



Will County

Health Department &
Community Health Center

**WILL COUNTY HEALTH DEPARTMENT
BOH MEETING MINUTES**

September 17, 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 3:00 p.m., Chief Paul Hertzmann, President presiding.

ROLL CALL/ QUORUM WAS NOT PRESENT AT 3:00pm. QUORUM WAS MET AT 3:05pm

MEMBERS' PRESENT

Chief Paul Hertzmann, President
Billie Terrell, PhD., ACSW, Vice President
Edna Brass, MA, BS, Secretary
Allison Gunnink, MBA, LPMT, MT-BC (arrived @ 3:05pm)
Dr. Lipinski
Dr. Morales
Pamela Robbins, MSN, RN
Mica Freeman (arrived @ 3:14pm)
José Vera (arrived @ 3:05pm)

MEMBERS ABSENT

Chief Carey
Dr. Soderquist
Ms. Mitchell

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
Dr. Kathleen Burke, Program Coordinator, Behavioral Health
Cheryl Picard, Assistant Director of Family Health Services
Alpesh Patel, Program Coordinator, Family Health Services
Sean Conners, Director of Environmental Health
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
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
Sylvia Muniz, Director of Family Health Services
Maureen Miller, Patient Access Manager, Community Health Center
Kevin Juday, Media Services Manager, Administration
Norma Musvibe, Director of Nursing, Community Health Center
Katie Schaefer, Finance & Grant Mgmt. Coordinator, Administration
Stacy Morris-Jones, Outreach Specialist II, Family Health Services
Katie Weber, Emergency Preparedness & Response Coordinator, Administration
Thomas Swierczyna, Registered Nurse, Family Health Services
Michelle Zambrano, Director of Operations, Behavioral Health

Stacey Knack, Director of HR, Administration
Carol Ricken, Director of Operations, Community Health Center
Melissa Sporar, Family Nurse Practitioner, Community Health Center

OTHERS PRESENT

Dan McGrath, Assistant State's Attorney
Vince Logan, County Board
Jim Richmond, County Board

A quorum was met at 3:05pm.

PLEDGE OF ALLEGIANCE: Chief Hertzmann

PRESIDENT'S COMMENTS: Chief Hertzmann thanked all the Health Department staff as well as BOH members.

EXECUTIVE DIRECTOR'S COMMENTS

- Ms. Bilotta spoke of flu shot being available in the back of the community room.
- Illinois Department of Public Health accepted the submitted IPLAN. The plan goes until October 27, 2030.
- Ms. Bilotta spoke of Aishwarya Balakrishna accepting the position of Health Equity Manager.
- September is Suicide Awareness month. It is time to raise awareness and spread hope and spark meaningful action.
- September is also National Preparedness month to encourage Americans to prepare for emergencies.
- September is also Behavioral Health and National Recovery month.
- Illinois Department of Public Health is acknowledging Newborn Screening Awareness month.

Ms. Muniz announced the retirement of Ms. Slechter, Program Manager, after 10 yrs. with the Health Department. She was presented with a certificate.

Ms. Picard recognized Ms. Carlson, Immunization Program Coordinator, after 40 yrs. at the Health Department. She was presented with a certificate.

PUBLIC COMMENTS FOR AGENDA ITEMS ONLY: None

APPROVAL OF BOARD OF HEALTH MINUTES

Moved to approve August 20th, 2025, regular meeting minutes as presented.

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

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

RESULT:	APPROVED [UNANIMOUS]
MOVER:	Ms. Gunnink
SECONDER:	Dr. Terrell
AYES:	Chief Hertzmann, Dr. Terrell, Ms. Brass, Ms. Gunnink, Dr. Lipinski, Dr. Morales, Ms. Robbins, Mr. Vera
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 September)

- Dr. Byrd spoke of in the month of August, Childhood Immunization Awareness was featured. Illinois ranks #29 in the nation, with a 66% childhood vaccination rate.
- Dr. Byrd spoke briefly about the Weight Loss Clinic updates.
 - *Dr. Lipinski questioned if we were getting the GLP-1 in the weight loss clinic and he questioned if we are having any issues with the medications? Dr. Byrd stated we get the GLP-1 through 340B Plan, but we are having issues with the diabetic monitor since we can't get paid for it.*

