

WILL COUNTY HEALTH DEPARTMENT BOH MEETING MINUTES

August 19, 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 3:02 p.m., Chief Paul Hertzmann, President presiding.

ROLL CALL/ QUORUM WAS MET AT 3:01pm

MEMBERS PRESENT

Chief Paul Hertzmann, President
Dr. Billie Terrell, ACSW, Vice President
Edna Brass, MA, BS, Secretary
Chief Jeff Carey
Allison Gunnink, MBA, LPMT, MT-BC
Dr. Gary Lipinski (arrived at 3:03pm)
Dr. Scott Soderquist
Pam Robbins, MSN, RN
Mica Freeman (left at 5:00 pm)
José Vera
Raquel Mitchell

MEMBERS ABSENT

Dr. Silvio 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
Diane Scruggs, Director of Behavioral Health
Cheryl Picard, Assistant Director of Family Health Services
Sean Conners, Director of 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
Michelle Zambrano, Director of Operations, Behavioral Health
Alpesh Patel, Program Coordinator, Family Health Services
Katie Weber, Program Coordinator, Administration
Barbara Agor, Safety & Risk Reduction Officer, Administration
Jennifer Byrd, MD, Chief Medical Officer, Community Health Center
Kevin Juday, Communications Program Mgr./PIO
Tierra Gavin, Sanitarian I, Environmental Health
Erica Hildreth, Sanitarian I, Environmental Health
Carol Ricken, Director of Operations, Community Health Center
Stacey Knack, Director of Human Resources, Administration

OTHERS PRESENT

Matt Guzman, Assistant State's Attorney

PLEDGE OF ALLEGIANCE

EXECUTIVE DIRECTOR'S COMMENTS

- Ms. Bilotta spoke about August being Breastfeeding Awareness Month.
- Although the Board of Health (BOH) gave approval for the Agency to purchase produce boxes from Tulip Tree via a resolution at the June BOH Meeting, the County Executive's Office will be managing the program.
- We will not be moving forward with a Learning Management System with Health Stream. The Agency was unable to agree on terms. The BOH approved a resolution in June to implement a Learning Management System with Health Stream, however we will continue to evaluate other vendors.

PUBLIC COMMENTS FOR AGENDA ITEMS ONLY: None

APPROVAL OF BOARD OF HEALTH MINUTES

Moved to approve June 17, 2026, regular meeting minutes as presented.

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

APPROVAL OF FINANCIAL REPORTS

Ms. Bergin presented a detailed explanation of the Agency's financial statements as provided by the County ending June 30, 2026.

The Board of Health moved to approve the Financial Reports for the month of June 2026 as presented.

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

Ms. Bergin presented a detailed explanation of the Agency's financial statements as provided by the County ending July 31, 2026.

The Board of Health moved to approve the Financial Reports for the month of July 2026 as presented.

- * *Ms. Robbins asked about anticipated changes in client volume. Ms. Bergin stated that we do anticipate a decrease in Medicaid clients due to new requirements taking effect in the Medicaid program, however we cannot project the impact at this time.*
- * *Ms. Freeman added that Medicare will also be affected in January.*
- * *Mr. Vera stated there will be changes coming with patients losing their insurance under the public charge rule that will take effect September 18, 2026.*

RESULT:	APPROVED
MOVER:	Ms. Mitchell
SECONDER:	Ms. Robbins
AYES:	Chief Hertzmann, Dr. Terrell, Dr. Soderquist, Ms. Brass, Chief Carey, Ms. Gunnink, Dr. Lipinski, Ms. Robbins, 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. Baumgartner – Chief Executive Officer, Community Health Center and Dr. Jennifer Byrd, Chief Medical Officer (Presented Report for the month of August)

- Ms. Baumgartner spoke briefly of the events that took place during National Health Center Week.
- Dr. Byrd spoke of July being Ultraviolet Light (UV) Safety Awareness Month. Brochures and handouts were available at the education table in the CHC building.
- Skin cancer is the most common cancer in the USA.
- August is Breastfeeding Awareness month. The Education table was outfitted with handouts (English/Spanish) that detail information about the benefits of Breastfeeding.
- Ms. Baumgartner spoke about the appreciation from Dr. Garg regarding her ability to attend the IPHCA oral surgery training.

