

**MINUTES OF THE REGULAR MEETING OF THE ST. CLAIR COUNTY BOARD OF HEALTH** held June 21, 2022, 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. Julie Wittenauer – President-Elect, Dr. Leo Dumstorff - Secretary, Dr. Tracey Biermann, Matt Smallheer, John West 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, Janet Cronin, Accounting Manager, Brenda Fedak, Organizational Communications Manager, Dr. and Mrs. Jay Magner, Carmoleta Youck and Linda Hickey, St.Clair County Health Department (SCCHD) Infectious Disease Prevention Division staff members.

**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 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, Labor 100 Proposal, and SCCHD Wage Restructure Proposal.

**MINUTES**

Mr. Smallheer moved, and Dr. Dumstorff seconded a motion to accept the minutes of Board of Health held on May 17, 2022. The motion carried unanimously.

**PRESIDENT'S REPORT**

President Kreeb began the meeting by recognizing Dr. Jay Magner and thanked him for his years of service as St. Clair County Health Department's Medical Director. Dr. Magner shared some thoughts and expressed his gratitude for the opportunity to serve as St. Clair County Health Department's Medical Director. Dr. Magner was presented a plaque noting his years of service as Medical Director. A small reception with coffee and cupcakes was held. Dr. and Mrs. Magner visited with board members and staff before leaving the meeting.

President Kreeb reminding board members with terms expiring June 30, 2022 to consider serving another term on the Board of Health and to confirm their decision with Executive Director

Blandford. Board members with expiring terms include Dr. Kelly Wood, Ms. Cindy Thompson and Dr. Tracey Biermann.

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

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

- a. Executive Director as Board member with terms expiring in June to reach out and confirm their willingness to extend to another term or if they were truly expiring their terms.
- b. COVID Community Levels, as outlined by the CDC, are at the "MEDIUM" level, with 149.8 DAILY COVID cases per 100,000 population and 240.68 weekly cases per 100,000 population. COVID cases overall are increasing. Vaccination rate for age 5 and up is at 68.1% for St. Clair County.
- c. Moderna & Pfizer vaccine was approved for 6 months and up, along with the CDC approved boosters for ages 5-11, 5 months post initial series; The health department will publish appointments as soon as the vaccine is in house.
- d. The Fource Group presented logo ideas to the management staff. Following a process outlined by the Fource Group, a new logo was approved by the management staff. Board members were asked to comment and let Director Blandford know their thoughts.
- e. Wage Restructure Summary (discussion) : Wage restructure: County Administration asked for Union & nonunion restructure to be provided separately and starting salary documentation for Executive Director. Executive Director Blandford requested that the County attorney review the Union proposal before it was sent to membership. Both proposals will go to Finance and then to County Board on Monday, June 27, 2022. Grant funding could not be secured for vacation accrual payout. Department reserves would be used for accrual payout if approved by County Board as previously discussed.

### **COMMITTEE REPORTS**

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

Dr. Dumstorff began the Finance Committee report with the expense claims processed since the May 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 Dr. Wood Smallheer seconded the motion to approve the expense claims. The motion carried.

Dr. Dumstorff continued, due to the State of Illinois year-end on June 30, 2022, and Grant Funders requirements to submit requests for reimbursement of program expenses by mid-July, a special expense claims run will occur on July 11, 2022, resulting in a large number of checks being issued prior to the next Board of Health meeting. Expense documentation will be reviewed by the Executive director prior to processing the checks.

Dr. Dumstorff reported the Ryan White Part's A & B grants are audited by Clifton Larson Allen LLP (CLA) and they completed their audit resulting in two findings pertaining to subrecipients: The first finding was in regard to the Time & Effort (T&E) certification, a form which tracks a staff member's weekly allocation of time worked in program with employee's and supervisor's signatures. CLA provided a copy of the T&E form to use as a template; all subrecipients received a copy as part of a corrective action plan. Alternatively, subrecipients may use their own form.

This form will become effective the first invoicing of the new grant year. The second finding was due to a new system being implemented at the subrecipient's level. This was a unique situation, and nothing was implemented to effect a change.

Dr. Dumstorff continued with the Executive Director received approval of the new wage proposal for union members, by the Laborers' Local #100, on June 7th. A draft addendum letter (for the current 2022-2024 Union Agreement) has been submitted to St. Clair County Administration. In addition, a wage proposal for non-bargaining unit staff has also been submitted to County Administration. The wage proposal packet also included a request for a one-time payout of 50% of vacation accruals for Administration Management and Division Directors, in an effort to reduce the loss of paid benefit time.

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

- Ms. Keondra Harris resigned her Director of Health Promotion & Wellness Division effective June 9, 2022.
- Ms. Barbara Whitaker switched to a temporary part-time Nurse Manager position.
- Ms. Ivon Clark accepted an Administrative Services Representative position effective June 6, 2022.
- Ms. Shaniyah Mayes accepted a HIV Housing Coordinator position effective June 10, 2022.

The Health Department is currently seeking to fill:

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

- Two (2) 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)

### **DIVISION UPDATES:**

The Deputy Director reviewed the Administration Division, Infectious Disease Prevention Division, Health Promotion & Wellness Division and the Clinical Systems & Services Division reports. The Accounting Manager highlighted points in the financial reports. The Director of Environmental Programs reviewed highlights for Environmental Division.

### **LIAISON REPORTS**

#### **Health Care Commission**

Executive Director Blandford reported Aldara Henderson, Kristy Mullins and she attended a meeting with the hospitals on June 2, 2022. The hospitals are joining together to align plans, workgroups and strategies.

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

Executive Director reported Barb Hohlt is coordinating the Scrivener Golf Tournament Fundraiser, along with assistance from Jenny Meyer and Kristy Mullins, scheduled for Saturday, August 13, 2022. Flyers are available for distribution. Please consider supporting this event.

### **Illinois Public Health Association**

Executive Director Oliver-Blandford reported IPHA is focusing on funding and support for increasing the Public Health state budget from \$19 million to \$30 million. Executive director has reached out to local government officials for their support.

### **Medical Society**

Dr. Wood reported, and Dr. Wittenauer agreed, they are seeing more COVID positive cases.

### **County Board**

Mr. Smallheer report he will be attending the Finance Committee meeting on Monday, June 27, 2022 to lend any additional support for the SCCHD Wage Restructure.

### **Adjournment**

The meeting adjourned at 7:28 p.m. with a motion from Mr. West and a seconded from Mr. Smallheer. The motion carried unanimously. Next meeting is July 19, 2022 at 6:30 pm.

Respectfully submitted,

Dr. Dumstorff  
Secretary