



**WILL COUNTY HEALTH DEPARTMENT
BOH MEETING MINUTES
March 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., Chief Paul Hertzmann, President presiding.

ROLL CALL/ QUORUM WAS MET AT 3:01pm

MEMBERS PRESENT

Chief Hertzmann, President
Dr. Billie Terrell, ACSW, Vice President
Chief Carey
Allison Gunnink, MBA, LPMT, MT-BC (arrived at 3:03pm)
Dr. Lipinski
Dr. Morales
Dr. Soderquist
Ms. Robbins, MSN, RN
Mica Freeman
José Vera (arrived at 3:09pm)

MEMBERS ABSENT

Edna Brass, MA, BS, Secretary
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
Dr. Byrd, Chief Medical 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
Randy Jurek, Director of ITT, 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
Barbara Agor, Safety & Risk Reduction Officer, Administration
Dr. Kathleen Burke, BH Community Coordinator, Behavioral Health
Stephanie Monreal, Intake Manager, Behavioral Health
Magda Lara, Staff Nurse II, Family Health Services
Sam Ortega Hughes, Program Coordinator-Sub Use Int, Behavioral Health

OTHERS PRESENT

Dan McGrath, Assistant State’s Attorney

A quorum was met at 3:01pm.

PLEDGE OF ALLEGIANCE

PRESIDENT’S COMMENTS: Chief Hertzmann welcomed all in attendance and thanked Dr. Terrell for filling in for him at last month’s BOH meeting.

EXECUTIVE DIRECTOR’S COMMENTS

- Ms. Bilotta shared that the childhood vaccination schedule which will be discussed later in the meeting.
- Further information will be provided regarding Capital Funding Grants that will be applied for.
- Ms. Bilotta spoke of the results from the Community Health Center Joint Commission Accreditation site visit.
- Human Resources has initiated a “Be Kind” Campaign.
- The 2027 State and Federal Legislative Agendas are currently being developed. Health Department submissions are due to the County Board by April 3rd.
- Ms. Bilotta stated the Byheart Infant Formula Botulism outbreak has ended.
- There are currently 1,353 measles cases for 2026 across the US.

PUBLIC COMMENTS FOR AGENDA ITEMS ONLY: None

APPROVAL OF BOARD OF HEALTH MINUTES

Moved to approve February 18, 2026, regular meeting minutes as presented.

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

REVIEW AND APPROVAL TO KEEP CLOSED SESSION MEETING MINUTES CLOSED

Closed session meeting minutes were distributed to Board of Health members. Minutes were reviewed and a motion was made to keep the meeting minutes closed. Closed session meeting minutes were then collected.

RESULT:	APPROVED [UNANIMOUS]
MOVER:	Ms. Gunnink
SECONDER:	Dr. Terrell
AYES:	Chief Hertzmann, Dr. Terrell, Ms. Gunnink, Dr. Lipinski, Dr. Morales, Dr. Soderquist, Ms. Freeman
ABSTAIN:	Ms. Robbins
** mistakenly missed Chief Carey for roll call	

APPROVAL OF FINANCIAL REPORTS

Ms. Bergin provided 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 February 28, 2026.

The Board of Health moved to approve the Treasurer’s Report and Department Financial Reports for the month of February 2026 as presented.

RESULT:	APPROVED [UNANIMOUS]
MOVER:	Dr. Terrell
SECONDER:	Chief Carey
AYES:	Chief Hertzmann, Dr. Terrell, Chief Carey, Ms. Gunnink, Dr. Lipinski, Dr. Morales, Dr. Soderquist, Ms. Robbins, Ms. Freeman, Mr. Vera
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. Baumgartner – Chief Executive Officer, Community Health Center and Dr. Byrd, Chief Medical Officer, Community Health Center (Presented Report for the month of March)

- Ms. Baumgartner spoke about the Joint Commission findings during the site visit.
- Dr. Byrd spoke about March being Child Dental Awareness month. She spoke of the importance of children going to the Dentist.
- The Dental team is constantly working on workflows.
- Ms. Baumgartner spoke about the IRIS recognition centered around the Health Care Navigators. It was given for the most referrals sent and received.
- Ms. Baumgartner spoke of being published in the IPHCA Health Source winter addition.
 - * *Dr. Lipinski and Ms. Gunnink both commended Dr. Byrd on addressing the importance of dental health awareness.*

