



**WILL COUNTY HEALTH DEPARTMENT
BOH MEETING MINUTES
November 19, 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. Soderquist
Pamela Robbins, MSN, RN
Mica Freeman (arrived 3:06pm)
José Vera (arrived 3:08pm)
Raquel Mitchell

MEMBERS ABSENT

Dr. Lipinski
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. Jennifer Byrd, Chief Medical 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
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 Human Resources, Administration
Ann Conrad, EHR Training Supervisor, Administration
Aishwarya Balakrishna, Health Equity Manager, Administration
Rebecca Anderson, Community Health Educator II, Family Health Services
Carol Ricken, Director of Operations, Community Health Center
Maureen Miller, Patient Access Manager, Community Health Center
Pam Burket, Program Coordinator, Family Health Services
Kathleen Harkins, Program Coordinator-Outreach & Health Promotion, Community Health Center

OTHERS PRESENT

Dan McGrath, Assistant State's Attorney
Isabelle Schroedle, Lewis University Student

A quorum was met at 3:00pm.

PLEDGE OF ALLEGIANCE: Ms. Mitchell

PRESIDENT'S COMMENTS: Chief Hertzmann wished everyone at the meeting a Happy Thanksgiving.

EXECUTIVE DIRECTOR'S COMMENTS

- Ms. Bilotta thanked the Board of Health members who attended the County meeting and spoke in support of the Health Dept/Community Health Center.
- Ms. Bilotta spoke of Health Department/Community Health Center having a door decorating contest in December. She requested that Board of Health members be the judges. We will be sending out pictures of the doors for your vote.
- Ms. Bilotta spoke of the need to update the Cooperative Operational Agreement (COA) between the WCHD and CHC and asked for a small subcommittee to work on the COA. Ms. Bilotta requested that one board member join the subcommittee. Ms. Brass volunteered. Ms. Mitchell will be her back-up.
- International Stress Awareness week took place in the week of November 3-7.
- The month of November is Lung Cancer Awareness month. The second leading cause of lung cancer is radon.
- Ms. Bilotta mentioned that radon test kits can be purchased for \$8 from the Environmental Health division.
- November is Men's Mental Health Awareness month.
- Ms. Bilotta reminded the board that a special BOH meeting is scheduled for Friday at 9:00am and Board of Health members will be notified if we do not need to have this meeting.

PUBLIC COMMENTS FOR AGENDA ITEMS ONLY: None

APPROVAL OF BOARD OF HEALTH MINUTES

Moved to approve October 15, 2025, regular meeting minutes as presented.

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

APPROVAL OF FINANCIAL REPORTS

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

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| RESULT: | APPROVED [UNANIMOUS] |
| MOVER: | Chief Carey |
| SECONDER: | Dr. Terrell |
| AYES: | Chief Hertzmann, Dr. Terrell, Ms. Brass, Chief Carey, 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 Communications Program Manager.

Dr. Byrd – Chief Medical Officer, Community Health Center (Presented Report for the month of November)

- Dr. Byrd spoke of Breast Cancer Awareness month in October.
- The Brooks Middle School team has seen 187 students since August 2025. They saw 32 students on the final day of the exclusion period. Exclusion Day is the final day for the students to receive the required school vaccinations or risk being suspended from school.

- The Clinical Leadership team has updated and is preparing to publish their Clinical Workflows. The process of reviewing, updating, and re-working the existing Workflows has been led by our Director of Nursing.
- Staffing was briefly discussed.

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

- Ms. Baumgartner spoke briefly about the School-Based health center.
- The management team at CHC with the leadership of the Director of Operations and the Patient Access Manager worked to standardize and update the provider scheduling template.
- Ms. Baumgartner spoke about the Service Area Competition application submitted for the Community Health Center 330 grant, which is awarded through HRSA. The grant's purpose is to improve the health of underserved communities and population by providing support for the delivery of comprehensive, high-quality primary health care services in the United States and its territories. The health center is requesting \$2,306,848 per year for four years.
 - *Ms. Brass questioned what the Supervision is listed on the Illinois Ryan White Site Visit form that shows we are not performing well? Ms. Baumgartner stated this was possibly related to clinical supervision of the case manager position which has been vacant.*

