



**WILL COUNTY HEALTH DEPARTMENT  
BOH MEETING MINUTES  
November 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  
Edna Brass, MA, BS  
Chief Carey  
Allison Gunnink, MBA, LPMT, MT-BC  
Dr. Soderquist  
Pamela Robbins, MSN, RN

**MEMBERS ABSENT**

Dr. Lipinski  
Dr. Morales  
Ms. 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  
Stacy Baumgartner, Chief Executive Officer, Community Health Center  
Dr. Jennifer Byrd, Chief Medical Officer, Community Health Center  
Diane Scruggs, Director of Behavioral Health  
Dr. Kathleen Burke, Program Coordinator, Behavioral Health  
Dr. Robert Dutton, Health Equity Manager, Administration  
Sean Connors, Director of Environmental Health  
Sylvia Muniz, Director of Family Health Services  
Cheryl Picard, Assistant Director of Family Health Services  
Kevin Juday, Media Services Manager, Administration  
Alpesh Patel, Program Coordinator, Family Health Services  
Diana Khattab, BH Clinic Manager, Community Health Center  
Jillian Carlisle, ITT Project Mgr., Administration  
Barb Agor, Safety & Risk Reduction Officer, Administration  
Randy Jurek, Information Systems Specialist II, Administration  
Kathleen Harkins, Community Outreach & Marketing Coordinator, Community Health Center  
Michelle Klobnak Zambrano, Director of Operations, Behavior Health  
Trisha Kautz, Lab Operations Director, Environmental Health  
Louise Keane, Human Resources Assistant I, Administration  
Armando Reyes, Director of Compliance, Administration  
Ted Strejcek, Information Technology Specialist II, Administration  
Lauren Schultz, Sanitarian I, Environmental Health  
Betsy Cozzie, Community Health Initiatives Program Coordinator, Family Health Services  
Joan Stefka, Community Health Educator II, Family Health Services  
Carol Ricken, Director of Operations, Community Health Center

Cortney Smith, Emergency Response Specialist II, Administration  
Caitlyn Daly, Program Manager, MAPP/Community Planning, Family Health Services  
Tian Tasso, Sanitarian I, Environmental Health  
Rebecca Anderson, Community Health Educator II, Family Health Services

**OTHERS PRESENT**

Dan McGrath, Assistant State’s Attorney, left at 3:34pm  
Cole Burton, Assistant State’s Attorney, arrived at 3:34pm

A quorum was met.

---

**PLEDGE OF ALLEGIANCE**

**PRESIDENT’S COMMENTS:** Dr. Terrell welcomed all to the BOH meeting and wished everyone a wonderful Thanksgiving.

**EXECUTIVE DIRECTOR’S COMMENTS**

- Ms. Bilotta acknowledged Veteran’s Day on November 11 and thanked all Veterans in the room.
- Ms. Bilotta introduced and congratulated Michelle Zambrano on her promotion to Director of Operations – BH.
- Ms. Bilotta introduced and congratulated Diana Khattab on her promotion to Clinic Manager – BH at CHC.
- Ms. Bilotta introduced and congratulated Carol Ricken on her promotion to Director of Operations at CHC.
- Ms. Bilotta congratulated Maria Cordova on her promotion to Admin Operations/Patient Registration Manager – BH.
- Ms. Bilotta introduced and congratulated Jillian Carlisle on her promotion to ITT Project Manager – Administration.
- Maria Sanchez retired from FHS as a Patient Registration Clerk.
- Strategic Plan goals, objectives and action items will be brought to BOH in January.
- The FY2025 Budget will be discussed later in this meeting.
- IDPH is recognizing Antibiotic Awareness week from 11/18-11/24.
- The Health Department will be hosting a Door Decorating contest starting 12/11-12/18. We will be asking the BOH and GC members to vote electronically for the winner.
- All BOH members were invited to the December BOH meeting a half hour early to enjoy some treats before the meeting.

