



**WILL COUNTY HEALTH DEPARTMENT
BOH MEETING MINUTES
September 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
Edna Brass, MA, BS (arrived @ 3:03pm)
Chief Carey
Allison Gunnink, MBA, MT-BC
Dr. Lipinski
Annette Parker
Dr. Soderquist
Pamela Robbins, MSN, RN

MEMBERS ABSENT

Natalie Coleman
Dr. Morales

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
Dr. Jennifer Byrd, Chief Medical Officer, Community Health Center
Diane Scruggs, Director of Behavioral Health
Sean Connors, Director of Environmental Health
Sylvia Muniz, Director of Family Health Services
Cheryl Picard, Assistant Director of Family Health Services
Dr. Robert Dutton, Health Equity Manager, Administration
Trisha Kautz, Lab Operations Director, Environmental Health
Tim Gabaree, Director of Information Technology, Administration
Barb Agor, Safety & Risk Reduction Officer, Administration
Armando Reyes, Director of Compliance, Administration
Ted Strejcek, Information Technology Specialist II, Administration
Pat Krause, Program Coordinator, Family Health Services
Diana Visvardis, Program Manager, Family Health Services
Zoe Zurawski, Contractual Nurse, Family Health Services
June Reisner, Administrative Assistant, Community Health Center
Magda Lara, Staff Nurse II, Family Health Services
Kevin Juday, Media Services Manager, Administration
Dr. Kathleen Burke, Program Coordinator, 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 briefly of the Strategic Survey that was sent to all BOH members. She requested that all members participate in this survey. The Strategic Planning Retreat will take place on October 10th and October 11th.
- Ms. Bilotta spoke of National Suicide Prevention Awareness month.
- Ms. Bilotta stated it is Food Safety Education month.
- HD received a certificate from Senator Rachel Ventura in recognition of our Milk Depot. We also received a thank you card from County Board Chair Judy Ogalla for after hour events that our Health Department staff attended.
- The FY25 Local Health Protection Grant State appropriation unfortunately is proposed to be 5 million dollars less than FY24.

PUBLIC COMMENTS FOR AGENDA ITEMS ONLY: None

APPROVAL OF BOARD OF HEALTH MINUTES

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

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

TREASURER’S REPORT AND DEPARTMENT FINANCIAL REPORTS

Ms. Bergin provided a detailed explanation of the County financial statements ending August 31st, 2024. The Board of Health moved to approve the Treasurer’s Report and Department Financial Reports for the month of August 2024 as presented.

RESULT:	APPROVED [UNANIMOUS]
MOVER:	Chief Hertzmann
SECONDER:	Ms. Gunnink
AYES:	Dr. Terrell, Chief Hertzmann, Ms. Brass, Chief Carey, Ms. Gunnink, Dr. Lipinski, Ms. Parker, Dr. Soderquist, 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. Byrd – Chief Medical Officer, Community Health Center (Presented Report for the month of September)

- Dr. Byrd spoke about National Suicide Prevention month. The health center has launched a new Suicide Risk Assessment which was a Joint Commission requirement. This is being done for all patients 12 years of age and above. The assessment is performed each visit.
- Dr. Byrd attended the Black Maternal Health Caucus conference which was cofounded & co-chaired by Representative Underwood.
- Staffing at CHC was discussed.
 - * Ms. Robbins asked for stats showing maternal morbidity and mortality within the County. Dr. Byrd will get that information for Ms. Robbins.

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

- Ms. Baumgartner gave a brief update on the School Based Health Center. They had their first advisory committee meeting in August, and it went well.
- Ms. Baumgartner spoke of the de-escalation and conflict training that took place.
- Genoa Pharmacy had a grand opening at the Will County Community Health Center on August 27th. Genoa is able to bill Medicaid and participate in 340B program.
- Ms. Baumgartner spoke of working with Administration on improving access of care at the EBO location.
- CHC received the Navigator Grant in association with Illinois Primary Health Care Association (IPHCA).
- Renovation of the Call Center Improvement has started and will be completed in December 2024.

Dr. Dutton - Health Equity Manager (Presented Report for the month of September)

- Dr. Dutton spoke of the Health Equity Team attending 8 community events during the month of August. We have reached approximately 1900 residents and approximately 4000 COVID tests and PPE items were handed out.
- Developed 3 new community partners.
- We have 6 new micro pantries as of August.
- Dr. Dutton spoke of our partners receiving \$6,000 in donations to support the micro pantries.
- We have 12 new community events scheduled until the end of the year. We are averaging 200-400 people showing up for our events.
- Dr. Dutton spoke of the interview that took place earlier in the week to bring on a new Health Navigator and of the hope of bringing her onboard by mid-October.
- We are still in the process of scheduling meetings with our local officials and legislators to discuss our Health Equity Initiatives.
 - * *Dr. Terrell commented on how great it was that we were attending the micro pantry ribbon cutting ceremonies and what a wonderful way to reach out to the community.*

