



**WILL COUNTY HEALTH DEPARTMENT
BOH MEETING MINUTES
October 15, 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 MET AT 3:00pm

MEMBERS PRESENT

Chief Paul Hertzmann, President
Billie Terrell, PhD., ACSW, Vice President
Edna Brass, MA, BS, Secretary
Chief Carey
Dr. Lipinski
Dr. Soderquist
Pamela Robbins, MSN, RN
Mica Freeman (arrived @ 3:06pm)
José Vera (arrived @ 3:01pm)
Raquel Mitchell (arrived @ 3:13pm)

MEMBERS ABSENT

Allison Gunnink, MBA, LPMT, MT-BC
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. Kathleen Burke, Program Coordinator, Behavioral Health
Cheryl Picard, Assistant Director of Family Health Services
Alpesh Patel, Program Coordinator, Family Health Services
Trisha Kautz, Director Laboratory Operations, 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
Randel Jurek, Director of ITT, Administration
Jillian Carlisle, Assistant Director of ITT, Administration
Sylvia Muniz, Director of Family Health Services
Kevin Juday, Communications Program Manager, Administration
Katie Weber, Emergency Preparedness & Response Coordinator, Administration
Michelle Zambrano, Director of Operations, Behavioral Health
Stacey Knack, Director of HR, Administration
Ann Conrad, EHR Training Supervisor, Administration
Aishwarya Balakrishna, Health Equity Manager, Administration
Rebecca Anderson, Community Health Educator II, Family Health Services

OTHERS PRESENT

Toni Renken, Assistant State's Attorney
Birute Satraitis, Resident

A quorum was met at 3:00pm.

PLEDGE OF ALLEGIANCE: Chief Hertzmann

PRESIDENT’S COMMENTS: Chief Hertzmann thanked all who were able to attend the NBO Open House.

EXECUTIVE DIRECTOR’S COMMENTS

- Ms. Bilotta spoke of October being Breast Cancer Awareness month. Staff will be wearing pink every Friday to show our support.
- Covid Vaccines are being offered at the Health Department if anyone is interested. Call Immunizations to set up an appointment.
- Ms. Bilotta spoke of finding out tomorrow at the County Board meeting the FY26 levy amounts. We will not know until November County meeting if Cannabis monies will be appropriated to the WCHD.
- A special BOH meeting has been scheduled on November 21st at 9:00am if the WCHD FY26 budget will need to be changed due to decisions made at the County Board meeting on November 20th.
- Ms. Bilotta spoke briefly of the services that the Health Department and Community Health Center offer.
- Ms. Bilotta thanked the Board Members and the Health Department and Community Health Center staff for their continued service and support.

PUBLIC COMMENTS FOR AGENDA ITEMS ONLY: None

APPROVAL OF BOARD OF HEALTH MINUTES

Moved to approve September 17th, 2025, regular meeting minutes as presented.

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

Ms. Bergin presented a detailed explanation of the Agency’s financial statements as provided by the County ending September 30th, 2025.

The Board of Health moved to approve the Treasurer’s Report and Department Financial Reports for the month of September 2025 as presented.

RESULT:	APPROVED [UNANIMOUS]
MOVER:	Dr. Terrell
SECONDER:	Ms. Freeman
AYES:	Chief Hertzmann, Dr. Terrell, Ms. Brass, Chief Carey, Dr. Lipinski, 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.

Ms. Baumgartner – Chief Executive Officer, Community Health Center (Presented Report for the month of October for Dr. Byrd who was not in attendance)

- Ms. Baumgartner spoke briefly about the Prostate Cancer Screening Guidelines.
- Brooks Middle School is currently having “Back-To-School” physical exams. A newly hired provider is currently being trained in Joliet so there are three (3) providers filling in three (3) days a week until she starts at the school.
- Staffing update was given.
- Brooks success story shared regarding Diabetic child
 - * Ms. Robbins asked how old the patient was? Age 11

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

- Ms. Baumgartner spoke about *Personal Responsibility and Work Opportunity Reconciliation Act of 1996 (PROWA)*. Illinois Community Health Centers were notified that a preliminary injunction was issued on September 10, 2025. Per this order, PROWA may not be implemented or enforced by any Health and Human Services employee, component, program, grantee, or contractor.
- Ms. Baumgartner has been invited to participate in an expert panel at the IPHCA Annual Leadership Conference. The session will partner with two other health centers and Prevent Blindness Illinois to discuss ways health centers can bring Optometry services to patients of health centers.

