



Will County
Health Department &
Community Health Center

**WILL COUNTY HEALTH DEPARTMENT
BOH MEETING MINUTES
August 20, 2025**

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
Mica Freeman (left @ 5:02pm)
José Vera (arrived @ 3:05pm)
Raquel Mitchell

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
Cheryl Picard, Assistant Director of Family Health Services
Cortney Smith, EP&R Specialist II, Administration
Alpesh Patel, Program Coordinator, Family Health Services
Barb Agor, Safety & Risk Reduction Officer, Administration
Armando Reyes, Director of Compliance, Administration
Ted Strejcek, Information Technology Specialist II, Administration
Caitlin Daly, Program Manager, MAPP/Community Planning, Family Health Services
Kyle Moy, Program Coordinator, Environmental Health
Magda Lara, Staff Nurse II, Family Health Services
Kathleen Harkins, Community Outreach and Marketing Coordinator, Community Health Center
Trisha Kautz, Director Laboratory Operations, Environmental Health
Randel Jurek, Director of ITT, Administration
Jillian Carlisle, Assistant Director of ITT, Administration
Rita Slechter, Program Manager, Family Health Services
Silvia Sablich, Interpreter Clerk, Family Health Services
Sylvia Muniz, Director of Family Health Services
Robert Dutton, Health Equity Manager, Administration
Maureen Miller, Patient Access Manager, Community Health Center
Kevin Juday, Media Services Manager, Administration
Jessica Bugarewicz, Call Center Supervisor, Community Health Center

Norma Musvibe, Director of Nursing, Community Health Center
Veronica Ayon, BH Program Supervisor, Community Health Center
Bose Oshin, AR Billing Manager, Community Health Center
Dr. Sangita Garg, Chief Dental Officer, Community Health Center

OTHERS PRESENT

Dan McGrath, Assistant State's Attorney

A quorum was met.

PLEDGE OF ALLEGIANCE: Chief Carey

PRESIDENT'S COMMENTS: Chief Hertzmann thanked all the Health Department staff for their continued hard work and also to the board members for their time and effort.

EXECUTIVE DIRECTOR'S COMMENTS

- Ms. Bilotta spoke of the submission on August 8th of our IPLAN. It is required for a certified local Health Department. She thanked Caitlyn Daly for her hard work.
- Ms. Bilotta spoke about the Will County Fair starting today.
- Ms. Bilotta thanked the BOH for their support when requesting additional levy money.
- It is Drug Overdose Awareness week from 8/25/25-8/31/25.
- World Breast Feeding Awareness week was also celebrated 8/1/25-8/7/25.
- Ms. Bilotta spoke of National Health Center week 8/3/25-8/9/25. It will be discussed later in the meeting.
- Ms. Bilotta spoke of the event that took place with the Lieutenant Governor hosting a roundtable to discuss policy changes and the impact of women in Illinois on Friday, August 15th. She thanked all of those who helped with the event.

Ms. Bilotta presented Robert Dutton, Health Equity Manager, with a recognition certificate of 5 years of service. He will be leaving the Health Department on August 29th. Mr. Dutton spoke briefly.

Ms. Bilotta recognized Deb Arthur, Accounts Payable Specialist in the IT department, who retired after 30 years of service. Unfortunately, Deb was unable to attend the meeting.

PUBLIC COMMENTS FOR AGENDA ITEMS ONLY: None

APPROVAL OF BOARD OF HEALTH MINUTES

Moved to approve June 18th, 2025, regular meeting minutes as presented.

RESULT:	APPROVED [UNANIMOUS]
MOVER:	Ms. Freeman
SECONDER:	Dr. Lipinski
AYES:	Chief Hertzmann, Dr. Terrell, Ms. Brass, Ms. Gunnink, Dr. Lipinski, Dr. Morales, Dr. Soderquist, Ms. Robbins, Ms. Freeman, Mr. Vera, Ms. Mitchell
ABSTAIN:	Chief Carey

Ms. Bergin presented a detailed explanation of the Agency's financial statements as provided by the County ending June 30, 2025. The Board of Health moved to approve the Treasurer's Report and Department Financial Reports for the month of June 2025 as presented.

