

**MINUTES OF THE REGULAR MEETING OF THE ST. CLAIR COUNTY BOARD OF HEALTH** held October 17th, 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, Dr. Leo Dumstorff – President-Elect, Jennifer Demsar, William Kreeb, Cindy Thompson, John West and Kelly Wood.

**Members Excused:** Matt Smallheer

**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-Elect Dumstorff 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.

### **MINUTES**

Mr. West moved, and Dr. Dumstorff seconded a motion to accept the minutes of the Board of Health held on September 19, 2023. The motion carried unanimously.

### **PRESIDENT'S REPORT**

President Wittenauer deferred the Nominating Committee report for the slate of 2024 officers until November Board of Health meeting.

President Wittenauer moved on to Executive Director Blandford's report.

### **EXECUTIVE DIRECTOR'S REPORT**

Executive Director Blandford reported the following:

- a. Attorney Grey Chatham is in agreement with the State's Attorney on the By Laws language changes. The final draft copy will be sent to Grey Chatham for final approval.
- b. Scheduling of a hearing regarding 661 Janeita Ct., O'Fallon, IL (follow up from HD

hearing in 2022), the proposed date and time is after the November 14, 2023 Board of Health meeting at 7:45 pm. Related documents will be forwarded to board members before that date.

- c. COVID in St. Clair County is LOW based on hospital admissions currently at 4.7% per 100,000, which is a 30.8% change from prior week. We are now administering Moderna and Pfizer vaccines for all ages as recommended by the CDC. The P & F will detail COVID vaccine expenditures to date. A second order of Moderna was submitted today (10/17/23). We currently have a wait list of recipients. We are looking at reimbursement procurement before making a marketing push.
- d. P & F: Building Lease for signature – 2% or \$24,900 raise applicable. Health department Security has always been billed separately at \$6,999/per quarter. Fringe costs for security guards have not been passed onto the health department. Utility costs have also increased. With the amended lease, security will now be included for a total amount of \$303,399.52.
- e. P & F: Landfill Tipping Fees – The County approached the health department to notify us that the Landfill tipping fund is being depleted and future funds will not be available past 2023. Upon review of the IEPA Delegation Agreement, the County is to provide a minimum of \$133,360 per year during the contract period – 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 health department 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,
- f. Trainings/Events: September 30<sup>th</sup> was the Scrivner Golf tournament – third largest profit in 17 years at \$5,869 and PrideFest. as well. Say “Boo to The Flu” Clinic held October 14<sup>th</sup> – Thank you to the board members and staff who came out to help and make the event a success.
- g. Our annual training will be held October 23<sup>rd</sup> ; Christmas luncheon will be Thursday, December 14<sup>th</sup>, 2023 from 11:30 to 1 pm. Board members are welcome to join the staff for the luncheon. Roy’el catering will cater the luncheon as they have done in the past several years.
- h. Union Legal Update – The hearing is pending with proposed dates of 12/5 or 12/6.
- i. The fiscal review team will need to meet once the 2024 budget is approved.

## **COMMITTEE REPORTS**

### **Finance/Personnel Committee Report**

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

Mr. West stated that the IT Manager is recommending approval of all three (3) options presented in the Watts Proposal as follows:

**Option #1:** Rental Program for new and existing Copiers/Printers for \$123.50 per month (N= 60 months);

**Option #2:** New Multifunction Printers (N=2) for a total of \$1648.98

**Option #3:** MX -FX15 Fax System for \$485.00.

The Executive Director has reviewed the documentation and recommends Board approval. Ms. Thompson moved, and Dr. Wood seconded a motion to approve the IT Manages recommendation of the Watts Proposal. The motion carried.

Mr. West reported that the Health Department submitted its first request for Landfill Tipping Fees of \$277,106.50. The County Chief Deputy Auditor, Jackie Krummrich, noted the amount budgeted for the Landfill Tipping Fee for all of 2023 was \$250,000.00. The Executive Director has met with County Administration. At present, the County will reimburse the \$250,000 budgeted for 2023; however, the County does not anticipate the ability to continue to provide match from landfill tipping fees for the IEPA delegation agreement.

Mr. West stated that the Health Department has purchased Moderna and Pfizer COVID-19 vaccine, spending \$16,295.00, in recent weeks. As supplies are diminished, additional stock will be ordered. Ms. Demsar moved, and Mr. Kreeb seconded a motion for the health department administration to continue to purchase Moderna and Pfizer COVID-19 vaccine to replenish stock. The motion carried.

Mr. West reported that the Executive Director, Deputy Director and Accounting Manager met with Public Building Commission (PBC) officials to discuss an amended Lease Agreement for 19 Public Square. During the discussion PBC official, Traci Firestone, informed Health Department Management of the need to increase the lease from \$11.12 per square foot (22,426 sf), which is currently \$249,377.16 annually to \$13.52 per square foot, which would be \$303,199.52 annually. The prior lease notated the security service would be selected by PBC, but the Health Department would pay separately, each quarter, \$6,999.00 or \$27,996 annually. The amended lease now includes the standard, quarterly security costs. For special events, the Health Department would need to pay PBC separately for said services. Mr. Kreeb moved, and Dr. Dumstorff seconded a motion to approve the changes to the St. Clair County Health Department lease agreement with PBC. The motion carried.

Mr. West continued, the Executive Director and Accounting Manager have prepared a preliminary budget for 2024. The Executive Director is recommending the Board of Health adopt the budget of **\$8,195,914.00** as presented. Mr. Kreeb moved, and Dr. Wittenauer seconded a motion to approve the preliminary budget for 2024. The motion carried.

Mr. West concluded with the following staffing updates:

- Ms. Brandi Kirkwood accepted a Client Services Representative position with the Clinical Services & Systems Division effective October 2, 2023.
- Ms. Ciera York resigned her Nurse position with the Illinois Breast and Cervical Cancer program effective October 6, 2023.
- Ms. Lorrie Gray resigned her Client Services Representative position effective October 10, 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

- One (1) full-time Client Services Representative
- One (1) full-time Community Navigator

### **DIVISION UPDATES:**

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

### **LIAISON REPORTS**

#### **Health Care Commission**

The Executive Director reported that the health department finalized the internal Force Rankings and met with partners to include Health Care Commission results with those of East Side Health District and the hospitals. St. Clair county Resident Survey is expected to be distributed early November through early December.

#### **W.C. Scrivner Public Health Foundation**

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

#### **Illinois Public Health Association**

Executive Director Blandford reported workforce development appointed representation from the administrator's group to interact with IDPH. Next meeting is October 19, 2023 in Springfield, Illinois

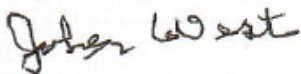
#### **Executive Session**

At 8:02 p.m. a motion was made by Ms. Thompson and seconded by President Wittenauer to convene into executive session. Directors were excused with the exception of Sharon Valentine and Deputy Director Kathryn Weisenstein and Organizational Communications Manager, Benda Fedak.

#### **Adjournment**

At 8:14 p.m. a motion was made by President Wittenauer and seconded by Dr. Dumstorff to close the executive session and adjourn the October Board of Health Meeting. The motion carried unanimously. The next meeting is November 14, 2023 at 6:30 pm.

Respectfully submitted,



Mr. John West  
Secretary