY RATING SCALE**  
Screen Version - Revised

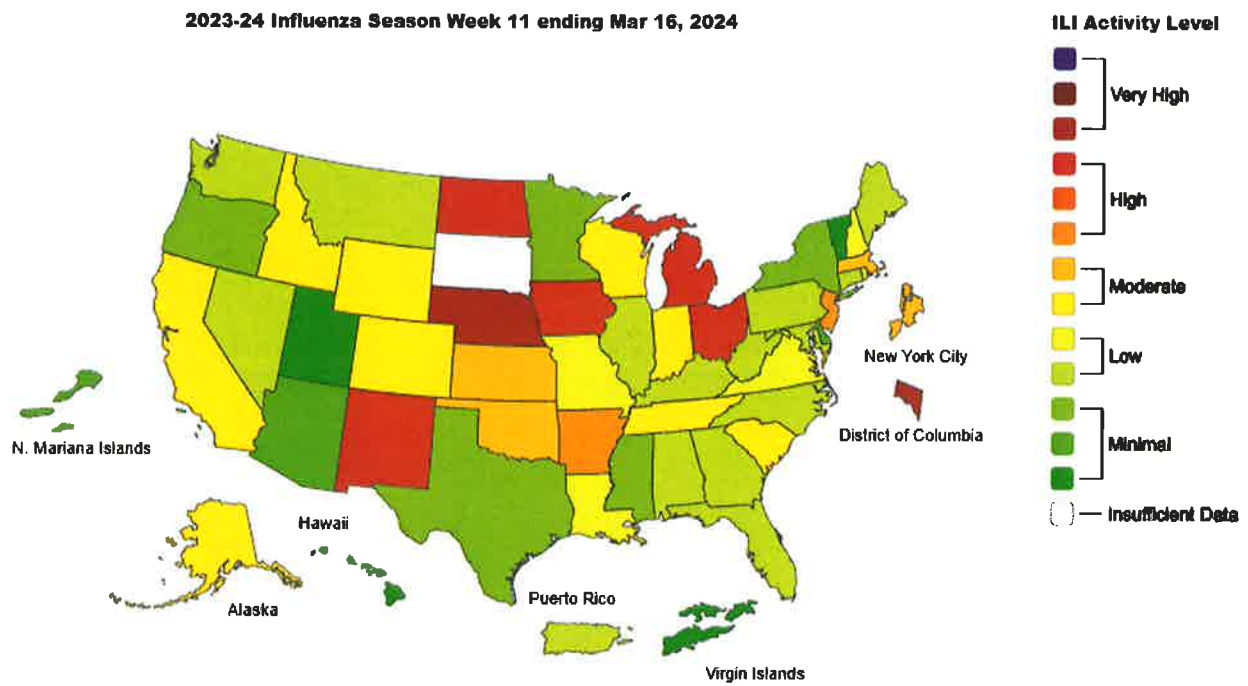
SUICIDE IDEATION DEFINITIONS AND PROMPTS	Past month
Ask questions that are <b>bolded and underlined</b> .	YES NO
Ask Questions 1 and 2	
<b>1) Have you wished you were dead or wished you could go to sleep and not wake up?</b>	YES NO
<b>2) Have you actually had any thoughts of killing yourself?</b>	YES NO
IF YES to 2, ask questions 3, 4, 5, and 6. If NO to 2, go directly to question 6.	
<b>3) Have you been thinking about how you might do this?</b> E.g. "I thought about taking an overdose but I never made a specific plan as to when where or how I would actually do it" and "I would never go through with it."	YES NO
<b>4) Have you had these thoughts and had some intention of acting on them?</b> As opposed to "I have the thoughts but I definitely will not do anything about them."	YES NO
<b>5) Have you started to work out or worked out the details of how to kill yourself? Do you intend to carry out this plan?</b>	YES NO
<b>6) Have you ever done anything, started to do anything, or prepared to do anything to end your life?</b> Examples: Collected pills, obtained a gun, gave away valuables, wrote a will or suicide note, took out pills but didn't swallow any, made a gun but changed your mind or it was ejected from your hand, went to the roof but didn't jump; or actually took pills, tried to shoot yourself, cut yourself, tried to hang yourself, etc. If YES, ask: <b>When did this occur in the past three months?</b>	YES NO

Low Risk  
Moderate Risk  
High Risk

- The Community Health Center is in the process of creating our summer school physical exam schedule.
- It will include a combination of events at our Joliet Health Center, Eastern Branch Office / Monee (EBO), Northern Branch Office / Bolingbrook (NBO), and our Mobile Health Unit
- We will collaborate with the local school districts to serve their students

**Infectious Disease Watch:**

**Influenza:** trending *downward* at the end of the second week of March 2024

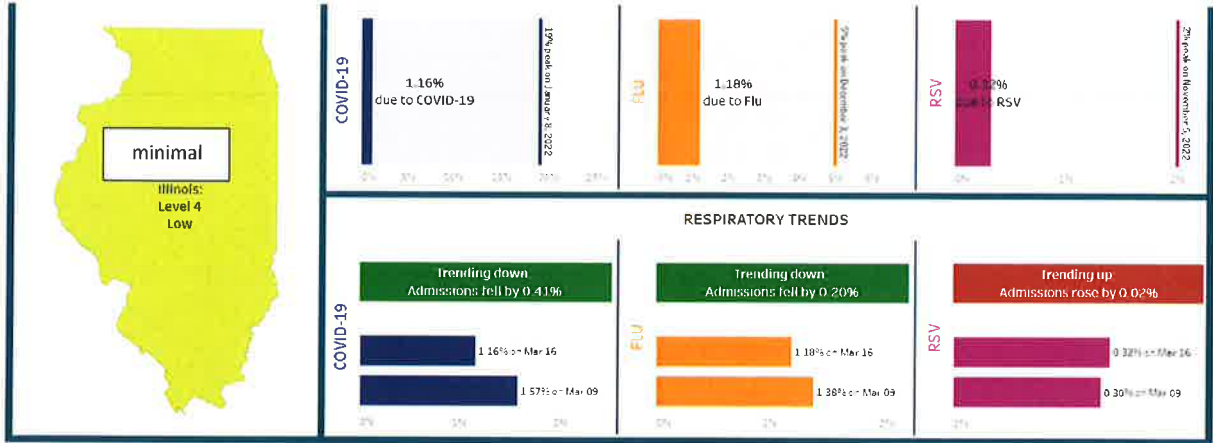




COVID / FLU / RSV: all trending downward



## Seasonal Respiratory Illness Dashboard



### Staffing:

#### - Certified Medical Assistants

- \* 4 open positions

#### - Behavioral Health Manager

- \* 1 open position
- \* **resigned**, was hired in February 2024

#### - Family Medicine Physician

- \* 1 open position
- \* **two applicants**

#### - Registration Clerks

- \* 2 open positions
- \* 1 open position

#### - Reimbursement Specialist

- \* 2 open positions

#### - Licensed Clinical Social Worker

- \* **hired**, starts on April 15, 2024

## FOOD PROGRAM

1. Raja Foods LLC of Skokie, Illinois recalled its 3.5-ounce package of "SWAD CINNAMON POWDER" because it has the potential to be contaminated with lead. The products included in this recall are, SWAD BRAND CINNAMON POWDER in clear plastic 3.5 OZ bags. Product was distributed through retail grocery stores in the Midwest, Northeast, and Southeast regions of the United States. There have been no illnesses reported to date.
2. Sesame was added as the 9th major food allergen in the 2022 FDA Food Code. With the addition of sesame, the list of major food allergens is milk, egg, fish, Crustacean shellfish, tree nuts, wheat, peanuts, soybeans, and sesame.

Foods packaged and sold within retail food establishments are required to list the ingredient sesame on the label as a major food allergen. However, you may still find food products packaged before January 1, 2023, for sale that don't list sesame as an allergen on the label because some packaged foods can have a long shelf life, for example frozen and canned foods. Foods that were in stock or on their way to the store before January 1, 2023, do not need to be removed from the marketplace or relabeled to declare sesame as an allergen.

3. A fast-food restaurant in our East Branch Area was temporarily closed due to an imminent health hazard (backup of sewage in the kitchen). The issue was reported by an anonymous complaint. The facility closed their dining area but kept the kitchen and drive-thru operations open continuing food preparation in violation of the Food Code. The facility was closed immediately upon discovery of the violation. The facility was required to complete a deep clean and sanitize of the entire area affected by the ponding sewage before approval to reopen would be given. The facility was able to reopen the following day after an onsite visit was performed verifying the required work was completed.

## EH LAB / WATER PROGRAM / SEWAGE

1. The EH Laboratory saw a decrease in the number of samples analyzed in March 2024 (1,825) compared to February 2024 (3,444).
2. The Water Program saw a slight increase in the collection of payments compared to the previous month. The total of payments received in February 2024 was \$9,136.00 compared to the total of payments received in March 2024 of \$9,483.00.
3. Several of the EH sanitarians attended the Onsite Wastewater Workshop on March 27, 2024. Topics covered were the following: Overview of Hoot Systems and Aerobic Treatment, Anuna: Purasys (Install, Operations & Maintenance) & BioCoir Introduction, Plastic Tank Installation, Private Sewage Disposal Program Updates, Rules for Building Septic Facilities in the Floodplain and Selected Issues in Soil Testing for Onsite Wastewater Treatment System Suitability. This workshop is invaluable to our staff as we are provided updates on new technology that is being introduced in the field as well as any changes to existing State of Illinois regulations.

## **OTHER**

- The EH Division sold twenty-three radon test kits this month.
- The Will County Health Department EH division received and processed sixty-seven Freedom of Information Requests (FOIA) in the month of March.



Georgia VanderBoegh, RN, MS  
Director, Family Health Services Division  
April 2024

### **WOMEN, INFANTS, CHILDREN SUPPLEMENTAL NUTRITION PROGRAM (WIC)**

The Will County Health Department's WIC program received notification this January that we have been selected as one of 2 local agencies in the state to participate in a United States Department of Agriculture (USDA) review this May. We are expecting 3-4 USDA staff members as well as our regional IDHS (Illinois Department of Human Services) nutritionist Ginny Belt on site at our Joliet office from Wednesday, May 8 through Friday, May 10.

Every 2 years local agencies are evaluated by IDHS staff for a complete program review to determine the local agency's compliance with all state and federal policies and procedures. Will County's last state review was completed May 2023. Out of 139 criteria evaluated, we were proud to have received only 6 corrective actions.

The USDA review is different in that the purpose of this Management Evaluation is to evaluate the State Agency's compliance with WIC Program Federal regulations, instructions, and policies, provide technical assistance and promote a collaborative partnership with the state agency and local agency reviewed. The Management Evaluation (ME) is intended to identify areas of achievement and innovation, as well as areas that may need improvement. The review and evaluation will include staff interviews, WIC clinic observations, record reviews and review of submitted specific processes and procedures utilized.

We look forward to participating in this review and learning of potential improvements that can benefit participants and staff.

### **IMMUNIZATIONS CLINIC AND TRAVEL CLINIC**

**COVID Clinic appointments-** Appointments for COVID vaccinations continue to be scheduled in the Joliet Immunization Clinic, along with any other vaccinations needed. COVID vaccinations are readily available and offered along with all the other routine vaccinations in both branch office Immunization Clinics as well.

**Immunization Coverage Levels** are low overall across the nation after COVID. Will County Health Department's coverage level for the Childhood vaccinations is 72.2% of our active patients have completed their series of 4 doses of Diphtheria/Tetanus/Pertussis (DTaP), 3 Polio, 1 Measles/Mumps/Rubella (MMR), 1 Varicella, Hib, Hepatitis B and Pneumococcal Conjugate vaccines. The Healthy People 2020 Goal is 90%. In addition, Healthy People 2020 (HP2020) recommends that 80 % of the adolescent population should have at least one dose of Meningitis (MCV4) vaccine, and a Tetanus/Diphtheria/Pertussis (Tdap). The HPV series (Human Papilloma Virus vaccine) is also strongly recommended to prevent certain types of cancer. Of Will County Health Department's active adolescent patients, 79.9% have had one Tdap, 75% have had one MCV4 Meningitis and only 47-51% have completed their HPV series.

To increase our patient's vaccination levels, we are running Reminder/Recall reports in ICARE (Illinois' Immunization Registry) and sending postcards to the parents of the children who need a vaccination. Postcards are sent out at the beginning of the month that the shot is due. We have started with the children who are between the ages of 12-24 months old. We will continue to send reminders to older children and adolescents. We are already seeing results, as parents are bringing in their postcards or mentioning it on the phone at the time of making their appointments. The immunization staff are also scheduling the next appointments before the patients leave the clinic visit if additional doses are due in the next 1-2 months.

A new immunizations pamphlet has been developed and will soon be distributed to the postpartum units and nurseries at each of the hospitals in Will County, along with an immunization schedule and a shot record for baby. They are intended to be put in the birth packets sent home with each new baby/mother. The pamphlet encourages parents to get their baby immunized and provides information about the Will County Health Department Immunization Clinics.

**Measles** – WCHD Immunization Program is assisting with follow-up of the contacts to the 1<sup>st</sup> measles case in Will County. Home visits were made to persons determined by the Communicable Disease Program staff to be susceptible and in need immunization. Our Will County TB clinic staff assisted by accompanying the immunizations staff to the client homes to draw blood for measles titers before they received the MMR vaccinations were administered to prevent further cases of Measles. As of 4/4/24, Will County now has a 2<sup>nd</sup> case of measles. The person was instructed to quarantine and our Communicable Disease staff plan to follow up with the individual to complete contact tracing to determine any and all close contacts.

