

MINUTES OF THE REGULAR MEETING OF THE ST. CLAIR COUNTY BOARD OF HEALTH held April 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, Cindy Thompson, Matt Smallheer, and Dr. Kelly Wood.

Members Excused: John West.

Others Present: Executive Director Myla Blandford, Deputy Director Kathy Weisenstein, Barbara Whitaker, Director of Clinical Services & Systems, Sharon Valentine, Director of Environmental Programs, Susan Rehrig, Director of Infectious Disease Prevention, 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. 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, AV equipment bids, and SCC 2023 MOA.

MINUTES

Dr. Dumstorff moved, and Mr. Kreeb seconded a motion to accept the minutes of the Board of Health held on April 18, 2023. The motion carried unanimously.

PRESIDENT'S REPORT

President Wittenauer appointed Dr. Dumstroff as acting secretary for the meeting. Continuing, President Wittenauer reminded board members their Statements of Economic Interest were due by May 1, 2023. In addition, board members were reminded to complete their OMA training and send their certificate of completion to the Executive Director.

EXECUTIVE DIRECTOR'S REPORT

- a) St. Clair County's COVID-19 Community level is currently at the LOW level and Transmission Rate is at MODERATE. New COVID-19 hospital admissions per 100,000 population is 2.5; 1.7% of staffed inpatient beds are in use by patients with confirmed COVID-19; St. Clair County's COVID-19 vaccination rate is 69.9% for ages 5 and over.
- b) The COVID and Flu testing clinic moved to the Adult Health Clinic of the health

department and continues to offer FREE Walk-in COVID and Flu testing Monday-Friday 8 am to 4 pm daily, with SCCHD staff providing the services. The cost to run this program is covered by the Response Grant, which is covered through June 30, 2023.

- c) Medical Director Alternate Agreement – waiting for signatures on the agreement and a CV from Dr. Badahman’s replacement while he is out of the country. Board members will receive a copy of the CV when it’s received
- d) Nurse Practitioner (NP) – We are in the process of hiring a NP, who will be doing well-women exams, school and sports physicals and STI testing in the near future.
- e) SCCHD is working with East Side Health District and area hospitals to develop a systematic data collection process for CHA’s. The Executive Director referenced a handout provided for the board meeting. Healthier together meeting is scheduled for April 25th.
- f) FOURCE “Post COVID Wellness” Campaign will start soon. In addition, Fource will be working on a Back-to-School Vaccine campaign. More to come at the May meeting.
- g) P & F discussion: Wage Restructure Summary: MOA was signed on March 27, 2023.
- h) P & F discussion: AV request will seek additional funding in excess of 50% or the expense will be billed to all programs.
- i) Trainings & Events – SCCHD is hosting American Red Cross (ARC) Shelter training 5/5/23 in the Annex meeting room; Worldwide Technology (WWT) Nascar race the weekend of June 3rd & 4th; Shriners parade is June 2nd, with a [“Feztival of Food”](#) following Saturday, 6/3 on the Square. Shriners will host a clinic for children that morning, operating out of the Art on the Square building; Working on scheduling Management Field Safety Training (Dog Bite Training) and Diversity training in June (TBD); Boo to the Flu fall clinic is in the works.
- j) Union Legal Update – A meeting is set for May 18th at 9:30 am via Zoom. Executive Director and Deputy Director will attend the meeting.
- k) Board Of Health Board member suggestions needed. Executive Director will once again address outstanding terms for current board members with Chairman Kern.

COMMITTEE REPORTS

Finance/Personnel Committee Report

Dr. Dumstorff began with the Finance Committee report with the expense claims processed since the March 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. Smallheer moved, and Mr. Kreeb seconded a motion to approve the expense claims. The motion carried.

