

ST. CLAIR COUNTY BOARD OF HEALTH

19 Public Square, Suite 150 | Belleville, IL 62220
SCCHealthDept.com

MEMORANDUM

TO: St. Clair County Board of Health
FROM: Myla Blandford, Executive Director 
RE: **RESCHEDULED** Board of Health February 2025 Meeting Notice
DATE: February 18, 2025

DUE TO INCLEMENT WEATHER REVISED February 2025 MEETING NOTICE

The regular meeting has been rescheduled to February 25, 2025 - 6:30 pm
at the St. Clair County Health Department,
19 Public Square, Belleville Illinois in the 3rd Floor Conference room.
Zoom Telephonic Access Dial: 1-312-626-6799 Meeting ID: 871 5464 7050
Join by computer: <https://us06web.zoom.us/j/83781227459>

AGENDA

1. Pledge of Allegiance
2. Call to Order
3. Public Comment on Agenda
4. Approval of Minutes
5. President's Report
6. Executive Director's Report
7. Committee Reports
 - a. Finance/Personnel Committee Report
 - i. Approval of Monthly Expense Claims
 - ii. Approval of 2024 Budget Adjustment
 - iii. Approval of Updated Procurement Policy
 - iv. Approval of Proposed Fee Schedule Changes
 - v. Approval of Illinois Breast & Cervical Cancer Program (IBCCP) Marketing Media Spend
 - vi. Update on The Release of Proposals for the Ryan White Programs
 - vii. Personnel Matters & Staffing Update
 - b. Division updates
8. Liaison Reports
 - a. Health Care Commission
 - b. W.C. Scrivner, M.D.
Public Health Foundation
 - c. Illinois Public Health Assoc.
 - d. Medical Society
 - e. St. Clair County Board
 - f. Dental Health
 - g. Community Organizations
 - h. Legal Community
 - i. Social Services Community
 - j. Professional Nursing
9. **Executive Session** - Updates on Pending Litigation and Collective Bargaining Agreement.
10. Motion to Adjourn

BOARD MEMBERS

Cindy Thompson, RN
President

Matt Smallheer, County Board
President-Elect

Jennifer Demsar,
MSN, APRN, FNP-C
Secretary

Leo Dumstorff, DDS

William R. Kreeb, MS

Julie Wittenauer, MD

Kelly Wood, MD, MSPH

Myla Blandford
MPH, REHS, LEHP
Executive Director

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MINUTES OF THE REGULAR MEETING OF THE ST. CLAIR COUNTY BOARD OF HEALTH held January 21, 2025, 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: Cindy Thompson – President, Matt Smallheer – President-Elect, Dr. Leo Dumstorff – Immediate Past-President, Dr. Julie Wittenauer, and Dr. Kelly Wood.

Members Excused: William Kreeb and Jennifer Demsar.

Others Present: Myla Blandford, Executive Director, Kathryn Weisenstein, Deputy Director, Susan Rehrig, Director of Infectious Disease Prevention, Maria Sutherland Provider-Clinical Services & Systems, Raquel Williams, Director of Clinical Services & Systems Programs, Kristy Mullins, Director of Environmental Programs, 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 Thompson 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, SCCHD Cost Allocation Plan, SCCHD Risk Assessment, Sliding Fee Documentation.

MINUTES

Dr. Dumstorff moved, and Dr. Wittenauer seconded a motion to accept the minutes of the Board of Health held on December 10, 2024. The motion carried unanimously.

PRESIDENT'S REPORT

Executive Director Blandford thanked President Dumstorff for his leadership this past year and welcomed Ms. Cindy Thompson as the 2025 President-Elect, who will start her term effective with this January 2025 Board of Health meeting.

President Thompson referenced the 2025 Committee and Liaison appointment document and stated the 2025 Personnel and Finance Committee would consist of the Board President (Ms. Thompson), President-Elect Jennifer Demsar, Board Secretary and County Board member Matt Smallheer and Immediate Past President Dr. Dumstorff. The other liaison committee appointments were assigned as outlined on the 2025

appointment document. President Thompson passed around the 2025 contact information and asked Board members to verify their information and note any changes that were needed.

EXECUTIVE DIRECTOR'S REPORT

Executive Director Blandford reported the following:

- a. Respiratory illness in St. Clair County through 1/11/25 is moderate; COVID, Flu and RSV are all trending down in Illinois: National COVID positivity 6.6%.
- b. H5N1 – 67 Human cases in the United States affecting 928 dairy herds across 16 states with one (1) death in Louisiana being reported. There currently are no reported cases of H5N1 in Illinois to date.
- c. P&F Matters:
 - a. Risk assessment ~ no real changes except with the new Kronos payroll system; Cost Allocation has no changes.
 - b. Update of security wall installation and expenditure of remaining funds: The new office furniture on the 3rd floor reception area is slated to be installed on February 21st with the installation of the walls to follow on February 22nd and 23rd. A breakdown of the pricing is in the P & F, with approximately \$36,000 left over. We would like to use the leftover funds to build out a Med Room on the first floor in an area referred to as the “classroom”, which is also used as a lunchroom/break area for clinic staff. The vaccine refrigerators will be moved to this area, along with other medical storage cabinets. The current med room could eventually be converted to another exam room. Painting in the clinic will be completed this next coming weekend.
 - c. Sliding fee schedule: Raquel Williams and Maria Sutherland will provide details during the P & F.

COMMITTEE REPORTS

Finance/Personnel Committee Report

In the absence of Ms. Demsar, board secretary, Dr. Dumstorff read the Financial and Personnel committee report and began with the Finance Committee report with the expense claims processed since the December 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. Dr. Wood moved, and Dr. Dumstorff seconded a motion to approve the expense claims. The motion carried.

Dr. Dumstorff stated the Executive Director and Accounting Manager have conducted a review of the Department's Cost Allocation Plan. To date, no changes are recommended. Mr. Smallheer moved, and Ms. Thompson seconded a motion to approve the Cost Allocation Plan for 2025. The motion carried.

Dr. Dumstorff continued, the Executive Director and Accounting Manager have completed the annual review of the Department's Risk Assessment. This Risk Assessment identifies fiscal and program risks and the controls in place to prevent loss and is part of a countywide review process conducted in accordance with

governmental audit standards. Although all financial systems are continuously reviewed and modified as part of an ongoing quality improvement process, the following changes are noted as follows: moving from NOVATime 5000 to UKG Ready software and support for payroll during 2025. Dr. Wittenauer moved, and Ms. Thompson seconded a motion to approve the changes to the Department's Risk Assessment. The motion carried.