**Serving the Underserved Populations-** The Immunization Program has provided vaccinations at several community events in the last few months, including the Southwest Suburban Immigration Project (SSIP) Mexican Consulate events in Bolingbrook and Community Health Fair events in University Park for the migrant communities and local residents. COVID, Flu, Varicella and MMR vaccines have been offered and 111 vaccinations were administered.



Mexican Consulate Events in Bolingbrook in December 2023 and March 2024

Community Health and Resource Fair in University Park on March 20, 2024. Left to Right- Carrie Jackson, Olga Garcia, Pamela Robertson, Zoe Zurawski



*ALPESH PATEL*

*PLACEHOLDER*



**Katie Weber**  
**Program Coordinator, Emergency Preparedness & Response**  
**April 2024**

### **EP&R Program**

- Overall, the After-Action Report from the recent Command Tabletop Exercise was positive. One finding was that there is a need for more training with Command on various topics to provide an overview of how things come together before activating Command. Command Team members are also wanting training and experience in the dispensing operations. EP&R will begin scheduling regular trainings.
- Katie Weber and Barb Agor attended the National Association of City and County Health Organizations Preparedness Conference March 25-28<sup>th</sup> in Cleveland, Ohio. There were many great presentations and a few lessons learned that we plan to consider implementing at WCHD. New ideas for collaboration between EP&R and the Safety and Risk Reduction Officer were found and will be discussed in the future.
- Ofelia Martinez assisted Communicable Disease in translation services during Measles investigations.
- Katie Weber is registered to attend the Illinois Infectious Disease Conference virtually on April 23<sup>rd</sup> and 24<sup>th</sup>.

### **COVID Tests**

- During the month of March, 180 Covid Tests were distributed to one agency through our regular program.
- We continue to coordinate test ordering with the Health Equity Manager so that there is only one requestor to the state for tests from the Will County Health Department.
- We ordered and received 2,700 tests from the state in the month of March – 1,800 went to the Health Equity Program and 720 went to our EP&R program.
- We currently have no tests on hand (the tests we had expired April 5<sup>th</sup>).
- We ordered an additional 576 tests at the beginning of April which should arrive around 2<sup>nd</sup> week in April.

### **Medical Reserve Corps (MRC)**

- Two volunteers worked a WCHD MRC informational table at Will County Emergency Management Agency's event "*When Seconds Matter: Will County Public Preparedness Workshop*" at Joliet Junior College on March 10<sup>th</sup>.
- Eight volunteers worked the drive thru Mobile Food Pantry hosted by WCHD and Northern Illinois Food Bank on March 21<sup>st</sup>. They unloaded the truck, packed boxes, and loaded groceries into the cars of those who are food insecure. They were able to provide 5,750 pounds of groceries to approximately 100 cars representing at least 150 families.
- We completed our annual MRC Drill. The state's requirement is that more than 50% of our volunteers participate. Preliminary numbers indicated that 127 MRC volunteers responded via the Google Form. Subsequently, we were able to reach by telephone 57 more MRC volunteers for a total reached of 184 out of 279 (66%). Ninety-five did not respond to the Google Form nor did they answer the phone when called (34%). Please note that not all volunteers are considered active, but we wanted to attempt to engage all to verify if they wanted to remain on inactive status or cease to volunteer. We did have 22 volunteers (mostly from Covid response) ask to be removed from our roster.

- We utilized this drill to determine MRC volunteer availability if we would need volunteers to respond to the hypothetical Anthrax release threat from the Table Top Exercise scenario. Results were extremely favorable.

<b>MRC Volunteer Availability - for Tabletop Exercise from Call Down Drill</b>	
<b>Possible Shifts</b>	<b>#</b>
<b>March 15th 8am to 4:00pm (day)</b>	<b>88</b>
<b>March 15th 4pm to 12:00am (evening)</b>	<b>67</b>
<b>March 16th 12:00am to 8:00am (overnight)</b>	<b>62</b>
<b>March 16th 8:00am to 4:00pm (day)</b>	<b>86</b>
<b>March 16th 4:00pm to 12:00am (evening)</b>	<b>58</b>
<b>March 17th 12:00am to 8:00am (overnight)</b>	<b>63</b>



# MEDIA SERVICES

APRIL 2024



MONTHLY REPORT

KEVIN JUDAY, MANAGER

- Media Services completed production of the 2023 Annual Report. The report is now available on the website and in print.
- Flyers, social media graphics and posters were designed for the Agency's job fair on April 30th.
- A press release was written and distributed, and graphics were created to promote the Agency hosting five Northern Illinois Food Bank Mobile Markets.
- Media services worked with Genoa Healthcare to draft a press release and create new social media graphics for the opening of the new Genoa Pharmacy inside the Community Health Center.
- Media services wrote and distributed a pair of press releases for the first and second cases of measles in Will County. Media services also fielded calls and inquiries from the local and Chicago media about the measles cases.
- Media Services worked with The FOURCE to host a new photo shoot day on March 19th. Photos taken will be used for the next round of the FOURCE's marketing campaign. Topics of upcoming campaigns will include the Environmental Health lab, immunizations, dental services, back to school physicals and sexual health.
- Media services designed a social media campaign to use during National Public Health Week to highlight the different programs of each division of the Will County Health Department.

## SOCIAL MEDIA

March 2024



36  
posts

3,875  
engagements

342  
reactions

41,751  
impressions



30  
posts

80  
engagements

5  
reactions

2,313  
impressions



33  
posts

310  
engagements

28  
reactions

760  
impressions

## FOR IMMEDIATE RELEASE

March 12, 2024

### WILL COUNTY HEALTH DEPARTMENT TO HOST FIVE NORTHERN ILLINOIS FOOD BANK MOBILE MARKETS

JOLIET, Ill. – The Will County Health Department will host five Northern Illinois Food Bank Mobile Markets between March and July. The Mobile Markets are scheduled from 10:00 a.m. through 11:30 a.m. on March 21, April 18, May 16, June 14 and July 12.

The mobile market will be held in the parking lot of the Will County Health Department’s main office at 501 Ella Avenue in Joliet. Anyone needing food assistance is welcome to receive free groceries. No ID, documentation or pre-approval is needed. Distribution is on a first-come, first served basis and while supplies last. The market will be a drive-through model where neighbors will not have to exit their vehicles to receive groceries.

The Will County Health Department previously hosted Northern Illinois Food Bank Mobile Markets in the spring and summer of 2023.

“I’m pleased that we’re able to host the Northern Illinois Food Bank Mobile Markets again,” said Will County Health Department Executive Director Elizabeth Bilotta. “Fighting food insecurity is important because it can directly affect both physical and mental health.”

According to Feeding America, there were over 38,000 food insecure people in Will County in 2021. Food insecurity in pregnant women results in a higher risk for birth complications and children being born underweight. Anxiety and depression can also be heightened by those facing food insecurities.

As part of the national Feeding America network, the Northern Illinois Food Bank serves over 13 different counties throughout Northern Illinois, providing 250,000 meals a day. For additional information on upcoming Northern Illinois Food Bank markets or to find out more information, visit: [www.solvehungertoday.org/get-groceries-resources](http://www.solvehungertoday.org/get-groceries-resources).

Will County residents can find local food resources at the Will County Food Access Maps located at [www.willcountyllinois.com/findfood](http://www.willcountyllinois.com/findfood).

###

# NEWS release

### Media Inquiries:

Kevin Juday  
815.727.5088  
kjuday@willcountyhealth.org



Will County Public Health dates back to 1942 when \$50,000 was allocated for local Environmental Health, Maternal-Child Health, and Infectious Disease Control initiatives. In 1940, roughly 115,000 people called Will County home; in 2024, nearly 700,000 do. Today Will County Health Department strives to bring its vision—to deliver sustainable programs and policies in response to the public health needs of the community—to all of the people of Will County.



815.727.8670



[willcountyhealth.org](http://willcountyhealth.org)



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**Will County  
Health Department &  
Community Health Center**

501 Ella Avenue | Joliet | IL | 60433

**FOR IMMEDIATE RELEASE**

**March 23, 2024**

**WILL COUNTY HEALTH DEPARTMENT ANNOUNCES POSITIVE CASE OF MEASLES IN WILL COUNTY**

**JOLIET, Ill.** – The Will County Health Department has confirmed a positive case of measles in Will County.

The Will County Health Department’s Communicable Disease staff is working to collect additional details to identify and notify people that may have been exposed to measles, provide education, and recommend appropriate measures. Additionally, the Will County Health Department is in close contact with the Illinois Department of Public Health (IDPH) as the investigation continues. Case investigation has determined this case is related to the ongoing situation in the City of Chicago.

“Vaccination is the best way to protect yourself and others against measles,” said Muneeza Azher, Will County’s Communicable Disease Program Manager. “If you are not vaccinated, we strongly encourage you to get the vaccine. If you are unsure whether you’ve been vaccinated, ask your healthcare provider to find out if you need a measles, mumps, and rubella (MMR) vaccine. If your child is 1 year old or older, and has never received the MMR vaccine, contact your child’s pediatrician to discuss how your child can get caught up with their vaccines”

Measles is a highly contagious respiratory infection that causes a rash and high fever and can cause serious illness, especially in young children, pregnant women, and people with weakened immune systems. A person with measles can spread the disease to others even before they feel sick. According to the Centers for Disease Control and Prevention (CDC), 9 out of 10 susceptible people (unvaccinated or have never had measles) who are exposed to measles will get sick. Measles signs and symptoms generally appear 10 to 14 days after exposure to the virus. Common symptoms of measles include high fever, cough, runny nose, sore throat, red or

**(MORE)**

**NEWS  
release**

**Media Inquiries:**

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watery eyes and tiny white spots that appear inside the mouth on the inner lining of the cheek (Koplik's spots). A rash comprised of small red spots generally begins 3-5 days after other signs of the illness begin. The rash typically starts at the face and then spreads down the rest of the body. An infected person can spread measles up to four days before the rash appears and up to four days after the rash has been present.

Measles is easily preventable with an MMR vaccine. The vaccine is 97% effective against measles when administered in two doses. Will County residents are encouraged to review their immunization and medical records and contact their healthcare provider to determine if they are protected from the measles. Immunization records recorded in the Illinois immunization registry can be accessed using the Illinois Department of Public Health Vax Verify portal at: [dph.illinois.gov/vaxverify.html](http://dph.illinois.gov/vaxverify.html).

Most doctor's offices and pharmacies can provide MMR vaccines. The MMR vaccine is also available at the Will County Health Department's Immunization Clinic. Appointments can be reserved for immunizations at our offices in Joliet (501 Ella Ave.), Bolingbrook (323 Quadrangle Drive) and Monee (5601 W. Monee-Manhattan Road) by calling 815-740-8143.

For more information on measles please visit the CDC website at:

[www.cdc.gov/measles/index.html](http://www.cdc.gov/measles/index.html)

####



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**Will County  
Health Department &  
Community Health Center**

501 Ella Avenue | Joliet | IL | 60433

**FOR IMMEDIATE RELEASE**

**March 27, 2024**

**WILL COUNTY COMMUNITY HEALTH CENTER WELCOMES GENOA HEALTHCARE® PHARMACY**

JOLIET, Ill. - Will County Community Health Center and Genoa Healthcare have partnered to provide pharmacy services for the Will County community in one convenient location, located within the Will County Community Health Center at 1106 Neal Avenue in Joliet.

“We are pleased to introduce our new on-site pharmacy services from Genoa Healthcare,” said Mary Maragos, Chief Executive Officer of the Will County Community Health Center. “They are a full-service pharmacy and will participate in our discount 340B program. They offer additional value-added services such as bilingual staff, personal calls to patients for refill reminders, deliveries, assistance with prior authorizations, durable medical equipment, and vaccinations, if needed. They have experience co-locating in other Federal Qualified Health Centers such as Heartland and the Lake County Community Health Center, and public health departments such as Lake County and DuPage County. All were very satisfied with their relationship and services with Genoa and heartily recommended them.”

Genoa Healthcare is dedicated to serving the needs of those in the behavioral health and substance use disorder communities as well as those who have complex, chronic conditions. The pharmacy can fill all medications onsite, saving Community Health Center patients multiple pharmacy stops. The pharmacy also offers free medication mailing and no-cost pre-filled pill organizers to help keep patients on track and adherent to their medications. The Genoa pharmacy team can assist with insurance plans and questions, including Medicaid and Medicare, and assist in transferring prescriptions from other pharmacies to Genoa Healthcare. Residents do not need to be patients of the Will County Community Health Center to utilize the Genoa Healthcare pharmacy.

The Genoa Healthcare pharmacy at the Will County Community Health Center will open April 2, 2024, with hours of operation Monday through Friday from 8 a.m. to 4:30 p.m. The pharmacy team will take a daily lunch break from 12:30 pm to 1 p.m. The pharmacy will host a grand-opening event at a later date. The Genoa Healthcare pharmacy can be contacted directly at 815-280-6147 beginning on April 2.

More information on the Will County Community Health Center can be found at: <https://willcountyhealth.org/chc>. Additional information on Genoa Healthcare be found at: <https://www.genoahealthcare.com>.

####

**NEWS  
release**


**Media Inquiries:**


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**FOR IMMEDIATE RELEASE**

**April 5, 2024**

**WILL COUNTY HEALTH DEPARTMENT ANNOUNCES SECOND POSITIVE CASE OF MEASLES IN WILL COUNTY**

JOLIET, Ill. – The Will County Health Department (WCHD) has confirmed an additional positive case of measles in Will County.

The Will County Health Department’s Communicable Disease staff is working to collect additional details to identify and notify people that may have been exposed to measles, provide education, and recommend appropriate measures. Additionally, the WCHD is in close contact with the Illinois Department of Public Health (IDPH) as the active investigation continues.

