



**WILL COUNTY HEALTH DEPARTMENT
BOH MEETING MINUTES
January 21, 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., 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 (arrived @ 3:03pm)
Dr. Lipinski (arrived @ 3:06pm)
Dr. Morales (arrived 3:05pm)
Dr. Soderquist
Mica Freeman
José Vera
Raquel Mitchell

MEMBERS ABSENT

Pamela Robbins, MSN, RN

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
Aishwarya Balakrishna, Health Equity Manager, Administration
Rebecca Anderson, Community Health Educator II, Family Health Services
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

OTHERS PRESENT

Toni Renken, Assistant State's Attorney

A quorum was met at 3:01pm.

PLEDGE OF ALLEGIANCE

PRESIDENT’S COMMENTS: Chief Hertzmann wished all a Happy New Year. He mentioned to Board of Health members that in the near future, he and Dr. Terrell will be conducting Elizabeth’s Performance Appraisal. If anyone on the board has any comments, questions, concerns or issues, please reach out to him or Dr. Terrell by end of month for further information.

EXECUTIVE DIRECTOR’S COMMENTS

- Ms. Bilotta spoke about the Radon article on the front page of the Herald Newspaper.
- On Thursday, January 22, “Coffee with Senator Cappel” will take place at the Ten Drops Coffee in Plainfield.
- January is Mental Wellness month.
- January is Substance Use Disorder Treatment month.
- The Childhood Vaccination Schedule will be discussed later in the meeting by FHS.
- A survey will be sent out to Board of Health members in the next few months as part of our strategic planning initiatives.

PUBLIC COMMENTS FOR AGENDA ITEMS ONLY: None

APPROVAL OF BOARD OF HEALTH MINUTES

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

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

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

RESULT:	APPROVED [UNANIMOUS]
MOVER:	Ms. Mitchell
SECONDER:	Dr. Morales
AYES:	Chief Hertzmann, Dr. Terrell, Ms. Brass, Chief Carey, Ms. Gunnink, Dr. Lipinski, Dr. Morales, Dr. Soderquist, Ms. Freeman, Mr. Vera, Ms. Mitchell
ABSTAIN:	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. Bergin and Mr. Jurek spoke of the changes to the division reports and statistical data in an effort to present information in a clear and concise manner. Feedback or suggestions on the new format is welcomed.

Ms. Baumgartner – Chief Executive Officer, Community Health Center and Ms. Harkins, Program Coordinator-Outreach & Health Promotion (Presented Report for the month of January)

- Ms. Baumgartner provided a summary of the services offered at the Community Health Center.
- Illinois Primary Health Care Association (IPHCA) launched technical support related to Cybersecurity and Compliance. This will prepare IIT and health center leadership to address future challenges.
- The health center is preparing for the Joint Commission Site Visit. The accreditation visit will occur between now and the middle of February. CHC is seeking accreditation in Ambulatory, Behavioral Health and Primary Care Medical Home. During the week

of the site visit, the health center's Governing Council members will be requested to participate in a Leadership session where they will have an opportunity to discuss governance and leadership structure and functions.

- The health center was approached to participate in an HIV Affirming Care Program at the NBO office (Bolingbrook). The goal is to reduce staff behaviors that convey negative stigma and biases, thus decreasing negative experiences and potentially increasing the number of HIV clients that access and remain in care.
- December is Sexual Health and Awareness month. Informational material is provided on our education table for patients.
- The Chief Medical Officer's report presented data on Sexually Transmitted Infections for 2023 and 2024.
- The Chief Dental Officer's report highlighted the increase in cannabis use. Cannabis is the most used recreational drug in the United States, with increasing use by children and adolescents.
- Ms. Harkins spoke of the Navigator Grant which requires the team to hold eight outreach events per month during the non-open enrollment period, and four during open enrollment, which runs from November until January. The outreach counselors have attended 18 events between September through November.
- Ms. Harkins spoke about a library being created at the NBO (Bolingbrook) location. The "Read-While-You-Wait" program for children and families. The library staff will come to the NBO CHC location once a month to refill the bookshelf with new books.
- Ms. Baumgartner explained the newly designed statistical report from CHC.

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

- Ms. Muniz spoke of the Centers for Disease Control and Prevention (CDC) and the Department of Health and Human Services (HHS) newly released recommendations for childhood vaccines. The decision was to reduce vaccines for 17 diseases down to 11. Several vaccines are now limited to high-risk groups or left to "shared clinical decision-making." However, our Immunizations Program will continue to follow vaccine guidance issued by the Illinois Department of Public Health (IDPH) for routine child and adult vaccines as well as respiratory season vaccines.
- Ms. Muniz spoke of the Illinois Vaccine Access Program (IVAP) Grant, designed to help those with or without insurance get RSV and COVID vaccines.
- Ms. Picard spoke of an IVAP Immunization clinic taking place on January 28 in the Community Room at the Health Department, hosted in conjunction with a WIC breastfeeding class.
- Caitlin Daly, MAPP/Community Planning Program Manager, was selected for the 2026 Illinois Public Health Leadership Institute for Systems Change Fellowship, gaining training in systems-thinking, leadership, coaching and collaboration action to address complex public health challenges.
- Ms. Muniz explained the newly designed statistical report from FHS. She specifically spoke about the Better Birth Outcomes Comprehensive Caseload.

