

MINUTES OF THE REGULAR MEETING OF THE ST. CLAIR COUNTY BOARD OF HEALTH held February 21, 2023, 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: Dr. Julie Wittenauer - President, , John West, Secretary, William Kreeb, Cindy Thompson, and Dr. Kelly Wood.

Members Excused: Dr. Leo Dumstorff – President-Elect, Matt Smallheer.

Others Present: Executive Director Myla Blandford, Deputy Director Kathy Weisenstein, Barbara Whitaker, Director of Clinical Services & Systems, Sharon Valentine, Director of Environmental Programs, Susan Rehrig, Director of Infectious Disease Prevention, 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 Wittenauer called the meeting to order at approximately 6:40 p.m. and opened the meeting to public comment as required under the Open Meetings Act. All board 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, Procurement & Inventory Policy, Management time Practice, Federal Grant Compliance Services, New Letterhead.

MINUTES

Mr. West moved, and Ms. Thompson seconded a motion to accept the minutes of Board of Health held on January 17, 2023. The motion carried unanimously.

PRESIDENT'S REPORT

President Wittenauer deferred to the Executive Director for the Annual Report and New letterhead, which both were made available to board members and staff. Referencing the Bi-Laws, the Executive Director proposed the 2022 Annual Report be written in a much smaller, foldable size than it has been in the recent past. The board agreed with the Executive Director's proposed version of the annual report. In addition, the Executive Director presented the new letterhead, which board members overwhelming expressed support for.

EXECUTIVE DIRECTOR'S REPORT

- a) Per CDC guidelines, St. Clair County's COVID-19 Community level is currently at the LOW level and Transmission Rate is at Moderate. New COVID-19 hospital admissions

per 100,000 population is 4.7; 3.9% of staffed inpatient beds are in use by patients with confirmed COVID-19; St. Clair County's COVID-19 vaccination rate is 69.8% for ages 5 and over.

- b) The COVID and Flu testing clinic continues to operate Monday-Friday 8 am to 4 pm daily, but will close 2/24/23 at its current location. The services will be moved into the Adult Health Clinic at the health department. SCCHD staff will provide the services. Cost to run this program is covered by the Response Grant.
- c) MPV update: A total of 15 cases have been identified in the county between SCCHD (10) and ESHD (5). Daily MPOX vaccines continue daily in the adult health clinic.
- d) P & F item: Changes in Procurement & Inventory Policy are highlighted in the materials provided and have been updated to match County policy.
- e) P & F item: Wage Restructure Summary: The recent draft of the MOA was received and there were areas of concern. Further clarification was requested from County Administration. The health department is waiting on a revised version of the MOA.
- f) Management time practice: The description of the practice provided by legal counsel, along with the outline for using management time is in your packet of materials.
- g) Union Legal Update – Waiting to hear back on new hearing date.
- h) PSDS hearing: States Attorney is waiting on a statement of appeal. Executive Director asked the board to decide on a mutually agreed upon day and date to schedule the hearing.
- i) Board Of Health Board member appointments: Executive Director had a discussion with Chairman Kern about the board appointments not being up to date.
- j) Cancer Anomaly: An inquiry referencing nine (9) children that live within a 20-mile radius of southern St. Clair County and northern Randolph County that are currently battling a form of acute lymphoblastic leukemia and has been escalated to the state level.

COMMITTEE REPORTS

Finance/Personnel Committee Report

Mr. West began with the Finance Committee report with the expense claims processed since the January 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. Wood moved, and Ms. Thompson seconded a motion to approve the expense claims. The motion carried.

Mr. West continued, the Accounting Manager has conducted a review of the Procurement and Inventory Policies. The revised policies redefines dollar threshold of recording durable goods as well as professional services. The changes to both the policies have been high-lighted in yellow for review. See the SCCHD Procurement & Inventory Policies for detail. The Executive Director has reviewed these policy changes and recommends Board approval. Mr. Kreeb moved, and Dr. Wood seconded a motion to approve the Procurement and Inventory Policies updates. The motion carried.

