



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

ROLL CALL/ QUORUM WAS MET AT 3:01pm

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 (arrived 3:06pm)
Dr. Soderquist
Mica Freeman (arrived 3:06pm)
José Vera

MEMBERS ABSENT

Pamela Robbins, MSN, RN
Raquel 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
Diane Scruggs, Director of Behavioral Health
Cheryl Picard, Assistant Director of Family Health Services
Trisha Kautz, Director Laboratory Operations, Environmental Health
Armando Reyes, Director of Compliance, Administration
Ted Strejcek, Information Technology Specialist II, Administration
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 Human Resources, Administration
Ann Conrad, EHR Training Supervisor, Administration
Aishwarya Balakrishna, Health Equity Manager, Administration
Rebecca Anderson, Community Health Educator II, Family Health Services
Joan Stefka, Community Health Educator II, Family Health Services
Aaron Reyes, Healthcare Subject Matter Expert, Administration
Daisy Fuentes, Information Technology Specialist II, Administration
Betsy Cozzie, Program Coordinator, Family Health Services
Alpesh Patel, Program Coordinator, Family Health Services

OTHERS PRESENT

Dan McGrath, Assistant State's Attorney

A quorum was met at 3:01pm.

PLEDGE OF ALLEGIANCE: Mr. Vera

PRESIDENT’S COMMENTS: Chief Hertzmann wished everyone at the meeting a Happy Holiday and thanked staff for what they do for the Health Department and the Community.

EXECUTIVE DIRECTOR’S COMMENTS

- Ms. Bilotta spoke about the Door Decorating contest and added that winners will be announced later in the meeting.
- The Cooperative Agreement Subcommittee will meet later in the month.
- Part of the Strategic Plan includes surveying Board of Health (BOH) members. Another Core Public Health questionnaire will be sent out to BOH members after the first of the year.
- Ms. Bilotta requested that the BOH and Governing Council (GC) members take advantage of our Employee Recognition Program. We implemented this as part of our new Strategic Plan. BOH and GC members can recognize staff for outstanding customer service, innovative effort, a special project, team collaboration or years of service awards.
- The following staff members were acknowledged for their years of service:
 - Estela Lazo: 20 years
 - Theodosia (Sia) Battersby: 20 years
 - Mary Martin: 20 years
 - Amanda Musgrove: 20 years
 - Michelle Zambrano: 35 years
 - Lisa Colburn: 35 years
 - Cagney Cappelli: 25 years
 - Yanmei Liang: 20 years
 - Kendra Coleman: 25 years
 - Fran Peek: 25 years
 - Eve Lynn Smolek: 25 years
 - Ophelia Martinez: 25 years
- Dr. Terrell acknowledged Ms. Bilotta and Ms. Bergin for their hard work in 2025.

PUBLIC COMMENTS FOR AGENDA ITEMS ONLY: None

APPROVAL OF BOARD OF HEALTH MINUTES

Moved to approve November 19, 2025, regular meeting minutes as presented.

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

APPROVAL OF FINANCIAL REPORTS

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

RESULT:	APPROVED [UNANIMOUS]
MOVER:	Ms. Gunnink
SECONDER:	Dr. Morales
AYES:	Chief Hertzmann, Dr. Terrell, Ms. Brass, Chief Carey, Ms. Gunnink, Dr. Lipinski, Dr. Morales, Dr. Soderquist, Ms. Freeman, 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 Communications Program Manager.

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

- In the month of November, Diabetes Awareness was featured. The Patient Education table had flyers and pamphlets regarding diabetes awareness.

- 86% of the Community Health Center staff have received their flu vaccine.
- The Director of Nursing has just completed CHC's Hand Hygiene study. The results showed that our staff perform Hand Hygiene in the appropriate setting 78% of the time.
- Staffing was briefly discussed.
 - * *Ms. Gunnink asked if we ever include social determinants of health and how that plays into diabetes. Ms. Baumgartner will request Dr. Byrd to speak of this at the January meeting.*

