

MINUTES OF THE REGULAR MEETING OF THE ST. CLAIR COUNTY BOARD OF HEALTH held July 23, 2024, 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. Leo Dumstorff – President, William Kreeb – Secretary, Jennifer Demsar, Matt Smallheer, Dr. Kelly Wood.

Members Excused: Cindy Thompson, John West and Dr. Julie Wittenauer.

Others Present: Myla Blandford, Executive Director, Kathy Weisenstein, Deputy Executive Director, Maria Sutherland, Director of Clinical Services & Systems/Medical Provider, Kristy Mullins, Director of Environmental Programs, Janet Cronin, Accounting Manager, Brenda Fedak, Organizational Communications Manager.

PLEDGE OF ALLEGIANCE

All were asked to stand and recited the Pledge of Allegiance.

CALL TO ORDER

President 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. There were no visiting attendees in person or online via Zoom.

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, monthly Stats, 2024 Q2 Strategic Plan Monitoring Dashboard and Report.

MINUTES

Ms. Demsar moved, and Dr. Wood seconded a motion to accept the minutes of the Board of Health held on June 18, 2024. The motion carried unanimously.

PRESIDENT'S REPORT

President Dumstorff deferred to Executive Director Blandford for the reappointment of board member updates and the Executive Director's report. Director Blandford reported the St. Clair County (SCC) Board approved Dr. Julie Wittenauer's reappointment to the Board of Health for another three (3) year term. Mr. West's appointment was not addressed due to the fact that the SCC board did not have Mr. West's term expiring at this time. Director Blandford is seeking clarification and will submit Mr. West's re-appointment for the July County Board meeting for approval.

EXECUTIVE DIRECTOR'S REPORT

Executive Director Blandford reported the following:

- a. The Executive Director reported she attended the National Environmental Health Association (NEHA) training July 15th – 18th in Philadelphia. SCCHD has been working on revising the Food Ordinance Code for adoption for 2025. The State is still trying to nail down specifics for temporary events, but does not have any standards across the board. SCCHD is going to move forward with updates and changes so that the vendors have time to have an educational time frame and time to incorporate the changes into their business plan.
- b. With the retirements announced at the last board meeting, directors are working on staffing solutions to restructure for the future. We have hired a nurse manager for CSS division. Still working on the steps to get to the end goal. Clinic room upgrades are underway.
- c. Wage minimums for exempt workers increased July 1, 2024. We were in accordance with the minimums at this time. January 1, 2025 will be another increase to exempt workers. Our current managers will be above the minimum by a small margin. New managers hired before 2025 will start at the minimum rate set for January 1, 2025. Updates to come as we move forward.
- d. SCC: Respiratory illness is minimal; COVID is trending up; Flu and RSV is trending down and is stable. We do not have a date as to when the new COVID vaccine will be available. Flu vaccine has been ordered. SCCHD is planning on having a Boo To The Flu event on October 10th and plan to give flu vaccines at Pride on October 5th. Staff is planning to give Mpox vaccine and flu vaccines at Pride as well if available. There will also be a kids zone located on the parking lot. The clinic will be open to give immunizations.
- e. H5N1 – July 3rd there was a new positive human case of H5N1 on dairy farm in Colorado in the form of conjunctivitis. There were four (4) additional new animal cases on poultry farm. St. Clair County just reported its first positive West Nile virus in a mosquito. A news release was sent out.
- f. Union hearing: No updates to report. Kevin Hutchison will retire at the end of this month, July 31, 2024. Director Blandford stated it would be nice to take Kevin to dinner to honor him. More to come about scheduling a time.
- g. Egyptian revised the drawings of Active Shooter protection wall space on the 3rd floor and on the lower level (basement) and is waiting on final specs and bids from the engineers. Egyptian's quote of \$55,000 was approved at the June 2024 board meeting. The portions of the buzzer system to let clients into the clinic area is being installed. Executive Director is checking with the States Attorney as to how the buzzer entrance will affect the First Amendment Audits.

COMMITTEE REPORTS

Finance/Personnel Committee Report

Mr. Kreeb 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. Since the Board of Health meeting had to be rescheduled a week later than originally scheduled, the board approved the expense claims in order for the check to be issued Wednesday, July 17, 2024. Mr. Smallheer moved, and Ms. Demsar seconded a motion to approve the expense claims. The motion carried.