Dr. Dumstorff reported that the Director of Clinical Services & Systems-Programs is seeking approval of an updated sliding fee schedule based on the current rates of services in the immediate area. The fee schedule will be implemented for all clinical services, where applicable. The Clinical Services & Systems Provider and Program Director reviewed the details of the fee schedule changes and addresses questions and concerns from the board. The Executive Director has reviewed the documentation prior and recommends Board approval of the proposed Sliding Fee Schedule. Mr. Smallheer moved, and Dr. Wood seconded a motion to approve the 2025 Sliding Fee Schedule as presented. The motion carried.

Dr. Dumstorff continued, the Infectious Disease Prevention Division is creating a Request for Proposals (RFP) for emergency housing, short-term rent, and mortgage assistance through the Ryan White Part B Program. Emergency housing is provided for eligible homeless individuals living with HIV/AIDS. Short term rent or mortgage assistance is provided for eligible persons living with HIV/AIDS who have experienced a life event resulting in an inability to pay rent or a mortgage independently. The dates for the RFP release and Bidders' Conference are being established. Applications will be due two weeks prior to the start of the FY25 Ryan White Part B Grant year, which is April 1, 2025. A complete RFP will be submitted to the Executive Director and Accounting Manager for approval prior to release. Total funding available through the RFP is \$100,000. The Executive Director has reviewed this request and recommends Board approval to publish the RFP upon completion. Ms. Thompson moved, and Dr. Wittenauer seconded a motion to approve the RFP for emergency housing, short-term rent, and mortgage assistance through the Ryan White Part B Program as outlined. The motion carried.

The Infectious Disease Prevention Division is creating a Request for Proposals (RFP) for fiscal monitoring of sub-recipients receiving Ryan White Part A and B funding via contracts with the SCCHD. Under the Office of Management and Budget Uniform Guidance, annual monitoring of subrecipient agencies who meet a certain Federal funding threshold must include a fiscal monitoring component. Fiscal monitoring includes testing of invoice records, reviewing sub-recipients' indirect cost allocation plans and ensuring the sub-recipients obtain an audit in compliance with OMB Uniform Guidance. SCCHD undergoes a procurement process annually to determine which firm will perform the fiscal audits. The dates for the RFP release and Bidders' Conference are being established. Applications will be due two weeks prior to the start of the FY25 Ryan White Part B Grant year, which is April 1, 2025. A complete RFP will be submitted to the Executive Director and Accounting Manager for approval prior to release. Total funding available through the RFP is \$17,500. The Executive Director has reviewed this request and recommends Board approval to publish the RFP upon completion. Ms. Thompson moved, and Dr. Wittenauer seconded a motion to approve the RFP for fiscal monitoring of sub-recipients receiving Ryan White Part A and B funding via contracts with the SCCHD as outlined. The motion carried.

Dr. Dumstorff concluded with the following staffing updates:

Health Department staffing updates:

- Mr. Caelin White accepted the full-time position of Disease Intervention Specialist (DIS) effective January 6, 2025.
- Ms. Nicole Pomara accepted the full-time position of Emergency Preparedness & Volunteer Coordinator effective January 6, 2025.
- Mr. Bryce Campo resigned from the full-time position of Clinical Services Representative (CSR) effective January 8, 2025.
- Ms. Cher Wiltsie resigned from the position of Lead Disease Intervention Specialist (DIS) effective January 10, 2025.
- Ms. Jelanee Thompson accepted the part-time position of Breastfeeding Peer Counselor, start date still to be determined.

The Health Department is currently seeking to fill:

- One (1) Accounting Coordinator
- One (1) Clinical Programs Vaccine Coordinator
- Two (2) full-time Clinical Services Representative (CSR) One (1) full-time Clinical Services LPN
- Two (2) full-time Public Health Nurse Positions:
 - High-Risk Prenatal RN Case Manager
 - Better Birth Outcome – Staff RN
- One (1) full-time Director of Health Promotion & Wellness One (1) full-time Systems Quality Manager
- One (1) full-time Sanitarian I
- One (1) full-time Disease Intervention Specialist (DIS)
- One (1) full-time HIV Program Manager

DIVISION UPDATES:

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

LIAISON REPORTS

Health Care Commission

The Executive Director reported that the Health Care Commission (HCC) met January 7, 2025 and that the HCC did not receive the Health Equity Zone (HEZ) grant. Ms. Henderson, SQM, has moved to part-time but will continue her work with the HCC, work group updates and the PHAB yearly report, which is due at the end of March. We need a point person for PHAB and are posting the Systems Quality Manager position. We recently found out the Cost and Capacity Assessment that we participate in will potentially satisfy our PHAB component for this past year. We are hoping to gain access to this data so that it can be used for our Phab annual report.

W.C. Scrivner Public Health Foundation

Executive Director Blandford reported the Scrivner Foundation Board is scheduled to meet February 11, 2025. The board has two new candidates under review for appointment to fill foundation board openings.

Illinois Public Health Association

The Executive Director reported that she met with Dr. Vohra the week before last as part of the workforce transformation from the university to the state, which is taking over this initiative. Dr. Vohra met with some administrators to discuss ideas as to how health departments can operate more efficiently and possibly combine services with smaller health departments as part of this plan. The focus on workforce development is ongoing.

Medical Society

Dr. Wittenauer reported she recently had a report of Flu, COVID and RSV activity all at once at one of their nursing homes, which had not happened before.

Nursing Society

President Thompson used this time to thank Mr. Kreeb for his service as secretary and Dr. Dumstorff for his service as President of the Board of Health this past year.

Executive Session

At 7:37 pm Dr. Dumstorff moved, and Mr. Smallheer seconded a motion to move into Executive Session to discuss pending litigation and the Collective Bargaining Agreement discussions. The motion passed and the board move into Executive Session.

Adjournment

At 7:45 p.m. Mr. 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 February 18, 2025 at 6:30 pm.

