

MINUTES OF THE REGULAR MEETING OF THE ST. CLAIR COUNTY BOARD OF HEALTH held March 15, 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 Matt Smallheer, John West, Dr. Julie Wittenauer and Dr. Kelly Wood.

Members Excused: Cindy Thompson.

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 and Brenda Fedak, Organizational Communications 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, Egyptian Workspace Quote, RFP Affidavit of Publication, Cork Tree Marketing Proposal, The Fource Group Marketing Proposal, and OSP Dashboard Q4 Report.

MINUTES

Mr. West moved, and Dr. Dumstorff seconded a motion to accept the minutes of Board of Health held on March 15, 2022. The motion carried unanimously.

EXECUTIVE DIRECTOR'S REPORT

Executive Director Oliver-Blandford presented the following COVID-19 and agency updates:

- a. Currently, COVID-19 Community Level Rate is LOW and the current case rate is at 42 per 100,000 population. 66.9% of SCC's population \geq 5 years of age and above are fully vaccinated.
- b. Dr. Ezike announced her resignation, as well as IDPH Edwardsville Regional PIO accepted a job with a health department in Texas.
- c. SCC EMA briefing was discontinued as of 3/2/22.
- d. The Vaccine Clinic at 330 West Main is scheduled to close at the end of March.
- e. PHAB Re-accreditation documents were submitted for a March 9th agenda review. All

of our documents were approved by a reviewer prior to submission. We received word TODAY, 3/15/22, we were APPROVED for re-accreditation.

- f. IPLAN was submitted. We anticipate a 3 month wait for results due to the fact there is a new interim Director.
- g. Medical Director will be discussion in Personnel & Finance report (P & F). BJC has proposed a services contract (40K) versus Medical insurance coverage. We are waiting on details of the contract.
- h. IDPH Contact Tracing pivot was January 13, 2022. Unspent funds must be spent by March 31, 2022. Proposed expenditures for a marketing & media program and workspace upgrades are outlined in the P & F.
- i. We are currently working on the COVID Crisis & Response Grants. HB 4597 , Conf call w/ Durbin @ end of month
- j. Staffing sustainability bonus structure is outlined in the P & F for approval, along with a sign on bonus structure for licensed positions. We must also have Union approval after board approval. We are working on Workforce development opportunities in conjunction with Intergovernmental Grants division to possibly offer nurse candidates the opportunity to have their schooling paid for. More to follow.
- k. Clinical Services & Systems Division research on hold until a new Director is hired, as well as looking for a separate/new location for services.
- l. Infectious Disease Prevention Division is publishing a Request For Proposals for oral healthcare vendor. Deadline to apply is March 29, 2022. The new grant period for the services starts April 1st. We would like to have a meeting via Zoom on March 30th at 6:30 p.m.to approve the vendors. We need at least five board members present to have a quorum and vote.

COMMITTEE REPORTS

Finance/Personnel Committee Report

Dr. Dumstorff began the Finance Committee report with the expense claims processed since the February 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. Mr. West moved and Mr. Smallheer seconded the motion to approve the expense claims. The motion carried.

Dr. Dumstorff continued, a portion of the remaining Contact Tracing Grant funds are being allocated for renovations to update, improve and repair workspace functionality and ergonomics in some areas of the health department including the clinic, administration and offices. Egyptian Workspace Partners has provided a quote of \$38,883.10 for these renovations. However, the quote does not include the cost of the flooring in the clinic. Executive Director requests approval to secure construction services and goods from Egyptian Workspace Partners not to exceed an amount of fifty thousand dollars for the projects included in this workspace renovation and flooring. Dr. Wood moved and Mr. West seconded the motion to approve securing construction services and goods from Egyptian Workspace Partners not to exceed an amount of fifty thousand dollars for the projects included in this workspace renovation and flooring. The motion carried.

Dr. Dumstorff reported on March 4, 2022 a Request For Proposal and Quote (RFPQ) was published in the Belleville News-Democrat for marketing and media services for three areas: 1) website development 2) social media development and support and 3) branding strategy and implementation. Two proposals were received by the deadline, Friday March 11, 2022 at 3 P.M from Cork Tree Creative and The Fource Group. The bids were read at 1 P.M. Monday, March 14, 2022 in the third-floor conference room. Executive Director Blandford is seeking board approval of The Fource Group Marketing Proposal.

Prior to a vote, Executive Director addressed questions from the board as to the differences in the proposals. In review and comparison of the two proposals, the Proposal from Cork Tree Creative was less in cost, however the proposal was not as well developed and seemed to understate the number of hours required for the project. Cork Tree's portfolio did not contain as much Public Health experience in working with St. Clair County Health Care Providers. The Fource Group's proposal was considerably more in cost, however, it detailed the specifics needed to fulfill the goal. The Fource Group's portfolio included work with many other health related agencies including Memorial Hospital/BJC, HSHS St. Elizabeth's locally and regionally, as well as another health department in Illinois.

Dr. Biermann moved and Mr. Smallheer seconded the motion to approve the Executive Directors request to approve the Fource Group's marketing Proposal. The motion carried.

Dr. Dumstorff continued with Executive Director Blandford seeks approval to offer sign on bonuses for credentialed new hires, as well as retention bonuses for credentialed non-management employees and management/administration.