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

- Immunizations were provided at several off-site school clinics in District 86 and Plainfield, immunizing 38 children with 68 shots.
 - * *Ms. Brass questioned if 38 immunizations are the average? Ms. Muniz stated the number varies.*
- The WIC program partnered with the MAPP Collaborative and Tulip Green Garden to provide WIC families with produce boxes in an effort to combat poor nutrition and hunger.

Alpesh Patel – Program Coordinator of Family Health Services

- Mr. Patel spoke about Cyclosporiasis and Legionellosis. Discussion took place.
 - * *Ms. Robbins spoke about the raw milk concerns. Ms. Bilotta stated there are approximately 20 farms in Illinois that are licensed to sell raw milk on the farm.*

Mr. Conners – Director of Environmental Health, Erica Hildreth, Sanitarian I and Tierra Gavin, Sanitarian I (Presented Report for the month of August)

- Mr. Conners spoke briefly about larvicide.
- There have been studies indicating that mosquitoes may be developing resistance to larvicides.
- A presentation regarding the study was provided by Ms. Hildreth and Ms. Gavin, explaining the methods and the unofficial results.
- Environmental Health chose three sites for trap placement, Plainfield, Shorewood and Monee for a study to determine if mosquitoes in our area are developing resistance to the larvicide utilized.
- Environmental Health worked with a representative from Clarke (provider of larvicide) to collect the egg rafts for analysis.
- The formal results of the study are expected to be released at the end of August.
 - * *Dr. Lipinski questioned how long the breeding period is? The period is April – October. Humidity does contribute to this.*

Ms. Zambrano – Director of Operations for Behavioral Health (Presented Report for the month of August)

- The MCR/SASS team met with Trinity Services, which has taken over the MCR/SASS screenings to ensure a smooth transition for the clients.
- Intakes are growing steadily.
- The Substance Use staff met with Problem Solving Court Coordinator, to develop a plan for increasing referrals and partnerships.
- Ms. Zambrano spoke of the numerous staff that have recently earned their Licensed Clinical Professional Counselor (LCPC) or their Licensed Professional Counselor (LPC) licenses.
 - * *Ms. Gunnink questioned if we give surveys to the school districts? Ms. Zambrano stated surveys are handed out to the general district, middle schools and high schools.*

Mr. Juday – Communications Program Manager/PIO, Administration (Presented Report for the month of August)

- Mr. Juday handed out resource guide QR cards with Program/Service information for CHC/HD. These cards are available in English and Spanish and have a QR code which links to our resource guide of services.
- Mr. Juday spoke about attending the week-long FEMA training class in late June.

- * *Ms. Freeman spoke of seniors who do not like the QR code and feels we need to continue also handing out the paper resources guides.*

Ms. Jackson – Director of Administrative Services, Administration (Presented Report for the month of August)

- Ms. Jackson spoke of recent building issues and repairs that have been taking place.

OLD BUSINESS:

Funding Update

Ms. Bergin provided a funding update.

NEW BUSINESS:

HMA Revenue Cycle Assessment & Implementation Initiative PowerPoint: Ms. Bilotta, Ms. Baumgartner and Ms. Scruggs presented

- * *Ms. Gunnink asked if the revenue cycle management integrated with our EMR? Ms. Baumgartner stated yes.*
- * *Ms. Gunnink asked if there is a built-in insurance verification check in the EMR? Or go to a separate website to view? Ms. Baumgartner stated yes, but if they cannot confirm insurance within the EHR, they will go to Waystar or Medi to confirm.*
- * *Ms. Gunnink questioned if the reports that EMR have are not sufficient or if it is a data issue? Ms. Baumgartner stated often times there are anomalies with the data. Ms. Bergin stated Nextgen has a lot of capabilities. It is customizable but you need to understand what field to pull from and make sure the correct data is there. Dr. Byrd stated what we need to know about cycle time is when a patient checks in and when they check out. There are always variables of people waiting for labs after seeing a doctor or taking care of child before checking out, which then skews with the cycle time numbers. Those are what we would like to filter out.*

Resolutions #26-30 - #26-39

RESOLUTION #26-30 APPROVAL OF THE YEAR TWO PAYMENT FOR MICROSOFT ENTERPRISE AGREEMENT WITH CDW-G

Mr. Jurek spoke of year two payment for the Microsoft Enterprise Agreement.

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

RESOLUTION #26-31 APPROVAL OF YEAR TWO PAYMENT FOR THE AVAYA SUBSCRIPTION AND MAINTENANCE SUPPORT AGREEMENT WITH CONVERGEONE, INC

Mr. Jurek spoke of year two for Avaya Subscription and Maintenance support.