Dr. Dumstorff continued, County Health Department I.T. Manager published a Request For Proposal (RFP) in the Belleville News-Democrat on Sunday, April 2, 2023, seeking bids to procure, configure and install Audio Visual Technology at the health department for the third-floor conference room and the third-floor lunchroom. Three (3) bids were received:

- **Central Illinois Security (CIS)**, Springfield, IL
 - Conference room only: \$61,490.10
 - Lunchroom and conference room combined: \$86,454.10
- **AVI Systems**, St Louis, MO

- Conference room only: \$35,434.53
- Lunchroom and conference room combined: \$64,017.03
- **CI Select, St Louis, MO**
 - Conference room only: \$26,726.90
 - Lunchroom and conference room combined: \$40,921.90

After review, the IT Manager is recommending the procurement of services from CI Select for \$40,921.90 for the conference room and lunchroom based on:

- CI SELECT's proposal contained the least amount of prep work and additional associated vendor work required for the project.
- CI SELECT's proposed system is highly rated due to the model, warranty of the display screen and the sound quality of the audio controls.
- CI SELECT is familiar with the structural "nuances" of County buildings as they have systems installed at the Courthouse and The Annex buildings. In addition, other County departments report that CI SELECT provides very good support for installed systems.
- CI SELECT was the Lowest bid.

The Executive Director has reviewed the expense documentation and recommends Board approval. Mr. Kreeb moved, and Ms. Thompson seconded a motion to approve the AV procurement from CI Select as outlined. The motion carried.

Dr. Dumstorff reported, The MOA for the FY 2023 salaries has been finalized and signed by all parties.

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

- Ms. Stacey Coleman-Braggs accepted a full-time position as Behavioral Services Coordinator within the Infectious Disease Prevention Division effective April 10, 2023.
- Ms. Barbara Whitaker accepted a transfer from a full-time position as Director of Clinical Services & Systems to a full-time position as Director of Health Promotion & Wellness effective April 17, 2023.
- Ms. Maria Sutherland, Nurse Practitioner, accepted a full-time position as Director of Clinical Services & Systems/Medical Provider within the Clinical Services & Systems Division tentatively effective April 20, 2023.
- Ms. Jennifer Wooten, LPN, accepted a full-time position as Clinical Services LPN within the Infectious Disease Prevention Division tentatively effective April 20, 2023.
- Ms. Kerri Sierra-Scott accepted a full-time position as Clinical Services LPN within the Infectious Disease Prevention Division tentatively effective May 1, 2023.
- Ms. Ciera, BSN, RN, accepted a full-time position as Nurse Manager, Illinois Breast and Cervical Cancer Program within the Health Promotion and Wellness Program tentatively effective May 1, 2023.
- Ms. Debra Kraft accepted a part-time position as Fiscal & Quality Management Coordinator within the Administration Division tentatively effective May 1, 2023.
- Two student intern applicants were accepted into the Infectious Disease Prevention Division.

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 Office Manager position
 - One (1) full-time Staff Nurse/Public Health Nurse
 - One (1) full-time Clinical Services Nurse (LPN)
 - Full or part-time Breastfeeding Peer Counselor
- Within the Infectious Disease Prevention Division:
 - Full-time Case Manager
 - Full-time Emergency Preparedness & Volunteer Coordinator
 - Full-time Preparedness & Volunteer Coordinator

DIVISION UPDATES:

The Deputy Director shared highlights from the Administration Division and the Accounting Manager shared highlights from the financial report. The Directors of the Infectious Disease Prevention Division, the Environmental Programs Division, and the Health Promotion & Wellness/Clinical Services & Systems Division reviewed highlights from their respective divisions.

LIAISON REPORTS

Health Care Commission

Executive Director reported the Health Care Commission is scheduled to meet in person on May 9, 2023. Scheduled topics include streamlining the CHA and IP process.

W.C. Scrivner Public Health Foundation

Executive Director reported the Scrivner Foundation scholarship presentations will be May 9th. The 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. Scrivner Board Member Pat White is looking to hold the trivia night later in the summer.

Illinois Public Health Association

Executive Director Blandford emphasized the importance of staff training and workforce development. IDPH is working to release the money dedicated to workforce development.

Social Services Community

Mr. Kreeb shared that the St. Clair County (SCC) Homeless Action Council is seeing an increase in homeless people. The facility in East St. Louis is serving an average of 75 individuals per night.

Adjournment

At 7:45 p.m. Ms. Thompson moved, and Dr. Wood seconded a motion to adjourn the meeting. The motion carried unanimously. The next meeting is May 16, 2023 at 6:30 pm.

Respectfully submitted,



Dr. Leo Dumstorff
Secretary