



**WILL COUNTY HEALTH DEPARTMENT  
BOH MEETING MINUTES  
December 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 3:01 p.m., Chief Paul Hertzmann, President presiding.

**ROLL CALL/ QUORUM PRESENT**

**MEMBERS PRESENT**

Chief Paul Hertzmann, President  
Billie Terrell, PhD., ACSW, Vice President  
Edna Brass, MA, BS, Secretary  
Chief Carey  
Allison Gunnink, MBA, LPMT, MT-BC  
Dr. Lipinski  
Dr. Morales  
Dr. Soderquist  
Pamela Robbins, MSN, RN

**MEMBERS ABSENT**

None

**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  
Katie Weber, Emergency Preparedness & Response Coordinator, Administration  
Kevin Juday, Media Services Manager, Administration  
Alpesh Patel, Program Coordinator, Family Health Services  
Barb Agor, Safety & Risk Reduction Officer, Administration  
Christina Salazar, Human Resources Assistant II, Administration  
Randy Jurek, Information Systems Specialist II, Administration  
Michelle Klobnak Zambrano, Director of Operations, Behavioral Health  
Trisha Kautz, Lab Operations Director, Environmental Health  
Armando Reyes, Director of Compliance, Administration  
Ted Strejcek, Information Technology Specialist II, Administration  
Carol Ricken, Director of Operations, Community Health Center  
Rita Slechter, Healthworks Program Manager, Family Health Services  
Magda Lara, Staff Nurse, Family Health Services  
Darcy Jasien, PQI-Site Coordinator, NBO Behavioral Health  
James Budrick-Diaz, Community Health Educator, Family Health Services  
Jillian Carlisle, ITT Project Manager, Administration  
Arielle Jones, Community Health Educator, Family Health Services

**OTHERS PRESENT**

Cole Burton, Assistant State's Attorney

A quorum was met.

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**PLEDGE OF ALLEGIANCE**

**PRESIDENT’S COMMENTS:** Chief Hertzmann welcomed all to the BOH meeting.

**EXECUTIVE DIRECTOR’S COMMENTS**

- Ms. Bilotta spoke of attending December staff meetings and presenting service awards to staff for 5, 10, 15, 20, etc. years of service.
- Ms. Bilotta thanked the departments and staff that participated in the Wellness Committee Door Decorating contest. Board of Health and Governing Council members voted on the winners. The winners will be announced later in the meeting.
- Ms. Bilotta spoke of two new Board of Health members, Mica Freeman and Jose Vera, appointed by the County Executive. They will be joining the Board of Health on January 15<sup>th</sup> once approved at the Will County Board meeting tomorrow. There is still one open position which will hopefully be filled within the next few months.
- Ms. Bilotta spoke of the retirement of Karen Bielec, Staff Nurse from Family Health Services.
- Ms. Bilotta wished everyone a Happy Holiday season.

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

**APPROVAL OF BOARD OF HEALTH MINUTES**

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

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

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

Ms. Bergin provided a detailed explanation of the County financial statements ending November 30th, 2024. The Board of Health moved to approve the Treasurer’s Report and Department Financial Reports for the month of November 2024 as presented.

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

- Dr. Byrd spoke of the Open Enrollment season that has just opened and how busy our Affordable Care Act (ACA) staff has been.
- Skills day took place at the Health Center on November 13<sup>th</sup>. This event is wherein our staff are tested on the skills necessary to perform their duties.
- Dr. Byrd spoke of November being Diabetes Awareness month. Two experts rendered lectures during the All Staff meeting and Provider meeting on the latest updates in the treatment of Diabetes, technologies in Diabetes Monitoring and the billing and coding for these devices.
- Staffing for the CHC was briefly discussed.
  - *Ms. Brass questioned how the real time remediation of skills work? Dr. Byrd stated staff will go through all stages of an exam of a patient. Each proctor at each stage of the exam will sign off on whether the staff person was successful in performing that particular skill. If needed, staff will be retrained on that skill.*
  - *Is the Staff Psychologist retiring in 2025? Dr. Byrd confirmed that he is retiring in 2025, to clarify a typo in her written report.*

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

- Ms. Baumgartner spoke briefly about the Governing Council approving participation in IPHCA's Health Care Controlled Network. Its purpose is to prepare Illinois Community Health Centers for the future by developing a framework to move into value-based care models.
- The CHC's Governing Council approved the health center's application to participate in IPHCA's Secure Firearm Storage Program.
- The Will County Health Department and Community Health Center participated in a Hazard Vulnerability Analysis to ensure the health center is informed while planning for emergencies, addressing risk and has a framework for the utilization of resources.
- The audit of the 340B program was postponed due to unforeseen circumstances. It will be rescheduled in December 2024.
  - *Ms. Gunnink asked when we anticipate the value-based models to begin? Ms. Baumgartner stated not within a year. We are still trying to determine what models we will be using.*

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

- The Health Equity team participated in six (6) community-engagement events for the month of November 2024, distributing over 3,000 COVID-19 tests, PPE supplies, and education & resource materials. In addition, 100 wellbeing surveys were conducted.
- Dr. Dutton spoke of the Crete-Monee Winter Coat Drive & Pop-up Food Pantry. Over 3,000 lbs. of donated clothing and toys were received. Seventeen (17) vendors participated in this event.
- The Health Equity team has visited over 10 zip codes in the underserved areas throughout Will County.