Mr. West reported, the Board of Health approved the Management Time Practice outlined by the sub-committee at the January 2023 board meeting. Upon board approval, the outlined parameters were submitted to Chatham Law for review and further comment. Executive Director Blandford

has outlined the parameters and seeks board approval on the practice. Ms. Thompson moved, and Dr. Wood seconded a motion to approve the Management Time Practice. The motion carried.

Mr. West stated, under the new OMB Uniform Guidance, monitoring by SCCHD of any HIV Ryan White grant sub-recipients over a certain threshold receiving Federal funding includes fiscal monitoring, testing of invoice records, reviewing sub-recipients' indirect cost allocation plans and ensuring the sub-recipients obtain an audit in compliance with OMB Uniform Guidance. As SCCHD does not have enough fiscal staff available to perform this monitoring, SCCHD undergoes a procurement process annually to determine which firm will perform the fiscal audits. The steps undertaken for the current Ryan White grant years are as follows:

- Bids were requested from Clifton Larson Allen, Creason-Edwards and Cimarolli, Rice, Sullivan, LLC, and Wenzel & Associates.
- Creason-Edwards and Cimarolli, Rice, Sullivan, LLC, and Wenzel & Associates responded that they are unable to perform the audit within the timeframe available.
- Clifton, Larson, Allen responded and provided a bid.

Based on the responses received, the division of Infectious Disease Prevention is recommending that Clifton Larson Allen perform the fiscal monitoring of HIV Ryan White Sub-recipients for \$16,500 plus technology costs of \$825. The Executive Director has reviewed this request and recommends Board approval. Mr. Kreeb moved, and Ms. Thompson seconded a motion to approve the procurement of fiscal monitoring services as outlined. The motion carried.

Mr. West continued, the County submitted a MOA to SCCHD for signature. After review by the Executive Director, select Board members and legal counsel Grey Chatham, it was determined that additional clarification was needed prior to signature. The Executive director addressed concerns with County Administration and is awaiting a new draft MOA.

Mr. West concluded with the following Health Department staffing update:

- Ms. Loreen Crockett accepted a part-time Public Health Nurse position effective January 3, 2023, after retiring December 27, 2022.

The Health Department is currently seeking to fill the following positions:

- Within the Health Promotion and Wellness Division:
 - Full-Time Director of Health Promotion & Wellness Division
 - Two (2) full-time Nurse Manager positions
 - Three (3) full-time Staff Nurse/Public Health Nurse
 - Full-time Community Navigation Coordinator
 - Part-time or full-time Breastfeeding Peer Counselor
 - Full-time Clinical Services Representative
- Within the Infectious Disease Prevention Division:
 - Full-time Case Manager
 - Full-time Disease Intervention Specialist
 - Full-time Preparedness & Volunteer Coordinator

DIVISION UPDATES:

The Deputy Director shared highlights from the Administration Division, as well as the Health Promotion & Wellness Division/Clinical Systems & Services Divisions. The Accounting Manager highlighted points in the financial report and noted that approximately \$155,000 of the \$400,000 Mass Vaccination Grant was due to be sent back to the State and would be on the agenda for approval at the March Board meeting. The Directors of the Infectious Disease Prevention Division and the Environmental Programs Division reviewed highlights from their respective divisions.

LIAISON REPORTS

Health Care Commission

Executive Director reported the Health Care Commission is scheduled to meet in person on March 7, 2023. Scheduled topics include defining the roles of Healthier Together and Health Care Commission, I-PLANS and hospital assessments. There is a PHAB annual report due on at the end of March, which is a big report.

W.C. Scrivner Public Health Foundation

Executive Director reported the Scrivner Foundation Golf Tournament is scheduled for September 30, 2023. Scrivner Board Member Pat White is looking to hold the trivia night later in the summer.

Illinois Public Health Association

Executive Director reported IDPH was surveying local health departments as to how the workforce development money should be rolled out across the state. Details will follow when available.

Medical Society

Both Dr. Wood and Dr. Wittenauer agreed they have seen a reductions in the reporting of COVID and Flu cases.

Adjournment

At 7:53 p.m. Ms. Thompson moved, and Mr. West seconded a motion to adjourn the meeting. The motion carried unanimously. The next meeting March 21, 2023 at 6:30 pm.

Respectfully submitted,

Mr. John West
Secretary