Respectfully submitted,

Dr. Dumstorff
Acting Secretary

**ST. CLAIR COUNTY HEALTH DEPARTMENT
FINANCE & PERSONNEL COMMITTEE REPORT**

February 25, 2025

i. EXPENSE CLAIMS

The expense claims processed since the January 2025 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. See payment Register on page 7.a.i for detail.

- **MOTION TO APPROVE**

ii. APPROVAL OF 2024 BUDGET ADJUSTMENT

A second budget adjustment of \$6,000.00 to the St. Clair County Health Department's 2024 Budget by the St. Clair County Auditor's office was requested to adjust for Small Capital Purchases related to office equipment that were over budget. The Executive Director has reviewed and signed off on the request from the Auditor's Office and recommends Board approval.

- **MOTION TO APPROVE**

iii. APPROVAL OF UPDATED PROCUREMENT POLICY

The Accounting Manager has updated the St. Clair County Health Department Procurement Policy to align with updates made to the St. Clair County 2025 Personnel Code Book:

Procurement Policy, page 1 of 4, under Code of Conduct, point #4 as noted below:

~~PREVIOUS VERSION: As outlined in St. Clair County's Employee Personnel Code, Section 10, Regulations and Restrictions, subsection N, Gift Ban Act, SCCHD's employees, officers, directors, volunteers or agents shall neither solicit nor accept gratuities, gifts, consulting fees, trips, favors or anything having a monetary value in excess of seventy five dollars (\$75) in a single day or one hundred dollars (\$100) in a calendar year from a vendor, potential vendor, or from the family or employees of a vendor, potential vendor or bidder; or from any party to a sub-agreement or ancillary contract.~~

THE NEW VERSION IN RED: As outlined in St. Clair County's Employee Personnel Code, Section 10, Regulations and Restrictions, subsection **M, An employee shall not use, nor attempt to use, their position with the Employer to secure unwarranted privileges, favors, or exemptions for themselves or others; and shall avoid the appearance of using their position to secure such privileges, favors, or exemptions for themselves or others. Employees are prohibited from accepting gifts, gratuities, or any item of value for work performed on behalf of the department.**

The Executive Director has reviewed the documentation and recommends Board approval. See 7.a.iii for full policy with change noted.

- **MOTION TO APPROVE**

**ST. CLAIR COUNTY HEALTH DEPARTMENT
FINANCE & PERSONNEL COMMITTEE REPORT**

February 25, 2025

iv. APPROVAL OF PROPOSED FEE SCHEDULE CHANGES

The Director of Clinical Services & Systems-Programs is seeking Board approval to charge an administration fee of \$25.00 for services related to COVID-19 & Influenza Combination Testing for time spent on administering the tests, providing results and patient education. The grants associated with the forementioned testing allows for the health department to charge an administration fee. The Executive Director has reviewed the documentation and recommends Board approval of the requested \$25.00 administration fee related to COVID-19 & Influenza Combination Testing.

- **MOTION TO APPROVE**

v. APPROVAL OF ILLINOIS BREAST & CERVICAL CANCER PROGRAM MARKETING MEDIA SPEND

The Deputy Director and Clinical Services Provider are seeking Board approval to allocate up to \$30,000.00 from the Illinois Breast & Cervical Cancer Program (IBCCP) for a Media Marketing Campaign to promote the services associated with the program. The amount of funds available has yet to be determined but will not exceed \$30,000.00. The Executive Director has reviewed the request and recommends Board approval.

- **MOTION TO APPROVE**

vi. UPDATE ON THE RELEASE OF REQUEST FOR PROPOSALS (RFP'S) FOR RYAN WHITE PROGRAMS

At the January 2025 Board of Health meeting, the Infectious Disease Prevention (IDP) Division received Board approval to post two (2) Request for Proposals (RFP): 1) RFP for emergency housing, short-term rent, and mortgage assistance through the Ryan White Part B Program. 2) RFP for the fiscal audit of Ryan White Part A and B Subrecipients. Both of these RFP's are still in the process of being developed. The IDP Division is planning to have both RFPs posted by the end of February.

- **INFORMATIONAL**

vii. PERSONNEL MATTERS & STAFFING UPDATES

Health Department staffing updates:

- Ms. Elizabeth Brem resigned from her full-time position as a Sanitarian I within the Environmental Health Division effective January 17, 2025.
- Ms. Kryraha Green accepted a full-time position as a Client Services Representative within the Clinical Services & System Division effective February 24, 2025.
- Ms. Ranada Peoples accepted a full-time position as an LPN within the Clinical Services & System Division effective February, 24, 2025.
- Ms. Doree Pitre accepted a full-time position as a Staff Nurse within the Health Promotion & Wellness Division effective March 17, 2025.

**ST. CLAIR COUNTY HEALTH DEPARTMENT
FINANCE & PERSONNEL COMMITTEE REPORT**

February 25, 2025

- Ms. Chilan Doan accepted a full-time position as a Public Health Nurse within the Health Promotion & Wellness Division effective March 17, 2025.

The Health Department is currently seeking to fill:

- One (1) Accounting Coordinator
- One (1) full-time Clinical Services Representative (CSR)
- Two (2) full-time Public Health Nurse Positions:
- One (1) full-time Director of Health Promotion & Wellness
- One (1) full-time Systems Quality Manager
- One (1) full-time Sanitarian I
- One (1) full-time Disease Intervention Specialist (DIS)
- One (1) full-time HIV Program Manager

- **INFORMATIONAL**



St Clair County, IL
Health Department Payment Register
From Payment Date 01/22/2025 To Payment Date 02/18/2025

Number	Date	Source	Payee Name	Amount
Various	01/24/2024	Payroll	Employees - FT 48, PT 8, total 56	\$ 103,433.51
593180	01/21/2025	Accounts Payable	GROGAN, LEO - VOIDED (SHOULD HAVE BEEN ESHD)	(4,040.00)
593332	01/22/2025	Accounts Payable	AT&T - Manual	63.29
593333	01/22/2025	Accounts Payable	Pool Admin #8 - Manual	7,542.33
593344	01/29/2025	Accounts Payable	AT&T Landlines - Manual	368.33
593345	01/29/2025	Accounts Payable	Ayadi and Ayadi - Manual	2,125.00
SUBTOTAL				109,492.46