The WCHD has identified the following public location where possible exposure may have occurred. Members of the public who were at the following location at the listed date and time may have been exposed:

- **Ascension Saint Joseph Hospital – Emergency Department** (333 Madison St. – Joliet, IL 60435)  
Tuesday, April 2, Between 1:00 am – 11:30 am.

Those previously vaccinated against measles are likely protected and do not require further action. Anyone exposed should monitor for symptoms for 21 days and call the Health Department if symptoms develop. Unvaccinated individuals who were at the location above at the date and time listed may have been exposed to measles and should contact the Will County Health Department’s Communicable Disease staff at 815-727-8481 if they have not already been contacted.

Measles cases have been on the rise throughout the country and in Illinois. There have been 58 confirmed cases of measles in Illinois in 2024, including 54 in Chicago, two in Will County, one in suburban Cook County and one in Lake County. The 57 cases are the most in Illinois since 17 cases were reported in 2015. According to the Centers for Disease Control and Prevention (CDC), measles cases have been reported in 18 states through March 28.

“Measles is a vaccine preventable disease,” said Alpesh Patel, Chief Epidemiologist for the for the Will County Health Department. “Measles is highly contagious and can cause serious complications which is why we’re encouraging the public to make sure that they have received the MMR vaccine.”

**(More)**

**NEWS  
release**

**Media Inquiries:**

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Measles can cause major health complications, especially in children younger than five. According to the CDC, about 1 in 5 people in the U.S. who get measles will be hospitalized and some cases can lead to brain swelling or fatal pulmonary disorders. Pregnant women and people with weakened immune systems may also be at more serious risk for complications.

Measles signs and symptoms generally appear 10 to 14 days after exposure to the virus. Common symptoms of measles include high fever, cough, runny nose, sore throat, red or watery eyes and tiny white spots that appear inside the mouth on the inner lining of the cheek (Koplik's spots). A rash comprised of small red spots generally begins 3-5 days after other signs of the illness begin. The rash typically starts at the face and then spreads down the rest of the body. An infected person can spread measles up to four days before the rash appears and up to four days after the rash has been present.

A person with measles can spread the disease to others even before they feel sick. According to the CDC, 9 out of 10 susceptible people (unvaccinated or have never had measles) who are exposed to measles will get sick.

Measles is easily preventable with an MMR vaccine. According to the CDC, the vaccine is 97% effective against measles when administered in two doses while one dose is 93% effective. Will County residents are encouraged to review their immunization and medical records and contact their healthcare provider to determine if they are protected from the measles. Immunization records recorded in the Illinois immunization registry can be accessed using the Illinois Department of Public Health Vax Verify portal at: [dph.illinois.gov/vaxverify.html](http://dph.illinois.gov/vaxverify.html).

Most doctor's offices and pharmacies can provide MMR vaccines. The MMR vaccine is also available at the Will County Health Department's Immunization Clinic. Appointments can be reserved for immunizations at our offices in Joliet (501 Ella Ave.), Bolingbrook (323 Quadrangle Drive) and Monee (5601 W. Monee-Manhattan Road) by calling 815-740-8143.

For more information on measles please visit the CDC website at: [www.cdc.gov/measles/index.html](http://www.cdc.gov/measles/index.html)

####



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**WILL COUNTY COMMUNITY HEALTH CENTER - Patients and Visits CY2024 as of 3-27-24**

	as of 2-29-2024												2024 SBHC Patients
	2024	2023	2024	2023	2024	2023	2024	2023	2024	2023	2024	2023	
	Clinic Visits	Clinic Visits	Virtual Visits	Virtual Visits	SBHC Visits	SBHC Visits	Hospital Visits	Hospital Visits	All Visits	All Visits	Patients	Patients	
Family Physicians	556	111	84	1					640	112	502	62	
General Practitioners	0	0	0	0					0	0	0	0	
Internists	16	26	0	0					16	26	13	19	
Obstetrician/Gynecologists	2026	2172	1	0					2027	2172	1094	1192	
Pediatricians	418	762	19	39					437	801	368	534	
Other Specialty Physicians	0	0	0	0					0	0	0	0	
<b>Total Physicians</b>	<b>3016</b>	<b>3071</b>	<b>104</b>	<b>40</b>					<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	
Nurse Practitioners	1991	2548	210	499	113	22			3120	3111	1977	1907	
Certified Nurse Midwives	104	123	0	0					2314	3069	104	3614	91
<b>Total NPs and CNMs</b>	<b>2095</b>	<b>2671</b>	<b>210</b>	<b>499</b>	<b>113</b>	<b>22</b>			<b>104</b>	<b>123</b>	<b>81</b>	<b>104</b>	
Nurses	5	3	1	0					2418	3192	3178	3918	
<b>Total Medical</b>	<b>5116</b>	<b>5745</b>	<b>315</b>	<b>539</b>					<b>6</b>	<b>3</b>	<b>6</b>	<b>3</b>	
Dentists	1516	1392	0	0					5431	6284	3381	3799	
Dental Hygienists	200	156	0	0					1516	1392	191	1073	
Dental Therapists	0	0	0	0					200	156	191	143	
<b>Total Dental Services</b>	<b>1716</b>	<b>1548</b>	<b>0</b>	<b>0</b>					<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	
Psychiatrists	283	404	389	637					1716	1548	1374	1164	
Mental Health - Physicians other than Psychiatrists	107	117	4	0					672	1041	410	577	
Mental Health Nurse Practitioner	354	715	10	156					111	117	99	110	
Licensed Clinical Psychologists	1	0	226	237					364	871	315	595	
Licensed Clinical Social Workers	0	0	0	0					227	237	130	162	
Other Licensed Mental Health Providers	454	203	5	46					0	0	0	0	
Other Mental Health Staff	0	0	0	0					459	249	11	187	
<b>Total Mental Health</b>	<b>1199</b>	<b>1439</b>	<b>634</b>	<b>1076</b>					<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	
Substance Abuse Services	295	445	141	239					1835	2515	1271	1631	
Other Professional Services	0	0	0	0					436	584	273	399	
Optometrists	103	106	0	0					0	0	0	0	
Case Managers	0	0	0	0					103	106	99	106	
Patient/Community Education Specialists	0	0	0	0					0	0	0	0	
<b>Total Enabling Services</b>	<b>398</b>		<b>141</b>						<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	
Obstetrical Deliveries									0	0	372		
Circumcisions							66	65	0	0			
Gyne Admissions including surgeries							17	12	0	0			
Hospital Visits (ER & Admissions)							17	12	0	0			
Dr. Flores' Newborn visits							4	11	0	0			
<b>TOTALS</b>							<b>253</b>	<b>260</b>	<b>9519</b>	<b>11137</b>	<b>6770</b>	<b>7099</b>	



**APRIL 2024-DIVISIONAL STATISTICS REPORT**

<b>APRIL 2024-DIVISIONAL STATISTICS REPORT</b>				
<b>ENVIRONMENTAL HEALTH</b>		<b>Mar-24</b>	<b>FY24 YTD</b>	<b>FY23 YTD</b>
Food Program Activities		725	3355	2849
Water Program Activities		136	467	549
Sewage Program Activities		84	202	182
Other Program Activities (beaches, tanning facilities, etc.)		937	3643	3347
Aerobic Treatment Plant Samples		432	1919	1652
Number of Service Requests		26	87	82
Number of Complaints		48	206	198
Number of Well Permits		10	41	31
Number of Septic Permits		18	57	48
Number of Lab Samples Analyzed by EH Lab		1825	10019	12021
<b>TOTAL</b>		<b>4,241</b>	<b>19,996</b>	<b>20,959</b>
<b>OFFICE OF VITAL RECORDS</b>		<b>Mar-24</b>	<b>FY24 YTD</b>	<b>FY23 YTD</b>
Births Recorded		367	1,528	1,416
Deaths Recorded		398	1,707	1,652

**WILL COUNTY HEALTH DEPARTMENT  
BOARD OF HEALTH REPORT  
March 2024 STATS**

**April 2024 BOH**

Behavioral Health Statistics for 03/01/24 - 03/31/24	Month of March	CFY 2024	CFY 2023
<b>Child and Adolescent (C&amp;A) Mental Health Programs</b>	<b>C&amp;A Psychiatric Services</b>		
	<b>146</b>	<b>557</b>	<b>748</b>
	<b>C&amp;A Orientation Services</b>		
	<b>0</b>	<b>0</b>	<b>0</b>
	<b>School Services</b>		
	<b>257</b>	<b>1,015</b>	<b>976</b>
	<b>C&amp;A Services</b>		
Joliet Office	<b>260</b>	<b>1,100</b>	<b>830</b>
Northern Branch Office	<b>101</b>	<b>364</b>	<b>185</b>
Virtual Visits	<b>164</b>	<b>675</b>	<b>640</b>
Eastern Branch Office	<b>5</b>	<b>10</b>	<b>0</b>
Off Site	<b>298</b>	<b>1,174</b>	<b>891</b>
<b>Screening Assessment and Support Services/Mobile Crisis Response</b> *Effective October 1st the SASS Program has been renamed to Mobile Crisis Response and now includes individuals of all ages	<b>Mobile Crisis Response Screenings</b>		
	<b>247</b>	<b>1,074</b>	<b>1,007</b>
	<b>Mobile Crisis Response Counseling Services</b>		
	<b>289</b>	<b>1,119</b>	<b>1,310</b>
	<b>FSP Services</b>		
	<b>0</b>	<b>3</b>	<b>129</b>
<b>ICC (Intensive Care Coordination)/FSP(Family Support Program)</b> *Effective October 1st the ICC Program name changed to Family Support Services (FSP)			
	<b>Adult Orientation Services</b>		
	<b>0</b>	<b>0</b>	<b>0</b>
	<b>Adult Services</b>		
Joliet Office	<b>407</b>	<b>1,600</b>	<b>761</b>
Northern Branch Office	<b>60</b>	<b>188</b>	<b>91</b>
Virtual Visits	<b>152</b>	<b>562</b>	<b>1,350</b>
Eastern Branch Office	<b>13</b>	<b>34</b>	<b>22</b>
Off Site	<b>336</b>	<b>1,442</b>	<b>1,122</b>

Family Health Services Monthly Board of Health Report													
	Dec-23	Jan-24	Feb-24	Mar-24	Apr-24	May-24	Jun-24	Jul-24	Aug-24	Sep-24	Oct-24	Nov-24	Total
APORS High Risk Birth caseload	120	121	127	113									481
Better Birth Outcomes caseload	51	47	59	52									209
High Risk Infant Follow-Up caseload	271	265	268	261									1065
HealthWorks Lead Agency new wards	20	16	18	16									70
HealthWorks Lead Agency Medical Case Mgmt. caseload	712	710	714	710									2846
WIC caseload	8798	8862	8833	8850									35343
# non-compliant businesses-SFIA	0	9	71	5									85
# partners provided technical assistance with developing tobacco policy	0	0	0	0									0
# clients immunized	212	237	206	232									887
# travel clients immunized	16	13	5	6									40
# influenza vaccinations	93	68	37	54									252
# chlamydia cases	167	138	181	112									598
# gonorrhea cases	48	39	40	28									155
# syphilis investigations	70	75	64	61									270
# HIV tests performed	18	21	32	31									102
# CD investigations	5087	2498	1919	2414									11918



**RESOLUTION OF THE WILL COUNTY BOARD OF HEALTH  
WILL COUNTY, ILLINOIS**

---

**APPROVAL OF PAYMENT FOR MEDIA CAMPAIGN ACTIVITIES– NOT TO EXCEED  
\$40,056.50**

**WHEREAS**, the Will County Health Department provides health information and education to the general public and specific groups; and

**WHEREAS**, the FOURCE Group was selected as the Communication Management group through a Request for Qualifications (RFQ) to develop, implement and administer an overall marketing and communications campaign; and

**WHEREAS**, the invoice presented covers media campaign advertising activities for May, 2024; and

**WHEREAS**, funding was secured through the American Rescue Plan Act of 2021 (ARPA) State and Local Fiscal Recovery funding to support public health media communications.

**NOW, THEREFORE, BE IT RESOLVED**, the Will County Board of Health hereby approves payment of the media campaign activities to The FOURCE Group not to exceed \$40,056.50.

DATED THIS 17th day of April, 2024.