**Ms. Daly – Program Manager, MAPP/Community Planning (Presented Report for the month of December)**

- Ms. Daly gave an update on the assessment process.
- She spoke of focus groups she hopes to schedule in 2025 with the Disability Resource Center, Will Co DIAL-A-Ride, and the Age Guide.
- Ms. Daly spoke of information that will be coming out for the Forum in April. At the Forum, we will be prioritizing health topics for the next 3-5 years based on the data collected.
- In May 2025, she will present our Community Health Needs Assessment to the BOH for approval, and then in June, she will present our IPLAN.

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

- Ms. Agor stated she has completed 4 out of 5 Safety Training/Drills for the divisions.
- Ms. Agor is currently updating the Infection Exposure Plan.
- Ms. Bilotta spoke of the Safety Officer from the County Executive who has requested a meeting with the Health Department in order to review how we implement our safety program.

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

- Mr. Conners spoke of the two foodborne illness investigations that took place. One involving a private party (Salmonella) and the second involving (Norovirus) a nursing home.
  - *Ms. Brass questioned due to the numerous caterers at the private party, it must be near impossible to find the cause of the illness? Mr. Conners stated because it was a private party and there was no food left to sample and test; the investigation was more difficult.*
  - *Ms. Gunnink spoke of the outbreak of Norovirus at the nursing home and questioned if IDPH evaluates to determine if there's other things that can prevent the spread of virus when at the nursing home? Mr. Conners stated that he could not speak for IDPH but believed that they do evaluate other areas when at the nursing home.*

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

- Ms. Scruggs introduced Michelle Zambrano, the new Director of Operations in BH, as well as Darcy Jasien, the new PQI/ Site Coordinator for NBO.
- Expansion is moving forward quickly. The panic buttons and computers have been installed.
- We will have a psychiatrist on staff one day a week and every Saturday, starting on January 15, 2025.
- Two clinical groups have been created "Survivors of Domestic Violence" and "Life Skills Group". We are currently trying this with our current clients and will hopefully start this up in the new year for new patients.
- Mental Health Counselor II has been hired to float between NBO and EBO.
- Ms. Zambrano spoke of the BH "Messaging Shirt" created for January/February. There may be a theme for a year.
- Ms. Zambrano spoke of the BH Division possibly being on the air monthly on WJOL with Scott Slocum to discuss our different programs.

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

- Dr. Burke stated overdose death are continuing to decline.
- Dr. Burke stated we continue to increase the amount of Naloxone in the community as well as test strips.
- She spoke of organizing a team that will address substance use with pregnant women. We are trying to figure out ways to contact them without stigmatism.

- A new substance use focused Mental Health Counselor II is being added and is experienced treating Adolescents and Adults. He comes from Grundy County. This will give us the ability to expand our hours of service.

**Ms. Picard – Assistant Director of Family Health Services (Presented Report for the month of December)**

- Tomorrow we are restarting Lunch and Learns. The speaker will be from The National Association for Down Syndrome.
- Healthworks (Medical Case Management Program) completed an audit and received 100%.
- AOK is currently planning our annual “Early Childhood Mental Health” conference.
- The AOK networks have launched a Parent Ambassador Program to promote family engagement in AOK communities.
- The Immunization Program is serving clients onsite and offsite as our home bound program has picked up again.

**Mr. Budrick-Diaz – Community Health Educator II, Family Health Services**

- We are looking forward to another year of implementing “Catch My Breath” in the Wilmington School District. This is an evidence based vaping prevention program for grades 5-12.
- We are partnered with the Will County Substance Abuse Prevention Coalition. We are going to try to coordinate with them on social media.
  - *Dr. Lipinski asked if we have data on vaping? Are things better or worse? Mr. Budrick-Diaz stated we have seen improvement but because some schools do not participate, the data could be skewed.*
  - *Dr. Terrell questioned if grade schools are part of this data? The data collection is 8<sup>th</sup> grade, 10<sup>th</sup> grade, and 12<sup>th</sup> grade.*
  - *Ms. Gunnink stated that she has heard of parents having insurance but still not being accepted at doctor office or pharmacy when wanting to get vaccinations and when they call Health Department, they also will not provide the vaccinations. Ms. Picard stated if the immunizations are not covered by their insurance, then patient would have to pay the rate stated. Ms. Bergin stated we only accept BCBC PPO. However, anyone can come to the HD for immunizations, pay for services provided, and then submit to their insurance for reimbursement. We will work with staff to ensure this message is properly relayed.*

**Mr. Patel - Program Coordinator, Family Health Services (Presented Report for the month of December)**

- Respiratory viruses are on an upswing.
- Pertussis is on the rise. Quite a few schools are reporting this.
  - *Dr. Lipinski stated how worried he is because he is seeing a decrease in vaccination rates and that he is concerned about outbreaks in the next few years. A lot more education will be needed from Public Health regarding the need for vaccinations.*

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

- Ms. Weber spoke of the Meir Group assisting with completing the Hazard Vulnerability Assessment for Will County Health Department. The full assessment should be ready to present to the board in January.
- We will be presenting at the NACCHO Preparedness Summit in April along with DuPage County regarding our use of MicroSoft Teams for regional coordination.

