

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

**Members Excused:** Dr. Kelly Wood and 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 6:30 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, Healthier Together document, Watts Copier Proposal, County Administration's MOA.

**MINUTES**

Mr. West moved, and Dr. Dumstorff seconded a motion to accept the minutes of the Board of Health held on February 21, 2023. The motion carried unanimously.

**PRESIDENT'S REPORT**

President Wittenauer reminded board members their Statements of Economic Interest were due by May 1, 2023. Each board member should have received information from the county on the statements and how to access the information online. President Wittenauer deferred to Executive Director Blandford to present the finalized version of the 2022 Annual Report. Dr. Dumstorff moved, and Ms. Thompson seconded a motion to approve the finalized version of the 2022 Annual Report. The motion carried unanimously.

**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 SUBSTANTIAL. New COVID-19 hospital admissions per 100,000 population is 6.9; 3.6% of staffed inpatient beds are in use by

patients with confirmed COVID-19; St. Clair County's COVID-19 vaccination rate is 69.9% for ages 5 and over.

- b) The COVID and Flu testing clinic moved to the Adult Health Clinic of the health department and continues to offer FREE Walk-in COVID and Flu testing Monday-Friday 8 am to 4 pm daily, with SCCHD staff providing the services. The cost to run this program is covered by the Response Grant, which is covered through May 1, 2023.
- c) Mpox: Daily MPOX vaccines clinics continue daily in the adult health clinic.
- d) P & F item: Highlighted language in P & F was updated to reflect County policy.
- e) P & F item: Wage Restructure Summary: A draft of the County Admin MOA was received. There are outstanding concerns over language and the handling of new hires under the MOA.
- f) Union Legal Update – A meeting is set for May 18<sup>th</sup> at 9:30 am via Zoom. Executive Director and Deputy Director will attend the meeting.
- g) PSDS hearing: States Attorney is waiting on a statement of appeal. No further updates.
- h) Board Of Health Board member appointments: New submissions for board members are needed. The most recent nominee decided not to serve. Executive Director will address outstanding terms for current board members with Chairman Kern.
- i) The health department and Intergovernmental Grants Division participated in a tornado/severe weather drill this afternoon (3/21). All went well.

## **COMMITTEE REPORTS**

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

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

Mr. West continued, the State of Illinois requires the excess of any grant funds received over the cost of operating a program be returned to the State. Since the last Board of Health meeting, a refund of \$166,592.57 was processed and paid to Illinois Department of Public Health for funds received by the Mass Vaccination Grant. The Executive Director has reviewed the documentation and recommends Board approval. Ms. Thompson moved, and Mr. Kreeb seconded a motion to approve the Mass Vaccination Grant reimbursement to the Illinois Department of Public Health (IDPH). The motion carried.

Mr. West reported, upon further review, it was determined that an additional update the Risk Assessment approved at the January 17, 2023 Board meeting was needed, which reflected the changes made to the Procurement Policy at the February 21, 2023 Board meeting. The changes made to the Risk Assessment were highlighted as outlined here:

If a Request is for professional services that is **less than \$20,000**, competitive bids from at least three sources will be utilized and requests for these bids will be written in a way that does not restrict competition by including clear and accurate description of the technical requirements for the employment.

**For procurement of professional services that exceed \$20,000, a notice inviting bids shall be published at least once in at least one (1) official newspaper in St. Clair County with a circulation of at fifteen thousand copies per issue, which notice shall be published at least five (5) days preceding the last day set for receipt of bids.**

Mr. West stated, the voucher program has had great success in the past few years, combating food insecurity and increasing food access by focusing on the goal of providing healthy foods to families. In previous years, the program served 500 families by providing \$10 vouchers that they were able to redeem for fresh produce. This year, we would like to continue these efforts among eligible families within the service area of multiple Belleville School Districts. As per the Illinois State Board of Education, the free and reduced lunch rates within many of the Belleville Area school districts are over 80%. By partnering with the Belleville Farmers Market stores, the goal is to provide target families with incentives to:

