

# Lake County Illinois

*Lake County Health Department and Community Health Center  
3010 Grand Avenue  
Waukegan, Illinois  
Conference Room #3112*



## **Meeting Minutes - Draft**

**Wednesday, April 24, 2024**

**6:00 PM**

**3010 Grand Ave., Waukegan, IL**

**Lake County Board of Health**

**1. Call to Order**

**President Sashko called the meeting to order at 6:00 p.m.**

**2. Roll Call of Members**

*Member Maine and Member Larson were in attendance via Teams in accordance with the Board of Health bylaws, Article V, Paragraph M.*

**Present** 10 - President Sashko, Secretary DeVaux, Member-at-Large Hagstrom D.D.S., Member-at-Large Maine, Member Belmonte D.O., Member Cerk, Member Larson Ph.D., Member McDowell M.D., Member Parekh and Member Soulakis Ph.D.

**Absent** 2 - Vice President Johnson Jones Ed.D. and Member Mittl Pollina Psy.D.

**3. Pledge of Allegiance**

**This matter was presented**

**4. Public Comment to the Board**

*None*

**5. Awards and Recognition****5.1**

2024 CDC U.S. TB Elimination Champion Award - Pfister

**Attachments:** [2024 US TB Elimination Champion Certificate](#)

**This matter was presented**

**6. Presentations**

*None*

**7. President's Report**

*President Sashko reported on the following:*

*1. The employee recognition breakfast was held at Thunderhawk Golf Club in Beach Park on Friday, April 12, 2024, to recognize approximately 60 employees that have served LCHD/CHC for 10, 15, 20, 25, 30, 35, 40, and 45 years. This was the first recognition breakfast in 4 years due to the pandemic.*

*2. National Public Health Week was celebrated April 1-7, 2024.*

*3. The month of May is National Physical Fitness Month, Older Americans Month, Mental Health Awareness month, and National Women's Health Week is May 12-18, 2024.*

*4. Pam Riley, Director of Finance, is retiring with her last day being Friday, May 3, 2024. Pam has been with the Health Department as Director of Finance for 25 years. In the Health Department's world of Finance, Pam has been exemplary in her duties and as a member of the leadership team. Also retiring as of May 3, 2024, is Tom Copenhaver, Environmental Health Well and Septic Program Coordinator, with 30+ years of service, Diane Pelli, Physical Health Business Manager, with 40 years of service, and Denise*

*Koppit, Clinical Compliance Manager, with 25+ years of service.*

## 8. Consent Agenda

**President Sashko called for a motion to adopt the consent agenda and approve items 8.1 and 8.2. Motion by Member DeVaux, second by Member Belmonte. Motion carried by the following roll call vote:**

**Aye:** 10 - President Sashko, Secretary DeVaux, Member-at-Large Hagstrom D.D.S., Member-at-Large Maine, Member Belmonte D.O., Member Cerk, Member Larson Ph.D., Member McDowell M.D., Member Parekh and Member Soulakis Ph.D.

**Absent:** 2 - Vice President Johnson Jones Ed.D. and Member Mittl Pollina Psy.D.

### 8.1

March 27, 2024 Meeting Minutes

**Attachments:** [BOH Minutes 3.27.24 - DRAFT](#)

**This matter was approved**

### 8.2

Illinois Department of Human Services - Supported Residential Program, \$7,316 - Grant Increase Approval - Johnson

**Attachments:** [Supported Residential EA \\$7316](#)

**This matter was approved**

## 9. Regular Agenda

### 9.1

FY2025 Proposed Budget Timetable - Riley

**Attachments:** [FY25 Proposed Budget Timetable](#)

*Pam Riley, Director of Finance, reviewed the budget timetable and informed the Board that the date of September 10, 2024, has since been changed to September 3, 2024, to be in compliance with HRSA requirements regarding budget approval.*

**President Sashko called for a motion to approve and adopt the FY2025 Proposed Budget Timetable as presented and amended. Motion by Member Hagstrom, second by Member DeVaux. Voice vote, all in favor, motion carried.**

**Aye:** 10 - President Sashko, Secretary DeVaux, Member-at-Large Hagstrom D.D.S., Member-at-Large Maine, Member Belmonte D.O., Member Cerk, Member Larson Ph.D., Member McDowell M.D., Member Parekh and Member Soulakis Ph.D.

**Absent:** 2 - Vice President Johnson Jones Ed.D. and Member Mittl Pollina Psy.D.

### 9.2

Licensed Independent Practitioner (LIP) Privileging / Credentialing / Reappointment - Maine

**President Sashko called for a motion to approve the LIP appointment and reappointment as presented and recommended by Director Burke. Motion by Member Belmonte, second by Member Parekh. Voice vote, all in favor, motion**

carried.

**Aye:** 10 - President Sashko, Secretary DeVaux, Member-at-Large Hagstrom D.D.S., Member-at-Large Maine, Member Belmonte D.O., Member Cerk, Member Larson Ph.D., Member McDowell M.D., Member Parekh and Member Soulakis Ph.D.