Proposed Bonus Structure:

1. ***Sign on bonus: Eligible new hires (credentialed: ADN,RN, LPN, LEHP)** will receive a bonus determined by credential held/work status:
 - a. RN/BSN/ advanced nursing/LEHP:
 - i. Full time/non-management: \$5,000
 - ii. Part time/non-management: \$2,500
 - b. LPN:
 - i. Full time/non-management: \$2,500
 - ii. Part time/non-management: \$1,250
2. ***Credential sustainment/employee retention (non-management)** will receive a bonus determined by credential held/work status:
 - a. RN/BSN/ advanced nursing/LEHP
 - i. Full time/non-management: \$5,000
 - ii. Part time/non-management: \$2,500
 - b. LPN
 - i. Full time/non-management: \$2,500
 - ii. Part time/non-management: \$1,250
 - *Individual must be serving the Health Department in a position for which their indicated license is required, to be eligible for the indicated bonus.*
3. **Management/Administration Retention**

a. Full time: \$3,000

All new hire (“sign on”) payments will be prorated over a 12-month period post hire. Payments will be issued the pay cycle after each full calendar month worked. Any employee with who incurs LWOP without approval PRIOR to LWOP status, will forfeit that month’s proration.

All sustainment/retention (credentialed or management) bonuses will be prorated until the end of the calendar year (2022). Payments will be issued the pay cycle after each full calendar month worked. Any employee with who incurs LWOP without approval PRIOR to LWOP status, will forfeit that month’s proration. Dr. Wittenauer moved and Dr. Wood seconded the motion to approve the Executive Directors request to offer sign on and sustainability bonuses as outlined. The motion carried.

Dr. Dumstorff reported the insurance quote for the St. Clair County Health Department’s Medical Director starts at \$5,000.00 annually for the first year. Estimated premiums for the next 4 years based on current rates and step factors, which are subject to change each year, are as follows: CMY2: \$9,393; CMY3: \$15,471; CMY4: \$16,945; Mature: \$18,418

Alternatively, BJC Memorial is currently drafting a Professional Services Agreement so that the St. Clair County Health Department will be contracting with BJC Memorial, not Dr. Badahman directly, for his services. This contract pricing will be consistent, or only slightly higher, than is the hourly wage currently being expended for the same services. The BJC system will assume coverage for the physician.

The Executive Director requests approval to enter into a contract with BJC/Memorial for this purpose OR to obtain the proposed insurance coverage in order to secure Medical Director/Tuberculosis clinic services, not to exceed a sum of forty thousand dollars per 12-month period in either situation. Mr. Wood moved and Dr. Wittenauer seconded the motion to approve entering a contract BJC/Memorial for this purpose OR to obtain the proposed insurance coverage in order to secure Medical Director/Tuberculosis clinic services, not to exceed a sum of forty thousand dollars per 12-month period in either situation. The motion carried.

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

- Ms. Cathy Stein resigned her position as Public Health Nurse within the Infectious Disease Prevention Division effective March 1, 2022 to pursue retirement.
- Ms. Melanie Fierge resigned her position as Public Health Nurse within the Health Promotion & Wellness Division effective March 4, 2022.
- Ms. Bonnie Warner resigned her position as Accounting Coordinator within the Administration Division effective March 11, 2022.
- Mr. Shaw Berens has accepted an Accounting Coordinator position within the Administration Division, start date To Be Determined.
- The COVID Team’s employment, which includes Contact Tracers, has been extended through April 30, 2022.

The Health Department is currently seeking to fill:

- Within the Personal Health Promotion and Wellness Division and Clinical Services and Systems Division:
 - Two (2) full-time Clinical Services Representatives.
 - Three (3) full-time Staff Nurses and one (1) part-time Staff Nurse.
 - One (1) WIC Nutritionist/Competent Professional Authority (CPA)
- One (1) full-time Systems Quality Coordinator within the Administration Division.

DIVISION UPDATES:

The Deputy Director reviewed the Administration Division and the Clinical Systems and Services Division reports. The Accounting Manager highlighted points in the financial reports. The Director of Environmental Programs, the Director of Infectious Disease Prevention and the Director of Health Promotion and Wellness Division reviewed their respective division's activities.

LIAISON REPORTS

Health Care Commission

Executive Director Oliver-Blandford reported BJC's Health Assessment has been moved to March 2022.

W.C. Scrivner Public Health Foundation

Executive Director Oliver-Blandford the PHF Scrivner Scholarship information is being updated and will be sent out shortly. Application deadline is April 15, 2022. Scholarships will be awarded May 10, 2022.

Illinois Public Health Association

Executive Director Oliver-Blandford reported IDPH is planning to sunset the COVID Positivity Rate. In addition, the Health Department will also be evaluating what COVID stats to report.

The meeting adjourned at 7:41 p.m. with a motion from Mr. West and a seconded from Dr. Dumstorff. The motion carried unanimously. The next Board of Health regular meeting is April 19, 2022 at 6:30 pm. There will be a called special Board of Health meeting Wednesday, March 30, 2022 at 6:30 p.m. via Zoom for the purpose of approving the Ryan White Oral Health Care Providers.

Respectfully submitted,



Dr. Dumstorff
Secretary