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

- Mr. Juday spoke of WJOL radio interviews going forward.
- Mr. Juday spoke of working on the annual report.
- Mr. Juday is working with CHC, HIV/STI Care Clinic staff on updating their webpages.
- Mr. Juday has been meeting with the FOURCE on our upcoming campaign.

**OLD BUSINESS:**

Door Decorating Contest Presentation and Announcement of the winners. A slideshow was presented of all doors decorated. Winners were announced.

**3<sup>rd</sup> place:** Registration Team – CHC

**2<sup>nd</sup> place:** Environment Health – NBO

**1<sup>st</sup> place:** Communicable Disease – HD Joliet

Ms. Bilotta asked for approval of the BOH Bylaws.

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

**NEW BUSINESS:**

**Resolutions #24-92 - #24-104**

**Resolution #24-92 APPROVAL FOR PAYMENT OF THE FOURCE MEDIA CAMPAIGN ACTIVITIES**

Mr. Juday spoke of the upcoming campaigns for 2025.

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

**Resolution #24-93 APPROVAL OF NORTHERN BRANCH OFFICE LEASE**

Ms. Jackson spoke of the lease for the new space at the Northern Branch Office for the CHC and that the approval is based on the WCSAO's approval.

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

**RESOLUTION #24-94 APPROVAL OF YEAR TWO CANON MASTER SERVICE AGREEMENT**

Ms. Bergin spoke of the service agreement with Canon. This is for year two of a three-year agreement

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

**RESOLUTION #24-95 APPROVAL OF THREE-YEAR CITRIX SERVICES AND LICENSE SUBSCRIPTION**

Ms. Bergin spoke of the quote for the three-year licensing subscription.

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

**RESOLUTION #24-96 APPROVAL TO PURCHASE COMPUTER EQUIPMENT FOR CHC**

Ms. Bergin spoke of the purchase of laptop and desktop computer equipment for CHC.

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

**RESOLUTION #24-97 APPROVAL OF MINOR FLOORING RENOVATION PROJECT**

Ms. Jackson spoke of the small renovation flooring project at CHC in the infectious disease suite.

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

**RESOLUTION #24-98 APPROVAL OF TRANSFER OF FUNDS AT CHC**

Ms. Baumgartner spoke of purchasing a sterilizer for the Mobile Dental Unit that requires funds from a capital account and the need to transfer funds into this account.

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

**RESOLUTION #24-99 APPROVAL OF YEAR TWO IN TOUCH PHYSICIANS CONSULTING AGREEMENT**

Ms. Scruggs indicated the resolution is for the approval of year two with In Touch Physicians Consulting.

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

**RESOLUTION #24-100 APPROVAL TO PURCHASE COMPUTER EQUIPMENT**

Ms. Bergin spoke of the purchase of desktop computers and monitors for BH staff at NBO.

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

**RESOLUTION #24-101 APPROVAL OF TEAM CLOCK INSTITUTE CONTRACT**

Ms. Scruggs asked to retain Team Clock for another year for leadership and management training.

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

**RESOLUTION #24-102 APPROVAL OF CIS Support Agreement**

Ms. Bergin spoke of the CIS Support Agreement for BH's electronic practice management system.

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

**RESOLUTION #24-103 APPROVAL OF PAYMENT OF LOCUMTENENS.COM BOOKING**

Ms. Scruggs requested approval of payment to LocumTenens for "a booking deposit" for a psychiatrist that will start providing services to BH clients in January.

Dr. Lipinski asked if we do any Quality Reviews of their work? Ms. Scruggs stated we get all of their certifications, licenses, etc. prior to contract.

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

**RESOLUTION #24-104 APPROVAL OF SURPLUS, RECYCLING, DISPOSAL**

Ms. Picard spoke of the need for approval to dispose of surplus equipment.

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

**APPROVAL OF PERSONNEL STATUS REPORT FOR DECEMBER**

Personnel Status Report was discussed by Ms. Bilotta.

The Board approved all personnel changes for the Will County Health Department for the month of December.

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

**BOARD MEMBERS' COMMENTS/CONCERNS:** Chief Hertzmann thanked all board members and staff for another wonderful year. It is appreciated and recognized here and out in the public.

**PUBLIC CONCERNS AND COMMENTS:** None

**ADJOURNMENT**

A motion was made by Dr. Soderquist and seconded by Ms. Robbins to adjourn the meeting at 4:46pm.

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

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