



WILL COUNTY HEALTH DEPARTMENT BOH MEETING MINUTES

June 18, 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
Edna Brass, MA, BS
Natalie Coleman, arrived @ 3:34pm
Allison Gunnink, MBA, MT-BC
Annette Parker
Pamela Robbins, MSN, RN

MEMBERS ABSENT

Chief Carey
Dr. Lipinski
Dr. Morales
Dr. Soderquist

STAFF PRESENT

Elizabeth Bilotta, Executive Director, Administration
Denise Bergin, Assistant Executive Director, Administration
Mary Kilbride, Executive Assistant, Administration
Cindy Jackson, Director of Administrative Services
Stacy Baumgartner, Chief Executive Officer, Community Health Center
Diane Scruggs, Director of Behavioral Health
Dr. Kathleen Burke, Program Coordinator, Behavioral Health
Sean Connors, Director of Environmental Health
Sylvia Muniz, Director of Family Health Services
Katie Weber, Emergency Response Coordinator, Administration
Trisha Kautz, Lab Operations Director, Environmental Health
Anthony Melei, Director of Information Technology, Administration
Tim Gabaree, Director of Information Technology, Administration
Stacey Knack, Director of Human Resources, Administration
Jillian Carlisle, Information Technology Specialist III, Administration
Jason Taylor, Information Technology Specialist II, Administration
Bill Karmia, Program Manager, Behavioral Health
Stephanie Baskin, A/R Billing Manager, Behavioral Health
Charita Williams, Reimbursement Specialist, Behavioral Health
Barb Agor, Safety & Risk Reduction Officer, Administration
Caitlin Daly, Program Manager, MAPP/Community Planning, Family Health Services
Armando Reyes, Compliance Officer, Administration
Ted Strejcek, Information Technology Specialist II, Administration
Randy Jurek, Information Technology Specialist II, Administration
Letha Bingham, Administrative Clerk II, Family Health Services
Aishwarya Balakrishna, Community Health Educator II, 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
Rita Slechter, Program Manager, Family Health Services
Heather Forbes, Front Office/Patient Registration Supervisor, Community Health Center
Dr. Robert Dutton, Health Equity Manager, Administration
Pat Krause, Program Coordinator, Family Health Services
Hettimia Wheeler, HR Temp, Administration
Kathleen Harkins, Community Outreach and Marketing Coordinator, Community Health Center
Alpesh Patel, Program Coordinator, Family Health Services
Amanda Murphy, Community Health Educator I, Community Health Center
Joan Stefka, Community Health Educator II, Family Health Services
Diana Visvardis, Program Manager, Family Health Services
Rose Stroemer, Nutritionist III, Family Health Services
Nancy Storey, Nutritionist III, Family Health Services
Betsy Cozzie, Community Health Initiatives Program Coordinator, Family Health Services
Daisy Fajardo, Information Technology Specialist II, Administration
Aaron Reyes, Healthcare Subject Matter Expert, Administration
James Baumhardt, ITT Summer Intern, Administration
Ann Conrad, EHR Training Supervisor, Administration
Katie Schram, Community Health Educator II, Family Health Services

OTHERS PRESENT

Dan McGrath, Assistant State's Attorney
Emily Baldrige, Student University of Chicago
Carla Mistro, Student University of Chicago
Patti Melei, Spouse of Anthony Melei

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 June 6th being National Naloxone Awareness Day. Staff wore purple in support of that day.
- June is Men's Health Month. Men's Health week is June 10-16th. The focus is to heighten the awareness of preventable problems of disease among boys/men.
- June 16-22 is National Mosquito week. West Niles virus has been found in mosquitoes/birds in 13 counties in Illinois.
- June 27th is National HIV testing day. There will be free testing events in the parking lot of the Health Department and then a support group meeting will follow in the Community Room.
- We have started our Strategic Planning process.
- The FY25 draft budget was submitted to the County for review this past Monday. In addition, we submitted our request to the 708 Mental Health Board for funding for FY25.
- On Monday, June 10, Ms. Bilotta, Ms. Bergin and Ms. Scruggs met with the 708 Mental Health Board to request an additional 2 million for FY24. We received 2 million previously and requested an additional 2 million to support expansion of BH services. That request will go to the County Board in July.
- Several recognitions of employees took place:
 - A recognition of employee Rose Stroemer took place. Ms. Stroemer will retire from FHS after 36 years of service. Ms. Muniz presented her with a certificate.
 - A recognition of employee Nancy Storey took place. Ms. Storey will retire from FHS after 30 years of service. Ms. Muniz presented her with a certificate.
 - A recognition of employee Myra Coble took place. Ms. Coble will retire from BH after 24 years of service. Ms. Scruggs and Ms. Baskin presented her with a certificate.
 - A recognition of employee Anthony Melei took place. Mr. Melei will retire from Administration after 30 years of service. Ms. Bergin presented him with a certificate. Mr. Melei spoke briefly.
- Dr. Terrell thanked all retirees for their years of service.

PUBLIC COMMENTS FOR AGENDA ITEMS ONLY – NONE

APPROVAL OF BOARD OF HEALTH MINUTES

Moved to approve the May 15, 2024, regular meeting minutes as presented.

