



**WILL COUNTY HEALTH DEPARTMENT
BOH MEETING MINUTES**

April 17, 2024

The monthly meeting of the Board of Health held at the Will County Health Department, 501 Ella Avenue, Joliet, IL was called to order at 3:00 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 @ 4:25pm
Edna Brass, MA, BS
Chief Carey
Gary Lipinski, M.D.
Silvio Morales, M.D.
Annette Parker, arrive @ 3:05pm
Pamela Robbins, MSN, RN

MEMBERS ABSENT

Natalie Coleman
Allison Gunnink, MBA, MT-BC
Scott Soderquist, D.D.S.

STAFF PRESENT

Elizabeth Bilotta, Executive Director, Administration
Katie Schaefers, Finance & Grants Mgmt. Coordinator, Administration
Mary Kilbride, Executive Assistant, Administration
Diane Scruggs, Director of Behavioral Health
Dr. Kathleen Burke, Program Coordinator, Behavioral Health
Stacy Baumgartner, Chief Executive Officer, 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
Kevin Juday, Media Services Manager, 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, Safety & Risk Reduction Officer, Administration
Aishwarya Balakrishna, Community Health Educator II, Family Health Services
Lisa Carlson, Program Coordinator, Family Health Services
Jamie Bibian Lopez, Intern, Family Health Services
Johnathan Godfrey, Human Resources Assistant I, Administration
Rebecca Anderson, Community Health Educator II, Family Health Services
Magda Lara, Staff Nurse II, Family Health Services
Bill Karmia, Program Manager, Behavioral Health

OTHERS PRESENT

Dan McGrath, Assistant State's Attorney

A quorum was met.

PLEDGE OF ALLEGIANCE

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

EXECUTIVE DIRECTOR’S COMMENTS

- Ms. Bilotta spoke of Denise Bergin and Cindy Jackson being in Springfield for a meeting. Katie Schaefer, Program Coordinator from the Finance Department will present financial reports in place of Ms. Bergin.
- Communicable Disease will discuss the measles outbreak later in the meeting.
- Ms. Baumgartner will discuss how the HRSA audit went later in the meeting.
- April 2024 is WIC month.
- Coffee/Chat with MAPP took place on April 4. 90 individuals from different organizations attended.
- National Public Health week was the first week of April. IDPH is extending National Public Health week through the month of April.
- Congresswoman Underwood sent a thank you for her visit here.
- IDPH sent an acknowledgement regarding our CD team for the wonderful job they are doing with the Measles outbreak.
- We have a new collaboration with the TB Clinic to provide TB services a few days a week at NBO/EBO locations. An MOU is being worked on.
- Today in Springfield there is a hearing for the Local Health Protection grant, Senate Bill 3301, to increase appropriations.
- Several recognitions of employees took place:
 - Georgia VanderBoegh has worked for FHS since 2018 and will be retiring in May 2024. Ms. Bilotta presented her with a certificate. Ms. VanderBoegh said a few words.
 - Dave Delrose has worked for HD since June 1989 and will retire from the Health Department in April 2024. Ms. Scruggs presented him with a certificate. Mr. Delrose said a few words.

PUBLIC COMMENTS FOR AGENDA ITEMS ONLY – NONE

APPROVAL OF BOARD OF HEALTH MINUTES

Moved to approve the March 20, 2024, regular meeting minutes as presented.

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

TREASURER’S REPORT AND DEPARTMENT FINANCIAL REPORTS

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

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

RESULT:	APPROVED [UNANIMOUS]
MOVER:	Mr. Hertzmann
SECONDER:	Ms. Mackey
AYES:	Dr. Terrell, Chief Hertzmann, Ms. Mackey, Ms. Brass, Chief Carey, Dr. Lipinski, Dr. Morales, Ms. Parker, Ms. Robbins
ABSTAIN:	None

REPORTS FROM DIVISIONS

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

Ms. Agor – Safety & Risk Reduction Officer (Presented Report for the month of April)

- Ms. Agor is developing a 2024 calendar of events, trainings, and drills which will also meet accreditation requirements.
- Ms. Agor is currently working on Emergency Radio drills, a possible fire drill in July, Stop the Bleed training in May, severe weather shelter search, and an annual safety review for all staff.

