

**MINUTES OF THE REGULAR MEETING OF THE ST. CLAIR COUNTY BOARD OF HEALTH** held April 19, 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, Cindy Thompson and John West.

**Members Excused:** Dr. Julie Wittenauer, Dr. Kelly Wood.

**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.

### **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 meetings, 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, Metro in The Know ad creatives, Clinical Fees Schedule, SCCHD 2021 Annual Report and March 2022 Statistics.

### **MINUTES**

Mr. West moved, and Ms. Thompson seconded a motion to accept the minutes of Board of Health held on March 15, 2022. The motion carried unanimously. Ms. Thompson moved, and Dr. Dumstorff seconded a motion to accept the minutes of Special Called Board of Health held on March 30, 2022 via Zoom. The motion carried unanimously.

### **PRESIDENT'S REPORT:**

President Kreeb began with reminding Board Members their Statements of Economic Interest were due May 1, 2022 and encouraged board members to complete the statement by the deadline. President Kreeb acknowledged the 2021 Annual Report and stated that although rather a bit long, the report contained a lot of great information. Ms. Smallheer moved, and Dr. Dumstorff seconded a motion to accept the 2021 Annual Report. The motion carried unanimously.

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

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

- a. COVID Community Levels, as outlined by the CDC, remain at the “LOW” level, with 37 COVID cases per 100,000 population. COVID cases overall are on the rise. Vaccination rate for age 5 and up is at 67.5% for St. Clair County.
- b. We received the PHAB approval letter and plaque, which are available to look at.
- c. I-Plan was approved and SCCHD has completed the interview with IDPH regional office and submitted required documentation. I-Plan aligns with the County Health assessment.
- d. As part of the SWOT analysis results, weekly management training has been scheduled starting May 12<sup>th</sup> and running through June 23, 2022.
- e. Discussion of P & F items: Details of both the Narcan and Metro in The Know approval requests were outlined. Discontinue subcontract services, as part of the Ryan White Part A Health insurance continuation & cost sharing assistance, are being recommended due to, in part, of the following: 1) ambiguous deliverables 2) services are being provided for under Ryan White Part B, 3) program spending is at 52% of the grant; 4) Administration reimbursement is less than 1000K. We have another grant program we’re looking at as we streamline programs and services. More information will follow later in the division reports.
- f. Medical Director Update: We are working on transition date in conjunction with BJC & SIHF. The TB Clinic day will most likely be moved to Tuesday. SCCHD will order Dr. Magner a plaque to recognize his years of service.
- g. Personnel Matters: Proposed buyout of Temporary Agency Employee to full time regular employee is \$9540.00, based on 30% of the Annual Salary of \$31, 800 ( x 30% = \$9540.00) as a “finders fee” for the staffing agency. The position is: Clinical Services Representative.
- h. Proposed Staffing “Bonus” structure, which upon Board & County Administration approval, must have Union approval.

**Credentialed\* (non- management) staff: (Retro to Jan 1, 2022)**

- LPN: Raise starting salary to \$22.00/hour (starting salary was \$18.41/hour).
- RN, BSN, ADN and LEHP: Raise starting salary to \$28.00/hour (starting salary was \$20.00/hour)

\*credentialed workers (full time & part time) currently at \$28/hour or higher will receive a \$1/hourly increase MANAGEMENT:

**Management salaries currently under \$56,000.00 will be raised to \$56,000.00 Management salaries currently at or above \$56,000 will receive an addition of \$2.00 an hour increase.**

In addition, several members of management are at their threshold for earning vacation accruals and are losing vacation hours. Executive Director will discuss partial vacation pay out for managers who are in this situation and losing vacation hours.

## **COMMITTEE REPORTS**

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

Dr. Dumstorff began the Finance Committee report with the expense claims processed since the March 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 Ms. Thompson seconded the motion to approve the expense claims. The motion carried.

Dr. Dumstorff continued, the St. Clair County Health Department, having received grant funding from IDPH for NARCAN purchase and distribution, will reimburse Chestnut up to \$6,000 for Narcan purchases made within the identified grant period. The Executive Director has reviewed and recommends Board approval of reimbursement to Chestnut up to \$6,000 as outlined. Mr. Smallheer moved and Dr. Dumstorff seconded the motion to approve the Narcan reimbursement. The motion carried.

Dr. Dumstorff reported the Executive Director is requesting no more than \$20,000 to fund social media and marketing for “Metro in The Know”, a collaborative campaign to reduce HIV transmission rates and engage HIV positive individuals in medical and support services. St. Clair County Health Department (SCCHD) works in collaboration with the Illinois Public Health Association (IPHA), Southern Illinois Healthcare Foundation (SIHF), Community Wellness Project, and Madison County Health Department to fund HIV prevention and care messaging and utilizes the marketing companies Commando and Mesmerize. The companies develop and disseminate ads via social media/local business and monitor/report consumer engagement. The companies/ads are funder-approved and collaboratively agreed upon by partners. Commando specializes in LGBTQ advertising and works in partnership with Mesmerize to ensure consistent advertising. \$5,000 will be funded through the FY22 HIV Prevention grant and \$15,000 will be funded through the FY22 Ryan White Part B Grant.