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

Ms. Bergin presented a detailed explanation of the Agency's financial statements as provided by the County ending July 31, 2025. The Board of Health moved to approve the Treasurer's Report and Department Financial Reports for the month of July 2025 as presented.

RESULT:	APPROVED [UNANIMOUS]
MOVER:	Ms. Mitchell
SECONDER:	Dr. Terrell
AYES:	Chief Hertzmann, Dr. Terrell, Ms. Brass, Chief Carey, Ms. Gunnink, Dr. Lipinski, Dr. Morales, Dr. Soderquist, Ms. Robbins, Ms. Freeman, Mr. Vera, Ms. Mitchell
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. Jennifer Byrd – Chief Medical Officer, Community Health Center (Presented Reports for the month of July/August)

- Dr. Byrd spoke of the epidemiology of skin cancer.
- The North Branch Office moved to its new location and began services on Tuesday, July 22, 2025
- Dr. Byrd discussed current staffing. An APRN for Brooks Middle School has been hired.

Ms. Baumgartner – Chief Executive Officer, Community Health Center (Presented Reports for the month of July/August)

- Ms. Baumgartner spoke of the agreement between CHC and Adventist Bolingbrook. Governing Council previously approved.
- Ms. Baumgartner spoke of National Health Center week and the events that took place 8/3/25 – 8/9/25.
- Ms. Baumgartner spoke of the School Based Health Center. BH will be offered two days per week, and therapy services will continue full-time. Primary care will be reduced to 1.5 days per week due to the primary care provider vacancy.
 - * *Mr. Vera requested further information on the MOU with Adventist Hospital? Are these referrals for services that CHC cannot provide? Ms. Baumgartner stated CHC has collaborative linkage agreements with the area hospitals in order to be able to refer back and forth.*
 - * *Ms. Brass asked how the hospital refers to CHC? Ms. Baumgartner stated if a patient presents for a mental health issue, the hospital may refer to CHC for follow-up appointments and a discharge plan for the patient.*
 - * *Ms. Brass asked what "PROWA" means? Ms. Baumgartner stated because we receive federal funds, we may in the near future be unable to provide services to non-citizens. Ms. Baumgartner stated we do not currently collect any citizenship data. At this time, we have not received any direction from HRSA or the National Association of Community Health Centers and so we are waiting for further guidance.*
 - * *Dr. Lipinski questioned what our current relationship with St. Joe's hospital and their not-for-profit status? Ms. Baumgartner stated we currently do not have a linkage agreement with them but are continuously in contact with them.*

Mr. Dutton-Health Equity Manager, Administration (Presented Reports for the month of August)

- Mr. Dutton briefly spoke about the Community Engagement events that took place in June and July.
 - * *Ms. Freeman questioned if Mr. Dutton had connected with Access Will? Mr. Dutton stated he has connected with Access Will.*

Mr. Jurek-Director of ITT/Armando Reyes-Director of Compliance, Administration (Presented Reports for the month of August)

- Mr. Reyes spoke of the current Critical Incident Reporting System and the positive response from staff.
- Quarterly statistics were presented by subcategories: medical, threatening situations, building security, mandated reporting.
 - * *Ms. Gunnink asked if the goal is to ultimately do year after year, quarter after quarter? Mr. Jurek stated "Yes"*
 - * *Ms. Gunnink asked if the goal is for other reports to be a visualization tool so they can be read? Ms. Jurek stated "Yes". Ms. Bilotta stated one of her goals for 2026 is to work on board statistics.*
 - * *Ms. Brass questioned why medical is the largest category when we are a medical facility? Ms. Bilotta stated we consider all medical emergencies a critical incident.*

