

**MINUTES OF THE REGULAR MEETING OF THE ST. CLAIR COUNTY BOARD OF HEALTH** held January 18, 2021, starting at 6:30 pm, in the third-floor conference room of the St. Clair County Health Department, 19 Public Square, Suite 150, Belleville, Illinois and via teleconference for any visitors wishing to attend.

**Members Present:** William Kreeb - President, Dr. Tracy Biermann, Dr. Leo Dumstorff, Cindy Thompson, Dr. Julie Wittenauer and Dr. Kelly Wood.

**Members Excused:** Matt Smallheer and John West.

**Others Present:** Executive Director Myla Oliver-Blandford, Deputy Director Kathy Weisenstein, Sharon Valentine, Director of Environmental Division, Susan Rehrig, Director of Infectious Disease Prevention Division, Keondra Harris, Director of Personal Health Division; Janet Cronin, Accounting Manager, Brenda Fedak, Organizational Communications Manager and guest Kristy Mullins, Systems Quality Manager.

### **PLEDGE OF ALLEGIANCE**

All were asked to stand and recited the Pledge of Allegiance.

### **CALL TO ORDER**

President. Kreeb called the meeting to order at 6:30 p.m. and opened the meeting to public comment as required under the Open Meetings Act. There were no public attendees present.

All members present received via email, or United States Postal service, a Board packet containing: the agenda, minutes to the previous Board meeting, Division Directors' Reports, the Finance/Personnel Committee Report, statistical report, various financial reports including the payment register, balance sheet, budget to actual reports on detailed income, Cost Allocation Plan, Procurement Policy, Watts Copier Purchase Agreement, 2021 SCCHD Budget Revision, Revised 2022 BOH Meeting Schedule, Draft SCCHD Strategic Plan, Draft of IPLAN and SCCHD Dec 2021 Stats.

### **MINUTES**

Dr. Dumstorff moved, and Dr. Wittenauer seconded a motion to accept the minutes of Board of Health held on December 20, 2021. The motion carried unanimously.

### **PRESIDENTS REPORT**

President Kreeb outlined the 2022 Committee and Liaison appointments.

President Kreeb sent around the 2022 Board of Health Member Information and asked for board members to look over their contact information for any corrections that might be needed.

President Kreeb noted the drafts of the IPLAN and St. Clair County Health Department (SCCHD) Strategic Plan were included in the board packets and deferred to Executive Director Myla Blandford to present to the Board. Executive Director presented an overview of both the

IPLAN and Strategic Plan for the Board. Dr. Dumstorff moved and Dr. Biermann seconded a motion to approve both the IPLAN and Strategic Plan as presented. The motion carried unanimously.

### **EXECUTIVE DIRECTOR'S REPORT**

Executive Director Oliver-Blandford presented the following COVID-19 update:

- a. January 4, 2022 the CDC is shortened the interval from 6 months to 5 months for people who received the Pfizer-BioNTech COVID-19 Vaccine. People can now receive an mRNA booster shot 5 months after completing their Pfizer primary series. The booster interval recommendation for people who received the J&J vaccine (2 months) or the Moderna vaccine (6 months), has not changed. CDC also recommended moderately or severely immunocompromised 5–11-year-olds receive an additional primary dose of the Pfizer vaccine 28 days after their second shot. The booster for 12 – 15-year-old was approved by the CDC and adopted by IDPH on January 6, 2022. On January 7, 2022 the CDC shortened the interval from 6 months to 5 months for people to receive a Moderna Vaccine. IDPH did not immediately adopt this change for the Moderna booster.
- b. The Health Department continues to host a vaccine clinic at the 330 W Main Street location in Belleville. Current State contract ends February 28<sup>th</sup> unless it is extended. The Health Department continues to hold pediatric clinics at the health department Monday and Tues day from 4 pm to 7 pm and on select Saturdays from 10 am to 2 pm.
- c. SCC EMA briefing continues to be held weekly on Wednesdays.
- d. The Local 100 Union Agreement goes to County Board on January 31, 2022 for final approval.
- e. A note for the Personnel and Finance report, Pay grade classification C2 & C3 Coordinators and Disease Intervention Specialist (DIS) positions will receive a \$1.00 hour increase in starting pay.
- f. A noted in the Personnel and Finance report, the application for insurance coverage for the Medical Director position has been submitted and waiting on a quote. The estimate is expected to be no more than \$15,000.
- g. Due to a shortened turnaround time, grant Auditing Services were approved by board members via email on January 6, 2022.
- h. Staff is still working on the PHAB reaccreditation documents for review and is due late February.
- i. Contact Tracing pivot happened January 13, 2022. Everything seems to be going ok with the transition.
- j. Federal Government is providing four free COVID tests per household. Register to receive the COVID test s at [COVIDtest.gov](https://www.covidtest.gov).

