

MINUTES OF THE REGULAR MEETING OF THE ST. CLAIR COUNTY BOARD OF HEALTH held August 20, 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, Cindy Thompson, President-Elect, William Kreeb – Secretary, Matt Smallheer, John West, Dr. Julie Wittenauer and Dr. Kelly Wood.

Members Excused: Jennifer Demsar.

Others Present: Myla Blandford, Executive Director, Susan Rehrig, Director Infectious Disease Prevention, Barbara Whittaker, Director of Health Promotion & Wellness, Maria Sutherland, Medical Provider of Clinical Services & Systems, Kristy Mullins, Director of Environmental Programs, Janet Cronin, Accounting Manager, Brenda Fedak, Organizational Communications Manager. Kathy Weisenstein, Deputy Executive Director was excused.

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, documentation for Metro East Diaper Bank, Lifecycle equipment bid, IBCCP Caseload FY 25 Projections.

MINUTES

Dr. Wittenauer moved, and Ms. Thompson seconded a motion to accept the minutes of the Board of Health held on July 16, 2024. The motion carried unanimously.

PRESIDENT'S REPORT

President Dumstorff deferred to Executive Director Blandford reported Mr. West's appointment to the board was confirmed by County Board and expires June 30, 2026. President Dumstorff reported the Executive Director's evaluation will be sent out to board members to evaluate Executive Director Blandford. The review committee will meet prior to the Scrivner Board meeting on September 17th at 5 pm to review the responses.

EXECUTIVE DIRECTOR'S REPORT

Executive Director Blandford reported the following:

- a. SCC: Respiratory illness is minimal; COVID is trending up; Flu is trending down and RSV trending up. The agency has had COVID on all floors and are following COVID protocols for health care workers. We don't have a release date for the COVID vaccine, but we are hearing it will be sometime in September. 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.
- b. H5N1 is still at 4 human cases and has been identified in 13 states effecting 191 dairy herds to date. Starting to see positive H5N1 in cats, which was expected. Monkey Pox is spreading infecting younger age groups, which is concerning. Parvovirus B19, which can cause Fifth's disease, is popping up. Certain groups, including pregnant people, people with a weakened immune system, or people with certain blood disorders, can face serious complications from infection. Parvovirus B19 is not a mandatory reportable disease.
- c. We are working on Staff restructure. We currently have Division Director positions posted for HPW & CSS. The clinic room updates are nearly complete. Security walls on 1st and 3rd pending bid from electrician to give final OK to Egyptian. Electrician said we are going to have to run wire to the EAST tower. Waiting on a bid for this change. Moving forward – more space in the med rooms is needed. Funding is not available at this time, but will be our next project for when we have funding.
- d. P & F Highlights: **IT server upgrade** is needed to comply with the changes that are occurring at the county. The thought was that it would be approximately \$5,000 but the preliminary bid we received was \$7,700. **Food Code Ordinance draft** is in the BOH packet for approval to move forward and send it to the States Attorney for approval. After states attorney approval, we will have a time period for the public to respond and ask questions before it goes into effect. Kristy Mullins highlighted the significant changes to the ordinance for the board. **IBCCP reorganization**: due to an ongoing nurse and other staffing shortages SCCHD will withdraw as the regional lead for IBCCP. After discussion with the funder, we feel the best option is to serve as regional lead through December 2024 and then serve St. Clair County only. This will be a \$94,000 revenue reduction to \$301,036, then to SCC only \$205,700 thereafter. In addition, our provider cannot provide well woman exams to BCCP clients.

COMMITTEE REPORTS

Finance/Personnel Committee Report

Mr. Kreeb began the Finance Committee report with the expense claims processed since the July 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.

West seconded a motion to approve the expense claims. The motion carried.

Mr. Kreeb reported that the St. Clair County Health Department continues to partner with the Metro East Diaper Bank to distribute over 54,000 diapers to over 1,500 infants and children between August 1, 2024 and July 31, 2025. Diapers are distributed on a monthly basis, which requires families to return to the clinic and be engaged in programs like WIC. Health department related educational materials are provided with all diaper pickups. The associated cost for this program is \$4,860 payable directly to the Metro East Diaper Bank. The Executive Director has reviewed this request and recommends Board approval. See 7.a.ii-1 for details. Dr. Wittenauer moved, and Ms. Thompson seconded a motion to approve the Metro East Diaper Bank program fee of \$4,860.00. The motion carried.

Mr. Kreeb stated that the Director of Operations for St. Clair County Information Technology (IT) has notified John Schobert, Health Department Information Technology (IT) Manager, that though our current server is working, it will need to be upgraded to match the county's server room system upgrades for 2025. This server contains the health departments 'share' drives by division. County IT's preliminary estimate for a new server is approximately \$7,750. Health Department IT Manager is requesting approval of funding up to \$8,000 to purchase a new server to meet the needs of both County IT and Health Department IT. The Executive Director has reviewed this request and recommends Board approval. Mr. West moved, and Ms. Thompson seconded a motion to approve the IT Managers request as outlined. The motion carried.