---

Billie Terrell, Ph.D., ACSW, President  
Will County Board of Health

# THE FOURCE

**BILL TO**

DENISE BERGIN  
WILL COUNTY HEALTH  
DEPARTMENT  
501 Ella Avenue, Joliet, IL  
60433  
JOLIET, IL 60433

**HI! THIS IS YOUR 8963**

**INVOICE #**

**DATE** 04.02.2024  
**DUE DATE** 04.02.2024  
**TERMS** DUE ON RECEIPT

ACTIVITY	QTY	RATE	AMOUNT
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**MEDIA PLAN**  
OVERALL CAMPAIGN RUN: 1 DECEMBER 2023 THRU 31 DECEMBER 2024  
INVOICE FLIGHT 6: 1 MAY THRU 31 MAY, 2024

- CAMPAIGNS: WELL BABY**  
DENTAL CARE  
BEHAVIORAL HEALTH  
SUBSTANCE ABUSE  
SEXUAL HEALTH  
BREAST + CERVICAL CANCER  
PRIMARY CARE  
VACCINES (FLU, COVID, SHINGLES, ETC)  
BACK TO SCHOOL PHYSICALS  
IMMUNIZATIONS

- CAMPAIGNS FLIGHT :**  
1. WELL BABY  
2. BEHAVIORAL HEALTH  
3. PRIMARY CARE  
4. VACCINES

- TARGET AUDIENCES |**  
1. GENERAL POPULATION  
2. AFRICAN AMERICAN  
3. HISPANIC  
4. RURAL

ACTIVITY	QTY	RATE	AMOUNT
<b>DIGITAL MEDIA</b> MOBILE APPS ADVERTISING   Build audience based on brand values to reach them within their own digital environment. Demo, Placement, and conversion KPI's (traffic, census, etc.) Publisher Ad Placements: News Sites, Video Preroll, Display Mobile App and InAd Video	1	9,888.00	9,888.00
<b>DIGITAL MEDIA</b> DISPLAY ADVERTISING   Build audience based on brand values to reach them within their own digital environment. Demo, Placement, and conversion KPI's (traffic, census, etc.) Publisher Ad Placements: News Sites, Video Preroll, Display Mobile App and InAd Video	1	7,231.50	7,231.50
<b>SOCIAL CHANNEL MARKETING</b> FACEBOOK SOCIAL ADVERTISING   Engage defined audience through social media to capture behavior interaction. Rebuild audiences based on those traits for retargeting communication. Video, Carousel Ads and Instagram	1	9,813.00	9,813.00
<b>SOCIAL CHANNEL MARKETING</b> INSTAGRAM SOCIAL ADVERTISING   Engage defined audience through social media to capture behavior interaction. Rebuild audiences based on those traits for retargeting communication. Video, Carousel Ads and Instagram	1	7,434.00	7,434.00
<b>YOUTUBE</b> ADVERTISING   Build audience based on brand values to reach them within their own digital environment. Demo, Placement, and conversion KPI's (traffic, census, etc.) Publisher Ad Placements: News Sites, Video Preroll, Display Mobile App and InAd Video	1	2,500.00	2,500.00
<b>OUTDOOR ADVERTISING</b> TRANSIT MOBILE DISPLAY MEDIA: FIVE (5) SUPER QUEEN PANEL SIZE: 108" X 110" ROUTE: JOLIET   PINK ZONE RUN: APRIL  MEDIA: FIVE (5) SUPER TAIL PANEL SIZE: 84" X 26" ROUTE: JOLIET   PINK ZONE RUN: FEBRUARY + MARCH	1	3,190.00	3,190.00

THANK YOU! It's been GREAT working with you. Contact us again.

BALANCE DUE

**\$40,056.50**



**RESOLUTION OF THE WILL COUNTY BOARD OF HEALTH  
WILL COUNTY, ILLINOIS**

---

**RESOLUTION FOR APPROVAL TO AMEND AT&T SERVICE AGREEMENT  
FOR AN ADDITIONAL YEAR**

**WHEREAS**, the Will County Health Department has contracted with AT&T to provide AT&T Switched Ethernet service for the Illinois Century Network (ICN) Internet connection (ASE) and the wide area network connections for Health Department main and branch offices for a monthly cost not to exceed \$1,800 per month; and

**WHEREAS**, the Health Department requires AT&T Switched Ethernet for Internet services and network communications between the Joliet main office and the branch offices; and

**WHEREAS**, the amendment continues the contracted discount pricing for an additional year.

**NOW, THEREFORE, BE IT RESOLVED**, the Will County Board of Health hereby approves the AT&T Service Agreement for an additional year for a monthly cost not to exceed \$1,800 per month.

DATED THIS 17th day of April, 2024.

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Billie Terrell, Ph.D., ACSW, President  
Will County Board of Health



20170417-7522

at&amp;t

**AT&T SWITCHED ETHERNET SERVICE<sup>SM</sup> (INTRASTATE)  
PRICING SCHEDULE PROVIDED PURSUANT TO CUSTOM TERMS**

1001395UA

AT&amp;T MA Reference No. 1001395UA

AT&T Contract ID No. ASEES79VV

<b>Customer</b>	<b>AT&amp;T</b>
Will County Health Street Address: 501 Ella Avenue City: Joliet State/Province: IL Zip Code: 60433 Country: USA	The applicable AT&T Service-Providing Affiliate(s)
<b>Customer Contact (for Notices)</b>	<b>AT&amp;T Contact (for Notices)</b>
Name: Anthony Melei Title: Information Technology and Telecommunication Supervisor Street Address: 501 Ella Avenue City: Joliet State/Province: IL Zip Code: 60433 Country: USA Telephone: 815) 727-8498 Email: amelei@willcountyhealth.org	Name: Glenn Shine Street Address: 4513 Western Avenue City: Lisle State/Province: IL Zip Code: 60532 Country: USA Telephone: 630.718.1569 Email: gs0293@att.com Sales/Branch Manager: Twana Skrobot SCVP Name: Terrl Norman Sales Strata: GEM Sales Region: East <b>With a copy (for Notices) to:</b> AT&T Corp. One AT&T Way Bedminster, NJ 07921-0752 ATTN: Master Agreement Support Team Email: mast@att.com
<b>AT&amp;T Solution Provider or Representative Information (if applicable)</b> <input type="checkbox"/>	
Name: _____ Company Name: _____ Agent Street Address: _____ City: _____ State: _____ Zip Code: _____ Country: USA Telephone: _____ Fax: _____ Email: _____ Agent Code _____	

This Pricing Schedule for the service(s) identified below ("Service") is part of the Agreement referenced above. Customer requests that its identity be kept confidential and not be publicly disclosed by AT&T or by any regulatory commission, unless required by law.

Customer acknowledges and certifies that the interstate traffic (including Internet and international traffic) constitutes **ten percent (10%) or less** of the total traffic on any Service.

AT&T California currently provides billing and collections services to third parties, which may place charges that Customer authorizes on Customer's bill for intrastate Services. To the extent that AT&T California makes blocking of such charges available, Customer may block third-party charges from its bill at no cost.

Customer confirms receipt of the AT&T customer building / site preparation document describing the installation requirements at the Site(s).

<b>Customer (by its authorized representative)</b>	<b>AT&amp;T (by its authorized representative)</b>
By: <i>Susan Oleneh</i>	By: <i>Cheryl Wankowski</i>
Printed or Typed Name: <i>Susan Oleneh</i>	Printed or Typed Name: Cheryl Wankowski
Title: <i>Executive Director</i>	Title: SENIOR CUSTOMER CONTRACTS
Date: <i>4/17/17</i>	Date: 18 Apr 2017

For AT&amp;T internal use only:

Contract Ordering and Billing Number (CNUM):

js406h

ROME SR#: 1-6A6ABVN  
CB111Q 04/13/17  
RLR #: 802203v5 and 832602v3

AT&amp;T and Customer Confidential Information

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v.04.25.16.7



WK# - TCAL and ILEC - Intrastate -TBD	<u>For AT&amp;T Administrative Use Only</u>
Please sign by 5/25/2017	Pricing Schedule No. _____ Original Effective Date: _____

**AT&T SWITCHED ETHERNET SERVICE<sup>SM</sup> (Intrastate)**  
Pricing Schedule Provided Pursuant to Custom Terms

**1. SERVICE, SERVICE PROVIDER(S) and SERVICE PUBLICATION(S)**

<b>Service</b>	AT&T Switched Ethernet Service <sup>SM</sup>
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<b>Service Provider(s)</b>	<b>Service Publication (incorporated by reference)</b>	<b>Service Publication Location (URL)</b>
AT&T Illinois	AT&T Switched Ethernet Service Guide	<a href="http://cpr.att.com/pdf/commonEthServGuide.html">http://cpr.att.com/pdf/commonEthServGuide.html</a>

**2. PRICING SCHEDULE TERM, EFFECTIVE DATES**

<b>Pricing Schedule Term</b>	36 months
<b>Start Date of Minimum Payment Period, per Service Component</b>	later of the Effective Date or installation of the Service Component
<b>Rate Stabilization per Service Component</b>	Rates as specified in this Pricing Schedule for each Service Component are stabilized until the end of its Minimum Payment Period.
<b>Pricing following the end of Minimum Payment Period</b>	non-stabilized prices as modified from time to time in applicable Service Publication or, if there is no such pricing, the pricing in this Pricing Schedule

**3. MINIMUM PAYMENT PERIOD**

Service Components	Percentage of Monthly Recurring Rate Applied for Calculation of Early Termination Charges*	Minimum Payment Period per Service Component
CIR/CoS	50% plus any unpaid or waived non-recurring charges	Until the end of the Minimum Payment Period for the associated Customer Port Connection
All other Service Components	50% plus any unpaid or waived non-recurring charges	36 months

\* Early termination charges shall not exceed the total amount of monthly recurring charges for the remainder of the Minimum Payment Period.

**4. ADDS; MOVES; and UPGRADES**

**4.1 Adds**

Orders for Service Components (other than CIR/CoS) in excess of quantities listed in Section A-1 of Attachment A ("Adds") are not permitted.

**4.2 Moves**

Per applicable Service Publication

**4.3 Upgrades**

4.3.1 Customers may upgrade their CIR to a higher speed without incurring Termination Charges, if such increases do not require physical changes to AT&T's equipment or connections at Customer Site(s). In addition, customers may upgrade their Class of Service without incurring Termination Charges provided the upgrade does not include any reduction in the customer's existing CIR.

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WK# - TCAL and ILEC - Intrastate - TBD	For AT&T Administrative Use Only
Please sign by 5/25/2017	Pricing Schedule No. _____ Original Effective Date: _____

**AT&T SWITCHED ETHERNET SERVICE<sup>SM</sup> (Intrastate)**  
Pricing Schedule Provided Pursuant to Custom Terms

**ATTACHMENT A - Illinois**  
**RATES and CHARGES; INITIAL SERVICE COMPONENTS, SITE and SERVICE CONFIGURATION**  
Will County Health

**A-1 Rates and Charges; Initial Quantities**

Service Components / USOC	Quantity New	Quantity Existing	Billed Monthly Recurring Rate (MRR), per unit	Total Billed Monthly Recurring Rate (Qty x MRR)	Standard Non-recurring Charge (NRC)*, (New Service Components only), per unit	Billed Non-recurring Charge (NRC)*, (New Service Components only), per unit	Total Billed Non-recurring Charge (Qty New x Billed NRC)
Customer Port Connection - 1 Gig / PPCoS / EYQMX	1	0	\$ 153.19	\$ 153.19	\$ 2,100.00	\$ 0.00	\$ 0.00
1000Mb CIR / MultiMedia Standard - PPCoS Only / R6EZX	1	0	\$ 446.81	\$ 446.81	\$ 150.00	\$ 0.00	\$ 0.00
Customer Port Connection - 100 Mbps / Basic / EYQEX	1	0	\$ 100.00	\$ 100.00	\$ 1,925.00	\$ 0.00	\$ 0.00
100Mb CIR / Non Critical HIGH - Basic Only / R6ELX	1	0	\$ 321.48	\$ 321.48	\$ 150.00	\$ 0.00	\$ 0.00
<b>TOTAL billed MRR and NRC for Service Components and Quantities listed above:</b>				<b>\$1,021.48</b>			<b>\$0.00</b>
*If the standard NRC exceeds the billed NRC, the difference has been waived. Charges for special construction, if needed, may also apply.							
If any CIR or CoS is decreased before the end of the Minimum Payment Period, early termination charges will not apply; the MRR for the new CIR or CoS will be the then-current Service Publication rate for the EPP term, equal to the Minimum Payment Period or if no such EPP term exists then the next shorter EPP term.							

**A-2 Minimum Quantity New Commitment**

Required Installation Date	Monthly Shortfall Charge
Within six (6) months after the Effective Date, excluding AT&T delay	50% of MRR (partial months prorated) for each "Quantity New" Service Component not installed by Required Installation Date until installed or, if not installed, until the end of the Pricing Schedule Term

**A-3 Initial New and Existing Sites and Service Configuration**

Table 1 - Complete a line for each Customer Port Connection.

Port ID #	Street Address	City	State	New or Existing Service	Service Provider
1	501 ELLA AV	Joliet	IL	New	ATT Illinois
2	501 ELLA AV	Joliet	IL	New	ATT Illinois

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WK# - TCAL and ILEC - Intrastate -TBD

Please sign by 5/25/2017

For AT&T Administrative Use Only

Pricing Schedule No. \_\_\_\_\_

Original Effective Date: \_\_\_\_\_

**AT&T SWITCHED ETHERNET SERVICE<sup>SM</sup> (Intrastate)  
Pricing Schedule Provided Pursuant to Custom Terms**

**4.3.2 Pricing for Service Reconfiguration - Increase in CIR or CoS\***

Service Components	Monthly Recurring Rate and Non-recurring Charges
Committed Information Rate (CIR) or Class of Service (CoS) specified in Attachment A	As specified in Attachment A
Committed Information Rate (CIR) or Class of Service (CoS) not specified in Attachment A	53 % discount off of the Service Publication monthly recurring rates then in effect for the increased CIR/CoS for the EPP term equal to the Minimum Payment Period of the associated Customer Port Connection, or if no such EPP term exists then the next shorter EPP term
*only increases which do not require physical changes to AT&T's equipment or connections at Customer Site(s)	

**5. WAIVERS**

**Waived Charges**

Non-recurring Charge waivers, if any, will apply as identified in Attachment A.

**6. RATES AND CHARGES; QUANTITIES; INITIAL SITE AND SERVICE CONFIGURATION**

See Attachment(s) A. This Pricing Schedule is Customer's order for any new Services shown on Attachment(s) A.