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

- Ms. Agor spoke about the panic button safety training/drills.
- Guardian Angel presented two Domestic Violence seminars for CHC and HD staff. A total of 133 staff attended.
- Emergency Radio Drills took place on August 28th.
- Dr. Burke provided Opioid Overdose and Narcan training.
 - * *Ms. Brass questioned if people sign up for Safety Orientation Training and is our goal to sign up all staff for annual updates? Ms. Agor stated she meets with all new staff during Onboarding to speak about Safety. We also do annual safety updates with staff.*
 - * *Ms. Brass questioned what does “work order” pending means? Ms. Agor explained.*

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

- Ms. Scruggs spoke of the new intake and registration process that went into effect on August 12th.
- All BH client forms are currently being updated and translated into Spanish and will be finalized within the next 60 days.
- BH has established their satisfaction survey kiosks. So far, we have had 29 responses.
- Ms. Scruggs briefly discussed the 590 Program and staff continues to attend community events.
- There are 22 clients in the Adult Mental Health Patient Program who are being seen by our new APRN. We have increased this APRN to work 2 full days in person onsite.
- We welcomed 13 new students for our clinical training program. They will be with the BH department for 10-12 months.
- We continue to provide SASS services in Will County. The number of referrals coming to SASS has decreased tremendously from last year.
- Plainfield School District has been added to our School-Based program. There are 31 schools in the district. Additional staff will need to be added.

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

- Dr. Burke stated for the first time overdoses in the U.S. have decreased to 10%.
- African American men over 55 are the highest group for overdoses.
- Dr. Burke spoke briefly about the back-to-school events that have taken place all over the County.
- BH Substance Use program currently has two (2) open positions: Engagement Specialist for Adults and Engagement Specialist for the School Based Program.
- The Suicide Prevention First Responders program was discussed.
 - * *Dr. Lipinski questioned why there has been a shift in overdoses to older men? Dr. Burke stated they are still researching why this shift has happened.*
 - * *Dr. Lipinski questioned if it is related to the source of where they are getting it from? Dr. Burke was unsure, but this data is coming from Chicago and Cook County which could be a different population.*

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

- Mr. Conners spoke briefly about the Class 1 recalls are situations where eating the food could cause health problems or death. For the years between 2020 and 2023, the number of food recalls increased from 454 to 547, more than 20% increase.
- Food Safety Modernization Act gave FDA legal authority to demand that a manufacturer does a recall. Prior to that it was voluntary. Allergens are also an issue and can just be a labelling issue with the manufacturer.
- Two food establishment permits have been suspended for fast food restaurants this past month. Both facilities have since been reopened.

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

- Ms. Muniz presented the certificate received from State Senator Rachel Ventura. This was for the Milk Depot - WIC.
- COVID shots will be available very soon and the BOH members will be notified as well as the Community.

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

- Mr. Juday spoke about reviewing and updating all our division specific trifold brochures.
- Once COVID shots arrive, a Press Release will be sent out.
- There was a FOURCE meeting prior to this BOH meeting.
- Mr. Juday showed the accessibility icon added to the Will County Health Department website, to enhance our usability for all residents, regardless of disability or impairment.

OLD BUSINESS: None

NEW BUSINESS:

Resolutions #24-69 - #24-73

Resolution #24-69 APPROVAL FOR THE SECURITY CONTRACT ONE YEAR EXTENSION

Ms. Bilotta spoke about the one-year extension of the Per Mar Security Contract. This contract will service HD, CHC, NBO and TB buildings.

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

Resolution #24-70 APPROVAL OF 3 YEAR RENEWAL OF THE MICROSOFT ENTERPRISE AGREEMENT WITH DELL TECHNOLOGIES

Mr. Gabaree spoke of the renewal for data storage retrieval

- * *Ms. Gunnink spoke of the Power BI tools and suggested using to portray more detailed information on the statistical reports presented in the BH packet. Ms. Bilotta stated after the first of the year we will begin to work on that. Mr. Gabaree stated an order was put in for further licenses in order to enhance this tool.*

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

RESOLUTION #24-71 APPROVAL OF 340B CONSULTING SERVICES AGREEMENT

Ms. Baumgartner spoke about the required 340B annual audit to ensure the CHC is meeting all of the 340B program requirements. This will take place at the Community Health Center.

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

RESOLUTION #24-72 APPROVAL OF UpToDate SUBSCRIPTION

Ms. Baumgartner spoke of the UpToDate Subscription that the providers utilize. It is a point of care clinical resource.

* Dr. Lipinski commented on how well CHC did getting the price we got. It is generally much more expensive.

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

RESOLUTION #24-73 APPROVAL OF NBO BEHAVIORAL HEALTH EXPANSION FURNITURE PURCHASE

Ms. Bilotta spoke about the expansion of the North Branch Office facility. The current furniture is old, rusting and falling apart. This is for the purchase of new furniture for the North Branch Office BH expansion.

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

APPROVAL OF PERSONNEL STATUS REPORT FOR SEPTEMBER

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

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

BOARD MEMBERS' COMMENTS/CONCERNS: None

PUBLIC CONCERNS AND COMMENTS:

ADJOURNMENT

A motion was made by Ms. Robbins and seconded by Ms. Parker to adjourn the meeting at 4:19pm.

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

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

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