- Increase their fruit and vegetable intake
- Reduce food insecurity
- Increase awareness of locations to purchase healthy foods or sites that offer free food or meals

As in past years, the Belleville Farmers Market will only be reimbursed for vouchers that are exchanged for healthy and fresh produce to families in need. Volunteers from the Chronic Disease Prevention alliance will distribute the vouchers to eligible families attending schools in the Belleville Districts 104, 105, 115, 118 and 119 through their school or the downtown Belleville YMCA. Healthier Together staff will collect used vouchers on a monthly (or quarterly) basis from the Belleville Farmers Market staff before accepting their invoice for payment. See 7.a.iv for details. The Executive Director has reviewed the documentation and recommends Board approval of up to \$5,000 for the Belleville Farmers Market Program. Mr. Kreeb moved, and Ms. Thompson seconded a motion to approve the Healthier Together Workgroup Expenditures as outlined. The motion carried.

Mr. West continued, Deputy Director Weisenstein is requesting approval of up to \$6,000 to purchase a new print/copy/scan/fax machine that will replace two (2) large, aging and malfunctioning copier/printer/fax machines in the admissions center. After consulting with the health department, Watts has proposed a new Sharp Essentials Series Document System (BP-50M31) in the amount of \$5,097.00. Due to this industry experiencing significant increases in equipment costs due to rising costs of production, shipping/distribution and increased financing costs, this proposal pricing is only valid through March 21, 2023. The Executive Director has reviewed the documentation and recommends Board approval. Ms. Thompson moved, and Dr. Dumstorff seconded a motion to approve the copier purchase as outlined. The motion carried.

Furthermore, Mr. West reported Executive Director Blandford requested County Administration to clarify in the 2023 Wage Restructure MOA the revenues the health department intends to use to cover difference in the budgeted salaries to include ‘grant funding’ as a source of revenue, in addition to tax levy and fee revenues. Executive Director Blandford is seeking approval to sign the current draft of County Administration’s MOA for the 2023 Wage Restructure without this change. However, efforts will continue to update the MOA so that the language is correct. Mr.

Kreeb moved, and Ms. Thompson seconded a motion for the MOA to be signed as and updated in the future as outlined above. The motion carried.

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

- Ms. Sherry Hamm has accepted a full-time Clinical Services Representative position within Clinical Services & Systems Division effective March 6, 2023.
- Ms. Dionne Brown's employment was terminated effective February 15, 2023.

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
- Within the Infectious Disease Prevention Division:
  - Full-time Case Manager
  - Full-time Behavioral Services Coordinator
  - Full-time Preparedness & Volunteer Coordinator

### **DIVISION UPDATES:**

The Deputy Director shared highlights from the Administration Division and the Accounting Manager shared highlights from the financial report. The Directors of the Infectious Disease Prevention Division, the Environmental Programs Division, and the Health Promotion & Wellness/Clinical Services & Systems 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 May 9, 2023. Scheduled topics include continuing to define the roles of Healthier Together and Health Care Commission, work groups, Strategic Plans and I-PLANS. 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, with a 12 noon start time. Scrivner Board Member Pat White is looking to hold the trivia night later in the summer.

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

Executive Director reported IDPH workforce development grant is expected to be \$66,000 a year for 5 years. IDPH increased the Local Health Protection Grant budget by \$1,000,000 across the state. The Executive Director shared she was interested in “Dog Bites” training for staff and was checking into the logistics of holding this training, along with on going Health Equity training and shelter training from The Red Cross.

**Adjournment**

At 7:45 p.m. Ms. Thompson moved, and Mr. West seconded a motion to adjourn the meeting. The motion carried unanimously. The next meeting April 18, 2023 at 6:30 pm.

Respectfully submitted,

Mr. John West  
Secretary