Ms. Knack – Director of HR (Presented Report for the month of April)

- We will be having our 3rd annual job fair on Tuesday, 4/30 in the HD community room.
- * *Ms. Robbins asked if the Career Flyer could be shared on their facebook pages? Ms. Knack stated "Yes"*

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

- We continue to have openings in our Adult Program.
- We have over 800 active clients in BH.
- We are currently recruiting for Mr. Delrose's position.
- A ribbon cutting/open house is scheduled for the Will County Child Advocacy Center (CAC) in their new building in Crest Hill. Dr. Rita Gray sits on the board for the CAC.
- Our clinical program continues to grow. It will be ending in June and a new group of students will be starting in August. They do a lot of testing and help us by bridging the gap by providing extra therapists.
- We've hired a new staff member in our Child Adolescent Program. This position was filled after a year of being vacant.
- The 590 program is operational. 3-5 calls a day are coming in.
- We've added a position of Performance Quality Improvement to BH. This person is doing a total review of all procedures and policies in the division.
- * *Ms. Brass asked how the schools are chosen for the Y.E.S.S program? Ms. Scruggs stated the schools hear about us through other schools.*

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

- We are adding Substance Use treatment support to the Y.E.S.S. program. Joliet Township HS has requested on-site support for substance use Level 1 services at the 3 high schools given their very limited resources.
- Ms. Burke spoke about the Substance Use report. She spoke of the huge success of the red boxes in the community. We added a red box at the Romeoville library which has a homeless population close to it. The courthouse is another very popular place for the red box.
- Ms. Burke spoke briefly about the Recovery Community Organization (RCO). Furniture is arriving tomorrow. Volunteer recruitment at Stepping Stones will take place on 4/20 for RCO.
- * *Dr. Terrell stated the suicide rate is down from last year.*
- * *Dr. Lipinski stated the opioid overdose rate is down.*

Ms. Baumgartner– Chief Executive Officer, Community Health Center (Presented Report for the month of April)

- Ms. Baumgartner spoke about the HRSA Operational site visit.
- Ms. Baumgartner spoke briefly about the findings from HRSA: categorizing services, modifying sliding fee scale, policy & processes of credentialing.
- The Capital Improvement Project is continuing to progress as Architectural plans are almost finalized.
- 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. Individuals returning to the community from incarceration are now considered a Very Important Patient (VIP). This process will ensure the patient receives same day service.
- The School Based Health Center is fully staffed. Our newest Social Worker started there on Monday.
- The 2024 Medical, BH & Hospital fees will be reviewed and asked for approval later in the meeting.
- * *Ms. Brass asked when & time of the Governing Council meetings? Ms. Baumgartner stated they are held the first Wednesday of the month at 5:00pm in the CHC conference room. It is open to the public.*

Dr. Byrd – Chief Medical Officer, Community Health Center (Presented Report for the month of April)

- Dr. Byrd was not in attendance. Ms. Baumgartner asked if anyone had any questions from Dr. Byrd's report. Nothing was asked.

Ms. Kautz – Lab Operations Director, Environmental Health (Presented Report for the month of April)

- On 4/9 tick surveillance started. Staff conducted their first tick drag for the season. No ticks were found.
- There is currently an investigation ongoing regarding the leafy greens recall.
- West Nile Program/Surveillance will be starting up mid-May. 14 traps will be placed around the County.

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

- Ms. Muniz spoke about the WIC Conference that took place last week. It was announced that the WIC Program will be fully funded by the Federal Government.
- The VFC compliance visit occurred this week. It went very well.
- There will be a lunch & learn on 5/2 on Maternal Health. This is free to all staff. One CEU for nurses will be earned.
- AOK Network (All Our Kids) will be hosting a mental health conference. This is geared towards social workers, nurses etc.

Mr. Patel – Program Coordinator, Family Health Services

- Mr. Patel spoke about both cases of measles that took place. Discussion took place.
 - * *Dr. Lipinski asked if IDPH keeps records for MMR? Mr. Patel stated Yes, we have access to all in the Illinois database.*
 - * *Dr. Lipinski asked if other states keep a database and do they share it ?Mr. Patel stated we do not have access to other State's databases.*

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

- Ms. Weber spoke about attending the National Association of City and County Health Organizations Preparedness Conference in Ohio.
- A new staff person has joined the EP&R team.

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

- Mr. Juday spoke about the annual report which was given to all BOH members.
- Mr. Juday is currently working on the Programs and Services Resource Guide.
- More information will be coming up regarding the Career Fair
- Mr. Juday spoke of the photo shoot that took place and a special thank you to Dental, Environmental Health, Family Health Services and the Care Clinic for allowing photos shoots to take place in their departments.