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

- Ms. Baumgartner spoke briefly about the beta testing of the electronic consent forms for the School-Based health center. Phase One includes creating electronic documents and testing the workflow to evaluate effectiveness.
- IPHCA announced they were awarded funding to develop a network of 35 health centers that are committed to improving health care through the adoption of healthcare technology. The health center staff will partner with IT staff to make the most out of this initiative.
- Ms. Baumgartner spoke of the Joint Commission visit at the Community Health Center which will be taking place in the near future.
- Executive leadership of the health center has instituted a monthly meeting to ensure alignment, set priorities, coordinate activities outlined in the Health Center's Strategic Plan and innovate and problem solve to address challenges in the health care environment.
- Ms. Baumgartner spoke of the 340B Rebate Model Pilot Program that will begin January 1, 2026, for a minimum of one year and will apply to all covered entities.
 - * *Mr. Vera questioned how we will handle the increase in patients, possibly opting out of the ACA plans due to the increased cost? Ms. Baumgartner stated those patients unable to pay the increased premiums will fall under the self-pay sliding fee scale.*
 - * *Ms. Gunnink spoke of the 340B administrative burden increasing. Ms. Baumgartner stated it would be a challenge.*
 - * *Ms. Gunnink questioned when a SBHC patient chooses the language they speak, will the documents given to them be translated to that language? Ms. Baumgartner stated they would.*

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

- Ms. Muniz spoke of a new grant in Illinois, the Illinois Vaccine Access Program (IVAP), which supports local health departments in facilitating no-cost direct procurement of COVID and RSV (Respiratory Syncytial Virus) vaccines for underserved and high-need populations. This program will enable Will County Health Department to provide COVID and RSV vaccines to persons with out of network insurance or who are having difficulty obtaining the shots due to insurance requirements or unavailability of vaccine.
- Ms. Picard spoke of the increase in flu cases taking place and reminded everyone that it isn't too late to get vaccinated.
- Ms. Picard spoke about Santa coming to visit the Health Department. 500 toys were donated and distributed.
 - * *Ms. Brass asked what ED stands for within the report? Ms. Muniz stated it represents hospital Emergency Departments.*
 - * *Dr. Lipinski asked how we're doing with funding for WIC? Ms. Muniz stated we are alright for 2026 so far.*

Mr. Juday – Communication Program Manager (Presented Report for the month of December)

- Mr. Juday presented his report.

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

- Ms. Weber stated the BioWatch program is still not running. The lab staff are back in the lab, working through the back log of samples, but the field staff is not yet in the field, retrieving any current samples.

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

- Mr. Conners spoke of a local restaurant with a cockroach infestation. Discussion took place.
- Conversation took place regarding a homeowner damaging a high-pressure gas line while installing their own septic tank. A non-compliance letter was generated and sent to the property owner.
- Brief conversation took place regarding the recall of Byheart Infant Formula.

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

- Intake counselors are now at NBO and Joliet and have been helpful in reaching out and scheduling clients more efficiently.
- With the addition of two new Adult Therapists, we have decreased the wait time for scheduling clients for treatment. Currently we are scheduling one week to one and a half weeks out.
- Ms. Scruggs spoke about the Joliet schools requesting that we expand services into more of their schools.
- The Clinical Training Program is getting ready for the August 2026 session. We have two (2) spots available and have had 38 requests for placement.
 - * *Ms. Freeman asked if the cancelled appointments were cancellations or just not showing that day? Ms. Scruggs replied that she did not have that information broken down.*

- * *Ms. Freeman questioned why we don't have more than 2 spots in the Clinical Training Program? There are two doctors able to supervise the students. We do have two paid student positions and several other unpaid spots.*

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

- Opioid overdose deaths have decreased 56% compared to the same time last year.
- Dr. Burke spoke of the distribution of Fentanyl test strips.
- Pop-up events were discussed.
- The Suicide Prevention grant was extended and will continue through March 2026.
- There is a new Federal law enacted that will effectively ban most consumable hemp products containing THC by November 2026.
- Dr. Burke spoke of closely watching Hemp products.
 - * *Ms. Brass questioned why the ban on Hemp took place? Dr. Burke stated Illinois lacks clear rules for intoxicating hemp, which refers to hemp products that contain cannabinoids. Prior to the new ban on consumable hemp products, youth had access to these products in Smoke Shops and other venues. This may prevent youth from purchasing hemp products.*

Mr. Jurek-Director of ITT/Ms. Carlisle-Assistant Director of ITT, Administration (Presented Reports for the month of December)

- Mr. Jurek and Ms. Carlisle presented a poem “*Twas the Night Before the Board of Health Meeting*”

OLD BUSINESS:

Strategic Plan Update

Workforce: Ms. Muniz gave an update.