### **COMMITTEE REPORTS**

#### **Finance/Personnel Committee Report**

Dr. Dumstorff began the Finance Committee report with the expense claims processed since the December Board of Health meeting reflect the usual and customary transactions by the Department. The Executive Director has reviewed the expense documentation and recommends

Board approval of the expense claims. Dr. Bierman moved and Dr. Wood seconded the motion to approve the expense claims. The motion carried.

Dr. Dumstorff continued, The Executive Director and Accounting Manager have conducted the annual review of the Department's Cost Allocation Plan, which outlines the allocation of indirect costs utilizing a multiple allocation-based method. No changes are recommended at this time.

Dr. Dumstorff reported on occasion, agency approved purchases for services or supplies may increase between the time of approval and the time of purchase. The accounting manager updated the Procurement Policy to allow for increases of up to \$1.00 for agency approved purchases without seeking additional approvals. If the increase is more than \$1.00, the purchase must go back to management for reapproval. The Executive Director has reviewed the change in policy and recommends Board approval. Dr. Wood moved and Dr. Dumstorff seconded the motion to approve the updated Procurement Policy to allow for increases in quotes of up to \$1.00 or less. The motion carried.

Dr. Dumstorff continued with various rentals are needed to operate the mass vaccination site located at 330 West Main street. Included are the following:

- **Sunbelt Rentals:** Diesel heater – initial cost including delivery and pick up is \$1,337.50. Additional monthly costs will be approximately \$929.75. Executive Director sought competitive information the following businesses:
  - Quality Rental in Belleville: Only one radiant heater was available, which would not provide as much heat as Sunbelt model.
  - Grand Rental Station in Fairview Heights: One comparable propane tent heater was available for \$694/month, which required a larger propane tank that could not be properly secured at the site.
- **Traube Tent:** 33' x 16' tent – monthly cost will be approximately \$962.50. Initially, setup by Southern Illinois Healthcare Foundation, due to pandemic, kept provider. During rental cycle, contacted by provider, Whitetop, Inc. inquiring if they could be of service to the location. With a limited amount of time to respond, the Health Department contacted “Dan” with Whitetop with a request and Dan did not respond within the given amount of time, so the lease went with Traube.
- **Midwestern Propane** – multiple propane tanks, approximately \$479.76 per week (this price can vary based on market value). Accounting Manager contacted Thompson Gas & Tractor Supply at onset of testing (Dec. 2020). Midwest was the only provider able to provide the quantity needed in the requested timeframes.

Dr. Wittenauer moved and Dr. Biermann seconded the motion to approve the rental expenses and providers for the Vaccine Clinic at 330 West Main Street. The motion carried.

Dr. Dumstorff stated the Local Cure Grant will allow for the purchase of a Sharp Color Copier, valued at \$5,199.00. This was an emergency purchase due to the close of the grant on December 31, 2021. The Executive Director has reviewed and approves of this purchase and recommends Board approval. Dr. Bierman moved and Dr. Wood seconded the motion to approve equipment purchase. The motion carried.

Dr. Dumstorff continued since the December 21, 2021 Board meeting, additional items were purchased which resulted in two additional line items in the 2021 budget to run over. Adjustments were needed to finalize the budget. The Executive Director has reviewed the adjustments and recommends Board approval. Dr. Wittenauer moved and Dr. Wood seconded the motion to approve the 2021 Budget Adjustments as outlined. The motion carried.

