Will County
Health Department &
Community Health Center

WILL COUNTY HEALTH DEPARTMENT
BOH MEETING MINUTES
September 16, 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 3:00 p.m., Chief Paul Hertzmann, President presiding.

ROLL CALL/ QUORUM WAS MET AT 3:00pm

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 (arrived @ 3:08pm)
Dr. Gary Lipinski
Pam Robbins, MSN, RN
Mica Freeman
José Vera (arrived @ 3:04pm)
Raquel Mitchell (arrived @ 3:07pm)

MEMBERS ABSENT
Dr. Silvio Morales
Dr. Scott Soderquist

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
Dr. Kathleen Burke, Behavioral Health Community Coordinator, Behavioral Health
Sylvia Muniz, Director of Family Health Services
Cheryl Picard, Assistant Director of Family Health Services
Sean Conners, Director of Environmental Health
Randy Jurek, Director of ITT, Administration
Ted Strejcek, Information Technology Specialist II, Administration
Jillian Carlisle, Assistant Director of ITT, Administration
Liaquath Mohiuddin, Community Health Educator, Family Health Services
Tim Ackermann, Community Health Educator, 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
Kevin Juday, Communications Program Mgr./PIO
Stacey Knack, Director of Human Resources, Administration
Magda Lara, Staff Nurse II, Family Health Services

OTHERS PRESENT
Toni Renken, Assistant State's Attorney

PLEDGE OF ALLEGIANCE

EXECUTIVE DIRECTOR'S COMMENTS

- Ms. Bilotta spoke about the upcoming availability of flu shots, with our vaccine arriving soon. We will send out a reminder prior to the October 21st Board of Health meeting for anyone interested.
- Ms. Bilotta stated Alpesh Patel will be presenting later in the meeting regarding Measles and Respiratory Illness updates.

PUBLIC COMMENTS FOR AGENDA ITEMS ONLY: None

APPROVAL OF BOARD OF HEALTH MINUTES

Moved to approve August 19, 2026, regular meeting minutes as presented.

RESULT:	**APPROVED**
MOVER:	Chief Carey
SECONDER:	Dr. Lipinski
AYES:	Chief Hertzmann, Dr. Terrell, Ms. Brass, Chief Carey, Dr. Lipinski, Ms. Robbins, Ms. Freeman
ABSTAIN:	None

APPROVAL OF BOARD OF HEALTH EXECUTIVE SESSION MINUTES

Moved to approve August 19, 2026, executive meeting minutes as presented.

RESULT:	**APPROVED**
MOVER:	Chief Carey
SECONDER:	Dr. Terrell
AYES:	Chief Hertzmann, Dr. Terrell, Ms. Brass, Chief Carey, Dr. Lipinski, Ms. Robbins, Ms. Freeman
ABSTAIN:	None

REVIEW AND APPROVAL TO KEEP EXECUTIVE SESSION 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**
MOVER:	Dr. Terrell
SECONDER:	Chief Carey
AYES:	Chief Hertzmann, Dr. Terrell, Ms. Brass, Chief Carey, Dr. Lipinski, Ms. Robbins, Ms. Freeman, Mr. Vera
ABSTAIN:	None

APPROVAL OF FINANCIAL REPORTS

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

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

RESULT:	**APPROVED**
MOVER:	Chief Carey
SECONDER:	Dr. Terrell
AYES:	Chief Hertzmann, Dr. Terrell, Ms. Brass, Chief Carey, 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 (Presented Report for the month of September)

- Ms. Baumgartner spoke briefly about the Ryan White Program Site visit that will be taking place at CHC.
- Ms. Baumgartner spoke of the renewal of the Memorandum of Understanding between Community Health Center and Valley View School District.
- Beginning the week of September 14th, the Brooks School-Based Health Center will offer extended hours for the convenience of working parents and students from other schools. The clinic will be open from 10am-6pm. If this becomes a popular scheduling choice, we will consider extending hours on additional days.
- Ms. Baumgartner spoke of Dr. Byrd's report. The month of September is Childhood Obesity Awareness month.
- Ms. Baumgartner spoke briefly of the Medication Assisted Treatment program (MAT).
- Ms. Baumgartner spoke of Dr. Garg's report. Sterilization Training is being coordinated for Certified Medical Assistant's to increase the number of trained staff.
  - * *Ms. Gunnink questioned the possibility of including the average visits per patient on monthly statistics, which is a great indicator. Ms. Baumgartner agreed with this.*