- * *Ms. Brass asked for an explanation regarding the furthest right column which states “% done/date”. Ms. Muniz stated that is the percent that was done on date listed.*

Communication/Engagement: Ms. Jackson gave an update

Financial Security and Advocacy: Ms. Bergin gave an update

Integration: Mr. Jurek gave an update

- * *Ms. Gunnink asked if all staff have laptops to access platforms like Sharepoint remotely? Mr. Jurek stated that not all staff have laptops and agreed that the performance of some applications through cell phones is not ideal.*

Funding Update

Ms. Bergin provided a funding update.

Door Decorating Contest Presentation & Announcement of Winners

Pictures of decorated doors were presented and first through third place winners were announced. Breakfast will be awarded to the winners.

NEW BUSINESS:

Resolutions #25-74 - #25-78

RESOLUTION #25-74 APPROVAL OF REVISED FY2026 BUDGET

Ms. Bergin spoke about the FY2026 Budget Revision, necessary to decrease Cannabis funding and increase Funds on Hand to match what was approved by the Will County Board.

- * *Mr. Vera asked if the cannabis dollars were to come back to us, would we appropriate them? Ms. Bergin stated yes, we would bring forward an appropriation.*

RESULT: APPROVED [UNANIMOUS]

MOVER: Dr. Terrell

SECONDER: Dr. Lipinski

AYES: Chief Hertzmann, Dr. Terrell, Ms. Brass, Chief Carey, Ms. Gunnink, Dr. Lipinski, Dr. Morales, Dr. Soderquist, Ms. Freeman, Mr. Vera

ABSTAIN: None

RESOLUTION #25-75 APPROVAL OF FY2026 BUDGET AMENDMENT

Ms. Bergin spoke about the FY2026 Budget Amendment to remove projected non-personnel expenses and corresponding revenue for a Cannabis Education and Outreach initiative that was not funded.

RESULT:	APPROVED [UNANIMOUS]
MOVER:	Ms. Gunnink
SECONDER:	Dr. Terrell <i>Dr. Lipinski stepped out and did not vote</i>
AYES:	Chief Hertzmann, Dr. Terrell, Ms. Brass, Chief Carey, Ms. Gunnink, Dr. Morales, Dr. Soderquist, Ms. Freeman, Mr. Vera
ABSTAIN:	None

RESOLUTION #25-76 APPROVAL OF CIS SUPPORT AGREEMENT

Ms. Scruggs spoke about the CIS Support Agreement.

RESULT:	APPROVED [UNANIMOUS]
MOVER:	Dr. Terrell
SECONDER:	Ms. Brass <i>Dr. Lipinski rejoined the meeting</i>
AYES:	Chief Hertzmann, Dr. Terrell, Ms. Brass, Chief Carey, Ms. Gunnink, Dr. Lipinski, Dr. Morales, Dr. Soderquist, Ms. Freeman, Mr. Vera
ABSTAIN:	None

RESOLUTION #25-77 APPROVAL OF IN TOUCH PHYSICIANS CONSULTING AGREEMENT

Ms. Scruggs discussed the In Touch Physicians Consulting Agreement.

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

RESOLUTION #25-78 APPROVAL OF COMPREHENSIVE CLINICAL SERVICES AGREEMENT

Ms. Scruggs spoke about the Comprehensive Clinical Service Agreement. Ms. Bilotta stated this agreement is an automatic renewal.

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. Freeman, Mr. Vera
ABSTAIN:	None

APPROVAL OF PERSONNEL STATUS REPORT FOR DECEMBER

Personnel Status Report was discussed by Ms. Bilotta.

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

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

BOARD MEMBERS' COMMENTS/CONCERNS:

- *Ms. Freeman asked for the status on the elevator? Ms. Jackson gave an update.*
- *Ms. Gunnink spoke of the new state law regarding assisted suicide.*
- *Mr. Vera spoke of Illinois House Bill 13 which focuses on strengthening protections for immigration rights.*

PUBLIC CONCERNS AND COMMENTS: None

ADJOURNMENT

A **motion** was made by Ms. Freeman and **seconded** by Dr. Terrell to adjourn the meeting at 4:46pm.

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

By: _____

Edna Brass

Edna Brass, Secretary
Will County Board of Health

By: _____

Mary Kilbride

Mary Kilbride, Executive Assistant
Will County Health Department