



**WILL COUNTY HEALTH DEPARTMENT  
BOH MEETING MINUTES  
February 18, 2026**

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., Dr. Billie Terrell, Vice President presiding.

**ROLL CALL/ QUORUM WAS MET AT 3:01pm**

**MEMBERS PRESENT**

Dr. Billie Terrell, ACSW, Vice President  
Edna Brass, MA, BS, Secretary  
Chief Carey  
Allison Gunnink, MBA, LPMT, MT-BC  
Dr. Morales  
Dr. Soderquist  
Mica Freeman (arrived @ 3:51pm)  
José Vera

**MEMBERS ABSENT**

Chief Hertzmann  
Dr. Lipinski  
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  
Sean Connors, Director of Environmental Health  
Trisha Kautz, Director Laboratory Operations, Environmental Health  
Armando Reyes, Director of Compliance, Administration  
Ted Strejcek, Information Technology Specialist II, 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  
Aishwarya Balakrishna, Health Equity Manager, Administration  
Alpesh Patel, Program Coordinator, Family Health Services  
Carol Ricken, Director of Operations, Community Health Center  
Caitlin Daly, Program Manager, MAPP/Community Planning, Family Health Services  
Barbara Agor, Safety & Risk Reduction Officer, Administration  
Kathleen Harkins, Program Coordinator, Community Health Center  
Dr. Kathleen Burke, BH Community Coordinator, Behavioral Health  
Ann Conrad, EHR Training Supervisor, Administration  
Aaron Reyes, EHR Subject Matter Expert, Administration  
Daisy Fajardo, Information Technology Specialist II, Administration  
Kyle Moy, Program Coordinator, Environmental Health  
Dr. Sangita Garg, Chief Dental Officer, Community Health Center  
Xiomaira Villa, Health Navigator, Administration  
Anysse Evans, Health Navigator, Administration

Jack Crosby, Driver, Administration  
Sam Ortega Hughes, Program Coordinator-Sub Use Int, Behavioral Health  
Stephanie Monreal, Intake Manager, Behavioral Health  
Mugdha, WIC Program Manager, Family Health Services  
Gabriela Mucha, WIC Program Manager, Family Health Services  
Aneta Banas, Nutrition Specialist, Family Health Services  
Caroline Martin, Staff Nurse III, Family Health Services  
Nicole DeCosmo, Nutrition Specialist, Family Health Services

**OTHERS PRESENT**

Dan McGrath, Assistant State’s Attorney  
Eve Lynn Smolik

A quorum was met at 3:01pm.

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**PLEDGE OF ALLEGIANCE**

**PRESIDENT’S COMMENTS:** Dr. Terrell spoke of Chief Hertzmann being unable to attend the BOH meeting and therefore she has stepped in for this meeting.

**EXECUTIVE DIRECTOR’S COMMENTS**

- Ms. Bilotta stated that according to Illinois Department of Public Health (IDPH) this year is the worst flu season in years for Illinois. 100 people have died so far this flu season.
- February is National Children’s Dental Health month.
- Three representatives from the Health Department were on a National Association of County and City Health Officials (NACCHO) Maternal, Child & Adolescent Team Call to present on the Harm Reduction Bag Project, which prepared bags to be distributed to pregnant women by WCHD.
- IDPH reported the first measles case in Illinois for 2026.
- There has been a temporary restraining order issued for the proposed CDC cuts that were protecting over \$600M in public health grants. Ms. Bergin will discuss this further in the meeting.

**RECOGNITIONS**

- Ms. Muniz and Ms. Picard presented Eve Lynn Smolik, Staff Nurse II for the Women, Infants and Children (WIC) program in Family Health Services, a certificate recognizing her for her years of service. She retired after 25 years of service.
- Ms. Bilotta presented Mr. Conners and the Environmental Health Division and Ms. Muniz/Ms. Picard and the Family Health Services Division a Certificate of Appreciation for their teamwork. Both divisions accommodated staff and clients who were unable to use the stairs during the time that the elevator was not working.

**PUBLIC COMMENTS FOR AGENDA ITEMS ONLY: None**

**APPROVAL OF BOARD OF HEALTH MINUTES**

Moved to approve January 21, 2026, regular meeting minutes as presented.

<b>RESULT:</b>	<b>APPROVED [UNANIMOUS]</b>
<b>MOVER:</b>	Ms. Gunnink
<b>SECONDER:</b>	Dr. Morales
<b>AYES:</b>	Dr. Terrell, Ms. Brass, Chief Carey, Ms. Gunnink, Dr. Morales, Dr. Soderquist, Mr. Vera
<b>ABSTAIN:</b>	None

**APPROVAL OF FINANCIAL REPORTS**

Ms. Bergin presented an update on the Agency’s financial statements as provided by the County ending November 30, 2025. Ms. Bergin presented a detailed explanation of the Agency’s financial statements as provided by the County ending January 31, 2026. The Board of Health moved to approve the Treasurer’s Report and Department Financial Reports for the month of January 2026 as presented.