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

- Ms. Baumgartner spoke about the Community Paramedic Program. We have been meeting with the Joliet Fire Department as well as with our IRIS Referral Program to make sure that we can refer patients to the program.
- Ms. Baumgartner spoke of the Secure Firearms Program. A kick-off meeting was held in August to discuss the project.
- School Based Health Center BH will be offered two days per week, therapy services will continue five days a week and primary care will be up to 3 days per week in September but will increase to full time once the APRN has been onboarded.
- There was a kickoff meeting with health center leadership and the Electronic Health Record Vendor for a pilot program to beta test an online registration and parental consent interface.
- IPHCA announced they were awarded funding to develop a network of 35 health centers committed to health care through health care technology. This will help to prepare leadership for the future in community health care.
 - *Ms. Gunnink asked what EHR we are using? Ms. Baumgartner stated Nextgen.*

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

- Mr. Juday spoke of the new website for the MAPP program that will be finalized by the end of October.
- The FOURCE gave a final presentation and presented their campaigns that took place from July 7th, 2025-August 21st, 2025.

Ms. Jackson – Director of Administrative Services (Presented Reports for the month of September)

- Ms. Jackson spoke of going out to bid for a new Security Contract for FY26-28. The Prebid Meeting will take place on Friday, September 26th. A walk-through will take place at all locations involved. We have the Bid opening on Friday, October 3, 2025.
- There have been issues with our elevator at the Health Department. We are currently working to get some temporary office space on the main floor or temporarily schedule telehealth appointments for clients that are unable to utilize the stairs.
- NBO Open House will take place on September 29th @ 2:00pm.
 - *Ms. Gunnink questioned if we could have Spanish signs hung at NBO? Ms. Jackson stated you need a permit for a sign and unfortunately, we have used every permit available for the NBO Location. There is Bilingual sign posted on the doors at NBO, and we also have Spanish speaking staff available.*
 - *Mr. Vera questioned the possibility of having yard signs around NBO building? Ms. Jackson stated the landlord will not allow any signage in the ground on the property. Ms. Jackson will make sure and request that FHS has a Bilingual sign on their door.*

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

- Ms. Agor spoke of the general projects taking place as well as trainings and drills in August.

Mr. Connors – Director of Environmental Health (Presented Reports for the month of September)

- Mr. Connors spoke of the *Brucella* case being investigated by the Will County Communicable Disease team.
- The Environmental Health Division is submitting for the approval to the Board of Health the revision of the Will County Sewage Treatment and Disposal Ordinance. It was last revised in 2016.
- Illinois Department of Public Health (IDPH) requested assistance from the Will County Health Department Environmental Health and Communicable Disease Programs on a *Legionella* outbreak at a warehouse facility in Bolingbrook, IL. Two sanitarians accompanied representatives from IDPH to perform an assessment and collected samples from suspected contamination sites. We are currently waiting for the results of the samples.
- Illinois Department of Public Health announced the first human case of West Nile Virus in Will County.
- The Environmental Health division attended a workshop on handling aggressive animals when in the field.

Ms. Zambrano – Director of Operations, Behavioral Health (Presented Reports for the month of September)

- A very productive meeting took place with Chief Cary and his team from the City of Joliet Fire Department Thrive Program. Discussion took place on how our Behavioral Health Dept. could provide services to clients the Fire Department encounters. WCHD received their first referral from the Thrive Program, and the client has been set up with services.
- 102 Total Intakes were reported from August 1st, 2025 – August 31st, 2025.
 - Ms. Gunnink asked, "what is CADC? Ms. Zambrano stated "Certified Alcohol and Drug Counselor"

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

- There were 0 opioid deaths in the month of August.
- Ten new red boxes have been added in the community for Narcan distribution. We have expanded red box access into the libraries. 1,177 boxes of Naloxone were delivered to the public in August.
- 77 back-to-school kits were distributed to students (college).
- Dr. Burke spoke of two Peer Support Specialists that have joined her staff.

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

- Ms. Muniz spoke about the continued collaboration with school districts, park districts, and community-based organizations to strengthen their tobacco-free policies in Bolingbrook, Wilmington, Joliet and Lockport as just a few.
- The tobacco staff provides community education via a media campaign. There is an ad posted on PACE Buses regarding youth vaping and tobacco prevention.

Ms. Picard – Assistant Director of Family Health Services

- Ms. Picard presented a video by our WIC team at NBO from the parade in Bolingbrook.

Ms. Weber – Emergency Preparedness & Response (EP&R) Coordinator (Presented Reports for the month of September)

- Ms. Weber met with Gabriel Garcia from the Joliet Township on September 3rd, 2025. Gabriel is the new Violence Prevention Community Convener for Joliet Township. This was an introduction to Gabriel and his position and to brief him on all of the services provided by WCHD.
- Illinois Environmental Protection Agency (IEPA) has been covering the cost of the contractors collecting daily filters for BioWatch. We have been notified that IEPA will be unable to cover those costs much longer without a new contract in place. We receive updates each month but without a new contract signed, Illinois will suspend the collections.

