

**MINUTES OF THE REGULAR MEETING OF THE ST. CLAIR COUNTY BOARD OF HEALTH** held January 17, 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, Dr. Leo Dumstorff – President-Elect, John West, Secretary, William Kreeb, Matt Smallheer, Cindy Thompson, and Dr. Kelly Wood.

**Members Excused:** N/A

**Others Present:** Deputy Director Kathy Weisenstein, Sharon Valentine, Director of Environmental Programs, Susan Rehrig, Director of Infectious Disease Prevention, Barbara Whitaker, Director of Clinical Services & Systems, Janet Cronin, Accounting Manager and Brenda Fedak, Organizational Communications Manager. Executive Director Myla Blandford was excused.

**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 6:30 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, Cost Allocation Plan, Risk Assessment, Equipment Purchase, Q4 Strategic Dashboard and Quarterly Report, Liaison Committee appointments and Board Member Contact Information,

**MINUTES**

Mr. West moved, and Ms. Thompson seconded a motion to accept the minutes of Board of Health held on December 12, 2022. The motion carried unanimously.

**PRESIDENT’S REPORT**

President Wittenauer referenced the 2023 Committee and Liaison appointments, as well as the 2023 Board member contact information included in the Board packets. Members were asked to verify their information.

**EXECUTIVE DIRECTOR’S REPORT**

- a) Per CDC guidelines, St. Clair County’s COVID-19 Community level is currently at the MEDIUM level and Transmission Rate is at Moderate . There is an error in the reporting for the case rate, no information available at this time; New COVID-19 hospital admissions

per 100,000 population is 14; 6.3% 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) New COVID and Flu testing clinic continues to operate Monday-Friday 8 am to 4 pm daily, currently through the end of February. If there is still a need, may move the services to the smaller conference room in the annex.
- c) Ebola monitoring ended 1/11/23, due to a reduction in cases abroad. SCCHD monitored one low risk resident. SCC has had no asylum seekers to date.
- d) Monkeypox update (MPV): A total of 15 cases have been identified in the county between SCCHD and ESHD. Daily MPOX vaccines continue daily in the adult health clinic.
- e) P & F item: Wage Restructure Summary: Phase two wages entered into county's New World System (payroll system). We have yet to receive the MOU from County Administration. Executive Director Blandford sent email to Chairman Kern & Dr. Moore and copied Dr. Wittenauer and Mr. Kreeb, thanking them for moving forward with the wage restructure and documenting the understanding of what MOU would say. When we receive the MOU, Executive Director will forward to the BOH and Chatham Law prior to signing. Depending on the details, a called emergency board meeting may be needed.
- f) Management time practice subcommittee met and details of the recommendations are detailed in the P & F. Upon the recommendation of the Executive Director, the Board will be asked to approve the practice.
- g) Union Legal Update – Hearing postponed due to required posting interval with the addition of the inspector position to be added to the list of Union positions. Waiting to hear back on new date to meet.
- h) A new PSDS hearing has been requested. Waiting to hear from States Attorney on timeline. This will require a meeting of the Board Of Health. Please discuss a preferred time and day of the week. It is not feasible to hold the hearing before the monthly board meeting.

## **COMMITTEE REPORTS**

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

Mr. West began 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. Mr. Kreeb moved, and Dr. Dumstorff seconded a motion to approve the expense claims. The motion carried.

Mr. West reported 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. Two changes were made: 1) County costs will be allocated on a monthly basis instead of a quarterly basis. 2) Two (2) name changes referenced in the Cost Allocation Plan were updated: Monica Taylor replaced Sue Schmidt for the County and Myla Blandford replaced Barbara Hohlt for the Health Department.

Mr. West continued, the Executive Director and Accounting Manager have completed the annual review of the Department's Risk Assessment. This Risk Assessment identifies fiscal and program risks and the controls in place to prevent loss and is part of a countywide review process conducted

in accordance with governmental accounting standards. Mr. Smallheer moved, and Ms. Thompson seconded a motion to approve the Annual Risk Assessment review. The motion carried.

Mr. West stated, the division of Infectious Disease Prevention (IDP) is requesting to update two (2) electrical outlets, install three (3) electrical outlets, and to purchase an industrial copier for the Adult Health clinic. The electric outlets are required to power existing equipment. A new industrial copier is needed to assist in achieving IDP grant deliverables. A-AGE, the PBC (St. Clair County Public Building Commission) selected vendor, has quoted the electrical work at \$2,142.78. The industrial copier will be purchased through Watts Copy Systems, under Sourcewell pricing ID# 47352, for \$5,689. The total cost of the electrical work and industrial copier is \$7,831.78 and will be spread across multiple IDP grants with funder approval. The Executive Director has reviewed this request and recommends Board approval of this equipment purchase. Dr. Dumstorff moved, and Mr. Kreeb seconded a motion to approve the equipment purchase as outlined. The motion carried.