Transactions

5

Total 01/22/2025 - 01/31/2025

109,492.46

Various	02/07/2025	Payroll	Employees - FT 46, PT 9, total 55	98,841.80
593525	02/05/2025	Accounts Payable	AT&T-Manual	31.80
593526	02/05/2025	Accounts Payable	AT&T-Manual	136.11
593527	02/05/2025	Accounts Payable	Dell-Manual	382.24
593528	02/05/2025	Accounts Payable	ESHD-Manual (Corrected vendor from VOID Check above)	4,040.00
593529	02/05/2025	Accounts Payable	Sanofi-Manual	1,976.40
593530	02/05/2025	Accounts Payable	Verizon-Manual	1,652.19

SUBTOTAL

107,060.54

Transactions

6

593689	02/18/2025	Accounts Payable	1ST ALLIANCE REAL ESTATE INC	625.00
593690	02/18/2025	Accounts Payable	ALDI INC	6,000.00
593691	02/18/2025	Accounts Payable	AMANDA GRAY	285.60
593692	02/18/2025	Accounts Payable	ANDREW LOPINOT, COUNTY TREASURER	161.09
593693	02/18/2025	Accounts Payable	AYADI & AYADI INVESTMENT LLC	1,775.00
593694	02/18/2025	Accounts Payable	BJC MEDICAL GROUP OF IL	250.00
593695	02/18/2025	Accounts Payable	CAPE RADIOLOGY GROUP PC	66.64
593696	02/18/2025	Accounts Payable	CENTER STREET SENIOR LIVING INC	1,442.00
593697	02/18/2025	Accounts Payable	CENTRAL ILLINOIS RADIOLOGICAL ASSOC LTD	1,234.70
593698	02/18/2025	Accounts Payable	CENTRAL ILLINOIS RADIOLOGICAL ASSOC LTD	182.75
593699	02/18/2025	Accounts Payable	CLINICAL RADIOLOGIST S.C.	314.00
593700	02/18/2025	Accounts Payable	COMPLETE HAULING	738.00
593701	02/18/2025	Accounts Payable	COORDINATED YOUTH SERVICES	30,493.31
593702	02/18/2025	Accounts Payable	CUSTOM DATA PROCESSING, INC.	3,767.03
593703	02/18/2025	Accounts Payable	DELL MARKETING	4,604.70
593704	02/18/2025	Accounts Payable	DICKSON COMPANY	477.00
593705	02/18/2025	Accounts Payable	DJ HANK LLC	583.00
593706	02/18/2025	Accounts Payable	DREA PROPERTIES	414.00
593707	02/18/2025	Accounts Payable	EAST SIDE HEALTH DISTRICT	1,749.12
593708	02/18/2025	Accounts Payable	EAST SIDE HEALTH DISTRICT	6,647.26
593709	02/18/2025	Accounts Payable	EFFINGHAM OBSTETRICS & GYNCOLOGY ASSOC LLC	355.02
593710	02/18/2025	Accounts Payable	ELIZABETH BREM	67.90
593711	02/18/2025	Accounts Payable	ERNST RADIOLOGY ILLINOIS	2,228.20
593712	02/18/2025	Accounts Payable	FOLEY BUILDING MAINTENANCE	7,386.12
593713	02/18/2025	Accounts Payable	FOOD OUTREACH INC	20,199.47
593714	02/18/2025	Accounts Payable	FRANKLIN HOSPITAL	616.98
593715	02/18/2025	Accounts Payable	GERSHOM NORFLEET	384.00
593716	02/18/2025	Accounts Payable	GOOD SAMARITAN REGIONAL HEALTH CENTER	637.83
593717	02/18/2025	Accounts Payable	HAMILTON MEMORIAL HOSPITAL	54.48
593718	02/18/2025	Accounts Payable	HEARTLAND WOMENS HEALTHCARE	697.31
593719	02/18/2025	Accounts Payable	INTERFAITH RESIDENCY DBA DOORWAYS	5,790.59
593720	02/18/2025	Accounts Payable	INUPIO	140.00
593721	02/18/2025	Accounts Payable	JACOB W. PHILLIPS	49.00
593722	02/18/2025	Accounts Payable	LABORATORIES CORPORATION OF AMERICA	55.35
593723	02/18/2025	Accounts Payable	LAND OF LINCOLN LEGAL	376.00
593724	02/18/2025	Accounts Payable	LANGUAGE ACCESS MULTICULTURAL PEOPLE LLC	220.26

Number	Date	Source	Payee Name	Amount
593725	02/18/2025	Accounts Payable	LC AND KC PROPERTIES LLC	593.00
593726	02/18/2025	Accounts Payable	LMT ESTATES	900.00
593727	02/18/2025	Accounts Payable	MEHDI BEN-AYED	343.00
593728	02/18/2025	Accounts Payable	MEMORIAL HOSPITAL	119.18
593729	02/18/2025	Accounts Payable	METRO	60.00
593730	02/18/2025	Accounts Payable	METRO EAST HOME INSPECTION, LLC.	1,825.00
593731	02/18/2025	Accounts Payable	MOTO MART	1,500.00
593732	02/18/2025	Accounts Payable	MOTO MART	5,000.00
593733	02/18/2025	Accounts Payable	NEW DAY FAMILY DENTAL LLC	931.72
593734	02/18/2025	Accounts Payable	NORMAN-LATIMER, JENNIFER	12.06
593735	02/18/2025	Accounts Payable	OMER BADAHMAN	350.00
593736	02/18/2025	Accounts Payable	PASS PROPERTIES	473.00
593737	02/18/2025	Accounts Payable	POOL ADMINISTRATION INC	1,244.62
593738	02/18/2025	Accounts Payable	PUBLIC BUILDING COMMISSION	25,266.23
593739	02/18/2025	Accounts Payable	QUADIENT FINANCE USA, INC.	1,052.32
593740	02/18/2025	Accounts Payable	QUEST DIAGNOSTICS	85.49
593741	02/18/2025	Accounts Payable	RAYMOND OTERO	202.30
593742	02/18/2025	Accounts Payable	SALEM TOWNSHIP HOSPITAL	59.51
593743	02/18/2025	Accounts Payable	SONES FAMILY DENTAL	2,651.90
593744	02/18/2025	Accounts Payable	SOUTHERN IL HEALTHCARE FOUNDATION	977.57
593745	02/18/2025	Accounts Payable	SOUTHERN IL HEALTHCARE FOUNDATION	9,639.33
593746	02/18/2025	Accounts Payable	SOUTHERN ILLINOIS HOSPITAL SERVICES	134.83
593747	02/18/2025	Accounts Payable	SOUTHERN OBSTETRICS AND GYNECOLOGY ASSOC	532.53
593748	02/18/2025	Accounts Payable	ST. CLAIR COUNTY EMPLOYEES MEDICAL TRUST	67,015.06
593749	02/18/2025	Accounts Payable	ST. ELIZABETH'S HOSPITAL	414.72
593750	02/18/2025	Accounts Payable	ST. ELIZABETH'S HOSPITAL	10.75
593751	02/18/2025	Accounts Payable	ST. JOSEPH'S HOSPITAL BREESE	583.05
593752	02/18/2025	Accounts Payable	ST. MARY'S GOOD SAMARITAN MEDICAL GROUP INC(C)	237.02
593753	02/18/2025	Accounts Payable	ST. MARYS HOSPITAL	119.18
593754	02/18/2025	Accounts Payable	STERICYCLE, INC.	309.71
593755	02/18/2025	Accounts Payable	TOPSTONE INV CAH 1, LLC.	750.00
593756	02/18/2025	Accounts Payable	TOUCHETTE REGIONAL HOSPITAL	858.47
593757	02/18/2025	Accounts Payable	TRITEC ENTITIES LLC	972.00
593758	02/18/2025	Accounts Payable	WASHINGTON UNIVERSITY-PROJECT ARK	22,307.07
593759	02/18/2025	Accounts Payable	WATTS COPY SYSTEMS, INC.	803.58
593760	02/18/2025	Accounts Payable	YELLOW BRICK REALTY & MANAGEMENT INC	1,809.00