- Ms. Baumgartner spoke about the Title V grant that requires School-Based health centers to have a functioning Community Advisory Board that evaluates and provides feedback on overall program operations. The council met in September and program updates and marketing efforts were shared
- The Health Center has fallen short of many benchmarks in our quality indicators. Therefore, a committee has been formed. The team is developing workflows to ensure that the clinical care documentation is captured. As workflows are developed, they will be approved by the Chief Medical Officer (CMO) and communicated to the clinical staff with training. The committee expects to see changes in the quality measure outcomes by November.

Ms. Knack – Director of Human Resources (Presented Reports for the month of October)

- Ms. Knack spoke of the 14th Annual Benefits Fair for all County employees. Over 200 employees participated. This took place on Friday, September 12, 2025.
- A newer version of our current payroll software Kronos 8.0 will go live on October 11th.
- Ms. Knack asked the Board of Health what they would like to have her report on going forward?
 - * *Dr. Terrell said she likes hearing about information on the continuous education for employees.*
 - * *Ms. Brass confirmed if new job titles will be presented after they have been approved? Ms. Knack stated Yes.*
 - * *Ms. Robbins asked if staff is resigning due to the possibility of changes taking place? Ms. Knack stated not at this time.*

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

- Ms. Jackson spoke of going out to bid for a new Security Contract for FY26-28. Four companies submitted bids for review, three bids were accepted and our recommendation is included in the packet.
- Ms. Jackson spoke briefly about the issues with the elevator at the Health Department.
- Ms. Jackson spoke briefly about the Open House at NBO.
 - * *Ms. Brass questioned if the current security company submitted a bid? Ms. Jackson stated Yes, but their application was non-conforming.*

Ms. Kautz – Director of Laboratory Operations (Presented Reports for the month of October)

- Ms. Kautz spoke of Environmental Health passing their National Environmental Laboratories Accreditation Chemistry Certification with the Illinois Environmental Protection Agency on September 15, 2025.
- Ms. Kautz spoke about coordinating a seminar hosted by the Northeastern Illinois Regional Groundwater Protection Planning Committee on Per- and Polyfluoroalkyl (PFAS) Substances held at the Will County Health Department on September 25, 2025.

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

- Ms. Scruggs spoke of seeing results already at the NBO location. Patients have transferred over to that location to see their therapist due to it being a more convenient location.
- We have seen an increase in numbers of court clients as well as hospital discharges. Currently we are scheduling for about three weeks out for adult therapy services. Child and Adolescent services are being scheduled for two weeks out. There have been 140 Intakes for all programs from 9/1/25-9/30/25.
- Nine new students have been accepted in the Behavioral Health Clinical Training program. Over the next several weeks, they will be trained in multiple and often complex tasks and responsibilities for which they will be accountable.
- Mobile Crisis Response (MCR) staff received 131 calls.
- Our second-quarter audits showed overall improvement in most areas. A Performance Improvement Plan is currently in development and will be shared with management and staff before completion of our third quarter audits.
- There was a decrease in Child & Adolescent visits from 2024 to 2025.
 - * *Ms. Bergin asked if Ms. Scruggs has the numbers for Child and Adolescent Programs in the schools? Ms. Scruggs stated No.*
 - * *Ms. Brass asked where Madden Mental Health Center is located? Ms. Scruggs stated it is in Hines, IL.*
 - * *Ms. Brass asked if the Daily Living Group meets weekly? Ms. Scruggs stated Yes.*
 - * *Mr. Vera asked that Ms. Scruggs speak of why there will be a greater need for the services spoken. Ms. Scruggs stated the changes at the Federal level will affect almost everyone. There will be a lack of access to services e.g. food, vaccines, preventative care for children and behavioral health.*

Dr. Burke – Behavior Health Community Coordinator, Behavioral Health (Presented Reports for the month of October)

- Opioid overdose deaths have decreased 52% compared to the same time last year.
- 1241 boxes of Naloxone were distributed in September. There were 312 distributed from our Red Boxes.
- Dr. Burke spoke of Nitazene which is a powerful class of synthetic opioids. It can be 10-40 times stronger than fentanyl.
- Dr. Burke will continue to monitor if cases of Nitazene overdoses occur in Will County.
- Dr. Burke spoke briefly about prevention through our wound kits that the Rapid Response team has been handing out.
- The wound kits were a pilot which worked very well so they will continue to get more of these kits.