ROME SR#: 1-6A6ABVN  
CB111Q 04/13/17  
RLR #: 802203v5 and 832602v3

**AT&T and Customer Confidential Information**  
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WK# - TCAL and ILEC - Intrastate - TBD

Please sign by 5/25/2017

For AT&T Administrative Use Only  
Pricing Schedule No. \_\_\_\_\_  
Original Effective Date: \_\_\_\_\_

**AT&T SWITCHED ETHERNET SERVICE<sup>SM</sup> (Intrastate)**  
**Pricing Schedule Provided Pursuant to Custom Terms**

**Table 2 – Service Components associated with Customer Port Connections identified above.**

Port ID #	Customer Port Connection Speed	CIR Speed / Tier	Class of Service / Package	Regenerator
1	1 Gbps Per Packet Class of Service	1000 Mbps	Multimedia Standard	N/A
2	100 Mbps Basic	100 Mbps	Non-Critical High	N/A

**Table 3 – Features associated with Customer Port Connections identified above.**

Port ID #	Add'l MAC Addresses	Alternate Serving Switch	Diverse Access	Advanced Access Fallover	Enhanced Multicast
1	N/A	N/A	N/A	N/A	N/A
2	N/A	N/A	N/A	N/A	N/A

End of Document



**ATTACHMENT A - ILLINOIS  
RATES and CHARGES; SERVICE COMPONENTS, SITE and SERVICE CONFIGURATION  
Will County Health**

**A-1 Rates and Charges: Quantities**

Service Components / USOC	Qty Existing	Billed Monthly Recurring Rate (MRR), per unit	Total Billed Monthly Recurring Rate (Qty x MRR)	Standard Non-recurring Charge (NRC)*, (New Service Components only), per unit	Billed Non-recurring Charge (NRC)*, (New Service Components only), per unit	Total Billed Non-recurring Charge (Qty New x Billed NRC)
Customer Port Connection - 100 Mbps / PPCoS / EYQLX	2	\$100.00	\$200.00	\$1,925.00	\$0.00	\$0.00
100Mb CIR / MultiMedia Standard - PPCoS Only / R6ELX	2	\$355.40	\$710.80	\$150.00	\$0.00	\$0.00
<b>TOTAL billed MRR and NRC for Service Components and Quantities listed above:</b>			<b>\$910.80</b>			<b>\$0.00</b>
*Any difference between the standard NRC and the billed NRC has been waived. Charges for special construction, if needed, may also apply.						

**A-2 Customer Sites for Service Components ordered under this Amendment**

**Table 1 - Complete a line for each Customer Port Connection.**

Port ID #	Street Address	City	State
1	5601 Manhattan Monee Rd	Monee	IL
2	323 Quadrangle Dr	Bolingbrook	IL

**Table 2 - Service Components associated with Customer Port Connections identified above.**

Port ID #	Customer Port Connection Speed	CIR Speed/Tier	Class of Service / Package	Regenerator
1	100 Mbps Per Packet Class of Service	100 Mbps	Multimedia Standard	N/A
2	100 Mbps Per Packet Class of Service	100 Mbps	Multimedia Standard	N/A

**Table 3 - Features associated with Customer Port Connections identified above.**

Port ID #	Add'l MAC Addresses	Alternate Serving Switch	Diverse Access	Advanced Access Fallover	Enhanced Multicast
1	[Select]	[Select]	[Select]	[Select]	[Select]
2	[Select]	[Select]	[Select]	[Select]	[Select]

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ROME SR#: 1-8C87RD7 bd1262 04.11.18 RLR: 901527.2	AT&T and Customer Confidential Information Page 3 of 3	ASE_ICB_amend_add_v.08/06/15.4
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**AMENDMENT TO PRICING SCHEDULE FOR  
AT&T SWITCHED ETHERNET SERVICE  
PROVIDED PURSUANT TO CUSTOM TERMS**

1001395UA

AT&T MA Reference No.: 1001395UA  
Pricing Schedule being amended (Contract ID No.): 20170417-7522  
AT&T Amendment Ref. No. ASE1-85NL3DS

<b>Customer ("Customer")</b>	<b>AT&amp;T ("AT&amp;T")</b>
Will County Health	The applicable AT&T Service-Providing Affiliate(s)

This is an Amendment to the above referenced Pricing Schedule, last signed on April 18, 2017, and is effective on the date on which the last party signs this Amendment. The parties agree to modify the terms and conditions of the Pricing Schedule as specified herein. This Amendment is Customer's order for any new Services described herein.

Except as modified herein, all rates, terms and conditions of the Pricing Schedule remain in full force and effect.

This Amendment is valid only if executed by both parties prior to expiration of the existing Pricing Schedule Term.

<b>Customer (by its authorized representative)</b>	<b>AT&amp;T (by its authorized representative)</b>
By: <i>Susan Olench</i>	By: <i>Veronica Danao</i>
Printed or Typed Name: <i>Susan Olench</i>	Printed or Typed Name: Veronica Danao
Title: <i>Executive Director</i>	Title: Contract Specialist CGI
Date: <i>4/18/18</i>	Date: 23 Apr 2018 <span style="float: right;">JP793F</span>

WK# - TCAL and ILEC Intrastate -TBD  Please sign by October 2, 2018	For AT&T Administrative Use Only Pricing Schedule No. _____ Original Effective Date: <u>04/18/2017</u> Effective Date of Amendment: _____
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**Amendment to Pricing Schedule for AT&T Switched Ethernet Service  
 Provided Pursuant To Custom Terms**

1. **MINIMUM PAYMENT PERIOD.** The Minimum Payment Period for Service Components in this Amendment is until the end of the Pricing Schedule Term.
2. **Service Components ordered under this Amendment:** See Attachment(s) A.

ROME SR#: 1-8C87RD7 bd1262 04.11.18 RLR: 901527.2	<b>AT&amp;T and Customer Confidential Information</b> Page 2 of 3	ASE_ICB_amend_add_v.08/06/15.4
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**RESOLUTION OF THE WILL COUNTY BOARD OF HEALTH  
WILL COUNTY, ILLINOIS**

---

**REVERSAL OF APPROVED TRANSFER OF FUNDS - \$52,972**

**WHEREAS**, the Will County Board of Health approved Resolution Number 24-18 on February 21, 2024 for the Transfer of Funds within the Family Health Services division of the Will County Health Department to support interpreter services necessary for program operations; and

**WHEREAS**, due to Will County Board concerns regarding this resolution, Will County Health Department management recommends rescinding this resolution and funding interpretation services through alternate line items.

**NOW, THEREFORE, BE IT RESOLVED**, the Will County Board of Health hereby approves the following reversal of the transfer of funds in the FY2024 Will County Health Department budget:

**Expenses:**

Increase:	2102-511010-120-34050-40	Full-Time Employees	\$30,527
	2102-521010-120-34050-40	FICA	\$ 2,259
	2102-522010-120-34050-40	IMRF	\$ 2,186
	2102-523010-120-34050-40	Health Insurance	\$18,000
Decrease:	2102-542520-120-34050-40	Interpreter	\$52,972

DATED THIS 17th day of April, 2024.

---

Billie Terrell, Ph.D., ACSW, President  
Will County Board of Health





**WILL COUNTY BOARD OF HEALTH  
RESOLUTION #24-18**

**RESOLUTION OF THE WILL COUNTY BOARD OF HEALTH  
WILL COUNTY, ILLINOIS**

**APPROVAL OF THE TRANSFER OF FUNDS - \$52,972**

**WHEREAS**, the Family Health Services division of the Will County Health Department requires interpreter services necessary for program operations; and

**WHEREAS**, one additional interpreter clerk was budgeted within the FY2024 budget; and

**WHEREAS**, in lieu of increasing interpreter clerk staffing, contracted interpreter services will be utilized as needed to provide translation services.

**NOW, THEREFORE, BE IT RESOLVED**, the Will County Board of Health hereby approves the following transfer of funds in the FY2024 Will County Health Department budget:

**Expenses:**

Decrease:	2102-511010-120-34050-40	Full-Time Employees	\$30,527
	2102-521010-120-34050-40	FICA	\$ 2,259
	2102-522010-120-34050-40	IMRF	\$ 2,186
	2102-523010-120-34050-40	Health Insurance	\$18,000
Increase:	2102-542520-120-34050-40	Interpreter	\$52,972

DATED THIS 21st day of February, 2024.

Billie Terrell, Ph.D., ACSW, President  
Will County Board of Health



**WILL COUNTY BOARD OF HEALTH  
RESOLUTION #24-31**

**RESOLUTION OF THE WILL COUNTY BOARD OF HEALTH  
WILL COUNTY, ILLINOIS**

---

**APPROVAL OF ANNUAL MEMBERSHIP IN COMMUNITY BEHAVIORAL  
HEALTHCARE ASSOCIATION - \$11,821**

**WHEREAS**, the Behavioral Health Division of the Will County Health Department is an active member of the Community Behavioral Healthcare Association (CBHA); and

**WHEREAS**, CBHA and WCHD has been working collaboratively with other agency members to advocate for state funding, proposed legislation, and policy impacting community mental health organizations; and

**WHEREAS**, CBHA provides technical assistance and consultation on all aspects of a variety of program concerns and liaisons with leadership of related state departments bringing to them collective concerns and challenges on policy decisions and proposed legislation; and

**WHEREAS**, CBHA is responsible for the enhancement of Medicaid reimbursement rates which started July 1, 2020; and

**WHEREAS**, payment of membership dues for FY24 includes two installments totaling \$11,821.

**NOW, THEREFORE, BE IT RESOLVED**, the Will County Board of Health hereby approves payment of the FY24 CBHA membership dues in the amount of \$11,821.

DATED THIS 17th day of April, 2024.

---

Billie Terrell, Ph.D., ACSW, President  
Will County Board of Health

Community Behavioral Healthcare Assn.

3085 Stevenson Drive, Suite 203  
 Springfield, IL 62703  
 217/585-1600 Fax: 217/585=1601

# Invoice

DATE	INVOICE NO.
1/1/2024	4000

<b>BILL TO</b>
Will County Health Department 501 Ella Avenue Joliet, IL 60433 Attn: Diane Scruggs

TERMS	DUE DATE	PROJECT
Semi-Annual	4/1/2024	

ITEM	DESCRIPTION	QTY	RATE	AMOUNT
40100	Membership Dues FY24 - Semi-Annual - \$5910.50  Please note: Total yearly dues amount is \$11,821.00. Blanca approved paying only half of the year (1/1/24 - 6/30/24)for FY'24.		5910.50	5910.50
			<b>Total</b>	\$5910.50

**RESOLUTION OF THE WILL COUNTY BOARD OF HEALTH  
WILL COUNTY, ILLINOIS**

---

**RESOLUTION FOR APPROVAL OF THE WILL COUNTY COMMUNITY HEALTH  
CENTER GOVERNING COUNCIL BY-LAWS**

**WHEREAS**, the Will County Community Health Center of the Will County Health Department is a Federally Qualified Health Center (FQHC) governed by the Will County Community Health Center Governing Council and the Will County Board of Health; and

**WHEREAS**, the Will County Community Health Center Governing Council operates under established By-Laws which require periodic review and approval; and

**WHEREAS**, the Governing Council By-Laws were approved with no changes at the April 3, 2024 meeting of the Will County Community Health Center Governing Council.

**NOW, THEREFORE, BE IT RESOLVED**, the Will County Board of Health hereby approves the Will County Community Health Center Governing Council By-Laws as presented.

DATED THIS 17th day of April 2024.

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Billie Terrell, Ph.D., ACSW, President  
Will County Board of Health

**BYLAWS  
WILL COUNTY COMMUNITY HEALTH CENTER  
GOVERNING COUNCIL**

**ARTICLE I – NAME**

The name of this body shall be the Will County Community Health Center Governing Council.

**ARTICLE II – PURPOSE**

The mission of the Will County Community Health Center (“Center”) is to improve the health of the residents of Will County by providing access to quality integrated medical, behavioral health, and dental care through community collaboration, service and education.

**ARTICLE III – OBJECTIVES**

The objectives of the Center shall be:

1. To provide quality primary health and supportive services to all residents of primarily Will County but also surrounding counties, especially the medically underserved, uninsured and underinsured.
2. To increase the accessibility of primary and preventive health services to low-income, medically underserved, uninsured and underinsured, including minority groups.
3. To integrate primary health services with other community health resources.
4. To engage with health care providers, health insurers and local businesses to coordinate care and market services appropriate to our purpose as described in Article II.

**ARTICLE IV – AUTHORITY**

The Center is a private not for profit entity incorporated under the laws of the State of Illinois. The Governing Council of the Center has entered into a written Cooperative Operational Agreement with the Will County Board of Health to jointly accomplish the objectives stated above. The Will County Board of Health derives its authority to operate under 55 ILCS 5/5-25001, *et seq.*

**ARTICLE V – SIZE AND COMPOSITION**

- A. **SIZE**  
The Council shall consist of between 9 and 15 voting members. Its members can be increased at the discretion of the Council.
- B. **COMPOSITION**
1. A majority of the Council members shall be individuals who are served by the Center and who, as a group, represent the populations served in terms of

demographic factors, such as race, ethnicity, and gender. Patient board members must be current registered patients of the health center and must have accessed the health center in the past 24 months to receive at least one or more in-scope service(s) that generated a health center visit.

2. No more than one-half of the remaining non-patient members of the Council may be individuals who derive more than 10 percent of their annual income from the health care industry (provide medical services, manufacture medical equipment, and/or develop pharmaceuticals). Income percentage shall be verified with a signed attestation by the non-patient board member who derives income from the health care industry.
3. The Will County Executive, with approval of the Will County Board, may appoint up to one-quarter of the members.
4. The remaining Council members shall be representatives of the community, in which the catchment area is located and shall be selected for their expertise in community affairs, local government, finance and banking, legal affairs, trade unions, and other commercial and industrial concerns, or social service agencies within the community.
5. A Governing Council member may not be an employee of the Center, or spouse or child, parent, brother or sister by blood or marriage of such an employee.
6. The Chief Executive Officer (CEO) of the Center gives logistical, managerial and administrative assistance to the Council.
7. The CEO may be a non-voting, ex-officio member of the Council.