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

- Ms. Muniz spoke of the Lunch and Learn that took place on February 25th. It was a session on stress, cortisol, and hormones. There were 62 staff members in attendance.
- HIV Program Coordinator, Kendra Coleman, and Program Manager, Kaprinta Marek, were awarded scholarships to attend the Mid-Western Region Community of Practice Summit for HIV Community-Based Organizations and Local Collaborative Partners in Detroit, MI.
- Ms. Muniz spoke of the Better Birth Outcomes Comprehensive Caseload. The CFY26 YTD average caseload is 91.6 cases. Going forward, FHS statistics will include the average monthly caseload, rather than number of cases.
- WIC has the Easter Bunny coming to the Health Department on Wednesday, March 25th and to NBO on Wednesday, April 1st.
- Ms. Picard spoke of the Immunization Dept. going through a Vaccine for Children State audit. It went well.
- Ms. Picard spoke of the temporary injunction regarding the Vaccination Schedule. The Health Department has been using 2025 Immunization schedule, which is now being used by the whole Country.
 - * *Ms. Robbins spoke of the immunization schedule reverting back to the prior year and asked if the funding would follow? Ms. Picard stated that for us in Illinois, there are no issues, however other states will have to look at that.*

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

- Mr. Conners spoke of the department's participation with Northern Illinois Public Health Consortium (NIPHC) and the legislative items EH is working on with NIPHC.
- Mr. Conners spoke about Senate Bill 3083 looking to amend the Swimming Facility Act to allow dogs access and use of swimming pools if certain conditions are met. NIPHC is also opposed to this bill.
- Ms. Kautz provided an Employee Recognition of Yesenia Branchaw. Ms. Branchaw was promoted from Laboratory Analyst II to Laboratory Analyst III.
 - * *Ms. Freeman spoke of Senate Bill 3083 and how it does not state that dogs in public pools are allowed at end of season only.*

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

- Ms. Zambrano spoke about Behavioral Health's new Substance Use Therapist who just joined the staff.
- Ms. Zambrano spoke about the customer service satisfaction surveys in Behavioral Health. 113 surveys were completed, which is approximately 10 surveys a day. In contrast 125 surveys were completed in 2025.
- Ms. Zambrano briefly covered some of the items in BH's Spotlight section for the BOH report.
- Ms. Zambrano spoke of how well the Adult Program is doing as well as the Child & Adolescent Program. The School Based Program is also doing extremely well.
- Ms. Zambrano stated the CARF survey has been moved to April 2027. It was originally anticipated in the fall of 2026.
- Ms. Zambrano spoke of BH receiving their first referral from the Joliet Junior College.
- BH is working with ITT on using repurposed IPADS for client satisfaction surveys. 99% positive feedback on this.
- Dr. Burke spoke of distributing 1200 boxes of Narcan in 58 locations and 146 Fentanyl/Xylazine/Nitazene test strips were distributed.
- Dr. Burke spoke about the Illinois Team of Give Back and how she coordinated a team of CHC/HD personnel to present and speak of their careers to the teens who attended.
- 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.

Mr. Juday – Communications Program Manager and Ms. Jackson – Director of Administration (Presented Report for the month of March)

- Mr. Juday spoke of the 2025 Annual Report which was completed and publicly posted on February 26, 2026. All BOH members received a copy at their seat.
- Mr. Juday spoke of the State of the Agency address which is being edited and will be emailed to BOH members in the near future.
- Mr. Juday spoke of working with ITT to ensure our website is fully compliant with the new accessibility law going into effect. PDF files will have to be archived, deleted or remediated so that they can pass through a screen reader.
- Mr. Juday spoke of the 1st Amendment Auditor that visited NBO.
- Ms. Jackson spoke of submitting a Limited Scope Construction Project Funding grant. It is to improve public accessibility and security.
- Ms. Jackson spoke of Cortney Smith, Emergency Preparedness and Response Specialist II, receiving her Illinois Professional Development Series certificate in February. The Professional Development Series is the first step in earning the Illinois Professional Emergency Manager certification.
- Ms. Jackson recognized Jillian Carlisle, Assistant Director of Information Technology and Telecommunications, for her exceptional leadership and technical expertise in spearheading the agency's Fortinet physical firewall deployment.
- Ms. Jackson spoke about the 1st Amendment Auditor that came to our North Branch Office. This was the auditor's third visit to the North Branch Office.
- Ms. Jackson recognized the following staff for their professionalism and kindness during the 1st Amendment Auditors visit: Christina Hinojosa, Perla Farias, Jennifer Scanlon, Adriana Estrada.
- The Director of Compliance is currently conducting Whistleblower Rights and Non-Retaliation training across all divisions of the Will County Health Department and Community Health Center.
- Ms. Balakrishna spoke about the Menstrual Hygiene Products Drive taking place from March 9 through March 31, 2026
 - * Ms. Freeman commended the Annual Report.
 - * Dr. Lipinski asked who the 1st Amendment Auditor was? Ms. Jackson responded with the individual's channel name and added that the video of the visit from the auditor will be emailed to all BOH members.