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

- Mr. Conners spoke of Radon test kits being sold for \$8.00 in the Environmental Health Department.
- Conversation took place regarding a mouse infestation at a food service facility in Joliet.
- Staff members Mary Martin and Amanda Musgrove were recognized for 20 years of service.
- Mr. Conners explained the newly designed statistical report for EH.
 - * Ms. Gunnink questioned what "Miscellaneous" includes in the statistical report? Ms. Gunnink also questioned what are service requests? Mr. Conners stated that service requests include well and septic surveys and verifications.
 - * Ms. Mitchell requested that the well and septic surveys and site verifications be separated by themselves under "Miscellaneous". Mr. Conners stated he will address that request.

Ms. Scruggs – Director of Behavioral Health, Ms. Zambrano, Director of Operations, and Dr. Burke, BH Community Coordinator (Presented Report for the month of January)

- The Clinical Training Program received 37 applications for the two Doctoral Internship positions for the 2026-2027 training cycle.
- The Adult program has moved to a one week wait time for therapy.
- The School Based Program is currently looking to fill the remaining Mental Health Counselor II/III position.
- Dr. Burke spoke briefly about the distribution of Narcan and Fentanyl/Xylazine test strips.
- Dr. Burke stated that Opioid Overdose Deaths continue to decline.
- Ms. Zambrano and Ms. Scruggs explained the newly designed statistical report for BH.
 - * Ms. Gunnink asked if the counselors are connecting with the community to help these School Based Center students get further help if needed? Ms. Zambrano stated they assess the situation and will refer students to additional support if needed.

Ms. Jackson – Director of Administration, Mr. Juday – Communication Program Manager, Mr. Reyes – Director of Compliance and Ms. Agor, Safety & Risk Reduction Officer (Presented Report for the month of January)

- Ms. Jackson spoke of the elevator at the Health Department being fixed. It had been out of service since November 3rd.
- There have been some ongoing roof top unit issues affecting heating at the North Branch Office location. We are currently working with the landlord to address these issues.
- The parking lot lighting issues surrounding the Joliet building have been fixed.

- Mr. Juday spoke of working on the Annual Report which is due by the end of February.
- Ms. Agor gave an update on fit testing taking place.
 - * *Ms. Gunnink asked what a fit test was? Ms. Agor explained that fit testing ensures that respirators or N-95 masks properly fit employees to provide effective protection against airborne hazards.*
- Mr. Reyes provided a Critical Incident Reporting update. A total of 203 Critical Incident Reports were submitted across Will County Health Department and Will County Community Health Center in 2025. Reported incidents most frequently involve lower-severity events. Incident data continues to be monitored for recurring themes and emerging trends to support prevention efforts, staff safety, and quality improvement activities.
- Ms. Jackson, Mr. Juday, Mr. Reyes, and Ms. Agor explained the newly designed statistical report for Administration.
 - * *Ms. Gunnink spoke of anticipated reporting increases given expanded staffing and service levels. Ms. Bilotta stated within a year of working with the new stats, we will start analyzing the data. Mr. Jurek stated it is a work in progress.*

OLD BUSINESS:

Funding Update

Ms. Bergin provided a funding update.

NEW BUSINESS:

Resolutions #26-1 - #26-3

RESOLUTION #26-1 APPROVAL OF YEAR 2 UKG/KRONOS SOFTWARE SUBSCRIPTION PAYMENT

Ms. Bergin stated this is for our Workforce Time Management System. The County will be moving to Dayforce in 2027; we are continuing with Workforce as an interim solution until Dayforce is implemented county wide.

- * *Ms. Gunnink asked if the system is working properly. Ms. Bilotta stated yes.*

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

RESOLUTION #26-2 APPROVAL OF YEAR 2 ACCELA ENVIRONMENTAL HEALTH CIVIC SUBSCRIPTION PAYMENT

Mr. Connors spoke about the year 2 renewal of the 5-year contract. This system records all Environmental Health services, including permitting, complaints, tracking, etc.

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

RESOLUTION #26-3 APPROVAL TO SURPLUS EQUIPMENT

Ms. Ricken spoke of the surplus equipment that needed to be discarded at the Community Health Center.

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

APPROVAL OF PERSONNEL STATUS REPORT FOR JANUARY

Personnel Status Report was discussed by Ms. Bilotta.

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

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

BOARD MEMBERS' COMMENTS/CONCERNS:

Ms. Bilotta acknowledged a special Thank You to Ms. Bergin and Mr. Jurek for their hard work on developing the new format for the reports by the Divisions and the new statistical reports.

Ms. Bergin thanked all Division Directors and Coordinators for their assistance during this process.

PUBLIC CONCERNS AND COMMENTS: None

ADJOURNMENT

A motion was made by Ms. Mitchell and seconded by Ms. Freeman to adjourn the meeting at 4:21pm.

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