RESULT:	APPROVED [UNANIMOUS]
MOVER:	Ms. Gunnink
SECONDER:	Ms. Brass
AYES:	All
ABSTAIN:	None

TREASURER'S REPORT AND DEPARTMENT FINANCIAL REPORTS

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

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

REPORTS FROM DIVISIONS

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

Dr. Dutton – Health Equity Manager (Presented Report for the month of June)

- The ARISE Coalition Grant ended on May 31st, after a 17 month period; we have completed all required reporting. The work will still continue even though the grant is over. During the grant period, we handed out 23,000 COVID test kits and conducted over 178 Community Engagement events.
- A Men's Health Awareness event will take place on June 26th at the Health Department. On June 28th, this event will take place at the County Executive office.
- The WCHD partnered with Family Christian Health Center for Dental services. We will work with them until our Dental Van is repaired.
- A Grocery Store Summit is coming up this Monday in University Park. There will be people present to explain to local store owners details about a grant opportunity.
 - * *Ms. Brass questioned if the event for the Mens Health Awareness on June 28th at the County Executive office was only for employees and staff? Dr. Dutton stated it is only for Employees and family members.*
 - * *Ms. Brass questioned if other not for profit organizations would come to the Grocery Store Summit? Dr. Dutton stated this summit is for all local grocery stores and store owners.*
 - * *Ms. Gunnink questioned if due to the working hours of Dental Practices, it is difficult for patients to get appointments? Dr. Dutton stated many people in the community don't go to the Dentist at all so we were hoping these Dental services help.*

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

- Ms. Agor spoke of her visit to the NBO location. She has created a list of projects that need to be worked on at that location. EBO will come next.
- Two *Stop the Bleed* training sessions took place. 20 staff were trained in total.
- The first Emergency Radio Drill was conducted.
- We are coordinating De-escalation Training in the next few months for all staff.
- 911 procedures were created.

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

- Ms. Scruggs spoke of the diversity of dialect of our Spanish speaking clients. We are currently looking at ways to increase the interpreter's skills with these various dialects.
- The client record review for first quarter 2024 was completed.
- Earlier this month, we rolled out our new BH Intake Procedure.

- We brought on our Agency APRN Nurse from Impact. She will provide Telehealth and some In-person visits.
- We are currently interviewing for a Mental Health Therapist for our NBO location.
- Plainfield School District and another school district have requested that our YESS Program come into their schools this fall. We are currently working on a Memorandum of Understanding (MOU) to work with those schools.
- The 590 Program is becoming very active now. We recently had a total of 68 calls. For more than half of those, we had teams respond in the community, including homes and schools. We have received referrals from police, fire as well as self-referrals.
 - * *Ms. Brass asked for an example of outreach efforts not matching needs in the Client Record Review? Ms. Scruggs explained that there are some programs where the client needs to be contacted within 14 days or two weeks and there should be a case note to support that. We have found some files that were not documented.*
 - * *Ms. Brass questioned if Plainfield School District had been a part of the YESS prior? Ms. Scruggs stated they were not previously part of the program.*

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

- Dr. Burke spoke about the Substance Use Treatment Program. We are actively recruiting for this program. The number of visits for the Substance Use Treatment Program is lower in the summer months but will pick up again in the fall.
- The Suicide Prevention/First Responder Program is funded for 2025.
- We continue to see more opioid non-fatal overdoses than fatal overdoses.
- She spoke briefly about our Naloxone Plus Safe Passage Program.
- Local VFW and the Veterans population is requesting we provide them with Narcan.
- August 30 is Overdose Awareness Day. We remember those who have lost their lives due to the opioid epidemic. Our event will be August 24 in New Lenox.
- Ms. Burke stated the suicide rate is down as of May 28, 2024.
 - * *Ms. Gunnink questioned if there will be grief support resources at the event on August 24th? Dr. Burke stated Yes, HERO's Grief Support will be in attendance.*

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

- Ms. Baumgartner spoke about receiving notice of Full Compliance from HRSA following our site visit earlier this year.
- IDPH conducted an annual Quality Review at Brooks Middle School. The event was satisfactorily completed and there were no findings.
- Due to recommendations from the Organizational Assessment that took place at the Health Center in August 2023, the decision was made to add an additional clinic manager to specifically oversee the primary care department. This will alleviate the number of direct reports the Director of Nursing oversees.
- The CHC continues to work with Ms. Jackson on the Capital Improvement projects as well as the NBO expansion project.

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

- Dr. Byrd was not in attendance but her report was provided in the BOH packet.

Mr. Conners – Director of Environmental Health (Presented Report for the month of June)

- Mr. Conners spoke about the State of Ill. which has adopted the FDA Model Code of 2022. We will be presenting a resolution to revise our Food Ordinance. The Ordinance will also include an increase in fees. There has not been a fee increase since 2018.

Ms. Muniz – Director of Family Health Services (Presented Report for the month of June)

- Ms. Muniz spoke about a boutique that WIC has opened at NBO. They are taking lightly used children's clothing.
- Great Lakes Milk Bank will be providing a freezer for our 501 Ella location. The Health Department will act as a milk depot where pre-qualified/screened moms can drop off their excess milk.