#### ARTICLE VI – MEMBERSHIP & TERMS OF OFFICE

A. MEMBERSHIP ELIGIBILITY

The Council shall select Council members throughout the year, whenever a vacancy occurs, and shall solicit nominations from the community serviced by the Center, community organizations, and health organizations. Such members shall be selected from a slate of one or more nominees, as long as it conforms to HRSA regulations and requirements.

B. VACANCIES

Any vacancies occurring in the Council shall be filled by appointment of the Council which shall use its best efforts to maintain the Council's composition of patient members and members-at-large. An appointment shall be made by an affirmative vote of the majority of members present and entitled to vote. Any Council member appointed to fill a vacancy shall be appointed for the unexpired term of his/her predecessor in office.

C. REMOVAL

Any member of the Council may be removed from the Council if, within any twelve-month period, they have accumulated six unexcused absences. The Chair shall notify the member in writing by mail or by email after five unexcused absences in any twelve-month period. An unexcused absence shall be defined as any meeting where notice of absence was not delivered to the Chair or designee prior to the scheduled start of the meeting. After such notice, if a sixth unexcused absence occurs, a vote shall be taken at the next meeting regarding removal. A majority vote of those present and voting shall cause that member to be removed.

D. TERMS OF OFFICE

Members shall be appointed for terms of two years, with half of the members beginning terms on even years, and the others beginning on odd years. Reappointments shall be reviewed annually, beginning one month prior to the annual meeting.

**ARTICLE VII – MEETING AND VOTING**

A. REGULAR AND SPECIAL MEETINGS

Regular meetings of the Council shall be held monthly at a time and place to be decided by the Council in accord with the Illinois Open Meetings Act. Special meetings may be called by the Chair or the Chief Executive Officer of the Center or requested by two (2) members of the Governing Council and posted by the Executive Assistant to the CEO in accord with the Illinois Open Meetings Act.

In order to hold a special meeting, advance notice of such meeting shall be given to each member of the Governing Council forty-eight (48) hours before the time of the meeting, stating the time, place and the business to be transacted and no other business shall be considered at a special meeting.

B. ANNUAL MEETING

The regular meeting on the first Wednesday in April shall be known as the annual meeting, and shall be for the purpose of electing officers, reappointment of Council members, reviewing Council self-assessment report, receiving reports of officers and committees, and for any other business that may arise. The Council shall determine whether the meeting will be for the Council only or if the management staff is to be included.

Not less than fifty (50) days prior to each Annual Meeting, the Governance Committee shall meet to develop a slate of officers and members for the year. Nominations for membership and officers may be submitted by any Council member to the Governance Committee at any time prior to this meeting.

The Governance Committee, acting by unanimous vote, shall nominate a number of nominees for Council members equal to the number of current vacancies or vacancies which will occur at the Annual meeting. The Governance Committee shall take into account the requirements concerning the composition of the Governing Council as in Article V of these Bylaws.

Not less than thirty (30) days before each Annual Meeting, the Governance Committee shall submit to the Secretary its nominations for members and officers, and the Secretary shall immediately inform the Governing Council members of these nominations.

C. NOTICE

Notice of special meetings of the Council shall be given by written notice delivered personally, mailed or via email to each Council member at his/her designated address at least forty-eight (48) hours prior to said meeting.

D. QUORUM

A majority of the Council members shall constitute a quorum for the transaction of business at any Council meeting. If less than a majority of the Council members are present at the meeting, a majority of the Council members present may adjourn the meeting. If a majority of the Council are not present, Council shall conduct a discussion meeting of which minutes will be prepared and placed on file.

E. RECORDING OF MINUTES AND STORAGE

Minutes shall be taken at all Governing Council and committee meetings. Minutes shall be kept in both written and audio recording form and shall be taken in accordance with the Illinois Open Meetings Act.

All minutes shall be approved at the following regular meeting. Once approved, minutes shall be open for public inspection within 10 days. Additionally, minutes shall be posted on the Internet for public viewing.

Written minutes shall be kept at the main office of the Community Health Center. Audio recordings shall be stored electronically and backed up as frequently as other electronic files held by the Community Health Center. No minutes shall be disposed of until proper authorization is granted pursuant to applicable law.

F. VOTING

All motions before the Governing Council shall be decided by a majority vote of the Council members present, however, no meeting shall be counted as official unless a quorum of the members is present. Proxy voting shall not be permitted.

**ARTICLE VIII – ELECTRONIC MEETING ATTENDANCE**

All Governing Council meetings shall comply with the Illinois Open Meetings Act, as amended from time to time. With regard to electronic attendance at Governing Council meetings, such electronic attendance shall be allowed only as permitted by Section 7 of the Illinois Open Meetings Act, or as otherwise permitted by amendment to the Illinois Open Meetings Act.



## ARTICLE IX -- OFFICERS

- A. OFFICERS  
The officers of the Council shall be the Chair, Vice-Chair, Secretary and Treasurer.
- B. ELECTION AND TERMS OF OFFICE  
The officers shall be elected by the Council during the April meeting and shall take office at the first Council meeting following election. Term of office shall be for one year. Each officer shall hold office until his/her successor has been duly elected or appointed by terms set forth in item D below or until said officer shall resign or shall have been removed in the manner hereinafter provided.
- C. REMOVAL  
Any officer elected by the Council may be removed by the Council with two-third majority vote then present and voting.
- D. VACANCY  
A vacancy in the offices of Vice-Chair, Secretary and/or Treasurer of the Council, occurring within the first 9 months of the term, because of resignation, removal or other reason, may be filled for the unexpired portion of the term by a vote of the majority of a quorum at a regularly scheduled meeting of the Council. A vacancy in the offices of Vice-Chair, Secretary and/or Treasurer of the Council, occurring within the last 3 months of the term, because of resignation, removal or other reason, may be filled for the unexpired portion of the term by appointment of the Chair. A vacancy in the office of Chair may be filled for the unexpired portion of the term by a vote of the majority of a quorum at a regularly scheduled meeting of the Council.
- E. CHAIR  
The Chair shall be elected from a majority of the quorum of the Council at a regularly scheduled meeting and shall (1) preside at all meetings of the Council; (2) regularly confer with the Executive Staff of the Community Health Center and monitor the implementation of policies and procedures adopted by the Council. The Chair or other designated officer may sign any document or instrument requiring the signature of an officer of the Governing Council which is necessary and incident to the purposes of the Governing Council, except where the signing of such document or instrument is expressly delegated to some other officer or official by the Cooperative Agreement between the Will County Health Department and the Will County Community Health Center Governing Council or as otherwise required by law. In addition, the Chair shall have the usual powers, duties and authority commonly vested in the office of Chair and shall perform other duties as may be authorized by the Council.
- F. VICE-CHAIR  
The Vice-Chair shall assist the Chair in the discharge of his/her duties as the Chair may direct and shall perform such other duties as from time to time may be assigned to him/her by the Chair or by the Council. In the absence of the Chair or in the event of his/her inability or refusal to act, the Vice-Chair shall perform the duties of the Chair and

when so acting, shall have all the powers of and be subject to all the restrictions upon the Chair.

G. SECRETARY

The Secretary shall be responsible for:

- 1) the final approval of the minutes of the meetings of the Council as prepared by the Executive Assistant to the CEO.
- 2) systematic tracking and filing of Governing Council reports.
- 3) see that all notices are duly given in accordance with the provisions of these bylaws or as required by law.
- 4) be responsible for the maintenance of a register of the contact information of each member which shall be furnished to the secretary by such member.
- 5) list of all committees with meeting schedule and
- 6) perform all duties incident to the office of Secretary and such other duties as from time to time may be assigned to him/her by the Chair of the Council.

In the absence of the Chair and the Vice-Chair or in the event of his/her/their inability or refusal to act, the Secretary shall perform the duties of the Chair and when so acting, shall have all the powers of and be subject to all the restrictions upon the Chair. The Chief Executive Officer shall provide administrative assistance necessary in fulfilling these duties. In the absence of the Secretary, Secretary pro tem shall be appointed by the Chairperson.

H. TREASURER

The Treasurer will serve as the Finance Committee Chairman and shall work with the Will County Board of Health and the Will County Health Department and Community Health Center staff to ensure that the affairs of the Will County Community Health Center are carried out in a proper fiduciary manner. The Treasurer shall perform all the duties incident to the office of Treasurer and such other duties as from time to time may be assigned to him/her by the Chair or by the Council. In the absence of the Chair, the Vice-Chair and the Secretary or in the event of his/her/their inability or refusal to act, the Treasurer shall perform the duties of the Chair and when so acting, shall have all the powers of and be subject to all the restrictions upon the Chair.

I. NOMINATION OF OFFICERS

Nomination of officers for the coming year shall be submitted upon the Chair calling for nominations from the floor during the March meeting.

**ARTICLE X – COMMITTEES**

The Chairperson shall appoint committee members and designate a Chair of said committee, with Council approval. The Chair, with the consent of the Council, may appoint members to these committees or ask for voluntary participation; non-Council members, who may be Center employees, may serve on committees to assist the Council in carrying out its charge. The Chair and all members of each committee shall hold office for one (1) year or until their successors are appointed and approved unless reelected to another term. The Chair of each committee shall have the power to fill any vacancies that occur on the committee for the remainder of the year, with approval of the Council. All committees of the Council shall meet at such time and place as

designated by the Chair of the committee and as often as necessary to accomplish their duties, provided a public notice is given at least 48 hours prior to the meeting. All meetings will be documented with minutes. The Council may appoint an advisory committee and members from a professional or community groups as deemed necessary to enhance committee effectiveness.

The following will be considered standing committees: Executive/Personnel; Finance; Governance and Quality Improvement.

A. Executive/Personnel Committee

Overall Roles and Responsibilities

The Executive Committee provides a mechanism for Governing Council leaders to engage, within the limits set by Council policy and the bylaws, in decision making, oversight, and communication on important organizational matters.

Responsibilities

The Executive Committee's specific responsibilities include:

- Overseeing the selection of the Chief Executive Officer (CEO) as defined in the Cooperative Agreement.
- Approving the position description of the CEO.
- Recommending a CEO evaluation process to the Governing Council, including annual goals for the CEO and an annual CEO performance evaluation. Governing Council members, along with the Executive Director of the Will County Health Department (WCHD), shall be involved in the review of the CEO. The WCHD Executive Performance Appraisal form will be utilized.
- Conducting the CEO evaluation process, and in a manner that promotes trust and candid communication between the Council and CEO, ensures that the CEO understands the Council's expectations, and provides constructive feedback to the CEO on his or her performance.
- Directing the CEO to prepare and annually update a CEO/management succession and management development plan to be reviewed with the committee.
- Reporting to the Governing Council in sufficient detail to assure the board that its responsibilities for executive evaluation are being fulfilled.
- Approving the dismissal of the CEO as defined in the Cooperative Agreement.
- Serving as a sounding board for management on emerging issues, problems, and initiatives.

Meetings

The committee shall meet at least once a year and additionally as needed at the call of the committee chair. Meeting dates and times should be specified a year in advance.

### Members

The Executive Committee is composed of the board Chair, Vice Chair, Secretary, and Treasurer, CEO, and the chairs of the Council's committees on finance, governance, and quality.

The CEO shall be excused for matters relating to the CEO evaluation.

## B. Governance Committee

### Overall Roles and Responsibilities

The Governance Committee provides for the Council's effectiveness and continuing development.

### Responsibilities

The specific responsibilities of the Governance Committee include:

- Recommending to the Council policies and processes designed to provide for effective and efficient governance, including but not limited to policies for:
  - Evaluation of the Council and the chairperson.
  - Election and reelection of Council members.
  - Council member orientation and education.
  - Succession planning for the Council chair and other Council leaders.
- Reviewing and recommending a position description detailing responsibilities of and expectations for Council members and the Council chairperson.
- Recommending nominees for election and reelection to the Council. To facilitate this responsibility, the committee will:
  - Develop and recommend to the Council a statement of the competencies and personal attributes currently needed on the Council, to be used as a guideline for recruitment and election of Council members.
  - Conduct a "gap analysis" to identify succession planning/recruitment needs.
  - Develop and regularly update a list of potential Council members regardless of whether a current vacancy exists.

- Oversee a process for vetting the capability of prospective nominees.
- Develop and oversee a plan for enhancing Council diversity.
- Evaluate the performance of individual Council members eligible for reelection.
- Conducting a succession planning process for the Chairperson and other Council leaders. Nominating officers for election by the full board.
- Reviewing the corporate bylaws annually and recommending any needed changes to the full board.
- Advising management on plans for Council education, including new member orientation, ongoing education of present members, and a board retreat (if necessary).
- Overseeing the board's self-assessment and improvement process every year.

#### Meetings

The Governance Committee meets at least two times a year or when necessary at the call of the committee chair. Meeting dates and times should be specified a year in advance.

#### Members

The committee shall include at a minimum three members of the Council and the CEO.

### C. Finance Committee

#### Overall Roles and Responsibilities

The committee is responsible for recommending financial policies, goals, and budgets that support the mission, values, and strategic goals of the organization. The committee also reviews the organization's financial performance against its goals and proposes major transactions and programs to the Council. In addition, the committee reviews the annual audit, ensuring any follow-up actions are taken, and reviews corporate compliance activities.

#### Responsibilities

The finance committee's specific responsibilities include:

- Recommending policies that maintain and improve the financial health and integrity of the organization.
- Reviewing and recommending a long-range financial plan for the organization.
- Reviewing and recommending an annual operating budget and annual capital budget consistent with the financial plan and financial policies.