Mr. West continued, On September 20, 2022, the Board Of Health was informed that no bids were received for the Mental Health Services Provider Request for Proposal (RFP) published on October 6th and October 9th, 2022 in the Belleville News Democrat. On December 13, 2022, the Board Of Health was informed that the RFP would be published a second time. A revised RFP was published in the Belleville News Democrat with a submission date of January 6, 2023. SCCHD received one (1) application from Light Source, a mental health provider in Belleville, Illinois. Light Source currently facilitates the support group for individuals living with HIV/AIDS. The HIV Program is requesting to contract with Light Source for the remainder of the FY22 grant year, as well as the FY23 grant year, as continued funding permits. The fee for service contracted amount for each individual year is \$25,000. The Executive Director has reviewed this request and recommends board approval. Dr. Wood moved, and Ms. Thompson seconded a motion to approve Light source as the Mental Health Services provider . The motion carried.

Mr. West reported, The board appointed subcommittee including William Kreeb, Cindy Thompson, Matt Smallheer and Julie Wittenauer, met on January 10, 2023 to review the recommended parameters of the proposed St. Clair County Health Department Management Time practice. Executive Director Blandford was also in attendance. The subcommittee voted to proceed with recommending Board Of Health approval of parameters outlined below as they pertain to exempt (salaried staff that is excluded from receiving overtime hours/pay) St.Clair County Health Department Directors and Managers:

- 1) In order for management time to be utilized, the staff member must work one hour in the building during normal business hours on the day the time is requested.
- 2) Management time off must be approved by the staff member's supervisor or designee. The time must be acquired/considered available before requested/taken.
- 3) The maximum number of management hours taken in a calendar week cannot exceed 15.
- 4) Management time cannot be taken in conjunction with a holiday (the day before/after the paid holiday).
- 5) Management hours will only be considered as available if earned in the 12 calendar months\* preceding the requested day(s) off. \*COVID management hours were counted (cumulatively) from 2020; the hours will remain as available until June 2023.

- 6) The Executive Director may exercise discretionary authority in extenuating circumstances regarding the approval of management time.

Upon approval, the outlined parameters will be submitted to Chatham Law for review and further comment. After review, this practice will be included in a Management Practice document for implementation by health department accounting staff. The Executive Director has reviewed the subcommittee's recommended parameters and recommends Board approval. Dr. Dumstorff moved, and Mr. Smallheer seconded a motion to approve the Management Time Practice as outlined to be sent to Chatham Law for review. The motion carried.

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

- Ms. Beth Wachtel onboarded as a full-time Public Health Nurse within the Health Promotion and Wellness Division effective December 12, 2022.
- Ms. Kiearra Jones resigned her full-time Medical Reserve Corps (MRC) Volunteer Coordinator position effective December 21, 2022.
- Ms. Loreen Crockett resigned her full-time Nurse Manager position with the Illinois Breast and Cervical Cancer Program (IBCCP) effective December 27, 2022 and was re-hired as a part-time nurse effective January 3, 2023. Ms. Crockett will continue to work within the IBCCP program until new staff is hired. Ms. Margaret Coats resigned her Case Manager position within the Health Promotion and Wellness Division, effective January 6, 2023 to pursue retirement.
- Ms. Cher Wiltsie accepted the full-time position of Behavioral Health Coordinator and will transfer from her current position of Disease Intervention Specialist. Both positions are within the Infectious Disease Prevention Division. Effective date of this transfer is to be determined.

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
- 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, including details about Adult Vaccination Clinics being offered for the un-insured and under-insured adult population 19 years and older. The Accounting Manager highlighted points in the financial report. The Directors

of the Infectious Disease Prevention Division and the Environmental Programs Division reviewed highlights from their respective divisions.

### **LIAISON REPORTS**

#### **Health Care Commission**

Deputy Director reported the Health Care Commission met on January 10, 2023, with the main topic of discussion being collaborative grant opportunities.

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

Deputy Director reported the Scrivner Foundation are looking to hold a Trivia Night in the spring of 2023 as well as the Annual Golf tournament in the fall of 2023. Dates are still to be determined.

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

Deputy Director IDPH was awarded a large Workforce Development Grant. Details will follow as they are rolled out.

#### **Adjournment**

At 7:25 p.m. Mr. Smallheer moved, and Mr. West seconded a motion to adjourn the meeting. The motion carried unanimously. The next meeting February 21, 2023 at 6:30 pm.

Respectfully submitted,

Mr. John West  
Secretary