

MINUTES OF THE REGULAR MEETING OF THE ST. CLAIR COUNTY BOARD OF HEALTH held July 18, 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, John West and Kelly Wood.

Others Present: Executive Director Myla Blandford, 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, Director Sharon Valentine, and Director Susan Rehrig were 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.

MINUTES

Mr. West moved, and Mr. Smallheer seconded a motion to accept the minutes of the Board of Health held on June 20th, 2023. The motion carried unanimously.

PRESIDENT'S REPORT

President Wittenauer opened the meeting with the reappointment of the Board of Health Members – Dr. Leo Dumstorff, DDS, Dr. Julie Wittenauer, MD, William (Bill) Kreeb, MS. Their letters of agreement to serve on the St. Clair County Health Department Board of Health were signed and will be forward to St. Clair County Board Chairman Mark Kern for official appointment.

President Wittenauer informed the Board a new board member, Jennifer Demsar, was appointed to serve on the St. Clair County Health Department Board of Health for a two-year term, ending June 30, 2025. Ms. Demsar plans on attending the August 2023 Board of Health meeting.

Concluding, President Wittenauer appointed Executive Director's Evaluation Team to review the evaluations forthcoming from the board of health members, which included Mr. Kreeb, Mr. West, Mr. Smallheer, along with the President and President-elect.

EXECUTIVE DIRECTOR'S REPORT

- a. Wastewater Polio study – Retrospectively surveil for Polio in IL (Sauget, O'Fallon & Belleville). If positives are found, prospective samples will be taken. Vaccine guidance change/boosters to be offered for under/non immunized. Working on getting IPV in house for adults.
- b. Clinical Services Division is offering school and sports physicals Monday-Friday by appointment, and to offer walk in services to include fluoride treatments, vaccines, TB testing, pregnancy tests, BP/Blood glucose screenings, HIV testing. Due to WIC increased caseload, may need to start with designated times 2 to 3 days per week instead of 5. Boo to Flu clinic scheduled October 14th. Adult Flu vaccine has been ordered. We are currently researching offering travel vaccines.
- c. Trainings/Events: Management, Diversity & Dog Bite prevention training was held June 23rd in the Annex conference room and at the Fair Grounds. Munchie Mondays in full swing with food trucks lined up for the next few weeks. Starting Monday, July 24th we are offering staff the opportunity to exercise in the Courtyard with yard games they can take outside and use on their break or lunch. September 30th is the Scrivner Golf tournament and a "Boo to the Flu" clinic is scheduled for Saturday, October 14th.
- d. Union Legal Update – The meeting scheduled for 9:30 am for May 18th was cancelled due to State contract, Still waiting on the Labor Board Judge for the meeting to be rescheduled.
- e. P & F items for approval: Diaper bank expenditure; Informational update noted for Emergency Preparedness Response (EPR) educational resources purchased due to amount spent; A/V upgrade currently waiting on parts; Workforce Development (WFD): Prepayment for coursework for Medical Office Specialist – 2 payments total with one in September 2023 and a second payment January 2024. We will receive reimbursement from IGD after the first 'drop' date of classes; PPE and apparel order anticipated to be picked up on Thursday (7/20) for Friday (in person) all staff meeting.
- f. Grant Updates : Local Health Protection Grant (LHPG) \$6 Million – SCCHD to receive \$400,000, which is a \$83,380 increase (was \$316,620); WFD is \$350,000 with prepayment over 5 years. Applying these grant funds to cover wages not covered by current grants - mainly due to wage increases and workspace upgrades for active shooter considerations; Applying for EPA sharps recycling grant \$35,000 for 1 year; Wise woman reinstatement September 2023.

COMMITTEE REPORTS

Finance/Personnel Committee Report

Mr. West began the Finance Committee report with the expense claims processed since the June 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 occurred on July 10, 2023. A second expense claims run was processed, as usual, on the third Tuesday, July 18, 2023. The Executive Director reviewed the expense documentation.

Mr. West reported The Health Promotion & Wellness Division of the St. Clair County Health Department has applied to Healthier Together for \$4,860 in funding support to continue to partner with the Metro East Diaper Bank between August 1, 2023 and July 31, 2024. St Clair County Health department will provide 54,000 diapers (estimated number) to over 1,500 infants and children. Diapers are distributed on a monthly basis, which requires families to return to the clinic and be engaged in programs like WIC. Health department related educational materials are provided with all diaper pickups. The Executive Director has reviewed this request and recommends Board approval. Mr. Kreeb moved, and Ms. Thompson seconded a motion to approve the Diaper Bank expense. The motion carried.

Mr. West continued, grant supported funds enabled the purchase of new Emergency Preparedness Educational materials from Quick Series Publishing at the cost of \$16,9670.57. The updated materials will be distributed to SCCHD staff and to new staff upon hire. The Executive Director reviewed the expense documentation.

Mr. west concluded with the following staffing updates:

Health Department staffing updates:

- Ms. Kara Hollansworth has accepted a full-time position as a WIC Nutritionist/CPA effective July 17, 2023.
- Ms. Bridget Farengo has accepted a full-time position as an Emergency Preparedness Volunteer Coordinator effective August 17, 2023.
- Ms. Ko'Bee Frazier has accepted a full-time position as a Case Manager effective July 17, 2023.

The Health Department is currently seeking to fill:

- One (1) full-time Staff Nurse/Public Health Nurse
- One (1) part-time Breastfeeding Peer Counselor

DIVISION UPDATES:

The Accounting Manager shared highlights from the financial report. The Executive Director shared 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 August 15, 2023 at 6:30 pm.

Respectfully submitted,

Mr. John West
Secretary