OLD BUSINESS:

Funding Update

Ms. Bergin provided a funding update.

- Ms. Freeman stated that being on the Will County Board, she wanted all to be aware that they could submit public opinion in email form or online if interested.

NEW BUSINESS:

Resolutions #25-55 - #25-61

Resolution #25-55 APPROVAL TO REMOVE WCHD ONSITE WASTEWATER TREATMENT ORDINANCE FROM TABLE

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

Resolution #25-55 APPROVAL OF WCHD ONSITE WASTEWATER TREATMENT ORDINANCE

Mr. Conners presented and spoke of the changes to the Onsite Wastewater Treatment Ordinance. Ms. Bilotta stated our ordinance has to first be reviewed by Illinois Department of Public Health and then gets reviewed by the State's Attorney's office.

- Ms. Freeman stated she sits on the Ordinance Committee, and she wanted to confirm that the Health Department is okay with all of the changes addressed so far with this Committee.

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

RESOLUTION #25-56 APPROVAL OF UPTODATE SUBSCRIPTION

Ms. Baumgartner spoke of the request to renew UpToDate subscription for the providers.

- *Dr. Morales stated a lot of the things in the subscription have great benefits, but he wanted us to be aware that some information is free through AI but it would not include Continuing Education credits.*

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

RESOLUTION #25-57 APPROVAL OF PROVIDER QUALITY ACHIEVEMENT BONUSES (CHC)

Ms. Baumgartner spoke of the annual provider quality achievement bonuses.

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

RESOLUTION #25-58 APPROVAL OF CONSILIUM STAFFING LOCUM TENENS COVERAGE AGREEMENT (CHC)

Ms. Baumgartner spoke of the need for Locum Tenens Coverage for temporary providers.

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

RESOLUTION #25-59 APPROVAL OF TRANSFER OF FUNDS (CHC)

Ms. Baumgartner spoke of the need for the transfer of funds. We need to move money from salary line item to temporary contracted and medical services line item in order to staff appropriately.

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

RESOLUTION #25-60 APPROVAL OF APPROPRIATION OF FUNDS (CHC)

Ms. Baumgartner spoke of the need to increase the appropriation for the 340B pharmaceutical drug program.

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

RESOLUTION #25-61 APPROVAL OF IMMUNIZATION FEES

Ms. Muniz/Ms. Picard spoke of the revision of their vaccine fee schedule in order to cover their vaccine costs and maximize their revenue. It is based on usual and customary fees.

- *Ms. Robbins questioned if the vaccinations are funded through the Health Department – Medicare/Medicaid? Ms. Bergin stated the only private insurance we bill for is BCBS PPO. Medicaid/Medicare are our primary payor sources for the purchase vaccine program. Further discussion took place.*
- *Mr. Vera questioned if we were voting for an increase to \$40.00 for the administration fee as well as the cost of the vaccine? Ms. Bergin stated the \$40 administration fee has not increased. In addition, if a patient cannot afford the fee, we will still provide services for them.*

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

REVIEW OF CLOSED SESSION MEETING MINUTES

Chief Hertzmann asked for approval to keep Closed Executive Meeting Minutes closed through March 19, 2026.

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

APPROVAL OF PERSONNEL STATUS REPORT FOR SEPTEMBER

Personnel Status Report was discussed by Ms. Bilotta

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

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

BOARD MEMBERS' COMMENTS/CONCERNS: None

PUBLIC CONCERNS AND COMMENTS: None

ADJOURNMENT

A motion was made by Ms. Freeman and **seconded** by Ms. Robbins to adjourn the meeting at 4:44pm.

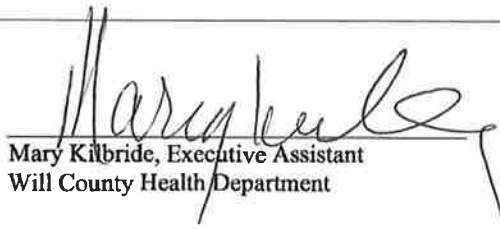
RESULT:	APPROVED [UNANIMOUS]
MOVER:	Ms. Freeman
SECONDER:	Ms. Robbins
AYES:	Chief Hertzmann, Dr. Terrell, Ms. Brass, Ms. Gunnink, Dr. Lipinski, Dr. Morales, Ms. Robbins, Ms. Freeman, Mr. Vera
ABSTAIN:	None

By:



Edna Brass, Secretary
Will County Board of Health

By:



Mary Kilbride, Executive Assistant
Will County Health Department