SUBTOTAL **251,211.91**

Transactions **72**

17641-17670	02/18/2025	Accounts Payable	UMB CARD SERVICE - (Detail attached)	<u>6,494.72</u>
Transactions				6,494.72

Total 02/01/2025 - 02/18/2025 **364,767.17**

Total since 01/21/2025 **83** **\$ 364,767.17**

Reviewed By:

Myla Oliver-
Blandford
Executive Director

ST CLAIR CO
EFT Register

From Payment Date: 2/18/2025 - To Payment Date: 2/18/2025

Number	Date	Status	Void Reason	Reconciled/ Voided Date	Source	Payee Name
BOE-Expense2 - Busey Expense Clearing #2						
<u>EFT</u>						
17641	02/18/2025	Open			Accounts Payable	UMB CARD SERVICE
	Invoice		Date	Description		Amount
	3940429723		02/04/2025	1-Phlebotomy Class CP 1/25 Remaining registration fee		\$895.00
17642	02/18/2025	Open			Accounts Payable	UMB CARD SERVICE
	Invoice		Date	Description		Amount
	9410429813		02/04/2025	2-Phlebotomy Class 1/25 SH Remaining registration fee		\$895.00
17643	02/18/2025	Open			Accounts Payable	UMB CARD SERVICE
	Invoice		Date	Description		Amount
	3940429510		02/04/2025	3-Phlebotomy Class MR 1/25 Remaining registration fee		\$895.00
17644	02/18/2025	Open			Accounts Payable	UMB CARD SERVICE
	Invoice		Date	Description		Amount
	WsmLL7NPqJtY		02/04/2025	4-Marco DIS Appreciation luncheon 1/25 delayed from fall		\$116.67
17645	02/18/2025	Open			Accounts Payable	UMB CARD SERVICE
	Invoice		Date	Description		Amount
	OWPI-KM		02/04/2025	5-OWPI Conference registration KM 1/25		\$195.00
17646	02/18/2025	Open			Accounts Payable	UMB CARD SERVICE
	Invoice		Date	Description		Amount
	OWPI-JP		02/04/2025	6-OWPI Conference registration JP 1/25		\$195.00
17647	02/18/2025	Open			Accounts Payable	UMB CARD SERVICE
	Invoice		Date	Description		Amount
	OWPI-MOB		02/04/2025	7-OWPI Conference registration MOB 1/25		\$195.00

ST CLAIR CO
EFT Register

From Payment Date: 2/18/2025 - To Payment Date: 2/18/2025

17648	02/18/2025	Open	Accounts Payable	UMB CARD SERVICE	
	Invoice		Date	Description	Amount
	7910035676262650		02/04/2025	8-AMZN Safety Sharps container 1/25	\$75.58
17649	02/18/2025	Open	Accounts Payable	UMB CARD SERVICE	
	Invoice		Date	Description	Amount
	2018		01/01/2025	1-TRACFONE RFL JAN 1 OF 6-15.3 REB-LINE 166-01/25	\$22.38
17650	02/18/2025	Open	Accounts Payable	UMB CARD SERVICE	
	Invoice		Date	Description	Amount
	4390966-0926609		12/26/2024	2-AMZN Medline 5 Qrt Sharps Cabinets-01/25	\$151.57
17651	02/18/2025	Open	Accounts Payable	UMB CARD SERVICE	
	Invoice		Date	Description	Amount
	6276		01/03/2025	3-TRACFONE RFL JAN 2 OF 6-15.3 REB-LINE 166-01/25	\$16.80
17652	02/18/2025	Open	Accounts Payable	UMB CARD SERVICE	
	Invoice		Date	Description	Amount
	1401		01/03/2025	4-TRACFONE RFL JAN 3 OF 6-15.3 REB-LINE 166-01/25	\$16.80
17653	02/18/2025	Open	Accounts Payable	UMB CARD SERVICE	
	Invoice		Date	Description	Amount
	2563		01/03/2025	5-TRACFONE RFL JAN 4 OF 6-15.3 REB-LINE 166-01/25	\$16.80
17654	02/18/2025	Open	Accounts Payable	UMB CARD SERVICE	
	Invoice		Date	Description	Amount
	9230687-0934661		12/31/2024	6-AMZN Clinic Office Supplies (toner, pens, etc)-01/25	\$425.16
17655	02/18/2025	Open	Accounts Payable	UMB CARD SERVICE	