Mr. Kreeb continued, St. Clair County Health Department (SCCHD) has been in discussion with the Illinois Breast and Cervical Cancer Program (IBCCP) about reducing our assigned caseload due to staffing challenges. IBCCP presented SCCHD with four (4) options (See 7.a.iv-1 for detail) for Fiscal Year (FY) 2025 caseload and funding. Deputy Director/Director of Nursing is recommending SCCHD accept option two (2) for FY25. For FY26, it is anticipated SCCHD would fall under option four (4) based on anticipated caseload; however, there are no guarantees from IBCCP for FY26. The Executive Director has reviewed the documentation and recommends board approval. Ms. Thompson moved, and Mr. Smallheer seconded a motion to adapt the proposed BCCP service structure as outlined. The motion carried.

Mr. Kreeb stated the Illinois Department of Public Health has adopted portions of the 2022 FDA Food Code, to be implemented no later than January 1, 2025. Therefore, the St. Clair County Retail Food Establishment Sanitation Ordinance (19-4) requires revision. The SCCHD Director of Environmental Health and the Executive Director recommend that the Board of Health approve the updates to the ordinance as presented. Upon approval, the Executive Director will submit the documentation to St. Clair County State's Attorney's Office for review. Recommendations made by the State's Attorney's office will be reviewed and incorporated into the ordinance. After final review, St. Clair County Retail Food Establishment Sanitation Ordinance (19-4) shall be posted for public comment. A final draft will be brought back to the Board of Health for final adoption and approval prior to implementation on January 1, 2025. Mr. West moved, and Ms. Thompson seconded a motion to approve the forward with the Food Cord Ordinance changes as outlined. The motion carried.

Mr. Kreeb reported The Illinois Department of Public Health has decreased funding to the Tanning program, which is funded through the Comprehensive Local Health Protection Grant. This program required fiscal support from County tax dollars during FY 2024. Should IDPH not commit to additional funding to support programmatic needs, the Executive Director recommends not renewing contract for FY 2025. UPDATE: The Illinois Department of Public Health notified St. Clair County Health Department on August 20, 2024 of an error in the award allocation for the Tanning program. Funding will be provided at the 2024 FY rate. With this update, the Executive Director recommends renewing the Tanning program contract for FY 2025 and reassessing fiscal sustainment at a later date. Dr. Wittenauer moved, and Mr. Smallheer seconded a motion to approve renewing the Tanning program contract for FY2025. The motion carried.

Mr. Kreeb concluded with the following staffing updates:

Health Department staffing updates:

- Ms. Patricia Vermeiren resigned their part-time accounting position effective July 17, 2024.
- Kevin Hutchison resigned their part-time Administrative Advisor position effective July 31, 2024.
- Ms. Kara Rosenkranz resigned their full-time Public Health Emergency Response Manager position effective August 30, 2024.
- Ms. Bridget Farengo resigned their full-time Emergency Preparedness & Volunteer Coordinator position effective August 30, 2024.

The Health Department is currently seeking to fill:

- One (1) full-time Clinical Services Representative (CSR)
- 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 WIC Program Manager
- One (1) full-time Director of Clinical Services & Systems
- One (1) full-time Director of Health Promotion & Wellness

DIVISION UPDATES:

The Executive Director shared updates from the Administration Division, deferring to the Communications Manager to report on the PHF and CDC sponsored Pro Learner Designer Series SCCHD was selected to participate in. The Accounting Manager shared highlights from the financial reports. The Directors of the Health Promotion & Wellness, Environmental Programs, Infectious Disease Prevention and Clinical Services & Systems Divisions reviewed highlights from their respective divisions.

LIAISON REPORTS

Health Care Commission

The Executive Director reported the health departments and hospitals met on August 15th to discuss a data dive and survey research. The hospitals are looking at a prescription fruit and vegetable program for chronic disease patients. 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 as well as the Pride Event. Staff will be working at both events. Fundraising contact lists for the golf tournament were sent out previously. Board members and staff are working on sponsorships and recruiting teams to play. The Scrivner Foundation will move its regular scheduled meeting to September 17th at 5:30, prior to the Board of Health meeting, to finalize details for the golf tournament. The ad we purchased in the early fall/August edition of Marketplace Magazine is out in circulation. A copy of the magazine was available so that the board could see the ad.

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 are ongoing discussions with the General Assembly. We are still working on the CCA. The deadline has been extended to August 29, 2024.

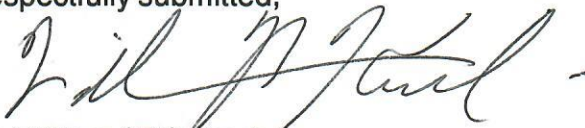
Executive Session

At 7:58 p.m. a motion was made by Ms. Thompson and seconded by Mr. Smallheer to move to Executive Session. The motion passed. Staff left the meeting, except for Executive Director Blandford, Director Mullins and Communications Manager Brenda Fedak. Executive Director Blandford gave updates on CBA matters, pending litigation and anticipated litigation.

Adjournment

At 8:21 p.m. Dr. Wittenauer moved, and Mr. Smallheer seconded a motion to close the Executive Session and adjourn the meeting. The motion carried unanimously. The next Board of Health meeting is September 17, 2024 at 6:30 pm.

Respectfully submitted,



Mr. William (Bill) Kreeb
Secretary