OLD BUSINESS: None

NEW BUSINESS:

708 Mental Health Board Funding

- Ms. Bilotta spoke about the County's 708 Mental Health Board Funding. The 708 board graciously offered 2M to go towards our BH Program for FY24. This was worked into our budget. On 4/8, during the 708 board meeting Ms. Bilotta presented a growth plan which included staffing and space.
- At the May BOH meeting, Ms. Bilotta would like to bring a growth plan which would include appropriation of additional funds from the 708 Board. Ms. Bilotta expressed concern about ensuring the funding is sustainable.
 - * *Ms. Mackey showed concern about the sustainability as well. She spoke about the amount of social service agencies that will need this funding.*
 - * *Ms. Parker spoke briefly about the board and the levy. She spoke about the 708 levy and the County board levy. She felt if there was a need presented that would be easier to secure the levy into the future.*

Resolutions #24-28 to #24-34

RESOLUTION #24-28 APPROVAL OF PAYMENT FOR MEDIA CAMPAIGN ACTIVITIES

Mr. Juday stated this is another invoice for media campaign advertising activities for May.

- * *Ms. Brass questioned what month this bill was for and if it was budgeted monthly? The bill was for the month of May and we do not exceed the budget set for that month but every month this amount may change.*
- * *Ms. Mackey stated the ads are everywhere in the area and complimented the agency for doing a very good job.*

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

RESOLUTION #24-29 APPROVAL TO AMEND AT&T SERVICE AGREEMENT FOR AN ADDITIONAL YEAR

Mr. Melei spoke of the need for this agreement which is for the data circuits that connect the branch offices to the main campus.

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

RESOLUTION #24-30 REVERSAL OF APPROVED TRANSFER OF FUNDS

Ms. Bilotta spoke about the funds to support interpreter services. We are recommending reversing the previously approved resolution.

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

RESOLUTION #24-31 APPROVAL OF ANNUAL MEMBERSHIP IN COMMUNITY BEHAVIORAL HEALTHCARE ASSOCIATION

Ms. Scruggs spoke of the membership in Community Behavioral Healthcare Association. This is comprised of an assortment of not-for-profit agencies.

* Ms. Robbins questioned if this membership is for the entire Behavioral Health community? Ms. Scruggs stated "Yes it is"

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

RESOLUTION #24-32 APPROVAL TO TABLE THE WILL COUNTY COMMUNITY HEALTH CENTER GOVERNING COUNCIL BY-LAWS

This resolution will be tabled for a later date. Ms. Bilotta spoke about some changes to the bylaws that were requested by HRSA, and more time is needed to look into this.

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

RESOLUTION #24-33 APPROVAL TO SURPLUS EQUIPMENT – LISTING ATTACHED

Ms. Baumgartner briefly spoke of the surplus equipment being asked to dispose/recycle of.

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

RESOLUTION #24-34 APPROVAL OF AGREEMENT BETWEEN THE WILL COUNTY HEALTH DEPARTMENT AND THE WILL COUNTY TB CLINIC

Ms. Bilotta spoke of the TB Clinic’s willingness to give titers when needed.

* Ms. Brass asked what a titer is? Dr. Lipinski explained.

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

APPROVAL OF PERSONNEL STATUS REPORT FOR APRIL

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

- * Ms. Bilotta spoke about the Personnel Status report for the month of April.

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

BOARD MEMBERS' COMMENTS/CONCERNS:

- * Ms. Brass announced the Community Event "Let's Shape the Change" (Sickle Cell Anemia). This event will take place on 4/27 and is being hosted by the National Hookup for Black Women. It is virtual or live. The live event will take place at Joliet Central High School. Mr. Dutton will send out the flyer to all board members.

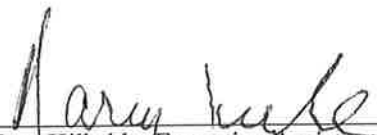
PUBLIC CONCERNS AND COMMENTS – NONE

ADJOURNMENT

A motion was made by Ms. Robbins and seconded by Chief Carey to adjourn the meeting at 4:38pm.

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

By: 
 Teena Mackey, Secretary
 Will County Board of Health

By: 
 Mary Kilbride, Executive Assistant
 Will County Health Department