- Reviewing and recommending capital expenditures and unbudgeted operating expenditures.
- Reviewing the financial aspects of major proposed transactions, new programs and services, as well as proposals to discontinue programs or services, and making action recommendations to the Council.
- Monitoring the financial performance of the organization as a whole and its line items against approved budgets, long-term trends, and industry benchmarks.
- Requiring and monitoring corrective actions to bring the organization into compliance with its budget and other financial targets.
- Monitoring grant budgets and expenditures and require corrective actions to bring organization into compliance.
- *Audit responsibilities include* Recommending policies and processes to the Council related to:
  - The organization's financial statements and other financial information provided to governmental bodies, financial institutions, and the public.
  - The organization's systems of internal controls for finance, accounting, legal compliance and ethics, according to policies that management and the Council have established.
  - The organization's auditing, accounting, financial reporting, and compliance processes.
  - Discussing the results of the annual audit and closely reviewing any significant changes to the financial statements or changes in accounting principles and disclosure practices.
  - Reviewing the external auditor's annual management letter regarding internal control weaknesses, recommendations for improvements, and management's corrective action plans. Monitoring management's implementation of corrective action plans.
  - Reviewing, with the organization's counsel, any legal matter that could have a significant impact on the organization's financial statements.
  - Reporting to the Council at least annually and providing the Council with the annual external audit report.

*Corporate Compliance specific responsibilities include:*

- Overseeing the corporate compliance program, including policies and practices designed to ensure the organization's compliance with all applicable legal, regulatory, and ethical requirements.
- Recommending approval of the annual corporate compliance plan and reviewing processes and procedures for reporting concerns by employees, physicians, vendors, and others.
- Recommending organizational integrity guidelines and a Code of Conduct.
- Reviewing and reassessing the guidelines and Code of Conduct at least annually.
- Reviewing resources for corporate compliance with the corporate compliance officer and CEO to ensure that sufficient resources are provided.
- Reviewing and evaluating findings and recommendations from completed compliance activities and audits, including management responses and action plans.
- Reporting to the Council at least annually on the corporate compliance program.

#### Meetings

The committee meets quarterly and when necessary, at the call of the committee chairperson. Meeting dates and times should be specified a year in advance.

#### Members

The committee consists of a minimum of three Council members, one which is the Treasurer and shall serve as the Chairperson; the remaining two with backgrounds in finance, accounting, business, investment management, executive leadership, and business ownership; the CEO, Chief Medical Officer, Chief Dental Officer, Director of Operations, Corporate Compliance Officer, and Billing Supervisor.

#### D. Quality Improvement Committee

##### Overall Roles and Responsibilities

The Quality Committee assists the Governing Council in overseeing and ensuring the quality of clinical care, patient safety, and customer service provided throughout the organization.

The committee also assists the Council in maintaining a constructive relationship with the medical staff and approving and overseeing medical policies and professional staff appointments, reappointments, and clinical privileges.

### Responsibilities

The responsibilities of the Quality Committee include:

- Reviewing and recommending a multi-year Strategic Quality Plan with long term and annual improvement targets.
- Reviewing and recommending quality/safety-related policies and standards.
- Reviewing and recommending risk management related policies and standards.
- Approving and monitoring a dashboard of key performance indicators compared to organizational goals and industry benchmarks. Report in summary fashion to the full Council.
- Reviewing sentinel events and root cause analyses; if appropriate, recommend corrective action.
- Monitoring summary reports of hospital and medical staff quality and patient safety activities.
- Reviewing management's corrective plans with regard to negative variances and serious errors.
- Overseeing compliance with quality- and safety-related accreditation standards.
- Making recommendations to the board on all matters related to the quality of care, patient safety, customer service, and organizational culture.
- Reviewing and making recommendations to the board for approval of medically related policies developed by the committee or by a medical staff committee.

Medically related policy matters may include criteria for medical staff membership and privileges, exclusive contracting for professional medical services, on call coverage, board certification, and matters related to professional conduct.

- Overseeing the effectiveness of the medical staff credentialing process.
- Reviewing and acting on medical staff recommendations to apply for medical staff appointments, reappointments, and clinical privileges.
- Making a recommendation to Governing Council to approve appointments, reappointments, and clinical privileges that fully meet the Center and hospital's criteria, with no issues or major questions.



- Making recommendations to the Council with regard to all other credentialing applications.
- Returning a recommendation to the medical staff for further documentation or reconsideration in accordance with policies.
- Reviewing medical staff recommendations and recommending to the Council disciplinary or corrective actions involving medical staff members, as provided in the policies.
- Overseeing and supporting education and development for providers.
- Monitoring physician perceptions and satisfaction and overseeing provider relations activities.
- Serving as a forum for education and discussion of health center/hospital-medical staff relationships and concerns.

Meetings

The committee meets, at a minimum, quarterly or when necessary, at the call of the committee chair. Meeting dates and times should be specified a year in advance.

Members

The committee consists of three Council members: Chief Executive Officer, Chief Medical Officer, Chief Dental Officer, Director of Operations, Quality/Risk Management Program Coordinator, and, optionally, other management team members.

E. Additional Committees

The Council may establish whatever additional committees it deems necessary to carry out the purpose and objectives of the Center or to deliberate on the business and responsibilities of the Council.

1. Any member may suggest the creation of a committee or task force when it appears necessary and such committee or task force may be established upon majority approval of the board.
2. Standing committees shall be defined as on-going committees and task forces shall be defined as time-limited committees with designated purposes.

**ARTICLE XI – RESPONSIBILITIES OF THE GOVERNING COUNCIL**

A. PERSONNEL POLICIES AND PROCEDURES

The Governing Council provides leadership and guidance in support of the health center's mission. However, day-to-day direction and management responsibility for the health center must rest with staff under the direction of the Chief Executive Officer

(CEO), in alignment with the Will County Health Department's personnel policies and procedures as established by the Board of Health.

B. SELECTION OF CHIEF EXECUTIVE OFFICER

In conformance with Health Department Personnel Policies, the Council shall approve the selection and dismissal of the Chief Executive Officer of the Health Center.

C. DISMISSAL AND DISCIPLINE OF CHIEF EXECUTIVE OFFICER

In the event that either the Will County Health Department Board of Health or the Governing Council receives information that could result in the discipline and/or dismissal of the CEO, the Coordinating Committee (with representatives of both Boards) shall be called to review and, if necessary and appropriate, investigate or cause to be investigated any allegations of misfeasance, impropriety, incompetence, criminality, or other misconduct that might warrant discipline or dismissal. The Coordinating Committee shall turn their findings and recommendation over to the Executive Director of the Will County Health Department. The Executive Director shall bring the information forward to the Governing Council with a recommendation on appropriate disciplinary action if necessary. The Governing Council shall consider the matter and either accept or reject the Executive Director's recommendation or return it for further findings. However, any credible evidence of criminal behavior shall be turned over to the Will County State's Attorney.

The CEO shall be subject to discipline for any action which is incompatible with his/her duties as described by the bylaws or cause damage or violates any duties or responsibilities to the Community Health Center, Will County Health Department, or the County of Will including those obligations and prohibitions found in the Employee Handbook & Work Rules Manual and all other rules developed by the Health Department and County of Will.

D. EVALUATE CENTER PROJECT ACTIVITIES

The Council shall evaluate service utilization patterns, productivity (efficiency and effectiveness), patient satisfaction, and achievement of project objectives, and shall develop a process for hearing and resolving patient grievances.

E. COMPLIANCE WITH LAWS

The Council shall assure that the Center is operated in compliance with applicable Federal, State and local laws and regulations.

F. HEALTH CARE POLICIES

The Council shall at a minimum approve policies which include scope and availability of services, service site locations and hours of services, and quality of care audit procedures.

The Council shall adopt, evaluate at least once every three years, and as needed, approve updates to policies in the following areas: Sliding Fee Discount Program, Quality Improvement/ Assurance, and Billing and Collections. (Policies related to billing and collections that require board approval include those that address the waiving or reducing of amounts owed by patients due to inability to pay, and if applicable those that limit or deny services due to refusal to pay.)

The co-applicant Board of Health shall have the authority for adopting policies for financial management practices and a system to ensure accountability for center resources, including periodically reviewing the financial status of the health center and the results of the annual audit to ensure appropriate follow-up actions are taken.

As described in the Co-Applicant Agreement, the Board of Health shall establish and maintain general personnel policies for the health center, including those addressing selection and dismissal procedures, salary and benefit scales, employee grievance procedures, and equal opportunity practices.

G. APPROVAL OF APPLICATIONS, BUDGET, AND OTHER ITEMS

In addition to the duties listed herein, the Governing Council shall be responsible for considering the following items:

- Applications for Health Center Program projects, including decisions to subaward or contract for a substantial portion of the services.
- Grants and grant designations and applications.
- All health center services the location of services, and hours of operation at health center sites.
- The annual budget and audit for the Health Center. (The Board of Health shall ensure appropriate follow-up actions are taken).
- Adoption of policies for eligibility for services including criteria for partial payment schedules.
- Approval of all Health Center agreements and contracts.

H. LONG-TERM AND STRATEGIC PLANNING

The Governing Council shall be responsible for the long term and strategic planning of the Community Health Center. As such, the Governing Council shall set benchmarks and specific goals, including those proscribed by law and regulations, for the Community Health Center. These goals shall be updated as needed to reflect the current situation of the Community Health Center. The long-range planning shall include but not be limited to identifying health center priorities and adopting a three-year plan for financial management and capital expenditures.

Additionally, the Governing Council shall be responsible for monitoring the Community Health Center's progress in meeting its annual and long-term goals.

ARTICLE XII – AMENDMENTS/REVISIONS

These Bylaws may be amended or revised at a regular meeting of the Council by a two-thirds vote. Amendments or revisions to these Bylaws shall have the approval of the Will County Board of Health.

### ARTICLE XIII – AUTHORITY

The Parliamentary Authority of the Council shall be the current edition of Robert's Rules of Order, Newly Revised.

### ARTICLE XIV – CONFLICT OF INTEREST

Conflict of interest or the appearance of conflict of interest by Council members, employees, consultants and those who provide services or furnish goods to the Center is prohibited. No Council member may be an employee of the Center or spouse or child, parent, brother or sister by blood or marriage of such an employee. The Chief Executive Officer may be a non-voting, ex-officio member of the Council, and as such shall be bound by this article.

- A. Conflict of Interest: A conflict of interest shall be considered to arise when any matter under consideration by the Governing Council involves the potential for a significant or material benefit; or a compensation arrangement exists to a Council Member or any member of his or her immediate family to any business, financial, or professional organization of which the Council Member or any member of his or her immediate family is an officer, director, member, owner, or employee. No member of the Council shall use his or her position to influence any decision or action in any matter in which he or she has any economic interest distinguishable from that of the public generally.
- B. Gifts: No member of the Council shall accept any gift based upon any understanding, either explicit or implicit, that a judgment or decision will be influenced.
- C. Advice or Assistance: No member of the Council shall solicit or accept any gift in return for advice or assistance on any matter concerning the operation or business of the Center.
- D. Use of County Owned Property: No member of the Council shall engage in or permit unauthorized use of County owned property.
- E. Use or Disclosure of Confidential Information: No member of the Council shall disclose confidential information or use confidential information gained in the course of his or her position for financial gain.
- F. Interest in Center Business: Council members will refrain from recommending products or services supplied by any vendor which is owned or operated by a family member, or in which they have an economic interest. Should such vendors be considered by the Council, members should disclose any familial or economic interest, and refrain from voting on related subjects.
- G. Nepotism: No member of the Council shall hire or advocate for hire in any county agency, any person who is a relative as defined as spouse, partner, parent, child, brother, sister, aunt uncle, niece, nephew, grandparent, grandchild, solely because of that relationship.

- H. Compensation: Members shall serve without compensation, except those expenses actually incurred by reason of participation in Governing Council activities, e.g. travel expenses, meals, and incidentals as outlined in the Will County Business/Travel Reimbursement Regulations and within limits of available funds.
- The Health Center will not compensate members of the Governing Council for services rendered in the ordinary course of service as members of the Governing Council.
- I. Resolution of alleged conflicts of interest: Whenever any matter comes before the Governing Council which any Council member recognizes may give rise to a conflict of interest, the Governing Council shall not approve any action or transaction bearing upon the conflict unless the following are observed:
- a. The affected Council Member shall have a duty to disclose, or other member shall make known the conflict. Should the matter be brought to a vote of the Members, the affected Member shall not cast a vote.
  - b. The Governing Council shall not go forward with a transaction or arrangement, in which an affected Council member acknowledges that a conflict of interest exists, or other Members determine that a conflict of interest exists, unless it is determined that no other alternative transaction or arrangement is available and not going forward with the transaction or arrangement would impede the Center's ability to carry out its mission.
  - c. If the Governing Council determines that the Member has in fact failed to disclose an actual or possible conflict of interest, it may take disciplinary and corrective action, up to and including termination of Governing Council membership.

#### ARTICLE XV—DISSOLUTION

If at some point it is determined that the purposes of the Will County Community Health Center are no longer needed, are not being provided for, or for any other reason the entity may be voluntarily dissolved.

