

MINUTES OF THE REGULAR MEETING OF THE ST. CLAIR COUNTY BOARD OF HEALTH held June 20, 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, William Kreeb, Matt Smallheer, Cindy Thompson and John West.

Members Excused: Kelly Wood.

Others Present: Executive Director Myla Blandford, Sharon Valentine, Director of Environmental Programs, Susan Rehrig, Director of Infectious Disease Prevention, Barbara Whitaker, Director of Health Promotion & Wellness, Maria Sutherland, Director of Clinical Services & Systems, Janet Cronin, Accounting Manager and Brenda Fedak, Organizational Communications Manager. Deputy Director Kathy Weisenstein 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 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 and Tax Levy Ordinance.

MINUTES

Mr. West moved, and Mr. Smallheer seconded a motion to accept the minutes of the Board of Health held on May 16, 2023. The motion carried unanimously.

PRESIDENT'S REPORT

President Wittenauer opened the meeting noting it was time for appointments and reappointments for Board of Health members. Board members will be automatically reappointed unless a member choose not to continue on the board. Members wishing not to continue on were asked to reach out to Executive Director Blandford. Additionally, President Wittenauer reported Jennifer Demsar was appointed by County Board at the May 2023 county board meeting to serve on the St. Clair County Board of Health. Executive Director Blandford will reach out and schedule orientation with Ms. Demsar.

EXECUTIVE DIRECTOR'S REPORT

- a. Hospital admission levels for COVID are low. St. Clair County's COVID-19 Vaccination

rate is 85% (primary series) for ages 5 and over.

- b. The COVID and Flu testing and COVID vaccines continue at the Health Department. FREE Walk-in COVID and Flu testing Monday-Friday 8 am to 4 pm daily, with SCCHD staff providing the services. COVID Vaccines remain FREE, but are by appointment.
- c. Medical Director Alternate Agreement was finalized. Shriners event June 3rd we had to cancel the school and sports physicals for that event. ADM is shadowing Dr. Badaham for two weeks as part of BJC protocol for Dr. Badaham's oversight of ADM.
- d. SCCHD is working with East Side Health District & hospitals to identify priority areas. Mental health was #1 and chronic style behaviors were #2. The group met June 13th for survey results and data updates. The role of Healthier Together is not clear after this year.
- e. June trainings and Events: Health department Syndromic Surveillance at the Worldwide Technology Illinois 300 Nascar race; Active Shooter training for all staff on June 8th, which may result in modifications to some workspaces; NDMS exercise was June 7th at St. Louis (Parks) Airport. On June 23rd, Hector Hernandez will do three trainings: one for management staff and two others for all staff focusing on Diversity and Dog bite field safety. Other county entities were invited to send people if they wanted to. The health department will close that day at 11:45 am so that all staff can attend. Staff appreciation: We are looking to provide some Courtyard events for staff during breaks and lunch periods on the quad. In addition, we are looking to line up some food trucks for Munchie Monday's possibly starting June 26th. Planning a "Boo to the Flu" clinic event for the fall.
- f. Union Legal Update – May 18th meeting at 9:30 am was cancelled due to a state contract dispute. Waiting on Labor Board Judge.
- g. P & F: Workforce Development prepayment for course work for Medical Office specialist, a current staff member. The full amount will be reimbursed by IGD after the first drop date.
- h. P & F: PPE for staff to include an all-weather jacket with our new logo, along with polo shirts with the SCCHD logo and the PHAB logo on the sleeve and drink tumblers. Estimated cost is \$6,200. \$3,000 will be reimbursed by grant dollars.
- i. Local Health Protection Grant (LHPG) was increased by \$6 million dollars for the first time in 15 years across the state. The Workforce Development grant has also come through at \$350,000 a year for a 5-year period.

COMMITTEE REPORTS

Finance/Personnel Committee Report

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

Mr. West continued, due to the State of Illinois year-end on June 30, 2023 and grant funders requirements to submit requests for reimbursement of program expenses by mid-July, a special expense claims run will occur on July 07, 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.

Mr. West reported the Board of Health must submit the annual public health tax levy request to be included in the County Board Levy Ordinance. The Executive Director recommends that the Board approve a request for the public health tax at the rate of .0279 per \$100 assessed valuation. Based upon the anticipated assessed valuation of the County, this rate will generate approximately \$1,544,490 in the 2024 County fiscal year if the County Board does not abate the tax. Mr. Kreeb moved, and Ms. Thompson seconded a motion to approve the annual tax levy request. The motion carried.

Mr. West continued, the Executive Director is seeking approval for the prepayment of funds, not to exceed \$15,000, for a continuing education training program through CALC in Fairview Heights, Illinois, for a current employee. It is anticipated that this amount will be reimbursed by the Intergovernmental Government Grants Division. Mr. Smallheer moved, and Ms. Thompson seconded a motion to approve prepayment of funds not to exceed \$15,000 as outlined above. The motion carried.

Mr. West reported the Executive Director is seeking approval to purchase PPE for health department staff to include an all-weather jacket, polo shirt and a tumbler, all with the new health department logo imprinted or embroidered, not to exceed \$6,500.00. Grant funding of \$3,000.00 has been secured for the purchase of the all-weather jackets, which will remain health department property. Upon termination of employment, the jacket will be returned to the health department as part of the St. Clair County Health Department issued equipment collection process. PPE not returned at the time of termination will be the employees responsibility to cover the replacement cost of the all-weather jacket. Polo shirts and tumblers will be for staff to keep. Ms. Thompson moved, and Mr. Kreeb seconded a motion to approve the staff PPE purchase as outlined in the above. The motion carried.

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

- Jennifer Norman-Latimer accepted a part-time position as Breastfeeding Peer Counselor within the Health Promotion & Wellness Division effective June 8, 2023.

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

Within the Health Promotion and Wellness Division:

- WIC Nutritionist/Competent Professional Authority (CPA)
- One (1) full-time Nurse Manager position
- One (1) full-time Staff Nurse/Public Health Nurse
- One (1) part-time Breastfeeding Peer Counselor

Within the Infectious Disease Prevention Division:

- Full-time Case Manager
- Full-time Emergency Preparedness & Volunteer Coordinator

DIVISION UPDATES:

The Accounting Manager shared highlights from the financial report. The Executive Director shared some highlights from the Administration Division. The Directors of the Infectious

Disease Prevention Division, the Environmental Programs Division, and the Health Promotion & Wellness Division reviewed highlights from their respective divisions.

LIAISON REPORTS

Health Care Commission

Executive Director reported the group met June 13th for survey results and data updates. The role of Healthier Together is not clear after this year. The next meeting is September 12th where the group will look at the aggregated data.

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. Directors and managers will be “all hands-on deck” to work the event. Participants can register and pay online via Pay Pal, where they will be responsible for any additional fees associated with paying online or they can send the form in like they have done in the past.

Illinois Public Health Association

Executive Director Blandford stated she had already reported on the Local Health Protection Grant (LHPG) and Workforce Development grant, which is currently the main focus of this group.

Adjournment

At 8:10 p.m. Mr. West moved, and Mr. Smallheer seconded a motion to adjourn the meeting. The motion carried unanimously. The next meeting is July 18, 2023 at 6:30 pm.

Respectfully submitted,

Mr. John West
Secretary