<b>RESULT:</b>	<b>APPROVED [UNANIMOUS]</b>
<b>MOVER:</b>	Chief Carey
<b>SECONDER:</b>	Ms. Gunnink
<b>AYES:</b>	Dr. Terrell, Ms. Brass, Chief Carey, Ms. Gunnink, Dr. Morales, Dr. Soderquist, Mr. Vera
<b>ABSTAIN:</b>	None

## REPORTS AND STATS FROM DIVISIONS

*Written reports and division stats were provided in the packet by Administration - Executive Director, the Community Health Center Chief Executive Officer, and the Division Directors.*

### **Ms. Baumgartner – Chief Executive Officer, Community Health Center and Dr. Sangita Garg – Chief Dental Officer (Presented Report for the month of February)**

- February is National Children’s Dental Health Month.
- Dr. Garg spoke about educating patients on dental health and oral health.
- Dr. Garg spoke briefly about teen vaping being a major public health issue. Teens are using e-cigarettes more than any other tobacco product. The developing adolescent brain, up to age 25, is particularly vulnerable to nicotine, which can cause lasting cognitive and emotional problems and can prime teens for addictions to other substances.
- Ms. Baumgartner discussed the Provider Scheduling Template redesign, which has allowed the team to expand capacity, resulting in the health center’s ability to see 95% of all walk-in clients to the clinic.
- Ms. Baumgartner spoke briefly of Caremindr program, which provides remote patient monitoring, medications, and intervenes quickly to improve blood pressure control.
- The Community Health Center received a four-year project period award from HRSA, with level funding of \$2,306,848 per year, totaling \$9,227,392.
- We received additional funding through the IDPH School Based Health Center grant of \$96,900.
- Ms. Baumgartner spoke about Dr. Byrd’s report and stated January is Cervical Cancer Awareness month. Epidemiology and Cervical Cancer information were provided.
- Our Quality Team, along with the Risk Management Team, has launched a few new initiatives. One is Closing the Referral Loop for testing and sub-specialty referrals, and another is a Nutritional Assessment to screen for eating disorders.
- Ms. Baumgartner shared a success story from the School Based Health Center.
- Ms. Baumgartner spoke briefly about the Statistics report and highlighted some increases from CY25.

### **Ms. Muniz – Director of Family Health Services and Ms. Picard – Assistant Director of Family Health Services (Presented Report for the month of February)**

- Ms. Muniz spoke of the IDPH Illinois Vaccine Access Program (IVAP) Grant, which is designed to help those with or without insurance get RSV and COVID vaccines.
- IVAP is now in the third quarter with outreach efforts underway. Near Field Communication (NFC) pens were purchased to expand outreach and education efforts. When the pen is tapped to a smart phone, the user will be directly connected to the WCHD IVAP webpage. The pens are being provided to community partners and healthcare providers who may refer clients for immunizations. Pens were provided to BOH members.
- Ms. Picard invited all BOH members to the upcoming Lunch and Learn which will take place on February 25, 2026. The topic is Stress and Hormones.
  - *Ms. Gunnink asked if we have the capability to determine the number of patients who get to webpage through the chip? Mr. Juday stated he does not have the numbers at this time, but he will check on this.*

### **Mr. Conners – Director of Environmental Health (Presented Report for the month of February)**

- Mr. Conners spoke of Environmental Health and Communicable Disease working with the Illinois Department of Public Health on two separate Legionella outbreaks.
- Mr. Conners spoke about a pop-up taco stand operating without a permit in various locations in Joliet and Romeoville areas.
- Mr. Conners publicly recognized staff member Anthony Reyes, who will be leaving Environmental Health to join the Army on March 6, 2026.
- Mr. Conners reviewed his statistics report and highlighted that septic verification and signoffs have been added to the report.
  - *Mr. Vera questioned if licensing information is available in Spanish? Mr. Conners stated he will check and follow up with Mr. Vera.*
  - *Ms. Brass questioned how Legionella gets into the water supply? Mr. Conners explained it can get into your water supply system, sometimes through your air intake or water-cooling towers. Also, it can be a problem in spas or waterheads.*

### **Ms. Zambrano – Director of Operations, and Dr. Burke – BH Community Coordinator (Presented Report for the month of February)**

- Ms. Zambrano stated the CARF survey has been moved to April 2027. It was originally anticipated in the fall of 2026.
- BH is working with ITT on using repurposed IPADS for client satisfaction surveys. 99% positive feedback on this.
- Dr. Burke announced that the Illinois Opioid Remediation Settlement Committee approved the Region Five Equitable Access transportation voucher program.
- Dr. Burke also mentioned that the committee will be developing a Recovery Friendly Workplace survey that will be distributed to employers.

