

MINUTES OF THE REGULAR MEETING OF THE ST. CLAIR COUNTY BOARD OF HEALTH held December 12, 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 zoom teleconference for visitors who wish to attend virtually.

Members Present: Dr. Julie Wittenauer – President, Jennifer Demsar, Matt Smallheer, Cindy Thompson, John West and Dr. Kelly Wood.

Members Excused: Dr. Leo Dumstorff, Willian Kreeb.

Others Present: Myla Blandford, Executive Director, Kathy Weisenstein, Deputy Executive, Sharon Valentine, Director of Environmental Programs, Susan Rehrig, Director of Infectious Disease Prevention, Maria Sutherland, Director of Clinical Services & Systems/Medical Provider, 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. No members from the public were in attendance. 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, 2023 Budget Revision, 2024 Foley Health Department Maintenance Contract and Proposed By Law Changes.

MINUTES

Mr. West moved, and Ms. Thompson seconded, a motion to accept the minutes of the Board of Health held on November 14, 2023. The motion carried unanimously.

PRESIDENT'S REPORT

President Wittenauer referred to the By Law changes included in the packet of information and asked if there were any questions or comments on the changes noted for the By Laws. Hearing none, Ms. Demsar moved, and Ms. Thompson seconded a motion to approve the By Law changes as proposed. The motion carried.

President Wittenauer deferred to Executive Director Blandford for the Executive Directors report.

EXECUTIVE DIRECTOR'S REPORT

Executive Director Blandford reported the following:

- a. COVID in St. Clair County is currently LOW based on hospital admissions at 8 per 100,000, which is a 70.6% change from prior week. We continue to administer Moderna and Pfizer vaccines for all ages as recommended by the CDC. Ten (10) Illinois Counties are at HIGH COVID status, all near Sangamon County and north. Infant hospitalization are increasing. Overall, COVID, RSV & Flu are increasing, COVID fluctuating week to week. IDPH has a new dashboard, as well as the CDC.
- b. Hearing decision for 661 Juanita Ct has been sent to property owner and legal counsel.
- c. The health department received a request from Foley's for an increase in fees of 4.4% for janitorial services. The Executive Director will sign an agreement for services month to month due to this being a contract year when the Foley's contract is up for bid for renewal with the County.
- d. Active shooter upgrade approvals and assistance: Executive Director spoke to Jim Brede, Director of the Public Building Commission, and will schedule a meeting in January to discuss construction on the 3rd floor and lower-level reception areas of the health department. Mr. Brede stated that PBC has no budget for this construction, but did agree to have Mr. Hoffmann review our request. Director Blandford directed Emergency Preparedness Response staff to research door stop pricing.
- e. Audio/Video upgrades are complete. The IT Manager has started to train staff on how to use the new equipment.
- f. Trainings/Events: Executive Director is reviewing Anger Management training options for both online & in person. In addition, training on bullying is also being reviewed, which came up anonymously from the staff survey, which indicated a need for bullying training. We will also include new Employee Assistance Program information when training information is distributed. Christmas Luncheon December 14th from 11:30 -1:00. All board members are invited to attend and visit with staff.
- g. The fiscal review team (Bill Kreeb, John West and Matt Smallheer) will schedule a meeting proposed for January 31, 2024. After a discussion, February 1, 2024 at 2 pm was agreed upon for the Fiscal review.

COMMITTEE REPORTS

Finance/Personnel Committee Report

Mr. West began with the Finance Committee report with the expense claims processed since the November 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. Ms. Smallheer moved, and Ms. Demsar seconded a motion to approve the expense claims. The motion carried.

Mr. West continued, due to the December 2023 Board of Health meeting one week earlier than usual, the Accounting Manager is requesting the Board to approve processing expense claims not to exceed \$450,000. The detail of all expenses paid after the December 12th meeting will be submitted for review and reapproval during the

January 16th, 2024 meeting. The Executive Director has reviewed the expense request and documentation and recommends board approval. Ms. Demsar moved, and Dr. Wood seconded a motion to approve the 2023 budget adjustments. The motion carried.

Mr. West reported the St. Clair County Health Department's 2023 budget will be adjusted by the County Auditor's Office to reflect actual costs incurred. The Executive Director has reviewed the adjustments made by the Accounting Manager and recommends Board approval of the 2023 budget adjustments. Ms. Thompson moved, and Ms. Demsar seconded a motion to approve the 2023 budget adjustments. The motion carried.

Mr. West stated the Executive director has approved a provisional contract with Foley Building Maintenance LLC for 2024 janitorial services and recommends Board approval of the 2024 contract with Foley's. Mr. West moved, and Ms. Demsar seconded a motion to approve the maintenance contract submitted by Foley's. The motion carried.

Mr. West concluded with the following staffing updates:

- Ms. Camille Peterson accepted a full-time position as Clinical Program Coordinator effective December 18, 2023.
- Ms. Antinia Cage accepted a part-time position as Breastfeeding Peer Counselor effective December 18, 2023.
- Ms. Kiley Asbury accepted a full-time position as Behavioral Health Coordinator effective December 18, 2023.

The Health Department is currently seeking to fill:

- One (1) full-time TB Staff Nurse/Public Health Nurse
- One (1) full-time IBCCP Staff Nurse/Public Health Nurse
- One (1) full-time Client Services Representative
- One (1) full-time Case Manager

DIVISION UPDATES:

The Deputy Executive Director shared updates from the Administration Division and shared highlights from the Health Promotion & Wellness division in the director's absence. The Accounting Manager shared highlights from the financial report. The Directors of the Infectious Disease Prevention, Environmental Programs, and Clinical Services & Systems Divisions reviewed highlights from their respective divisions.

LIAISON REPORTS

Health Care Commission

The Executive Director reported the collaborative survey was released on 11/8/2024 to the public, with the deadline being extended to 12/8/2024. Currently, we are waiting on

hand-written survey data to be inputted. Executive Director met with Mr. Kreeb and Mr. Peters to discuss the future of Healthier Together. Mr. Peters would like to write for SPAN grant opportunities. Conversation also included the realignment of duties due to the Healthier Together support person leaving.

W.C. Scrivner Public Health Foundation

Executive Director Blandford noted the Christmas luncheon again and stated the Scrivner Foundation had their last meeting of 2023 in December. For 2024, some foundation board members would like to do a Bingo of some sort. Other possible fundraising opportunities are being discussed.

Illinois Public Health Association

Executive Director Blandford reported IPHA continues to focus on workforce development expansion, which has grown in scope.

Adjournment & Executive Session

At 7:12 p.m. a motion was made by Mr. West and seconded by Mr. Smallheer to adjourn the regular Board of Health meeting and to convene the executive session to address security, personnel and pending litigation that needs to be reviewed. Directors were excused with the exception of Executive Director Blandford, Sharon Valentine and Deputy Director Kathryn Weisenstein and Organizational Communications Manager Brenda Fedak, all who remained for the executive session.

At 7:29 p.m. a motion was made by Mr. Smallheer and seconded by Dr. Wood to close the executive session and adjourn the meeting. The motion carried unanimously. The next meeting is January 16, 2024 at 6:30 pm.

Respectfully submitted,

Mr. John West
Secretary