ST CLAIR CO
EFT Register

From Payment Date: 2/18/2025 - To Payment Date: 2/18/2025

Invoice		Date	Description	Amount
10001362284439		01/03/2025	7-Quickbooks Scrivner Intuit-01/25	\$35.00
17656	02/18/2025	Open	Accounts Payable	UMB CARD SERVICE
Invoice		Date	Description	Amount
9629397-7229845		01/03/2025	8-AMZN Avery Filing Labels BCCP-01/25	\$121.62
17657	02/18/2025	Open	Accounts Payable	UMB CARD SERVICE
Invoice		Date	Description	Amount
1083045-3444233		01/03/2025	9-AMZN Duracell AAA Batteries-01/25	\$25.96
17658	02/18/2025	Open	Accounts Payable	UMB CARD SERVICE
Invoice		Date	Description	Amount
AMZNCRED01062025		01/06/2025	10-AMZN Credit Transaction Date 01/06/2025	(\$344.00)
17659	02/18/2025	Open	Accounts Payable	UMB CARD SERVICE
Invoice		Date	Description	Amount
1011364-5403406		01/03/2025	11-AMZN Computer Mid Tower Cases-01/25	\$99.95
17660	02/18/2025	Open	Accounts Payable	UMB CARD SERVICE
Invoice		Date	Description	Amount
3d494602		01/08/2025	12-MAILHIPPO-01/25 (all 15.3 is REBATE)	\$206.70
17661	02/18/2025	Open	Accounts Payable	UMB CARD SERVICE
Invoice		Date	Description	Amount
7831879-6752266		01/03/2025	13-AMZN Various Office Supplies Prgs 9, 17, & 41-01/25	\$89.23
17662	02/18/2025	Open	Accounts Payable	UMB CARD SERVICE
Invoice		Date	Description	Amount
0373133-1160266		01/09/2025	14-AMZN HP 212X black Toner-01/25	\$257.40
17663	02/18/2025	Open	Accounts Payable	UMB CARD SERVICE
Invoice		Date	Description	Amount

ST CLAIR CO
EFT Register

From Payment Date: 2/18/2025 - To Payment Date: 2/18/2025

	3519805566		01/12/2025	15-Metro In The Know/GoDaddy Renewal (Prg 15.3 RD)-01/25		\$359.88
17664	02/18/2025	Open		Accounts Payable	UMB CARD SERVICE	
	Invoice		Date	Description		Amount
	D304DF3-0091.		01/14/2025	16-Dickson 01/25		\$92.50
17665	02/18/2025	Open		Accounts Payable	UMB CARD SERVICE	
	Invoice		Date	Description		Amount
	CSJC0225-17		01/20/2025	17-SURVEY MONKEY SUB FOR 2025-01/25		\$468.00
17666	02/18/2025	Open		Accounts Payable	UMB CARD SERVICE	
	Invoice		Date	Description		Amount
	3342.		01/22/2025	18-TRACFONE RFL JAN 5 OF 6-15.3 REB-LINE 166-01/25		\$22.38
17667	02/18/2025	Open		Accounts Payable	UMB CARD SERVICE	
	Invoice		Date	Description		Amount
	CSJC0125-19		01/22/2025	19-ZOOM MONTHLY-01/25		\$63.99
17668	02/18/2025	Open		Accounts Payable	UMB CARD SERVICE	
	Invoice		Date	Description		Amount
	2995449813		01/24/2025	20-Adobe Licenses-01/25		\$653.72
17669	02/18/2025	Open		Accounts Payable	UMB CARD SERVICE	
	Invoice		Date	Description		Amount
	3003		01/31/2025	21-TRACFONE RFL JAN 6 OF 6-15.3 REB-LINE 166-01/25		\$22.38
17670	02/18/2025	Open		Accounts Payable	UMB CARD SERVICE	
	Invoice		Date	Description		Amount
	2025-00000365		01/31/2025	A-LYFT (152.61-MTFED)(55.64-ST EFA REBATE,EFA UNBILLABLE)-01/25		\$208.25

Type EFT Totals:

30 Transactions

ST CLAIR CO

EFT Register

From Payment Date: 2/18/2025 - To Payment Date: 2/18/2025

Grand Totals:

EFTs	Status	Count	Transaction Amount
	Open	30	\$6,494.72
	Reconciled	0	\$0.00
	Voided	0	\$0.00
	Total	30	\$6,494.72



Balance Sheet

Through 01/31/25
Consolidated Detail Listing
Exclude Rollup Account

Account	Account Description	Current YTD Balance	Prior Year Total Actual	Net Change	Change %
Fund Category	Special Revenue Funds				
Fund Type					
	ASSETS				
10100	Petty Cash	350.00	350.00	.00	.00
10200-01	Equity in cash & investment pool Pool	5,270,857.05	5,308,841.43	(37,984.38)	(.72)
12000-100	Internal balances General Fund	(1,775.95)	(1,775.95)	.00	.00
12000-241	Internal balances Landfill Surcharge	1,426.10	1,426.10	.00	.00
	ASSETS TOTALS	\$5,270,857.20	\$5,308,841.58	(\$37,984.38)	(0.72%)
	FUND EQUITY				
30000	Fund balance	4,611,918.85	4,611,918.85	.00	.00
	FUND EQUITY TOTALS Prior to Current Year Changes	\$4,611,918.85	\$4,611,918.85	\$0.00	0.00%
	Prior Year Fund Equity Adjustment	(499,739.64)	140,206.59		
	Fund Revenues	(414,210.79)	(6,867,459.22)		
	Fund Expenses	452,195.17	6,227,512.99		
	FUND EQUITY TOTALS	\$5,073,674.11	\$5,111,658.49	(\$37,984.38)	(0.74%)
	LIABILITIES AND FUND EQUITY TOTALS	\$5,073,674.11	\$5,111,658.49	(\$37,984.38)	(0.74%)
Fund Type	Totals	\$197,183.09	\$197,183.09	\$0.00	0.00%
Fund Category	Special Revenue Funds Totals	\$197,183.09	\$197,183.09	\$0.00	0.00%
	Grand Totals	\$197,183.09	\$197,183.09	\$0.00	0.00%



