

MINUTES OF THE REGULAR MEETING OF THE ST. CLAIR COUNTY BOARD OF HEALTH held May 17, 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, Matt Smallheer, Cindy Thompson and John West.

Members Excused: Dr. Tracey Biermann, Dr. Kelly Wood.

Others Present: Executive Director Myla Oliver-Blandford, Deputy Director Kathy Weisenstein, Sharon Valentine, Director of Environmental 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, and 2022 Q1 OPS Dashboard report.

MINUTES

Mr. West moved, and Dr. Dumstorff seconded a motion to accept the minutes of Board of Health held on April 19, 2022. The motion carried unanimously.

PRESIDENT’S REPORT

President Kreeb began by expressing his gratitude and thanks to board members and invited board members with terms expiring June 30, 2022 to consider serving another term on the Board of Health. 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 COVID-19 and agency updates:

- a. Board members with expiring terms - Please confirm your willingness to serve another term before the June Board meeting.
- b. COVID Community Levels, as outlined by the CDC, remain at the “LOW” level, with 130.16 COVID cases per 100,000 population. COVID cases overall are increasing. Vaccination rate for age 5 and up is at 68% for St. Clair County.
- c. The FDA approved Pfizer boosters for 5–11-year old’s, which can be administered five

- months after receiving the initial series. ACIP is meeting Friday, May 20th.
- d. The new Medical Director transition date will be June 1st, with first TB clinic to be held on June 7th at 10 am. Both Dr. Magner and Dr. Badahman will attend the June Board of Health meeting, where the board will present Dr. Magner with a plaque and welcome Dr. Badahman.
 - e. The Health Department received the official IPLAN letter of approval and a certificate.
 - f. OPS Dashboard has been updated with new strategic plan information. Highlights of activity include:
 - a. Management staff began LHD Supervisory Skills Training May 12th and will continue weekly through June 23rd. Feedback on the course has been good.
 - b. Wendy Bradley, Program Manager of HIV programs, has been conducting educational outreach in the schools.
 - c. FOURCE - marketing/media/branding contract: routine meetings/survey for website planning
 - d. Monthly all staff
 - e. Employee appreciation: Administrative professionals (gift cards) and nurses (luncheon)
 - g. Executive Director, Deputy Director and Emergency Preparedness Manager, participated in Earthquake preparedness tabletop with St. Clair County EMA.
 - h. NASCAR race at Worldwide Technology Speedway June 3-5. SCCHD, SCC EMA are participating in meetings in preparation for the Event.
 - i. **Discussion in P&F:** After a detailed analysis, Executive Director Blandford is proposing the following revised wage & position structure proposal, to be implemented in two phases. The first phase will be implemented during 2022 and includes increased starting salaries and wages for credentialed and management staff. The implementation date will be dependent on available grant funding. The second phase will be implemented in 2023 and will include increases in starting salaries and wages across other job classification categories; including a restructure of S-2 & S-3 categories. The projected increase in salaries for 2022 (including associated costs) is \$200,00.00. The projected increase for 2023 (including associated costs) is estimated at \$500,00.00 per 12-month period. Implementation is dependent on County & Union approval. We are also still looking to payout vacation for Admin management and Division Directors as previously discussed.
 - a) Potential funding sources: Crisis Grant (2022); ARPA, County resources; HD reserve
 - b) Investment account yields 1-3%, based on meeting with Lopinot. Funds readily available
 - c) 2-year plan raises job classifications to “midline” based on area HD rates

NOTE: Board discussion was had that if grant funds did not cover all the costs to implement this recommendation, health department reserves will need to be deployed to cover the proposed compensation plan. Board members agreed as to the possible use of the reserve funds.

COMMITTEE REPORTS

Finance/Personnel Committee Report

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

Dr. Dumstorff continued, after a detailed analysis, Executive Director Blandford is proposing the following revised wage and position structure proposal, to be implemented in two phases. The first phase will be implemented during 2022 and includes increased starting salaries and wages for credentialed and management staff. The implementation date will be dependent on available grant funding. The second phase will be implemented in 2023 and will include increases in starting salaries and wages across other job paygrade classifications; including a restructure of S-2 and S-3 paygrade classifications. The projected increase in salaries for 2022, including associated costs, is \$200,000.00. The projected increase for 2023, including associated costs, is estimated at \$500,000.00 per 12-month period. Implementation is dependent on St. Clair County Administration and Local Labor Union approval. Mr. Smallheer moved and Dr. Wittenauer seconded the motion to approve revised wage structure. The motion carried.

Dr. Dumstorff reported upon discussion with St. Clair County Health Department (SCCHD) Board of Health Directors and recommendation from SCCHD management, SCCHD did not renew the FY2023 High-Risk Infant Follow-up program grant. Current recipient needs covered under this grant are being met by other local resources.

Dr. Dumstorff continued, Dr. Omer Badahman will assume Medical Director responsibilities for the St. Clair County Health Department effective June 1, 2022. Dr. Badahman met with SCCHD staff on May 10, 2022 to sign standing orders and to meet with some of the staff. Both Dr. Badahman and Dr. Magner will be attending the June 2022 Board of Health meeting.

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

- Ms. Cheryl Brunsmann was transferred from a part-time COVID Senior Coordinator position to a part-time MRC Outreach Coordinator position effective April 11, 2022.
- Ms. Libby Henson resigned an Administrative Services Representative position effective May 10, 2022.
- Ms. Lori Hughes accepted a Clinical Services Representative position effective May 9, 2022.
- Ms. Aldara Henderson accepted a Systems Quality Manager (SQM) position effective May 9, 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 reported the Health Care Commission met Tuesday, May 10, 2022. On June 2, 2022 the hospitals are meeting to join together and align plans and workgroups. The new Systems Quality Manager, Aldara Henderson will attend this meeting.

W.C. Scrivner Public Health Foundation

Executive Director reported since the Scrivner Foundation only received two scholarship applications, after review, the board approved the scholarship committee's request to award each applicant a \$1,000 scholarship instead of the usual \$500 scholarship. The foundation board approved leaving the nominations for Distinguished Scholar Award (DSA) open until September. 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 finalized and will be distributed. Please consider supporting this event.

Illinois Public Health Association

Executive Director Oliver-Blandford reported IPHA met in hybrid format with in-person and virtual attendance as an option. IPHA is currently focusing on grants and COVID Vaccines.

Medical Society

Dr. Wittenauer reported that flu numbers are on the rise but are not higher than the baseline.

Adjournment

The meeting adjourned at 7:33 p.m. with a motion from Ms. Thompson and a seconded from Mr. Smallheer. The motion carried unanimously. Next meeting is June 21, 2022 at 6:30 pm.

Respectfully submitted,

Dr. Dumstorff
Secretary