

MINUTES OF THE REGULAR MEETING OF THE ST. CLAIR COUNTY BOARD OF HEALTH held November 14, 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, William Kreeb, Cindy Thompson, John West and Dr. Kelly Wood.

Members Excused: Matt Smallheer, Dr. Leo Dumstorff.

Guests Present: Mr. Chris Allen, States Attorney and Mr. Grey Chatham, Attorney for the Board of Health.

Others Present: Myla Blandford, Executive Director, Kathy Weisenstein, Deputy Executive, 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/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, 2024 finalized budget, Proposed Sliding Fee Schedule, 2024 Holiday schedule, Digital Advertising Update, 2024 BOH Meeting schedule, St. Clair county Board meeting schedule, 2023 October Annual Report.

MINUTES

Mr. West moved, and Mr. Kreeb seconded a motion to accept the minutes of the Board of Health held on October 17, 2023. The motion carried unanimously.

PRESIDENT'S REPORT

President Wittenauer reported the Nominating Committee's slate of 2024 officers included Dr. Leo Dumstorff – President, Mr. William (Bill) Kreeb – Secretary and as a late addition, Ms. Cindy Thompson agreed to the position of President-Elect.

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

EXECUTIVE DIRECTOR'S REPORT

Executive Director Blandford reported the following:

- a. The SCCHD Annual report (Jan-October 2023) for the County Board was submitted. A copy is included in your board packet.
- b. Change in By Law Language – Mr. Chatham remains in agreement that the revisions to the Open Meetings Act allow for board members to exercise voting privileges if attending a meeting virtually so long as specified conditions are met, including that a quorum is present at the board meeting. The updated By Laws will be on next month’s agenda for approval – Mr. Chatham is available if the board has any questions.
- c. The hearing regarding 661 Janeita Court, O’Fallon IL is scheduled for 7:45 pm, November 14, 2023, after this BOH meeting. Documents were set to Board members to review
- d. The Union Hearing will be December 6th – time is still to be determined.
- e. COVID in St. Clair County is LOW based on hospital admissions currently at 4.9% per 100,000, which is a 20% change from prior week. We are now administering Moderna and Pfizer vaccines for all ages as recommended by the CDC.
- f. We received a request for an increase to our janitorial services and an increase their staff pay. We are waiting on a response to questions we sent regarding services.
- g. Landfill Tipping Fees: County approached the health department to notify us that Landfill tipping fund is becoming depleted and future funds will not be available past 2023. Upon review of IEPA delegation agreement, the County is to provide a minimum of \$133, 360 per year during the contract period of July 1, 2021-June 30, 2026 from the solid waste surcharge fees to supplement the State Award. The total allocation from solid waste surcharge fees totals \$666,800. The County has provided the HD with \$256,291.23 to date and has committed to \$250,000 for 2023, making the total funds received through 2023: \$506,291.23. This is a deficit of \$160,509 from the amount indicated in the delegation agreement. UPDATE: Executive Director Blandford requested the entire contractual amount be provided to the HD with a step down in subsequent years. County included \$160,000 in the 2024 budget per request; no information regarding future disbursements.
- h. Executive Director requested active shooter upgrade approvals/assistance from PBC. We are awaiting determination.
- i. Audio/Video upgrades should be complete with next week’s programming session.
- j. Trainings/Events: Staff completed sexual harassment, BBP, Fire Extinguisher Training in person and a variety of other trainings online including Purple One and Narcan training. SCCHD will become a Purple One facility. For Employee activities, we hosted a Halloween Hat/Wand/broom decorating contest. The annual Christmas Luncheon will be on December 14th, with lunch served from 11:30 to 1 pm. Board members are welcome to come for lunch and mingle with the staff.
- k. The fiscal review team will need to schedule a meeting for January 2024. The review team includes Bill Kreeb, John West and Matt Smallheer.

COMMITTEE REPORTS

Finance/Personnel Committee Report

Mr. West began with the Finance Committee report with the expense claims processed since the October 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. Thompson moved, and Dr. Wood seconded a motion

to approve the expense claims. The motion carried.

Mr. West continued with due to the November Board of Health meeting being moved up a week to November 14, 2023, the health department will have two (2) accounts payable processing dates: The first on November 14th and the second on November 21st. Two (2) accounts payable dates are necessary so that all for vendors invoices are paid on time. The Executive Director has reviewed the documentation and recommends Board approval. Mr. Kreeb moved, and Ms. Demsar a motion to the additional November processing date. The motion carried.

Mr. West reported that County Costs (FICA/IMRF/UE/WC) billed to grants from July 2022 through June 2023, must be remitted back to Andrew Lopinot, County Treasurer. The amount that was processed for payment on November 14, 2023 was \$94,348.74. This amount brings the Life-to-Date amount remitted back to St. Clair County to \$1,171,452. The Executive Director reviewed the County Costs documentation and recommends Board approval of the reimbursement. Ms. Thompson moved, and Mr. Kreeb seconded a motion to approve remittance of County Costs back to the County Treasurer as outlined in the motion. The motion carried.