Income Statement

Through 01/31/25

Consolidated Detail Listing

Exclude Rollup Account

		Annual	MTD	YTD	Budget Less	% of	Prior Year
Account	Account Description	Budget Amount	Actual Amount	Actual Amount	YTD Actual	Budget	Total Actual
Fund Category	Special Revenue Funds						
Fund Type							
REVENUE							
40000	Property Taxes-Real Estate	717,000.00	.00	.00	717,000.00	0	708,162.92
40010	Property Taxes-Delinquent RE	300.00	.00	.00	300.00	0	.00
40100	Property Taxes-Mobile Home	750.00	.00	.00	750.00	0	694.47
40120	TIF Receipts	2,900.00	.00	.00	2,900.00	0	37,613.73
43000-01	Investment Earnings interest	100,000.00	19.77	19.77	99,980.23	0	183,908.94
43000-02	Investment Earnings Amortization	.00	.00	.00	.00	+++	4,897.09
43000-03	Investment Earnings Taxes	50.00	.00	.00	50.00	0	2,366.79
45000	Licenses & permits	388,609.00	51,114.50	51,114.50	337,494.50	13	399,372.50
46100	Service fees	414,055.00	6,711.58	6,711.58	407,343.42	2	313,876.88
48000	Local Contributions	.00	.00	.00	.00	+++	160,000.00
51000	Revenue from federal & state	5,356,279.00	356,364.94	356,364.94	4,999,914.06	7	5,055,141.67
57000	Credit Card Rebates	2,500.00	.00	.00	2,500.00	0	1,424.23
REVENUE TOTALS		\$6,982,443.00	\$414,210.79	\$414,210.79	\$6,568,232.21	6%	\$6,867,459.22
EXPENSE							
60100	Payroll-Full time	3,138,517.00	189,465.02	189,465.02	2,949,051.98	6	2,567,928.38
60110	Payroll-Part time	281,038.00	8,807.80	8,807.80	272,230.20	3	139,877.77
60650	Health & Life insurance	965,491.00	69,433.95	69,433.95	896,057.05	7	821,334.44
60800	County fringe costs	38,960.00	267.60	267.60	38,692.40	1	54,253.71
60900	Payroll escrow	6,576.00	.00	.00	6,576.00	0	10,000.00
61000	Office supplies	61,164.00	1,063.22	1,063.22	60,100.78	2	47,739.18
61010	Postage & mailings	11,853.00	1,337.79	1,337.79	10,515.21	11	9,482.75
61030	Printing & binding	6,968.00	.00	.00	6,968.00	0	1,620.61
61200-01	Vehicle supplies unleaded fuel	10,093.00	295.89	295.89	9,797.11	3	798.81
61300	Custodial maintenance supplies	5,124.00	176.76	176.76	4,947.24	3	4,215.16
61400-01	Program supplies Medical & dental	73,559.00	.00	.00	73,559.00	0	50,524.20
61400-03	Program supplies Other	32,469.00	363.19	363.19	32,105.81	1	15,816.11



Income Statement

Through 01/31/25
Consolidated Detail Listing
Exclude Rollup Account

Account	Account Description	Annual Budget Amount	MTD Actual Amount	YTD Actual Amount	Budget Less YTD Actual	% of Budget	Prior Year Total Actual
61900-02	Small capital purchases office furniture and equipment	75,170.00	.00	.00	75,170.00	0	55,248.03
62050	Conferences & meetings	13,659.00	59.00	59.00	13,600.00	0	17,561.62
62100-01	Travel mileage reimbursement	32,844.00	1,017.73	1,017.73	31,826.27	3	19,730.96
62100-02	Travel transportation	14,115.00	.00	.00	14,115.00	0	3,251.11
62100-03	Travel lodging	13,933.00	.00	.00	13,933.00	0	7,972.30
62100-04	Travel fuel	358.00	.00	.00	358.00	0	105.24
62100-05	Travel Other	5,928.00	9.84	9.84	5,918.16	0	3,766.95
62200	Dues & memberships	31,677.00	.00	.00	31,677.00	0	20,776.87
63060	Medical and dental services	629,906.00	36,544.54	36,544.54	593,361.46	6	507,390.24
63090	Other professional services	55,196.00	606.32	606.32	54,589.68	1	41,397.76
63200-02	Technical services IT	117,277.00	30,812.87	30,812.87	86,464.13	26	90,487.06
63250	Security services	.00	.00	.00	.00	+++	2,490.00
63400	Temporary employment services	108,426.00	.00	.00	108,426.00	0	24,858.65
63500	Custodial services	73,222.00	5,046.19	5,046.19	68,175.81	7	60,651.69
63600	Maintenance contract-buildings	20,783.00	355.62	355.62	20,427.38	2	8,938.95
63610	Maint contracts-office equipment	23,412.00	1,460.81	1,460.81	21,951.19	6	13,845.05
63770	Repair & maint-vehicles	8,388.00	180.07	180.07	8,207.93	2	7,923.78
65000-03	Lease payment County Health	305,000.00	25,266.63	25,266.63	279,733.37	8	303,199.56
65150-01	Telephone Cellular communications	26,907.00	1,793.68	1,793.68	25,113.32	7	23,626.14
65150-02	Telephone Land lines	7,321.00	823.04	823.04	6,497.96	11	5,835.19
68500	Sub-grantee payments	808,461.00	59,737.16	59,737.16	748,723.84	7	780,084.65
68510	Program expenses	488,711.00	15,608.35	15,608.35	473,102.65	3	283,276.99
68530	Program certificates	106,260.00	1,568.00	1,568.00	104,692.00	1	142,776.76
81000-02	Major capital purchases office furniture and equipment	115,025.00	.00	.00	115,025.00	0	82,708.05
81000-08	Major capital purchases vehicles	44,470.00	.00	.00	44,470.00	0	.00
87500	Reimbursements	.00	94.10	94.10	(94.10)	+++	(3,981.73)
EXPENSE TOTALS		\$7,758,261.00	\$452,195.17	\$452,195.17	\$7,306,065.83	6%	\$6,227,512.99