**Absent:** 2 - Vice President Johnson Jones Ed.D. and Member Mittl Pollina Psy.D.

### 9.3

Proposed Revisions to Health Department Employee Policies - Hagstrom

**Attachments:** [Accessibility and Confidentiality of Personnel Records - REDLINE & FINAL](#)  
[Definition of Employment Status - REDLINE & FINAL](#)  
[Induction-Orientation of New Employees - REDLINE & FINAL](#)  
[Meetings, Lectures and Training Programs - REDLINE & FINAL](#)  
[Standards of Conduct - REDLINE & FINAL](#)

*Personnel Committee Chair Hagstrom informed the Board that the committee met just prior to this regular meeting and reviewed the proposed revisions to the five employee policies noted in the agenda packet and the committee recommends approval.*

**President Sashko called for a motion to approve the proposed revisions to employee policies as presented. Motion by Member Hagstrom, second by Member DeVaux. Voice vote, all in favor, motion carried.**

**Aye:** 10 - President Sashko, Secretary DeVaux, Member-at-Large Hagstrom D.D.S., Member-at-Large Maine, Member Belmonte D.O., Member Cerk, Member Larson Ph.D., Member McDowell M.D., Member Parekh and Member Soulakis Ph.D.

**Absent:** 2 - Vice President Johnson Jones Ed.D. and Member Mittl Pollina Psy.D.

### 9.4

Revised 2024 Board of Health Committee Appointments - Sashko

**Attachments:** [Revised 2024 Board of Health Committee Appointments](#)

**President Sashko motioned to approve the revised 2024 committee appointments as presented. Second by Member Belmonte. Voice vote, all in favor, motion carried.**

**Aye:** 10 - President Sashko, Secretary DeVaux, Member-at-Large Hagstrom D.D.S., Member-at-Large Maine, Member Belmonte D.O., Member Cerk, Member Larson Ph.D., Member McDowell M.D., Member Parekh and Member Soulakis Ph.D.

**Absent:** 2 - Vice President Johnson Jones Ed.D. and Member Mittl Pollina Psy.D.

## 10. Discussion Items

*None*

## 11. Attachments for Board Review

### 11.1

Media Placement Highlights - Nordstrom

**Attachments:** [Media Placement Highlights 202403 1](#)

This matter was presented

## 12. Lake County Community Health Center Governing Council Update

*Kim Burke, Director of Healthcare Operations, informed the Board that the Governing Council last met on April 9, 2024, and in addition to the standard agenda items, they approved 3 action items and reviewed 1 discussion item.*

- *Evaluation of Sliding Fee Discount Schedules for Medical, Behavioral Health and Dental Services*
- *Proposed revisions to Billing and Collections Policies*
- *Clinical Risk and Patient Safety Management*
- *2024 Health Center Annual Needs Assessment*

*Mark Pfister added that the Health Center Annual Needs Assessment looks very closely at where clients are coming from. At LCHD's North Shore Health Center in Highland Park nearby zip codes account for only 4% of LCHD's total client population so that location has open appointment slots resulting in clients having to drive there from Waukegan, Zion, and North Chicago. It is also not in the location it was originally intended to be and the area has now grown residentially and commercially with a large condominium complex and multiple retailers posing traffic and parking issues. Since the North Shore Health Center may not be meeting the needs of LCHD clients, Mark and Kim are going to be reviewing with the Governing Council whether it is a site that LCHD needs to divest or use for other purposes.*

## 13. Lake County Tuberculosis Board Update

*Lisa Kritz, Director of Prevention, informed the Board that the TB Board last met on Thursday, April 18, 2024. Dr. Sana Ahmed provided an update on TB rates across the country, in the state, and in Lake County.*

## 14. Added to Agenda Items

*None*

## 15. Old Business

*None*

## 16. New Business

*None*

## 17. Executive Session

**President Sashko called for a motion to enter into Executive Session. Motion by Member Belmonte, second by Member DeVaux, to enter into Executive Session at 6:34 p.m. for the purpose of discussing personnel matters under 5 ILCS 120-2(c)(1). Motion carried by the following roll call vote:**

**Aye:** 10 - President Sashko, Secretary DeVaux, Member-at-Large Hagstrom D.D.S., Member-at-Large Maine, Member Belmonte D.O., Member Cerk, Member Larson Ph.D., Member McDowell M.D., Member Parekh and Member Soulakis Ph.D.

**Absent:** 2 - Vice President Johnson Jones Ed.D. and Member Mittl Pollina Psy.D.

17.1

Personnel Matters - Sashko

**Discussion was held in Executive Session.**

**President Sashko called for a motion to come out of Executive Session. Motion by Member Belmonte, second by Member Parekh to come out of Executive Session at 6:56 p.m.. Voice vote, all in favor, motion carried.**

**Aye:** 8 - President Sashko, Secretary DeVaux, Member-at-Large Hagstrom D.D.S., Member Belmonte D.O., Member Cerk, Member McDowell M.D., Member Parekh and Member Soulakis Ph.D.

**Absent:** 2 - Vice President Johnson Jones Ed.D. and Member Mittl Pollina Psy.D.

**Not Present:** 2 - Member-at-Large Maine and Member Larson Ph.D.

**President Sashko called for a motion to accept the direction of the Executive Committee to commence the executive search for the Executive Director position, to appoint an interim Executive Director at the time appropriate, to continue to investigate the potential consulting services during the period of recruitment and the interim Executive Director position, and the ad hoc search committee selected, as decided at their meeting on Monday, April 22, 2024. Motion by Member Hagstrom, second by Member Cerk. Voice vote, all in favor, motion carried.**

**Aye:** 8 - President Sashko, Secretary DeVaux, Member-at-Large Hagstrom D.D.S., Member Belmonte D.O., Member Cerk, Member McDowell M.D., Member Parekh and Member Soulakis Ph.D.

**Absent:** 2 - Vice President Johnson Jones Ed.D. and Member Mittl Pollina Psy.D.

**Not Present:** 2 - Member-at-Large Maine and Member Larson Ph.D.

18. Adjournment