Attached are the ads that have been approved by our funders for use. Per prevention funder guidelines, current ads target young, men who have sex with men, of color and transgendered individuals. Additional ads will be developed with models that represent all individuals served through the Care program. Ms. Thompson moved and Mr. West seconded the motion to approve the no more than \$20,000 to fund social media and marketing for “Metro in The Know”. The motion carried.

Dr. Dumstorff continued, the Executive Director is requesting to discontinue the subcontract St. Clair County Health Department (SCCHD) receives from the City of St. Louis Department of Health (STL DOH) for the delivery of Ryan White Part A funded Health Insurance Continuation and Cost Sharing Assistance. SCCHD has received an award for these services in the amount of \$10,000 from the STL DOH for several years. SCCHD is requesting to discontinue this contract due to 1) not fully expending funds, 2) the availability of Ryan White Part B dollars to serve the clients in the same capacity, and 3) currently the administrative costs to run this program are than we receive in funds. SCCHD only spent 52% of the award in the FY21 grant year, which ended in February 2022. Ms. Thompson moved and Mr. Smallheer seconded the motion to approve to discontinue subcontractor services St. Clair County Health Department (SCCHD) receives from the City of St. Louis Department of Health (STL DOH) for the delivery of Ryan White Part A funded Health Insurance Continuation and Cost Sharing Assistance. The motion carried.

Dr. Dumstorff reported the Executive Director seeks approval to increase the Immunization Administrative Fee from \$10 to \$20.00 due to the fact that Medicaid has increased its reimbursement for this service. This will be effective immediately upon approval. Ms. West

moved and Mr. Smallheer seconded the motion to approve the increase the Immunization Administrative Fee from \$10 to \$20.00. The motion carried.

Dr. Dumstorff continued, Executive Director Blandford is proposing the following wage increases:

**Credentialed (non- management) staff: (Retro to Jan 1, 2022)**

- LPN: Raise starting salary to \$22.00/hour (starting salary was \$18.41/hour).
- RN, BSN, ADN and LEHP: Raise starting salary to \$28.00/hour (starting salary was \$20.00/hour)

\*credentialed workers (full time & part time) currently at \$28/hour or higher will receive a \$1/hourly increase

**MANAGEMENT:**

- Management salaries currently under \$56,000.00 will be raised to \$56,000.00
- Management salaries currently at or above \$56,000 will receive an addition of \$2.00 an hour increase.

In addition, several members of management are at their threshold for earning vacation accruals and are losing vacation hours. Executive Director will discuss partial vacation pay out for managers who are in this situation and losing vacation hours. After discussion, Mr. Smallheer moved, Mr. West seconded the motion to approve Executive Directors proposed wage increase amended to included up to \$4.00 an hour increase for management staff at the discretion of the Executive Director. The motion carried.

Dr. Dumstorff reported Dr. Magner and Dr. Badahman are working together to determine the most feasible date for transition of Medical Director responsibilities. BJC review board now requests that Medical Director's contract be with Dr. Badahman, not BJC, as is the TB contract for services. Tuberculosis clinic day of service must be moved to accommodate the change in physicians.

Under Personnel Matters, Dr. Dumstorff reported the Executive Director requests approval for hiring a temporary agency worker. The agency requires thirty percent (30%) of the annual starting salary to be paid to as a "finders fee". This individual is currently working as a Clinical Services Representative. Ms. Thompson moved, and Dr. Dumstroff seconded a motion to hire a temporary worker from an employment agency at a fee no more than \$10,000.00. The motion carried.

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

- No new hires or terminations to report.

The Health Department is currently seeking to fill:

Within the Health Promotion and Wellness Division and Clinical Services and Systems Divisions:

- One (1) full-time Nurse Manager

- One (1) 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)

Infectious Disease Prevention Division:

- One (1) full-time Clinical Services Nurse (LPN)
- One (1) full-time HIV Housing Program Coordinator

One (1) full-time Systems Quality Manager 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 reported the Health Care Commission is scheduled to meet May 10, 2022.

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

Executive Director the PHF Scrivner received two scholarship applications which will be reviewed. Scholarship recipients will be announced at the May 10, 2022 foundation meeting. The date of the golf tournament has been set for August 13, 2022. Barb Hohlt is coordinating the fundraiser, along with assistance from Kristy Mullins and Mike Gates.

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

Executive Director Oliver-Blandford reported IPHA is starting in-person meetings, with virtual attendance as an option. Director Blandford will be attending the first meeting virtually. There is a search underway for a new Public Health Director.

#### **Adjournment**

The meeting adjourned at 7:41 p.m. with a motion from Ms. Thompson and a seconded from Mr. Smallheer. The motion carried unanimously. Next meeting is May 17, 2022 at 6:30 pm.

Respectfully submitted,

Dr. Dumstorff  
Secretary