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

RESOLUTION #26-32 APPROVAL OF PROFESSIONAL SERVICES AGREEMENT WITH BRENT MOATZ, DBA MOATZART, FOR WEBSITE MAINTENANCE, DEVELOPMENT AND SUPPORT SERVICES

Mr. Juday spoke about our service agreement with Brent Moatz.

- * *Ms. Gunnink asked if Mr. Moatz had helped with the PDF conversion and accessibility project. Mr. Juday stated no and explained that the project has been handled internally.*

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

RESOLUTION #26-33 APPROVAL TO SURPLUS EQUIPMENT

Ms. Jackson spoke of the need to surplus outdated or non-working equipment throughout the agency.

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

RESOLUTION #26-34 APPROVAL TO TABLE STAFFING AGREEMENT WITH A-LINE STAFFING SOLUTIONS, LLC FOR THE ASSIGNMENT OF TEMPORARY STAFF

Ms. Knack discussed the need to table the staffing agreement at this time.

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

RESOLUTION #26-35 APPROVAL OF TRANSFER OF FUNDS

Ms. Bergin spoke of the need to transfer funds for Behavioral Health and for the Community Health Center.

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

RESOLUTION #26-36 APPROVAL OF PAYMENT OF THE ANNUAL MEMBERSHIP IN ILLINOIS PRIMARY HEALTH CARE ASSOCIATION

Ms. Baumgartner spoke about continuing the annual membership in IPHCA.

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

RESOLUTION #26-37 APPROVAL OF RENEWAL OF UPTODATE, INC CLINICAL RESOURCE SUBSCRIPTION

Ms. Baumgartner spoke about the renewal of UpToDate Clinical Resource Subscription.

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

RESOLUTION #26-38 APPROVAL OF APPROPRIATION OF FUNDS FOR THE 340B PHARMACEUTICAL PROGRAM

Ms. Baumgartner indicated that we are projected to exceed the FY26 estimated revenue for the 340B Program therefore additional revenue and expenses need to be appropriated.

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

RESOLUTION #26-39 APPROVAL OF PURCHASE OF NEXTGEN HEALTHCARE LICENSES

Ms. Scruggs spoke of the need for additional Nextgen licenses for staff.

- * *Ms. Gunnink questioned if this was for the billable providers and administrative staff to be included? Ms. Scruggs stated Yes, for staff who are billable providers.*
- * *Dr. Lipinski questioned if this is for additional staff? Ms. Bergin stated it is for additional staff licenses to ensure we have enough for all BH staff who can bill for services. The previously approved resolution was provided in the packet for the BOH members as a reference.*

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

APPROVAL OF PERSONNEL STATUS REPORT FOR AUGUST

Personnel Status Report was discussed by Ms. Bilotta.

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

- * *Mr. Vera questioned if there are plans to add the Health Navigators into the budget once the ARPA funding ends in September? Ms. Bilotta said No.*

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

BOARD MEMBERS' CONCERN AND COMMENTS: None

PUBLIC CONCERNS AND COMMENTS: None

A **motion** was made by Ms. Mitchell and **seconded** by Ms. Robbins to go into Executive Session at 4:42p.m.

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

Ms. Mica Freeman left at 5:00p.m..

A **motion** was made by Ms. Mitchell and **seconded** by Ms. Gunnink to come out of Executive Session at 5:22p.m.

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

ADJOURNMENT

A **motion** was made by Dr. Terrell and **seconded** by Dr. Lipinski to adjourn the Regular Session meeting at 5:22 p.m.

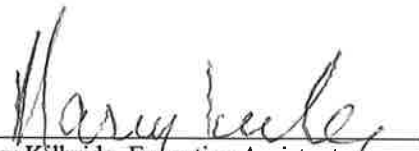
RESULT:	APPROVED [UNANIMOUS]
MOVER:	Dr. Terrell
SECONDER:	Dr. Lipinski
AYES:	Chief Hertzmann, Dr. Terrell, Ms. Brass, Chief Carey, Ms. Gunnink, Dr. Lipinski, Dr. Soderquist, Ms. Robbins, Mr. Vera, Ms. Mitchell
ABSTAIN:	None

By: _____



Ms. Edna Brass, Secretary
Will County Board of Health

By: _____



Mary Kilbride, Executive Assistant
Will County Health Department