Mr. Moy-Program Coordinator/Ms. Kautz-Laboratory Operations Director, Environmental Health (Presented Reports for the month of August)

- Mr. Moy spoke of the two food recalls that took place.
- Mr. Moy spoke of the Joliet Slammers attempt to break the world record for the most hotdogs dropped from a helicopter on July 22, 2025. The EH department reviewed the action plan for the Joliet Slammers event, and a full inspection was conducted by one of our sanitarians before the event started.
- Ms. Kautz spoke about the laboratory flooding incident on Saturday morning, July 26, 2025. The plumbing failed within the de-ionization filtration system. The system was repaired in time for the laboratory to be opened on Monday. She thanked all the team members who responded and helped with this incident.

- Environmental Health received 200+ FOIA's in June/July.
- Environmental Health received their 1st positive batches of mosquitoes for West Nile Virus on July 11, 2025.
- CBS TV had a news story on our West Nile Virus Program. The news clip of the story was shown to BOH members.
 - * *Ms. Mitchell questioned if gloves are not necessary when the Interns are out in the field or when testing? Mr. Moy stated gloves are not necessary.*

Ms. Scruggs – Director of Behavioral Health, Behavioral Health (Presented Reports for the month of August)

- In the month of June, the adult program had 69 new intakes scheduled throughout the three locations and in July 1-July 18, we had 54 new intakes scheduled.
- There has been an increase in Spanish speaking patients at NBO, due to our Spanish speaking therapist.
- In June, the total number of crisis calls received through our Mobile Crisis Response Program was 205. In July there were 170 crisis calls.
- We have received 15-20 referrals from St. Joe's for mental health services.
- A short video was shown on the Back-to-School Fair that took place on August 8, 2025.

Dr. Burke – Substance Use Initiatives Coordinator, Behavioral Health (Presented Reports for the month of August)

- Dr. Burke spoke of the coroner seeing more stimulant overdoses.
- Ten new red boxes have been added in the community for Narcan distribution.
- On August 28, 2025, there is an annual event "Your Light Still Shines". This event will take place at Lincolnway West.
- Pregnancy and Postpartum Harm Reduction Makeup Bags have been a great success, and the majority have been distributed to different locations throughout the county.
- Wound Care kits are now being handed out. They are for those who may still be actively using and may have injuries due to their drug use. This project provides individuals with sterile supplies to treat minor wounds and prevent severe infection.
- Dr. Burke spoke briefly about the First Responders Suicide Prevention Program.
 - * *Ms. Gunnink asked if there are statistics on substance use wounds that ultimately lead to a person's death? Dr. Burke stated she currently does not have those statistics.*

Ms. Muniz – Director of Family Health Services (Presented Reports for the month of August)

- Ms. Muniz spoke about the presentation Ms. Picard, and she gave at the National Association of City and County Health Officials (NACCHO) conference in Anaheim, CA.
- Ms. Muniz spoke of the new **BBO-Comprehensive (BBO-C)** program effective July 1, 2025. BBO-C is a program that provides pregnant and parenting clients with direct, comprehensive, 1:1 nursing assessments and assistance to connect and engage with desired services and understand the importance of a medical home. More information on this program to follow.

Ms. Picard – Assistant Director of Family Health Services (Presented Reports for the month of August)

- Ms. Picard spoke of Diana Visvardis accepting the promotion to WIC Program Coordinator after WIC Coordinator, Pat Krause, retired in June.
- Ms. Picard spoke of being a panelist for the Standing Up for Women Roundtable event that took place on August 15, 2025.
 - * *Ms. Brass asked about the "Chikungunya vaccine". Ms. Picard stated it is a virus that mainly affects those travelling internationally. It is spread by mosquitoes.*

Ms. Smith – Emergency Preparedness & Response (EP&R) Specialist II (Presented Reports for the month of August)

- Ms. Smith spoke of training with Medical Reserve Corps (MRC) recently.
- Ms. Smith spoke of updating the Medical Supply checklist.