OLD BUSINESS:

Funding Update

Ms. Bergin provided a funding update.

- * Dr. Lipinski questioned if these funds were removed from this year's budget because we did not think they were coming or were they still in? Ms. Bergin stated the funds were still included within the budget.
- * Mr. Vera asked if we were concerned with the proposed Governors budget? Ms. Bergin stated that the Health Department is watching this very closely.

NEW BUSINESS:

Resolutions #26-12 - #26-17

RESOLUTION #26-12 APPROVAL OF AGREEMENT WITH AMERGIS HEALTHCARE STAFFING

Ms. Knack spoke of the need for temporary staffing through Amergis Healthcare.

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

RESOLUTION #26-13 APPROVAL OF MAPP Contribution for July 2025 to June 2026

Ms. Bilotta spoke of the partners that contribute to MAPP. This is our contribution of \$10,000 to MAPP.

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

RESOLUTION #26-14 APPROVAL OF APPROPRIATION OF IDPH SCHOOL HEALTH CENTER GRANT FUNDS

Ms. Ricken stated that CHC has been awarded an additional \$97,000 for the School Based Health Center. This grant would help cover the salaries for the staff.

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

RESOLUTION #26-15 APPROVAL OF COMMUNITY HEALTH CENTER SLIDING FEE DISCOUNT SCALES

Ms. Ricken stated these are adjustments of the 2026 sliding fee discount scales for the updated 2026 Federal Poverty Level and the Governing Council approved these scales at their March meeting.

* Dr. Lipinski asked how much of an increase there was? Ms. Bergin stated she was uncertain but would verify that information.

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

RESOLUTION #26-16 APPROVAL TO SURPLUS EQUIPMENT

Ms. Ricken spoke about the disposal and/or recycling of medical equipment.

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

RESOLUTION #26-17 APPROVAL OF BEHAVIORAL HEALTH SLIDING FEE DISCOUNT SCALE

Ms. Bergin spoke of this sliding fee scale for the Behavioral Health department. The only change is for the updated 2026 Federal Poverty Level (FPL). The Federal Poverty Level for one person increased from \$15,650 in 2025 to \$15,960 in 2026.

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

APPROVAL OF PERSONNEL STATUS REPORT FOR MARCH

Personnel Status Report was discussed by Ms. Bilotta.

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

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

BOARD MEMBERS' COMMENTS/CONCERNS: None

PUBLIC CONCERNS AND COMMENTS: None

Ms. Bilotta spoke about the National Public Health Week. It is celebrated April 6 – April 10, 2026. T-shirts are on sale for anyone interested. They were asked to contact Ms. Weber if interested in ordering.

Ms. Balakrishna spoke about the Menstrual Hygiene Products Drive taking place from March 9 through March 31, 2026.

Ms. Jackson thanked the City of Joliet and Dr. Terrell for their Letter of Support for our Limited Scope Construction Project Funding grant application.

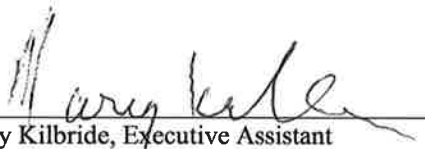
ADJOURNMENT

A **motion** was made by Ms. Robbins and **seconded** by Dr. Terrell to adjourn the meeting at 4:19pm.

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

By: 

Chief Paul Hertzmann, President
Will County Board of Health

By: 

Mary Kilbride, Executive Assistant
Will County Health Department