Ms. Muniz – Director of Family Health Services (Presented Report for the month of September)

- Ms. Muniz spoke of the upcoming vaccine dates. Flu vaccines will be available at the October 21st Board of Health meeting for anyone interested.
  - * *Dr. Lipinski questioned what vaccination schedule we are following for the immunization clinics? Ms. Muniz stated that we follow Illinois Department of Public Health (IDPH) recommendations.*

Alpesh Patel – Program Coordinator of Family Health Services

- Mr. Patel spoke about the current Measles outbreaks in the U.S. Ms. Bilotta spoke of the time and expense involved in a measles outbreak response. Discussion took place.
  - * *Ms. Gunnink spoke of the possibility of tracking the average amount of hours spent on measles per case.*
  - * *Ms. Robbins spoke of the cost of prevention, such as hosting a vaccination clinic.*

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

- Mr. Conners spoke about the different food recalls that take place and factors that affect reporting.
  - * *Ms. Robbins questioned what the process is when a person gets a bacterial infection? Mr. Conners spoke of the requirements surrounding reporting of specific infections.*
  - * *Ms. Mitchell spoke of grocery store workers and customers impacting food safety.*
  - * *Ms. Freeman commended the Environmental Health staff on their participation at the County Fair.*

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

- Ms. Zambrano spoke of the ongoing talks with the Romeoville Fire Department to discuss services offered by the Behavioral Health Division, specifically at our Northern Branch location.
- Ms. Zambrano spoke of services provided in the Frankfort schools after the recent tragic events involving students within the community.
- Ms. Scruggs shared that Dr. Burke is the recipient of the 2026 HLM Distinguished Service Award.
  - * *Chief Hertzmann questioned if we have had anyone reaching out to residents of Eastern Will County impacted by recent storms? Ms. Zambrano stated we have been able to supply resources to people.*
  - * *Ms. Brass asked if the staff training courses detailed in the report are in-person or on-line? Ms. Zambrano stated these are on- line trainings.*
  - * *Ms. Gunnink asked about the Behavioral Health statistics. Ms. Bilotta stated we are hoping by next month to have some statistics for the board.*

Dr. Burke, Behavioral Health Community Coordinator (Presented Report for the month of September)

- Dr. Burke spoke of the number of local residents who were not aware of the three locations that we have available (HD/CHC, EBO, NBO).
- Dr. Burke spoke of the alert received on four (4) non-fatal overdoses which indicate there is a strong drug in the area.

- Dr. Burke spoke of Kratom. Discussion took place.
  * *Mr. Vera spoke of Kratom, which has been banned in other areas and wondered if we're working on this. Dr. Burke stated the bans are happening from community to community, at the local municipal level.*
  * *Ms. Gunnink asked if the Kratom flyer could be sent to her.*
  * *Ms. Freeman asked if there is movement on Legislation to move this Statewide. Dr. Burke stated right now Legislation states Kratom cannot be sold to anyone under the age of 21.*

Ms. Knack – Director of Human Resources (Presented Report for the month of September)

- Ms. Knack spoke about the Benefits Fair that took place on September 11th.
- Ms. Knack handed out Kindness Pins to BOH members. The Be Kind Campaign is now in its seventh month.

Ms. Agor – Safety & Risk Reduction Officer (Presented Report for the month of September)

- Ms. Agor stated that five (5) new employees completed Safety Orientation in August.
- Stop the Bleeding training took place on August 26th for employees and volunteers.
- The room number project, where magnets were installed inside of metal door frames, was completed.
- Panic Buttons will be installed at our Monee location.
- One touch quick buttons have been programmed to connect each division at our Eastern Branch Office.
  * *Ms. Gunnink questioned if we have to have a policy regarding our stance with participation of "Medical Aid & Dying Act" in Illinois. Ms. Baumgartner stated the Community Health Center does not have anything at this time.*

OLD BUSINESS:

Funding Update

Ms. Bergin provided a funding update.