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

- Ms. Rebecca Anderson was recognized by Catholic Charities during their fall banquet for the AOK program and its contribution to the community through the Integrated Referral and Intake System (IRIS). The IRIS system has facilitated almost 14,000 referrals between participating agencies.
- Ms. Pamela Burket was introduced as the new Program Coordinator for Case Management in Family Health Services.
- The coat drive that took place this fall was a big success. We collected 659 coats.
- The WIC Department will be hosting Santa on December 10 in Joliet and December 17 in Bolingbrook.
- Healthworks had their quarterly audit and scored 95%.
- Immunization Program is working with Meals on Wheels in Monee, to provide vaccinations for their Meals on Wheels clients.
 - *Ms. Brass asked if the teen mothers at Central HS have interaction with AOK? Ms. Muniz stated the Central HS is part of the AOK network.*

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

- Ms. Daly presented the MAPP website as well as the IPLAN and Assessments, with hard copies provided to BOH members. Ms. Daly also provided a one-page summary regarding our previous IPLAN initiatives.
 - *Ms. Bilotta spoke of the requirements for Local Health Departments and the requirement to align some initiatives with the State's Needs Assessment and initiatives.*
 - *Mr. Vera asked if any of the IPLAN documents are offered in other languages? Ms. Daly stated that she will look into this request.*
 - *Mr. Vera asked when the IPLAN implementation will take place? Ms. Daly explained that the action groups for each initiative have started meeting and provided the dates when the action groups meet.*

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

- Mr. Juday spoke about the finalization of the MAPP project.
- Mr. Juday spoke about working on the MAPP website.
- Mr. Juday spoke of working with a group of students from Lewis University. They will review the website and social media content and provide recommendations. They will also be working on a style guide.
 - *Ms. Brass asked if the social media group is comprised of employees? Mr. Juday stated yes.*

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

- Ms. Weber stated the BioWatch program can begin operations again. There are approximately 5 weeks of samples to test once the lab reopens.
 - *Ms. Brass asked about the CRI grant amount and why it was changed. Ms. Weber stated the CRI grant covers three regions in Illinois: St. Louis, Peoria, and Chicago. The CDC determines which counties are included in each region. The CDC had extended the Chicago region to include Kankakee County in May 2025 but has since rescinded that decision. Money that was allocated to Kankakee has been redistributed back to the original counties, restoring level funding for our CRI grant.*

Ms. Kautz – Director of Laboratory Operations (Presented Report for the month of November)

- Ms. Kautz spoke of the Environmental Health Laboratory running 5,527 total samples in October 2025. This is the highest number of samples run in one month.
- EH has been working with IDPH on the Byheart Baby Formula recall. Our Sanitarians have been going out to all of the retailers who sell the formula and are verifying that all of this product has been taken off the shelf. All retailers visited had already taken the items off the shelves. There have been 23 cases of infant botulism so far in connection to this recall.

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

- A new Intake Counselor began in BH on September 29, 2025. She is located at the Bolingbrook office.
- The average caseload for Mobile Crisis Response Staff is 161 with seven staff. There has been a slight decrease in this program since last year at this time.
- Mobile Crisis Response was discussed.
- At this time 313 kids are being served through the school-based program.

Ms. Scruggs – Director of Behavioral Health (Presented Report for the month of November for Dr. Burke who was not in attendance)

- Opioid overdose deaths have decreased 56% compared to the same time last year.
- The Substance Program has distributed 1,426 boxes of Narcan in October alone. Since January 2025, 10,519 boxes have been distributed.
- Dr. Burke gave a presentation for junior high students, 6th through 8th grades, at St. Raymond’s School. All of the kids wrote letters of thanks after the presentation.

Ms. Balakrishna – Health Equity Manager (Presented Report for the month of November)

- Ms. Balakrishna spoke about the Illinois Healthy Resilient Communities Grant. This grant aims to advance health equity by addressing social and structural drivers of health disparities in Will County’s highest risk.
- Will County Health Department received a Senior Social Connectedness Mini-Grant from Illinois Public Health Institute (IPHI). The Will County Health Department will implement a targeted initiative to strengthen social connectedness among older adults while improving access to nutritious food and behavioral health services.
- The Health Equity team is excited to partner with elected officials across Will County during their community office hours to reach residents with critical resources.
- Ms. Balakrishna spoke about the Outreach/Events that the Health Equity Team attended in October.
 - * *Mr. Vera questioned how we can be more effective at these events in addressing current concerns of our residents? Ms. Harkins spoke about the ACA outreach events this past month and some of the locations that they outreached to. Ms. Bergin spoke about recognizing the changes that are coming and working to ensure our public health infrastructure remains strong to meet the community needs.*

OLD BUSINESS:

Funding Update

Ms. Bergin provided a funding update.