Mr. Kreeb reported, due to the State of Illinois' fiscal year-end of June 30, 2024 and grant funder requirements to submit requests for reimbursement of program expenses by mid-July 2024, an additional expense claims run occurred on Tuesday, July 9, 2024. The usual expense claims run was processed on Tuesday, July 16, 2024. Expense documentation was reviewed by the Executive Director prior to processing the checks. This was informational.

Mr. Kreeb continued, the implementation fee for the new payroll system of \$2,095.00, presented to the Board at the June 2024 meeting, was paid to UKG Ready with the July 2024 payables. The monthly fees, approximately \$224.25 per month, will not start until later in 2024 or early 2025 when the health department starts using the system. The Executive Director approved the expense documentation and recommends Board approval of the expense. Ms. Demsar moved, and Dr. Wood seconded a motion to approve the implementation fee for the new payroll system. The motion carried.

Mr. Kreeb reported the Information Technology (IT) Manager is working to implement email encryption software for emailing confidential information. User fees are estimated to be approximately \$200.00 per month. The Executive Director has reviewed the expense documentation and recommends board approval. Dr. Wood moved, and Ms. Demsar seconded a motion to approve the encryption software expense. The motion carried.

Mr. Kreeb concluded with the following staffing updates:

Health Department staffing updates:

- Ms. Shaniyah Mayes resigned her full-time position as HIV Housing Coordinator effective July 12, 2024.
- Ms. Raquel Williams accepted a full-time position as Nurse Manager – Clinical Services & Systems, start date still to be determined.
- Ms. Patricia Carlton accepted a transfer from a full-time position as Medical Services Representative to a full-time position as Fiscal and Quality Management Coordinator effective July 15, 2024.

The Health Department is currently seeking to fill:

- One (1) full-time Clinical Services Representative (CSR)
- One (1) full-time HIV Medical Benefits Coordinator
- One (1) full-time HIV Housing Program Coordinator
- One (1) full-time Public Health Nurse
- One (1) full-time Accounting Coordinator
- One (1) full-time Nurse Case Manager/Breast and Cervical Cancer Program

- One (1) part-time Breastfeeding Peer Counselor
- One (1) full-time WIC Nutritionist /Competent Professional Authority (CPA)
- One (1) full-time Health Educational Coordinator for Breast and Cervical Cancer Program (IBCCP)

DIVISION UPDATES:

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

The Q2 Strategic Plan Dashboard and Q2 report were included with the board documents. Board members were encouraged to review the information.

LIAISON REPORTS

Health Care Commission

The Executive Director reported after a recent meeting with hospital representatives, the hospitals have decided to focus on outcomes on chronic disease and survey for community input every other year. The health department would like to move forward with a survey update and will be continuing with a plan to survey yearly. The next meeting of the Health Care Commission (HCC) is scheduled for September 10, 2024.

W.C. Scrivner Public Health Foundation

Executive Director Blandford reported The Scrivner Foundation Golf Tournament is scheduled for October 5, 2024. Fundraising contact lists were sent out previously. Board members and staff are working on sponsorships and recruiting teams to play. There will be a golf tournament meeting prior to the August Board of Health meeting at 6 pm. Please provide an update as to where you are with your contacts before the August Board meeting if possible. Ad space was reserved for the early fall/August edition of Marketplace Magazine.

Illinois Public Health Association

Executive Director Blandford reported that the five million dollars in funding received in 2023 continues to be in question for the 2024 budget. There should be a decision within the next two or three weeks. Work continues in the CAA, which is due August 15, 2024.

Executive Session

At 7:31 p.m. a motion was made by Ms. Demsar and seconded by Mr. Smallheer to move to Executive Session. The motion passed. Staff left the meeting, except for Executive Director Blandford, Deputy Director Weisenstein, Director Mullins and Communications Manager Brenda Fedak. Executive Director Blandford gave updates

on pending litigation and anticipated litigation.

Adjournment

At 7:40 p.m. Mr. Smallheer moved, and Dr. Wood seconded a motion to close the Executive Session and adjourn the meeting. The motion carried unanimously. The next meeting is August 20, 2024 at 6:30 pm.

Respectfully submitted,

A handwritten signature in blue ink, appearing to read "Bill Kreeb", written in a cursive style.

Mr. William (Bill) Kreeb
Secretary