Mr. West stated St. Clair County Health Department's 2024 budget was adjusted by the County Auditor's Office to reflect the employee health insurance increase of \$39,600. The Executive Director has reviewed the adjustments by the County Auditor's Office and recommends Board approval of the 2024 budget adjustments. Mr. Kreeb moved, and Ms. Thompson seconded a motion to approve the 2024 Budget adjustments as outlined. The motion carried.

Mr. West reported that the Deputy Director and Director of Health Promotion & Wellness are seeking approval of a NEW sliding fee schedule whereas fees for services are based on the client's family size and income. The proposed sliding fee schedule is patterned after the sliding fee schedule used by Southern Illinois Healthcare Foundation (SIHF Healthcare). Prior to this, a hardship form was available for clients who felt they could not pay for services, and the full cost would be cancelled. The fee schedule will be implemented for all clinical services, where applicable. The Executive Director has reviewed the documentation and recommends Board approval of the proposed Sliding Fee Schedule. Dr. Wood moved, and Ms. Demsar seconded a motion to approve the Sliding Fee Schedule for Clinical Services. The motion carried.

Mr. West continued, The health department recently received a grant for a residential Sharps Disposal program through June 30, 2024. \$7,500 of the grant was allocated towards promotion and marketing. Deputy Director Weisenstein, grant administrator, is requesting these funds be allocated for marketing the of the Sharps Program through the approved Fource Group agreement. The Executive Director concurs and recommends Board approval. Ms. Thompson moved, and Ms. Demsar seconded a motion to approve the grant funded Sharps marketing campaign. The motion carried.

Mr. West stated the HIV program will be advertising a Request for Proposals (RFP) for Case Management services and an RFP for Food Bank services funded through the Ryan White Part A and B programs. Case Management services ensure timely and coordinated access to medically appropriate levels of health care and supportive services for individuals living with HIV/AIDS. Food Bank services include the provision of food pantry items for the same population. The HIV Program will also collect bids from financial auditing firms to conduct the required annual fiscal audit of current Ryan White Part A and B case management subrecipients. Once RFP and bid

processes are completed and providers have been selected, The HIV Program will request Board of Health approval to move forward with the award and contract processes.

Mr. West reported at the October County Board meeting, St. Clair County Board approved the 2024 Holiday Schedule. As the Board of Health is a co-employer with the County Board, the Executive Director recommends approval of the St. Clair County 2024 Holiday Schedule for Health Department employees. Mr. Kreeb moved, and Ms. Thompson seconded a motion to approve the 2024 Holiday schedule for health department employees. The motion carried.

Mr. West continued, Executive Director Blandford, Deputy Director Weisenstein and the Communications Manager met with the Fource Group to review the reports from the 2023 Marketing Campaigns to date. In summary, the combined campaigns resulted in 3.7 million impressions with 18,000 Clicks (to our website).

Mr. West concluded with the following staffing updates:

- Ms. Maria Lang has accepted a Community Navigation Coordinator position within the Clinical Services & Systems Division effective November 3, 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) part-time Breastfeeding Peer Counselor
- One (1) full-time Client Services Representative
- One (1) full-time Behavioral Health Coordinator
- One (1) full-time Case Manager

DIVISION UPDATES:

Due to the scheduled hearing after the board meeting, division directors did not give a recap of their division reports. Board members were asked to read over the division reports as presented and bring any questions they may have to the directors during this time.

LIAISON REPORTS

Health Care Commission

The Executive Director reported that the Health Care Commission is scheduled to release the collective St. Clair County Community Partners survey on November 8th and collect responses through December 1st.

W.C. Scrivner Public Health Foundation

Executive Director Blandford reported the next Scrivner meeting will be December 5, 2023.

Medical Society

Dr. Wood reported Randolph County was holding vaccine clinics.

Social Services

Mr. Kreeb reported a preliminary assessment of Healthier Together is expected in January 2024.

Adjournment & Executive Session

At 7:06 p.m. a motion was made by Ms. Thompson and seconded by Mr. West to adjourn the regular Board of Health meeting and to convene the executive session. Directors were excused with the exception of Sharon Valentine and Deputy Director Kathryn Weisenstein and Organizational Communications Manager, Benda Fedak. States Attorney Chris Allen and Board Attorney Grey Chatham remained for the executive session.

At 7:25 p.m. a motion was made by Ms. Thompson and seconded by Mr. West to close the executive session. The motion carried unanimously. The next meeting is December 12, 2023 at 6:30 pm.

Respectfully submitted,

Mr. John West
Secretary