BOH Bylaws

Approval of BOH Bylaw revisions.

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

NEW BUSINESS:

Resolutions #25-66 - #25-73

RESOLUTION #25-66 APPROVAL OF FY2026 BUDGET

Ms. Bergin spoke about the FY2026 Budget.

- * *Mr. Vera questioned with the meeting scheduled on Friday, what happens if the tax levy doesn’t pass? Mr. McGrath stated a budget has to be passed at the County level by December 1, 2025, otherwise, like the Federal Government, everything will shut down. If the Health Department passes a budget, we can continue to legally operate. If the levy is not passed by the County Board, we have drafted a resolution for Friday allowing funding to come from cash reserves. Assuming the Board of Health passes the resolution, there would be no issues with the Health Department moving forward.*

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

RESOLUTION #25-67 APPROVAL OF CISCO SMARTNET MAINTENANCE AGREEMENT

Ms. Carlisle indicated we are asking for approval for a three-year agreement with Cisco.

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

RESOLUTION #25-68 APPROVAL OF YEAR TWO CITRIX SERVICES AND LICENSE SUBSCRIPTION

Ms. Carlisle indicated that we are asking for approval for year two of a three-year agreement with Citrix Services.

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

RESOLUTION #25-69 APPROVAL OF YEAR THREE CANON MASTER SERVICE AGREEMENT

Ms. Carlisle indicated we are asking for approval for year three of a three-year agreement with Canon Solutions America.

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

RESOLUTION #25-70 APPROVAL OF THREE-YEAR MERAKI LICENSE AND SUPPORT SUBSCRIPTION

Ms. Carlisle indicated we are asking for approval of a new 3-year Meraki License and Subscription to ensure secure and reliable connectivity.

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

RESOLUTION #25-71 APPROVAL OF TEAM CLOCK INSTITUTE CONTRACT

Ms. Scruggs spoke about the Team Clock Institute Contract and asked for the BOH approval.

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

RESOLUTION #25-72 APPROVAL OF TWO-YEAR BIOMEDICAL MAINTENANCE AGREEMENT

Ms. Baumgartner spoke of the two-year Biomedical Maintenance Agreement and asked for BOH approval.

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

RESOLUTION #25-73 APPROVAL OF PURCHASE OF COMPUTER EQUIPMENT

Ms. Baumgartner spoke about the purchase of computer equipment for CHC.

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

OTHER NEW BUSINESS**SERVICE AREA COMPETITION GRANT APPLICATION**

Ms. Baumgartner briefly spoke about the Community Health Center Service Area Competition (SAC) grant application.

ELECTION OF OFFICERS

Chief Hertzmann asked for nominations for President of the Will County Board of Health or re-appoint nomination. Chief Carey nominated Chief Hertzmann for President of the Board of Health. Chief Hertzmann accepted.

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

Chief Hertzmann asked for nominations for Vice President of the Will County Board of Health or re-appoint nomination. Chief Carey nominated Dr. Terrell for Vice President of the Board of Health. Dr. Terrell accepted.

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

Chief Hertzmann asked for nominations for Secretary of the Will County Board of Health or re-appoint nomination. Ms. Mitchell nominated Ms. Brass for Secretary of the Board of Health. Ms. Brass accepted.

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

APPROVAL OF BOARD OF HEALTH MEETINGS FOR 2026

The Board of Health meets on the third Wednesday of each month, excluding July, at 3:00pm. The meetings will be at Will County Health Department's Community Room 1005A/1005B, 501 Ella Ave, Joliet, IL. The Board of Health approves the FY2026 Board of Health Meetings Calendar as presented.

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

APPROVAL OF PERSONNEL STATUS REPORT FOR NOVEMBER

Personnel Status Report was discussed by Ms. Bilotta.

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

* Ms. Brass asked what is the total cost of the Branch Office Facility Liaison stipend? Ms. Bilotta stated it is \$4,680.

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

BOARD MEMBERS' COMMENTS/CONCERNS: None

PUBLIC CONCERNS AND COMMENTS: None

ADJOURNMENT

A motion was made by Ms. Freeman and seconded by Dr. Terrell to adjourn the meeting at 4:50pm.

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

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

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