- A. Voluntary dissolution may not occur until:
  - a. All debts of the Will County Community Health Center have been paid; and
  - b. Written notice has been delivered to all members, indicating that a vote will be taken on the matter. Said notice must be delivered no less than 3 business days before the taking of any vote.
- B. Upon the satisfaction of the conditions found in subsection A., a vote may be taken on the subject of voluntary dissolution. Upon an affirmative vote of the majority of all members, the Will County Community Health Center will enter the process of dissolution.
- C. If a vote for dissolution passes, the Will County Community Health Center shall cause the distribution of all assets of the corporation as provided in 805 ILCS 105/112.16, or any successor statute.
- D. Plan of Distribution: Upon completing the requisite distributions as found in 805 ILCS 105/112.16, a plan of distribution shall be adopted to distribute the remaining assets of

the corporation, if any exist. Such plan shall be adopted by a vote of the majority of all members. Such plan shall provide that distribution shall only be to a registered 501(c)(3) under the Internal Revenue Code, whose primary function is the provision of medical services, or another unit of State, federal, or local government.

- E. Articles of Dissolution: Upon completion of the foregoing, the Secretary shall cause the Articles of Dissolution to be filed with the Secretary of State, in the same manner as other filings are made pursuant to applicable law. The Articles shall contain all information required by State law and shall be signed by all necessary parties. Additionally, the Secretary shall cause all other documents regarding dissolution and transfer of assets required by State or federal law to be filed.

**ADOPTED:**

Alan F Dyche  
Mr. Alan Dyche, Governing Council Chairperson  
Will County Community Health Center

4/4/24  
Date

[Signature]  
Ms. Vernice Warren, Governing Council Vice-Chairperson  
Will County Community Health Center

04/04/2024  
Date

**ATTEST:**

J. Easley  
Ms. Judy Easley, Governing Council Secretary  
Will County Community Health Center

4-4-24  
Date

\_\_\_\_\_  
Billie Terrell, PhD  
Board of Health President

\_\_\_\_\_  
Date

Adopted by the Community Health Center Governing Council, March 1, 2006; Approved by the Will County Board of Health, March 15, 2006  
Adopted by the Community Health Center Governing Council, April 4, 2012; Approved by the Will County Board of Health, April 18, 2012  
Adopted by the Community Health Center Governing Council, May 2, 2012; Approved by the Will County Board of Health, May 16, 2012  
Adopted by the Community Health Center Governing Council, June 6, 2012; Approved by the Will County Board of Health, June 20, 2012  
Adopted by the Community Health Center Governing Council, May 1, 2013; Approved by the Will County Board of Health, May 15, 2013  
Adopted by the Community Health Center Governing Council, May 6, 2015; Approved by the Will County Board of Health, May 20, 2015  
Adopted by the Community Health Center Governing Council, August 5, 2015; Approved by the Will County Board of Health, August 19, 2015  
Adopted by the Community Health Center Governing Council, May 4, 2016; Approved by the Will County Board of Health, June 15, 2016  
Adopted by the Community Health Center Governing Council, July 5, 2017; Approved by the Will County Board of Health, August 16, 2017  
Adopted by the Community Health Center Governing Council July 5, 2018; Approved by the Will County Board of Health, August 15, 2018  
Adopted by the Community Health Center Governing Council January 9, 2019; Approved by the Will County Board of Health, February 29, 2019  
Adopted by the Community Health Center Governing Council October 2, 2019; Approved by the Will County Board of Health, October 16, 2019  
Adopted by the Community Health Center Governing Council January 6, 2021; Approved by the Will County Board of Health, January 20, 2021  
Adopted by the Community Health Center Governing Council April 7, 2021; Approved by the Will County Board of Health, April 21, 2021  
Adopted by the Community Health Center Governing Council February 2, 2022; Approved by the Will County Board of Health, February 16, 2022  
Adopted by the Community Health Center Governing Council April 3, 2024; Approved by the Will County Board of Health, April 17, 2024





**RESOLUTION OF THE WILL COUNTY BOARD OF HEALTH  
WILL COUNTY, ILLINOIS**

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**APPROVAL TO SURPLUS EQUIPMENT– LISTING ATTACHED**

**WHEREAS**, the Will County Health Department requires the disposal and/or recycling of office furniture and medical equipment for the Community Health Center.

**NOW, THEREFORE, BE IT RESOLVED**, the Will County Board of Health hereby approves the disposal and/or recycling of the attached listings of items.

DATED THIS 17th day of April, 2024.

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Billie Terrell, Ph.D., ACSW, President  
Will County Board of Health

**Surplus Disposal Form**

Department : Community Health Center

Phone No.: (815) 774-7375

Resolution No.: \_\_\_\_\_

Approved By: \_\_\_\_\_

Signature: \_\_\_\_\_

Date Approved: \_\_\_\_\_

(1) Category	(2) Trf Assct / Surplus Tag No.	(3) Item/Description	Age	(4) Condition (W / NW)	Vehicle Mileage	Serial No / Vin No.	County Tag No.	Transferred to Warehouse/Dept/ Charitable Inst	Received By (Signature)	Date Received	Disposed of by Warehouse/ Department	(5) Initial
Furniture	N/A	1 Black Drawer Filing Cabinet	15+	Not working	N/A	N/A	A2877	No				
lamp	N/A	1 medical light - Burton brand rusty	15+	Not working	N/A	4990	N/A	No				
mini fridge	N/A	1 small mini fridge used for medical storage	11	Not working	N/A	Serial NO. A131000375 / Model FFAR22LW	16750	No				
Storage cabinet - Metal	N/A	1 Green storage cabinet- metal	20+	Working	N/A	N/A	3137	Can be transferred				
Overhead storage cabinet	N/A	1 Brown/tan has rust	15+	Working	N/A	N/A	N/A	No				

**(1) Category-** Office Equipment, Furniture, Computer, Machinery, Vehicle, Others  
**(2) Surplus Tag No.** - Tag Number assigned by the Purchasing Department  
**(3) Item/Description** - If transferring computer equipment, include operating system description. Ex: Windows 2000

**(4) Condition** - **W**-Working ; **NW**-Non-Working  
**(5) Initial-** Department Head should initial for disposal of non-computer broken item(s)  
 -If Maintenance is disposing of the item(s), the Maintenance Staff should initial  
 -Computer Staff (either ICT or department staff) should initial to verify hard drive was stripped



**WILL COUNTY BOARD OF HEALTH  
RESOLUTION #24-34**

**RESOLUTION OF THE WILL COUNTY BOARD OF HEALTH  
WILL COUNTY, ILLINOIS**

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**APPROVAL OF AGREEMENT BETWEEN THE WILL COUNTY HEALTH  
DEPARTMENT AND THE WILL COUNTY TB CLINIC**

**WHEREAS**, the Family Health Services division of the Will County Health Department may require phlebotomy and lab services during communicable disease investigations on an as needed basis; and

**WHEREAS**, the Will County TB Clinic employs staff skilled at phlebotomy and infectious disease protocols; and

**WHEREAS**, this intergovernmental agreement provides this service to the Will County Health Department and may be extended for successive year one terms by mutual agreement.

**NOW, THEREFORE, BE IT RESOLVED**, the Will County Board of Health hereby approves the attached agreement between the Will County Health Department and the Will County TB Clinic for phlebotomy services effective March 25, 2024 through March 24, 2025 in the amount not to exceed \$10,000.

DATED THIS 17th day of April, 2024.

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Billie Terrell, Ph.D., ACSW, President  
Will County Board of Health

## Agreement for Service

This Agreement is entered into by and between the **Will County Health Department (“WCHD”)**, and the **Will County TB Clinic** (collectively, the “Parties”) with the Effective Date of March 25, 2024. Witnesseth:

**Whereby**, the WCHD wishes to contract the TB Clinic to provide the following services:

1. Phlebotomy

**Whereby**, the WCTB Clinic wishes to provide the above-mentioned services to the WCHD.

**Therefore**, phlebotomy services, the WCHD will pay to the WCTB Clinic on an as-needed basis for the following:

- The hourly rate ranging from \$22 / hour to \$48 / hour depending on the WCTB staff available to respond.
- After hours rate is one and one-half times the hourly rate above. After hours rate applicable after 4 pm Monday to Friday.
- The IRS approved mileage rate for mileage incurred to provide the services, and
- The lab analytical cost for the titer test or other applicable tests.

The above-stated dollar amounts may be changed by mutual agreement of the Parties.

### **Other Provisions**

1. **Medical Records.**
  - a. **Ownership and Maintenance.** All patient medical records related to the professional services provided at the WCHD, including the services rendered under this Agreement, are possessed, and maintained by the WCHD for the benefit of said patients.
  - b. **Access and Use.** The WCHD and WCTB Clinic shall comply with all applicable confidentiality and privacy laws, statutes, and regulations in the maintenance and management of all patients’ medical records. In compliance with all applicable confidentiality and privacy laws, statutes, and regulations.
2. **Assignment.** Neither Party may assign any interests in this Agreement without the express written consent of the other party.
3. **Governing Law.** This Agreement shall be construed and governed pursuant to the laws of the State of Illinois, and venue shall be in the 12th Judicial Circuit, Will County, Illinois.
4. **Modification & Amendment.** This Agreement shall not be modified or amended except by a written document executed by both Parties.
5. **Section Headings.** The section headings set forth in this Agreement are for purposes of convenience only and shall have no bearing whatsoever on the interpretation or actual content of this Agreement.

6. **Severability.** In the event that any Sections, sentences, clauses, or phrases of this Agreement shall be found invalid, void and/or unenforceable, for any reason, neither this Agreement generally nor the remainder of this Agreement shall, as a result, be rendered invalid, void and/or unenforceable. Instead, each such provision and, if necessary, other provisions of this Agreement shall be reformed by a court of competent jurisdiction so as to effect, insofar as is practicable, the intention of the parties as set forth in this Agreement. Notwithstanding the preceding sentence, if such court does not make such reformation, the remainder of this Agreement shall be construed and given effect as if such invalid, void, and/or unenforceable provisions had not been a part of this Agreement.
7. **Successors.** This Agreement shall be binding upon and shall inure to the benefit of the Parties and their respective successors, representatives and permitted assigns.
8. **Further Actions.** Each Party agrees it shall execute and deliver such further instruments or documents and do such further acts and things as may be required or useful to carry out the intent and purpose of this Agreement and as are consistent with the terms of this Agreement.
9. **Non-Waiver.** No waiver by either of the Parties to this Agreement of any failure by the other party to keep or perform any provision, covenant or condition of this Agreement shall be deemed to be a waiver of any preceding or succeeding breach of the same, or of any other provision, covenant, or condition. All rights and remedies herein granted or referred to are cumulative; resort to one shall not preclude resort to another or any other right or remedy provided by law.
10. **Entire Agreement.** This Agreement constitutes the entire Agreement between the Parties as of the effective date and supersedes all other previous agreements and understandings between the parties with respect to the subject matter of this Agreement. There are no other Agreements or understandings, written or oral, between the parties regarding this Agreement other than as set forth in this Agreement.
11. **Non-Discrimination.** The Parties shall abide by the requirements of Executive Order 11246, 42 U.S.C. Section 2000d and the regulations thereto, as may be amended from time to time, the Illinois Human Rights Act, and the Rules and Regulations of the Illinois Department of Human Rights. There shall be no unlawful discrimination or treatment because of race, color, religion, sex, national or ethnic origin, ancestry, military status, sexual orientation, gender identity or expression, political affiliation, handicap, disability, status as a disabled veteran or veteran of the Vietnam era, or any other protected class in the employment, training, or promotion of personnel engaged in the performance of this Agreement.
12. **Counterparts.** This Agreement may be executed in one or more counterparts, each of which shall be deemed to be an original, but all of which together shall constitute one and the same instrument.
13. **Term.** This Agreement shall last for one (1) year, starting on the Effective Date. This Agreement may be extended for successive one-year terms by mutual agreement of the Parties.
14. **Termination.** This Agreement may be terminated at any time without cause by either Party upon thirty days' written notice to the other Party.

Dated this \_\_\_\_\_ day of \_\_\_\_\_ 2024

Sunny Hill Tuberculosis Clinic

BY: \_\_\_\_\_  
Joyce Reliford-Parker, Administrator

Dated this \_\_\_\_\_ day of \_\_\_\_\_ 2024

Sunny Hill Tuberculosis Clinic Board

BY: \_\_\_\_\_  
Douglas Ruth, Board President

Dated this \_\_\_\_\_ day of \_\_\_\_\_ 2024

Will County Health Department

By: \_\_\_\_\_  
Elizabeth Bilotta, Executive Director

**EMPLOYEES**

**DATE**

**NEW**

Karissa Barraco	5/13/2024
BH	
Mental Health Counselor II – Child & Adolescent	
Anthony Reyes	5/28/24
EH	
EH Assistant	
Karen Lee	4/15/2024
BH	
Substance Use Engagement Specialist I	

**TRANSFER**

Nohemi Hernandez	3/14/2024
CHC	(budget code change only)
CMA	
Lillith Zazueta	4/1/2024
EH	(due to elimination of Health Care Liaison position at CHC)
Environmental Health Sampler	
Cortney Smith	4/29/2024
Administration	
Emergency Response Specialist II	(moving from Communicable Disease to EPR)

**CONTRACTUAL**

Xenia Geraghty	3/5/2024-11/30/2024	
BH		
Rapid Response Naloxone Team Member		
LEMM Consulting, LLC	4/20/24-6/30/24	
BH		30 hr/wk
Substance Use Initiatives		

**TERMINATION**

Colin Sheridan	3/20/2024
EH	
Environmental Sampler	

**RESIGNATION**

Morissa Green	3/18/2024
CHC	
BH Program Coordinator	
Justin McClain	4/5/2024
FHS	
Public Health Promotion Specialist	
Luke Sliker	4/17/2024
EH	
Program Coordinator	

**Approved:**

\_\_\_\_\_  
Billie Terrell, PhD, ACSW, President, Board of Health

\_\_\_\_\_  
Date

**Recommended:**

\_\_\_\_\_  
Elizabeth Bilotta, Executive Director, WCHD

\_\_\_\_\_  
Date

DRAFT