Mr. Juday - Media Services (Presented Reports for the month of August)

- Mr. Juday spoke of all of the events/activities coming up or those that had previously taken place.

OLD BUSINESS:

Funding Update (was handed out to the BOH members)

Ms. Bergin provided a funding update:

- * *For the Will County Billing Review RFO, Ms. Gunnink questioned if we will be looking at documentation to support the billing level? Ms. Bergin stated as an FQHC, we are reimbursed at an encounter rate, so it is the same rate no matter what level of service we provide.*
- * *Mr. Vera asked for further information on CBOs? Ms. Bergin responded that the agency is mandated to make sure services are being provided to the community. If we are no longer able to provide services to the "Unqualified Immigrant Population", as defined under the Personal Responsibility and Work Opportunity Reconciliation Act of 1996 (PRWORA) there are non-profits in the community who are not required to verify eligibility.*
- * *Mr. Vera asked, "Who are the 501C that are qualified? Ms. Bergin stated Will Grundy Medical Clinic as well as Aunt Martha's and VNA.*

NEW BUSINESS:

Resolutions #25-48 - #25-55

Resolution #25-48 APPROVAL OF PAYMENT FOR THE FOURCE MEDIA CAMPAIGN ACTIVITIES

Mr. Juday stated this invoice will cover marketing through July.

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

Resolution #25-49 APPROVAL OF PAYMENT FOR MEDIA CAMPAIGN ACTIVITIES

Mr. Juday spoke of this being the final payment for the FOURCE through August. The contract has ended.

- * Ms. Gunnink requested a recap of all the services that they are producing. Mr. Juday will speak to the FOURCE regarding giving a summary.

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

RESOLUTION #25-50 APPROVAL OF RENEWAL OF BARRACUDA BACKUP STORAGE AND VIRUS UPDATES FROM CDW-G

Mr. Jurek spoke of the need to renew the cybersecurity protection.

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, Mr. Vera, Ms. Mitchell
ABSTAIN:	None

RESOLUTION #25-51 APPROVAL OF THE MICROSOFT ENTERPRISE AGREEMENT WITH CDW-G

Mr. Jurek spoke of 1st year of 3-year renewal of the Microsoft Enterprise Agreement for the agency

- * Ms. Gunnink asked if we are thinking of using Copilot? Mr. Jurek stated the Health Department is looking into this.

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

RESOLUTION #25-52 APPROVAL OF THREE-YEAR AGREEMENT WITH CONVERGEONE, INC. FOR AVAYA SUBSCRIPTION AND MAINTENANCE

Mr. Jurek spoke of Convergeone, Inc for Avaya Subscription and Maintenance Support

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

RESOLUTION #25-53 APPROVAL TO ENTER INTO A STAFFING AGREEMENT WITH A-LINE STAFFING SOLUTIONS, LLC

Ms. Bergin spoke of the need for temporary staffing.

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

RESOLUTION #25-54 APPROVAL TO SURPLUS EQUIPMENT

Ms. Picard spoke of the surplus equipment in FHS department.

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

RESOLUTION #25-55 APPROVAL TO TABLE WCHD ONSITE WASTEWATER TREATMENT ORDINANCE

Ms. Bilotta spoke of needing further clarification from the State's Attorney's office. It will be brought to the September BOH meeting.

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

APPROVAL OF PERSONNEL STATUS REPORT FOR AUGUST

Personnel Status Report was discussed by Ms. Bilotta

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

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

BOARD MEMBERS' COMMENTS/CONCERNS: None

PUBLIC CONCERNS AND COMMENTS: None

ADJOURNMENT

A **motion** was made by Ms. Robbins and **seconded** by Ms. Mitchell to adjourn the meeting at 5:16pm.

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

By: _____



Edna Brass, Secretary
Will County Board of Health

By: _____



Mary Kilbride, Executive Assistant
Will County Health Department