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

- Ms. Weber spoke about the table top exercise that took place with Citco.

Mr. Juday, Media Services (Presented Report for the month of June)

- Mr. Juday was not in attendance but his report was provided in the BOH packet.

OLD BUSINESS:

The Fource gave a brief presentation via TEAMS of the impact of our advertisement campaign.

- * *Ms. Brass questioned how does the Will County board connect the impressions from our advertising with the public? Ms. Bilotta stated the public does not need to come to our agency for services, but we do want them to go somewhere to receive medical care and any other services needed. The campaigns were for awareness to the public of services being offered.*

NEW BUSINESS:

Exempt Pay Scale was presented. Ms. Bilotta discussed.

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

Resolutions #24-43 to #24-55

RESOLUTION #24-43 APPROVAL OF PAYMENT OF THE FOURCE MEDIA CAMPAIGN ACTIVITIES

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

Ms. Muniz stated this is the payment for the month of July.

- * Ms. Parker questioned how long we will continue with the campaigns. Ms. Bilotta stated this is ARPA funded and will be determined according to how long the money lasts.

RESOLUTION #24-44 APPROVAL OF RENEWAL OF THE UKG KRONOS WORKFORCE CENTRAL SAAS AGREEMENT

Mr. Melei spoke of this Kronos application which handles time management and activity recording for all employees. We are renewing for another year. After that the County potentially has another vendor to replace Kronos.

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

RESOLUTION #24-45 APPROVAL OF EMERGENCY PURCHASE OF POWER SUPPLY EQUIPMENT FROM UNIFIED POWER

Mr. Melei explained the need to purchase new Uninterruptable Power Supply (UPS) equipment. Our old system was failing and in need of repair.

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

RESOLUTION #24-46 APPROVAL OF PURCHASE OF HP SERVERS FROM SHI INTERNATIONAL CORPORATION

Mr. Gabaree stated this is for the purchase of two HP Servers to support a virtual desktop infrastructure.

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

RESOLUTION #24-47 APPROVAL OF A THREE-YEAR EXTENSION OF THE AT&T RIBBON SESSION BOARDER CONTROLLERS

Mr. Gabaree spoke about the three-year extension of the AT&T Ribbon Session Boarder Controllers to connect the Avaya telephone system to AT&T telephone services.

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

RESOLUTION #24-48 APPROVAL FOR THE APPROPRIATION OF FUNDS FOR THE HELUNA HEALTH ARISE GRANT

Ms. Bergin spoke about the Heluna Health Activating Relationships in Illinois for Systematic Equity (ARISE) grant to advance community resilience, well-being, and equity.

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

RESOLUTION #24-49 APPROVAL OF THE WILL COUNTY FOOD ESTABLISHMENT SANITATION ORDINANCE REVISION

Mr. Conners explained about the proposed changes to the Health Department Food Establishment Sanitation Ordinance.

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

RESOLUTION #24-50 APPROVAL OF A SERVICE AGREEMENT WITH STERIS CORPORATION

Ms. Kautz spoke about the Environmental Lab need to utilize an autoclave to sterilize supplies, equipment and biohazard waste. This is a yearly renewal.

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

RESOLUTION #24-51 APPROVAL TO ENTER INTO A CONSULTING AGREEMENT WITH COMPREHENSIVE CLINICAL SERVICES

Ms. Scruggs spoke about the need for further psychiatric services at our NBO location. This agreement will provide a combination of Telehealth as well as Onsite Services.

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

RESOLUTION #24-52 APPROVAL TO TABLE THE RECOVERY COMMUNITY ORGANIZATION (RCO) AGREEMENT

RESULT: APPROVED (UNANIMOUS)
MOVER: Chief Hertzmann
SECONDER: Ms. Mackey
AYES: All
NAYS: NONE

RESOLUTION #24-53 APPROVAL OF THE TRANSFER OF FUNDS

Ms. Bergin spoke of moving funds from our Temporary Contracted line item to our Personnel Employed Temporary Staff line item.

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

RESOLUTION #24-54 APPROVAL OF ANNUAL MEMBERSHIP IN ILLINOIS PRIMARY HEALTH CARE ASSOCIATION

Ms. Baumgartner spoke of the annual membership for Illinois Primary Health Care Association.

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

RESOLUTION #24-55 APPROVAL TO SURPLUS EQUIPMENT

Ms. Jackson spoke of the surplus equipment that, once approved, will be disposed of or recycled.

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

APPROVAL OF PERSONNEL STATUS REPORT FOR JUNE

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

** Ms. Brass confirmed that the contractual employee's compensation shown was an annual amount? Ms. Bilotta stated it is an annual amount.*

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

BOARD MEMBERS' COMMENTS/CONCERNS:

PUBLIC CONCERNS AND COMMENTS – NONE

ADJOURNMENT

A **motion** was made by Chief Hertzmann and **seconded** by Ms. Robbins to adjourn the meeting at 4:26pm.

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

By: Edna M. Brass
Edna M. Brass, Secretary
Will County Board of Health

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