**PUBLIC COMMENTS FOR AGENDA ITEMS ONLY: None**

**APPROVAL OF BOARD OF HEALTH MINUTES**

Moved to approve the October 16th, 2024, regular meeting minutes as presented.

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

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

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

<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. Brass, Chief Carey, Ms. Gunnink, Dr. Soderquist, Ms. Robbins
<b>ABSTAIN:</b>	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. Jennifer Byrd – Chief Medical Officer, Community Health Center (Presented Report for the month of November)**

- Dr. Byrd spoke of CHC assuming the responsibility of the *Lead Testing* program for the State Police. CHC also continues to conduct the *Court Ordered Testing* program for the Will County Court System.

- October was Domestic Violence Awareness Month. A table with information was setup for patients in the lobby area.
- Several CHC leaders attended the Illinois Primary Healthcare Association conference, an annual leadership conference.
- An Illinois Maternal Morbidity & Mortality map and information for Will County and Illinois were presented and discussion followed.

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

- Ms. Baumgartner spoke briefly about the HRSA Health Center Progress report. HRSA sets patient targets, and the health center met 79.46% of the goal by seeing 14,995 total unduplicated patients in 2023. The health center met 88.32% of the goal for medical services, 145.43% of the goal for dental services, 79.43% of the goal for mental health services and 931.4% of the goal for substance use disorder patients.
- The health center participated in a 2-day on-site audit of our Family Planning Grant program. The visit was a success and there were no findings in billing or finance.
- The School Based Health Center at Brooks Middle/School in Bolingbrook provided 143 Primary Care services in the first quarter and the first month of the second quarter have provided 130 visits. 287 visits were achieved for 2023.
- Health Center leadership is monitoring patient and visit numbers, provider productivity and access issues. The purpose of this team is to improve the effectiveness and efficiency of the processes contributing to long wait times, late patients and increased patient cycle time.
  - \* *Ms. Brass questioned if Will Grundy Medical Clinic refers patients to Family Planning at the CHC? Ms. Baumgartner stated we have a Memorandum of Understanding with Will Grundy. She would have to research if patients were specifically referred to Family Planning.*

**Mr. Reyes – Director of Compliance (Presented Report for the month of November)**

- Mr. Jurek presented statistics on the 193 Critical Incident reports that have taken place YTD. Quarterly and annual trends were shown as well.
  - \* *Ms. Gunnink questioned if there is a percent of total on one page of reporting? Mr. Jurek stated there is not a percent at this time just the raw numbers.*

**Ms. Jackson – Director of Administrative Services (Presented Report for the month of November)**

- Ms. Jackson spoke briefly of the new Call Center Suite. The move in date is the week of 12/2/24.
- The BH 590 Program needs space, so we will be converting the current BH conference room into 7 offices.
- Later in the meeting, we will be asking for approval to surplus furniture at NBO that we will not be keeping. Any good furniture will be moved to other departments. Improvements taking place at NBO were discussed.

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

- IDPH announced the state's active tick surveillance system discovered the first tick to test positive with a rare tickborne illness.
- 2 staff from the EH Department presented how a tick drag is conducted. Brief discussion took place.
  - \* *Dr. Terrell questioned where do tick drag samples go for testing? Mr. Conners stated the tick drags are conducted in the Will County Forest Preserve. Any collected ticks are sent to IDPH lab in Springfield for testing.*
  - \* *Ms. Robbins questioned if there is a treatment for the new species? Mr. Conners stated it will be Doxycycline.*
  - \* *Ms. Brass questioned if ticks die in the cold weather? Mr. Conners stated certain times of year one may drop off, but some have larvae at this time of year.*