- Dr. Burke shared that the BH Child & Adolescent program is working with Give Something Back, a nonprofit located in Lockport, to support students with significant adversities in the local schools.
- BH Division introduced Samantha Ortega Hughes, their new Program Coordinator for Substance Use.
  - \* Ms. Gunnink asked if we are correlating the percentage of people taking the survey vs. how many came to the center that day? Ms. Bilotta stated they will work on this; we have the numbers but just need to pull the numbers together.

**Ms. Weber – Emergency Preparedness & Response Coordinator, Ms. Balakrishna – Health Equity Manager, Ms. Jackson – Director of Administration, and Ms. Carlisle – Assistant Director of ITT (Presented Report for the month of February)**

- Ms. Weber facilitated the WCHD Command Retreat on February 17<sup>th</sup>. Topics covered included reviewing the Continuity of Operations (COOP) plan, to ensure the plan will cover a county shutdown.
- Ms. Balakrishna introduced the two new Health Navigators that have joined her program.
- Health Equity continues to stay informed with State and Federal legislative updates, including coordinating with the Northern Illinois Public Health Consortium (NIPHC) and finding our public health champions.
- Health Equity and MAPP are planning a joint advocacy tour to share the newly published health assessments and to continue to build relationships with our legislators and public health champions in the State Legislature and Congress.
- Ms. Jackson presented Jack Crosby with an Employee Recognition for his continuous positive attitude and a strong work ethic.
- Ms. Jackson also presented Katie Weber with an Employee Recognition. She volunteered to get the micropantry doors fixed for the NBO location. The doors were damaged beyond repair by a squirrel.
- Ms. Carlisle spoke of the ITT focus in 2026 will be on security and compliance. She acknowledged Ms. Conrad and Mr. Reyes for their continued, exceptional work and ownership of the NextGen platform, and for the leadership they have demonstrated during and after this major system transition.
- Ms. Bilotta recognized Armando Reyes for reinforcing the department’s commitment to compliance through integrity, accountability and transparency.

**OLD BUSINESS:**

**Funding Update**

Ms. Bergin provided a funding update.

**NEW BUSINESS:**

**Resolutions #26-4 - #26-11**

**RESOLUTION #26-4 APPROVAL OF AGREEMENT WITH KELLY SERVICES**

Ms. Knack spoke of the need for temporary staffing through Kelly Services.

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

**RESOLUTION #26-5 APPROVAL OF PROPIO INTERPRETATION SERVICES**

Ms. Bergin spoke of Propio Language Services which provides over-the-phone interpretation services.

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

**RESOLUTION #26-6 APPROVAL OF AGREEMENT BETWEEN WCHD AND CHC FOR MEDICAL ADVISORY SERVICES**

Ms. Bilotta spoke of the agreement with the Community Health Center to provide Medical Advisor services to WCHD.

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

**RESOLUTION #26-7 APPROVAL OF THE PURCHASE OF RUBRIK HARDWARE, SOFTWARE AND SUPPORT SOLUTION**

Ms. Carlisle spoke about the purchase of Rubrik Hardware, Software and Support Solution.

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

**RESOLUTION #26-8 APPROVAL OF RUBRIK IMPLEMENTATION SERVICES**

Ms. Carlisle spoke about the services necessary for the Rubrik implementation.

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

**RESOLUTION #26-9 APPROVAL FOR THE APPROPRIATION OF IL DEPT OF HUMAN SERVICES SUICIDE PREVENTION FIRST RESPONDERS GRANT FUNDS**

Dr. Burke spoke about the carryover of unexpended grant funds through March 2026.

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

**RESOLUTION #26-10 APPROVAL OF THE PURCHASE OF LARVICIDE**

Mr. Conners spoke of the purchase of Larvicide to reduce the risk of West Nile Virus.

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

**RESOLUTION #26-11 APPROVAL TO SURPLUS EQUIPMENT**

Ms. Rickens spoke about the disposal and/or recycling of office furniture and medical equipment for the CHC.

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

**APPROVAL OF PERSONNEL STATUS REPORT FOR FEBRUARY**

Personnel Status Report was discussed by Ms. Bilotta.

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

*Ms. Brass questioned what it means to transfer from BH to previous position? Ms. Bilotta explained the staff person was at BH in a position and then transferred back to their previous position at the CHC.*

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

**BOARD MEMBERS' COMMENTS/CONCERNS: None**

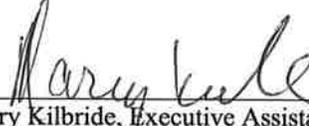
**PUBLIC CONCERNS AND COMMENTS: None**

**ADJOURNMENT**

A motion was made by Ms. Freeman and seconded by Chief Carey to adjourn the meeting at 4:17pm.

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

By:   
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Chief Paul Hertzmann, President  
Will County Board of Health

By:   
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Mary Kilbride, Executive Assistant  
Will County Health Department