* *Dr. Lipinski questioned if we have any idea how Medicaid changes will affect the Health Center? Ms. Baumgartner stated we do not know at this time.*
* *Dr. Lipinski questioned if we will know when families go off of Medicaid? Ms. Baumgartner stated we do not turn any patients away. Ms. Bergin stated that we still have our ACA Counselors who will work with these patients to assist with enrollment requirements or help them find new options.*

Strategic Program Analysis

Ms. Bilotta spoke of the Strategic Program Analysis.

* *Ms. Gunnink stated it might be helpful to capture this quantitative data and then have the numbers available for the local officials.*
* *Ms. Freeman stated she sees our number of services have already increased and should this possibly be added in the analysis? Ms. Bilotta stated we will be using the most current available data.*

APPROVAL OF THE STRATEGIC PROGRAM ANALYSIS

RESULT:	**APPROVED [UNANIMOUS]**
MOVER:	Ms. Freeman
SECONDER:	Ms. Gunnink
AYES:	All
ABSTAIN:	None

NEW BUSINESS:

Resolutions #26-34, #26-40-#26-45

RESOLUTION #26-34 APPROVAL TO REMOVE AGREEMENT WITH A-LINE STAFFING SOLUTIONS LLC FROM TABLE

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

RESOLUTION #26-34 APPROVAL OF AGREEMENT WITH A-LINE STAFFING SOLUTIONS LLC
Ms. Knack spoke about A-Line Staffing Temp Agency.

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

RESOLUTION #26-40 APPROVAL OF SECURITY CONTRACT ONE YEAR EXTENSION
Ms. Jackson spoke about the request to renew the contract with Blue Line Security.

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

RESOLUTION #26-41 APPROVAL OF IMMUNIZATION FEES
Ms. Muniz spoke of the annual immunization fees for purchased vaccine as presented.

* *Mr. Vera confirmed that we can charge for private vaccines.*
* *Dr. Lipinski asked what the cost of the vaccines were and if that was included on the support presented. Ms. Bergin stated the purchased vaccine costs are not included on the document presented, but that information will be provided. The fees for purchased vaccine are consistent with usual and customary for this region and are established to maximize revenue. We do participate in the Vaccine for Children and Adult Immunization programs to provide vaccine to uninsured and underinsured clients at low cost.*
* *Ms. Mitchell wanted to confirm that the fee listed is per dose? Ms. Muniz confirmed that it is the fee per dose.*

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

RESOLUTION #26-42 APPROVAL TO SURPLUS EQUIPMENT
Ms. Muniz spoke of the surplus equipment that needed to be disposed of.

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

RESOLUTION #26-43 APPROVAL OF CONSILIUM STAFFING LOCUM TENENS COVERAGE EXTENSION

Ms. Baumgartner spoke of the need for Consilium Staffing Locum Tenens.

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

RESOLUTION #26-44 APPROVAL OF LOCUM TENENS.COM CLIENT AGREEMENT

Ms. Scruggs spoke of the agreement with Locum Tenens. Behavioral Health currently utilizes Psychiatrists contracted through Locum Tenens.

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

RESOLUTION #26-45 APPROVAL OF PURCHASE OF COMPUTER EQUIPMENT

Mr. Jurek spoke about the purchase of computer equipment-signature pads.

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

APPROVAL OF PERSONNEL STATUS REPORT FOR SEPTEMBER

Personnel Status Report was discussed by Ms. Bilotta.

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

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

BOARD MEMBERS' CONCERN AND COMMENTS:

* *Ms. Gunnink spoke of the "Medical Aid & Dying Act" and how it may also be applicable to the Behavioral Health Division, in addition to the Community Health Center.*
* *Ms. Gunnink spoke of the policy that her company has regarding "Medical Aid & Dying Act" Ms. Bilotta asked if the policy could be shared. Ms. Gunnink will check and let her know.*
* *Ms. Renken, Assistant State's Attorney, spoke of writing a policy for Sunny Hill on behalf of the Will County State's Attorney's Office. She suggested that Ms. Bilotta reach out to the County Executive regarding the policy.*

PUBLIC CONCERNS AND COMMENTS: None

ADJOURNMENT

A **motion** was made by Ms. Robbins and **seconded** by Ms. Mitchell to adjourn the Regular Session meeting at 4:36 p.m.

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

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

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