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

- 61 clients have filled out the satisfaction survey in BH. Out of 61 surveys, 4 were complaints and all others were positive.
- We are completing our team for the second shift of the 590 Program. There were 13 calls for the month of October.
- There are currently 21 referrals for psychological testing and the turnaround time for these is between 2 weeks to a month.
  - \* *Ms. Gunnink questioned what percent in the office is doing PQI (Performance Quality Initiatives)? Ms. Ricken did not have this information at this time.*
  - \* *Ms. Gunnink extended gratitude on the BH forms that are now in Spanish at Joliet West High School.*

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

- Dr. Burke stated overdose death are continuing to decline. It is at a 48% decrease this year compared to last year.
- Dr. Burke stated her next focus will be on maternal health. We will start with harm reduction bags and will work across the different divisions in order to find the best way to access these women.
- The Suicide Prevention First Responders program is growing. Last night was the first peer support program for police and fire department in Bolingbrook.

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

- Ms. Muniz introduced Ms. Cozzie and Ms. Stefka, who presented and spoke about our 3<sup>rd</sup> annual Well Women Day Health Fair.

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

- Mr. Patel spoke about pertussis cases (whooping cough), affecting the younger age groups. We are seeing more cases among vaccinated children and we are unsure why. Mr. Patel also explained the number of children with whooping cough is not accurate, as siblings of positive cases may not be tested but are given a prescription if symptoms arise.
  - Ms. Gunnink questioned if the numbers reported are triggered by the tests being done on a patient? Mr. Patel stated a lot of these cases do not actually get the lab testing done so the numbers are inaccurate.

**Ms. Smith, Emergency Response Specialist II - (EP&R) (Presented Report for the month of November)**

- Ms. Smith spoke briefly about the Hazard Vulnerability Assessment. The Mier Group will be assisting with helping to complete this. We anticipate this being completed in the next few weeks and presented to BOH in January.

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

- Mr. Juday spoke about the WC EMA Nuclear Disaster Drill that he was able to participate in.
- Mr. Juday will be working with the CHC on their website.
- Mr. Juday will also be working with HIV and Care Clinic on their website and centralize their information.
- Mr. Juday will be sending out a press release regarding food safety in time for the holidays.
- Mr. Juday will also be working with BH to release information on their expanded services available.

**OLD BUSINESS:** Ms. Bilotta discussed the bylaw draft that will be presented at the December BOH meeting.

**NEW BUSINESS:**

**Resolutions #24-77 - #24-91**

**Resolution #24-77 APPROVAL OF FY2025 BUDGET**

Ms. Bergin presented the FY2025 budget.

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

**Resolution #24-78 APPROVAL OF REVISION OF MISSION STATEMENT FOR WCHD/CHC**

Ms. Bilotta spoke about the revision of the Mission Statement for WCHD/CHC.

<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. Brass, Chief Carey, Ms. Gunnink, Dr. Soderquist, Ms. Robbins
<b>ABSTAIN:</b>	None

**RESOLUTION #24-79 APPROVAL OF REVISION OF CORE VALUE DEFINITIONS**

Ms. Bilotta spoke about the revision of Core Value definitions.

<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. Brass, Chief Carey, Ms. Gunnink, Dr. Soderquist, Ms. Robbins
<b>ABSTAIN:</b>	None

**RESOLUTION #24-80 APPROVAL OF PAYMENT OF THE FOURCE MEDIA CAMPAIGN ACTIVITIES**

Mr. Juday spoke of the continuation of our upcoming campaign ideas for 2025.

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

**RESOLUTION #24-81 APPROVAL OF FIREWALL SOLUTION FOR JOLIET OFFICE**

Ms. Bergin and Ms. Carlisle spoke of the Firewall Solution for the Joliet office.

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

**RESOLUTION #24-82 APPROVAL OF FIREWALL SOLUTION FOR EASTERN BRANCH OFFICE**

Ms. Carlisle spoke of the Firewall Solution for EBO due to the age of the old system.

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

**RESOLUTION #24-83 APPROVAL OF RENEWAL OF CISCO SMARTNET MAINTENANCE AGREEMENT**

Ms. Carlisle spoke about the Cisco SmartNet Maintenance Agreement.

