

MINUTES OF THE REGULAR MEETING OF THE ST. CLAIR COUNTY BOARD OF HEALTH held June 18, 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, Cindy Thompson Dr, John West, Kelly Wood.

Members Excused: Julie Wittenauer.

Others Present: Myla Blandford, Executive Director, Kathy Weisenstein, Deputy Executive Director, Barbara Whitaker, Director of Health Promotion & Wellness, 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, Security Upgrade Drawings.

MINUTES

Mr. West moved, and Ms. Demsar seconded a motion to accept the minutes of the Board of Health held on May 21, 2024. The motion carried unanimously.

PRESIDENT'S REPORT

President Dumstorff stated board members whose terms were expiring June 30, 2024, Dr. Julie Wittenauer and Mr. John West, would be asked if they would be willing to serve another three (3) year term. Mr. West graciously agreed to serve another term. Executive Director will reach out to Dr. Wittenauer. President Dumstorff deferred to Executive Director Blandford for the Executive Director's report.

EXECUTIVE DIRECTOR'S REPORT

Executive Director Blandford reported the following:

- a. Executive Director Blandford reported she would be attending the National Environmental Health Association (NEHA) conference in Pittsburg, Pennsylvania July 15th through July 18th. Deputy Director Weisenstein will be leading the July Board of Health Meeting. Director Blandford plans to join the meeting via Zoom.
- b. Executive Director Blandford notified the Board that there are two (2) pending Health Department retirements for early 2025: Kathy Weisenstein plans to retire sometime in early 2024 (February or March) and Barb Whitaker plans to retire, March 2024. With the pending retirements, re-structure and staffing accommodations are being looked at in order to cover program and staffing requirements.
- c. St. Clair County respiratory illness is minimal at this time; COVID is trending up a little, Flu remains flat at this time and RSV is trending down. There was a report of high Influenza A in the wastewater at the Sauget plant. However, additional testing did not support the initial findings. It was thought to have possibly come from upstream and temporarily altered the wastewater surveillance at the Sauget plant.
- d. H5N1 – Personal Protective Equipment (PPE) is being distributed by health departments through Farm Bureaus to farmers if requested. H5N1 notifications will be given by the designated farm veterinarian directly to the department of Agriculture, who will administer testing. If the result is positive, IDPH will be alerted, who will then notify the LHD.
- e. Union hearing: No updates to report. The County Union Lawyer indicated it might be later in the summer before we receive a ruling from the Courts in the union hearing matter. The Collective Bargaining Agreement (CBA) expires at the end of 2024 and is in need of updates overall.
- f. Egyptian Workspace Partners revised the safety drawings of the wall spaces for 3rd floor and Lower Level (basement). The quote to build the required protective walls is \$55,000. Approval for this is in the P & F, along with the updated drawings.
- g. Illinois Department of Public Health (IDPH) adopted Food and Drug Administration (FDA) 2022 CODE. Regional IDPH trainings are scheduled to take place here in the Annex meeting room in late June; SCCHD is working on updating the local ordinance as well and plans to have it to the Board of Health for approval soon so that the new ordinance can take effect January 1, 2025.

COMMITTEE REPORTS

Finance/Personnel Committee Report

Mr. Kreeb began the Finance Committee report with the expense claims processed since the May 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 Mr. Smallheer seconded a motion to approve the expense claims. The motion carried.

Mr. Kreeb reported, in January 2024 the Health Department was informed by St. Clair County Systems Analyst Mike Geris that Ascentis would no longer provide software support for our current payroll system, NOVATime 5000. After researching options,

Andrews Technology, a third-party provider representing UKG Ready, Mike Geries, the Health Department, County IT and County Human Resources Department agreed to migrate to UKG Ready's Kronos platform and move to the implementation phase. The cost is as follows:

- Monthly UKG Ready Web-based Time & Attendance System \$224.25/month, which equates to \$2,691.00 annually, or less than \$50 per month.
- A one-time Implementation fee of \$2,095.00.

It is anticipated the Implementation fee will be presented for Board approval at the July 2024 Board meeting. The monthly fees will not start until later in 2024 or early 2025 when the health department starts using the system.

Mr. Kreeb continued, in an effort to make the Health Department a more secure facility for staff and clients, the following security measures are being implemented as grant funding allows:

- A buzzer or intercom system will be installed for entry into the first-floor clinic
- Privacy walls will be added to the Lower Level (basement) and third floor reception areas
- Door stoppers will be provided on each floor
- Clinical storage areas will be secured by either Prox Card Access and/or new locking mechanisms

Expenditures for security upgrades from designated grant funding shall not exceed \$100,000.00. The Executive Director has reviewed these security measures and recommends Board approval. Mr. West moved, and Ms. Demsar seconded a motion to approve the security upgrade expenses as grant funding allows. The motion carried.

Mr. Kreeb concluded with the following staffing updates:

Health Department staffing updates:

- Mr. Gary Gasawski transferred from the full-time position of HIV Benefits Coordinator to the full-time position Sanitarian I within the Environmental Health Division effective June 3, 2024.
- Mr. Tanner Kingery accepted the position of Disease Intervention Specialist (DIS) within the Infectious disease Prevention Division effective June 17, 2024.
- Ms. Patricia Vermeiren accepted a part-time Accounting Coordinator position within the Administration Division effective June 17, 2024.
- Ms. Carmoleta (Carm) Youck accepted the part-time Nurse position effective June 5, 2024.
- Ms. Michelle Bay rescinded her acceptance of the Health Educational Coordinator position for the Breast and Cervical Cancer Program (IBCCP) effective June 10, 2024.
- Ms. Patricia (Patti) Vermeiren accepted the part-time position of Accounting Coordinator effective date still to be determined.

The Health Department is currently seeking to fill:

- One (1) full-time Infectious Disease Staff Nurse/Public Health Nurse
- One (1) full-time Breast and Cervical Cancer Program Nurse
- 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.

LIAISON REPORTS

Health Care Commission

The Executive Director reported representatives from SCCHD Department, East Side Health District and the hospitals are scheduled to meet June 27th for a survey data dive, working to establish baseline survey data for annual comparisons. 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. Board members and staff are working on sponsorships and recruiting teams to play. The Fource Group has updated the flyer and sign-up brochure. The Board is planning to advertise the golf tournament in 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 is still in question for the 2024 budget.

Executive Session

At 7:28 p.m. a motion was made by Ms. Thompson and seconded by Mr. Kreeb 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 7:50 p.m. Mr. Smallheer moved, and Mr. West seconded a motion to close the

Executive Session and adjourn the meeting. The motion carried unanimously. The next meeting is July 16, 2024 at 6:30 pm.

Respectfully submitted,

A handwritten signature in blue ink, appearing to read "Bill Kreeb", written over a horizontal line.

Mr. William (Bill) Kreeb
Secretary