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

- Ms. Muniz spoke about the coat drive taking place in Women Infant and Children (WIC) through next week.
- Off-Site School Clinics were held at the Plainfield School district and Sator Sanchez Elementary School for Joliet District 86. There were 27 students immunized, and 62 vaccines were administered to students entering Kindergarten, 6th grade and 12th grade.
 - * *Ms. Brass asked what is the difference in Spikevac (Moderna) for the ages of 12 + vs. 6 months. through 11 yrs. old.? Ms. Muniz stated it is a different dose according to age of patient. Ms. Muniz stated there has not been a big demand for the COVID vaccine and therefore we have not purchased a lot of the Spikevac.*

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

- Ms. Weber stated Illinois Environmental Protection Agency (IEPA) has been covering the cost of the contractors collecting daily filters for BioWatch. An agreement has been reached, and the program will continue for another five months.
- Ms. Weber spoke of the “Bens Blue Bag”. She showed all sensory items that were in the bag. These bags will be distributed to many of the fire departments and ambulances.

Mr. Juday – Communication Program Manager (Presented Reports for the month of October)

- Mr. Juday spoke of working with Caitlin Daly, MAPP Program Manager, on the design of a new MAPP webpage.
- Media Services is establishing a new social media working group through the agency. This group is for all programs and divisions that provide social media content. The group will set standards in dimensions, colors, logo and font usage while also working on creating a social media calendar a month in advance.
 - * *Ms. Freeman asked if Mr. Juday also does the newsletter? He stated Yes. Ms. Freeman asked if we could condense the newsletter as it currently reads like a book.*
 - * *Ms. Mitchell mentioned possibly giving bullet points, so it is not so long of a read.*

OLD BUSINESS:

Funding Update

Ms. Bergin provided a funding update.

NEW BUSINESS:

Resolutions #25-62 - #25-65

Resolution #25-62 APPROVAL OF SECURITY CONTRACT

Ms. Jackson spoke of Blue Line Security bid that had been selected. She briefly discussed the company.

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

Resolution #25-63 APPROVAL OF LOCUMTENENS CLIENT AGREEMENT

Ms. Scruggs spoke of the need for LocumTenens which provides medical staffing including psychiatrists and BH APRN's.

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

RESOLUTION #25-64 APPROVAL OF APPROPRIATION OF FUNDS (CHC)

Ms. Baumgartner spoke of IDPH Loan Repayment Program.

- * *Dr. Lipinski asked how many providers does this include? Ms. Bergin stated one (1).*

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

RESOLUTION #25-65 APPROVAL OF SURPLUS EQUIPMENT

Mr. Jurek spoke of the surplus items that are being asked to be disposed of.

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

Discussion of Amended BOH ByLaws. At November BOH, we will ask for approval to amend the ByLaws.

Ms. Bilotta spoke of the amended BOH ByLaws. One statement was added.

Any permitted public comment at the Board of Health meeting should be held to less than three (3) minutes.

* *Dr. Lipinski asked why is it 3 minutes? Ms. Bilotta responded that we were following the Will County Board rules.*

Governing Council Amended ByLaws

Ms. Baumgartner spoke about the changes that were made to the Governing Council ByLaws. They were approved by the Governing Council. HRSA states that the Governing Council ByLaws have to be presented to the Board of Health but not approved by the Board of Health.

APPROVAL OF PERSONNEL STATUS REPORT FOR SEPTEMBER

Personnel Status Report was discussed by Ms. Bilotta

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

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

BOARD MEMBERS' COMMENTS/CONCERNS: None

PUBLIC CONCERNS AND COMMENTS: Resident Birute Satraitis asked to speak for a few minutes. She spoke about Illinois Breast & Cervical Cancer Program and the delay she has experienced in the program.

ADJOURNMENT

A motion was made by Dr. Terrell and **seconded** by Ms. Freeman to adjourn the meeting at 4:23pm.

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

By: _____

Edna Brass, Secretary
Will County Board of Health

By: _____

Mary Kilbride, Executive Assistant
Will County Health Department