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

**RESOLUTION #24-84 APPROVAL TO PURCHASE NBO EXPANSION NETWORK INFRASTRUCTURE**

Ms. Carlisle spoke about the upgrade of the NBO Network Infrastructure. The current system will be moved to CHC for their expansion.

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

**RESOLUTION #24-85 APPROVAL TO PURCHASE NBO EXPANSION FIREWALL SOLUTION**

Ms. Carlisle spoke about the purchase of the Firewall Solution at NBO for expansion.

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

**RESOLUTION #24-86 APPROVAL TO PURCHASE UNINTERRUPTIBLE POWER SUPPLY AT NBO**

Ms. Carlisle explained the purchase of a battery backup at NBO

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

**RESOLUTION #24-87 APPROVAL OF PURCHASE OF AVAYA PHONE SYSTEM FOR NBO**

Ms. Carlisle spoke of this purchase for the phone system for NBO.

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

**RESOLUTION #24-88 APPROVAL OF OSIS AGREEMENT EXTENSION**

Ms. Carlisle spoke about the request to extend OSIS for an additional 3 months.

\* Ms. Brass questioned what OSIS was? Ms. Bergin stated it is the company that hosts our electronic health records system and we are asking for an extension through February 2025.

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

**RESOLUTION #24-89 APPROVAL OF SURPLUS, RECYCLING, DISPOSAL**

Ms. Jackson discussed the surplus, recycling and disposal of items.

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

**RESOLUTION #24-90 APPROVAL TO PURCHASE BH FURNITURE FOR JOLIET OFFICE**

Ms. Jackson discussed the purchase of BH Furniture for Joliet Office.

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

**RESOLUTION #24-91 APPROVAL TO PURCHASE CHC COMPUTER EQUIPMENT**

Ms. Ricken discussed the purchase of CHC Computer Equipment.

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

**ELECTION OF OFFICERS**

**Nomination of President of the Will County Board of Health**

Dr. Terrell nominated Chief Hertzmann as President, effective 12/1/2024. Chief Hertzmann accepted.

**MOVER:** Ms. Gunnink  
**SECONDER:** Ms. Robbins

**Nomination of Vice President of the Will County Board of Health**

Chief Hertzmann nominated Dr. Terrell as Vice President, effective 12/1/2024. Dr. Terrell accepted.

**MOVER:** Chief Hertzmann  
**SECONDER:** Ms. Gunnink

**Nomination of Secretary of the Will County Board of Health**

Chief Hertzmann nominated Ms. Brass for reappointment as Secretary, effective 12/1/2024. Ms. Brass accepted.

**MOVER:** Chief Hertzmann  
**SECONDER:** Ms. Gunnink

**Approval of Nominated Board of Health Officers**

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

**APPROVAL OF BOARD OF HEALTH MEETING DATES FOR 2025**

The Board of Health 2025 Meeting Dates were approved as presented. The Board of Health meets the third Wednesday of each month, excluding July, at 3:00p.m. The meetings occur in the Will County Health Department’s Community Room at 501 Ella Ave, Joliet, IL.

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

**APPROVAL OF PERSONNEL STATUS REPORT FOR NOVEMBER**

Personnel Status Report was discussed by Ms. Bilotta. Ms. Muniz spoke about the agreement for Parent Ambassadors for FHS. The Board approved all personnel changes for the Will County Health Department for the month of November.

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

**BOARD MEMBERS’ COMMENTS/CONCERNS:**

- Ms. Brass questioned the compensation for on call BH staff? Ms. Scruggs explained the process.
- Ms. Brass requested that going forward all presenters use the microphone.

**PUBLIC CONCERNS AND COMMENTS: None**

**ADJOURNMENT**

A motion was made by Ms. Robbins and seconded by Dr. Soderquist to adjourn the meeting at 4:58pm.

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

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