Dr. Dumstorff stated on December 1, 2021, the accounting staff performed their annual inventory. All assets were located with the following exceptions:

- 5 - EZ Up Shade Covers valued at \$995.00
- 4 - 48" Collapsible Signs – donated by East-West Gateway (no longer on their inventory listing) no value at this time

Disposal approval from the Grantor is not necessary. The Executive Director recommends the disposal of the assets from future inventories. Dr. Wood moved and Dr. Wittenauer seconded the motion to disposal of these assets from future inventories. The motion carried.

Dr. Dumstorff reported, as a result of the pay increases of paygrades S1, S2, S3 and C1 and rate compression to meet the \$15 an hour minimum wage requirements by the year 2025 in Illinois, the Executive Director has reviewed the Salary Schedule and Pay Grade Classification for 2022 and is recommending the proposed changes to the C2 and C3 Pay Grade Classification highlighted below be adopted:

- Increase of \$1.00 per hour for employees in positions covered in the C2 and C3 paygrade classification, to be effective starting with St. Clair County Payroll Number 4, which starts January 30, 2022
- Increase of \$1.00 per hour in the starting Hourly Rate base for C2 Paygrade from \$18.00 to \$19.00 per hour.
- Increase of \$1.00 per hour in the starting Hourly Rate base for C3 Paygrade from \$20.00 to \$21.00 per hour.

Dr. Wittenauer moved and Dr. Dumstorff seconded the motion to approve the proposed changes to the C2 and C3 Pay Grade Classifications. The motion carried.

Dr. Dumstorff continued with the Executive Director seeks Board approval of an offer to Dr. Omer Badahman for the position(s) of Medical Director & Tuberculosis Clinic provider for St. Clair County Health Department. Provisional estimates of malpractice insurance costs are approximately \$25,000. If actual costs of malpractice insurance exceed \$25,000, the Executive Director will bring the estimate back to the Board for approval. Dr. Wood moved and Dr. Wittenauer seconded the motion to offer to Dr. Omer Badahman for the position(s) of Medical Director & Tuberculosis Clinic provider for St. Clair County Health Department provided the cost of malpractice insurance does not exceed \$25,000. The motion carried.

Dr. Dumstorff concluded with the following Personnel Matters and Health Department staffing update:

- Ms. Kristy Mullins has accepted the position of Environmental Programs Manager in Training effective January 10, 2022.

- The COVID Team's employment, which includes Contact Tracers, has been extended through February 28, 2022.

The Health Department is currently seeking to fill:

- Within the Personal Health Promotion and Wellness Division and Clinical Services and Systems:
  - Three (3) Full-time Clinical Services Representatives.
  - Three (3) Full-time Staff Nurses.
  - Full-time Clinical Services Nurse (LPN).
- One (1) full-time and One (1) part-time Data Analyst Coordinator within the Infectious Disease Prevention Division.

### **DIVISION UPDATES:**

The Deputy Director reviewed the Administration Division report. The Director of Environmental Programs, the Director of Infectious Disease Prevention, the Director of Health Promotion and Wellness Division and the Director of the Clinical Systems and Services Division reviewed their respective division's activities.

### **LIAISON REPORTS**

#### **Health Care Commission**

Executive Director Oliver-Blandford reported now that the IPLAN was complete the focus would shift to completing the PHAB documents for reaccreditation.

#### **W.C. Scrivner Public Health Foundation**

Executive Director Oliver-Blandford once again thanked the Scrivner Foundation Board for the continued support the Health Department staff.

#### **Illinois Public Health Association**

Executive Director Oliver-Blandford reported IPHA focused on the pivot of the COVID Contact Tracing activities and a smooth transition from the Local Health Departments to the State team.

### **ADJOURNMENT**

The meeting adjourned at 7:32 p.m. with a motion from Dr. Dumstorff and a seconded from Dr. Biermann. The motion carried unanimously. Next meeting is February 15, 2022 at 6:30 pm.

Respectfully submitted,

Dr. Leo Dumstorff  
Secretary