Fund Type Totals



Income Statement

Through 01/31/25
Consolidated Detail Listing
Exclude Rollup Account

Account	Account Description	Annual	MTD	YTD	Budget Less	% of	Prior Year
		Budget Amount	Actual Amount	Actual Amount	YTD Actual	Budget	Total Actual
	REVENUE TOTALS	6,982,443.00	414,210.79	414,210.79	6,568,232.21	6%	6,867,459.22
	EXPENSE TOTALS	7,758,261.00	452,195.17	452,195.17	7,306,065.83	6%	6,227,512.99
Fund Type	Net Gain (Loss)	(\$775,818.00)	(\$37,984.38)	(\$37,984.38)	\$737,833.62	5%	\$639,946.23
Fund Category Special Revenue Funds Totals							
	REVENUE TOTALS	6,982,443.00	414,210.79	414,210.79	6,568,232.21	6%	6,867,459.22
	EXPENSE TOTALS	7,758,261.00	452,195.17	452,195.17	7,306,065.83	6%	6,227,512.99
Fund Category	Special Revenue Funds Net Gain (Loss)	(\$775,818.00)	(\$37,984.38)	(\$37,984.38)	\$737,833.62	5%	\$639,946.23
Grand Totals							
	REVENUE TOTALS	6,982,443.00	414,210.79	414,210.79	6,568,232.21	6%	6,867,459.22
	EXPENSE TOTALS	7,758,261.00	452,195.17	452,195.17	7,306,065.83	6%	6,227,512.99
	Grand Total Net Gain (Loss)	(\$775,818.00)	(\$37,984.38)	(\$37,984.38)	\$737,833.62	5%	\$639,946.23



Balance Sheet

Through 02/18/25
Consolidated Detail Listing
Exclude Rollup Account

Account	Account Description	Current YTD Balance	Prior Year Total Actual	Net Change	Change %
Fund Category	Special Revenue Funds				
Fund Type					
	ASSETS				
10100	Petty Cash	350.00	350.00	.00	.00
10200-01	Equity in cash & investment pool Pool	5,270,857.05	5,308,841.43	(37,984.38)	(.72)
10210-010	Allocated pool accounts Pool Fund	(364,767.17)	.00	(364,767.17)	+++
12000-100	Internal balances General Fund	(1,775.95)	(1,775.95)	.00	.00
12000-241	Internal balances Landfill Surcharge	1,426.10	1,426.10	.00	.00
	ASSETS TOTALS	\$4,906,090.03	\$5,308,841.58	(\$402,751.55)	(7.59%)
	FUND EQUITY				
30000	Fund balance	4,611,918.85	4,611,918.85	.00	.00
	FUND EQUITY TOTALS Prior to Current Year Changes	\$4,611,918.85	\$4,611,918.85	\$0.00	0.00%
	Prior Year Fund Equity Adjustment	(499,739.64)	140,206.59		
	Fund Revenues	(414,210.79)	(6,867,459.22)		
	Fund Expenses	816,962.34	6,227,512.99		
	FUND EQUITY TOTALS	\$4,708,906.94	\$5,111,658.49	(\$402,751.55)	(7.88%)
	LIABILITIES AND FUND EQUITY TOTALS	\$4,708,906.94	\$5,111,658.49	(\$402,751.55)	(7.88%)
	Fund Type Totals	\$197,183.09	\$197,183.09	\$0.00	0.00%
Fund Category	Special Revenue Funds Totals	\$197,183.09	\$197,183.09	\$0.00	0.00%
	Grand Totals	\$197,183.09	\$197,183.09	\$0.00	0.00%



Income Statement

Through 02/18/25
Consolidated Detail Listing
Exclude Rollup Account

		Annual	MTD	YTD	Budget Less	% of	Prior Year
Account	Account Description	Budget Amount	Actual Amount	Actual Amount	YTD Actual	Budget	Total Actual
Fund Category Special Revenue Funds							
Fund Type							
REVENUE							
40000	Property Taxes-Real Estate	717,000.00	.00	.00	717,000.00	0	708,162.92
40010	Property Taxes-Delinquent RE	300.00	.00	.00	300.00	0	.00
40100	Property Taxes-Mobile Home	750.00	.00	.00	750.00	0	694.47
40120	TIF Receipts	2,900.00	.00	.00	2,900.00	0	37,613.73
43000-01	Investment Earnings interest	100,000.00	.00	19.77	99,980.23	0	183,908.94
43000-02	Investment Earnings Amortization	.00	.00	.00	.00	+++	4,897.09
43000-03	Investment Earnings Taxes	50.00	.00	.00	50.00	0	2,366.79
45000	Licenses & permits	388,609.00	.00	51,114.50	337,494.50	13	399,372.50
46100	Service fees	414,055.00	.00	6,711.58	407,343.42	2	313,876.88
48000	Local Contributions	.00	.00	.00	.00	+++	160,000.00
51000	Revenue from federal & state	5,356,279.00	.00	356,364.94	4,999,914.06	7	5,055,141.67
57000	Credit Card Rebates	2,500.00	.00	.00	2,500.00	0	1,424.23
REVENUE TOTALS		\$6,982,443.00	\$0.00	\$414,210.79	\$6,568,232.21	6%	\$6,867,459.22
EXPENSE							
60100	Payroll-Full time	3,138,517.00	93,551.89	283,016.91	2,855,500.09	9	2,567,928.38
60110	Payroll-Part time	281,038.00	5,289.91	14,097.71	266,940.29	5	139,877.77
60650	Health & Life insurance	965,491.00	67,015.06	136,449.01	829,041.99	14	821,334.44
60800	County fringe costs	38,960.00	.00	267.60	38,692.40	1	54,253.71
60900	Payroll escrow	6,576.00	.00	.00	6,576.00	0	10,000.00
61000	Office supplies	61,164.00	1,019.32	2,082.54	59,081.46	3	47,739.18
61010	Postage & mailings	11,853.00	1,052.32	2,390.11	9,462.89	20	9,482.75
61030	Printing & binding	6,968.00	.00	.00	6,968.00	0	1,620.61
61200-01	Vehicle supplies unleaded fuel	10,093.00	161.09	456.98	9,636.02	5	798.81
61300	Custodial maintenance supplies	5,124.00	.00	176.76	4,947.24	3	4,215.16
61400-01	Program supplies Medical & dental	73,559.00	2,203.55	2,203.55	71,355.45	3	50,524.20
61400-03	Program supplies Other	32,469.00	477.00	840.19	31,628.81	3	15,816.11



Income Statement

Through 02/18/25
Consolidated Detail Listing
Exclude Rollup Account

Account	Account Description	Annual Budget Amount	MTD Actual Amount	YTD Actual Amount	Budget Less YTD Actual	% of Budget	Prior Year Total Actual
61900-02	Small capital purchases office furniture and equipment	75,170.00	4,986.94	4,986.94	70,183.06	7	55,248.03
62050	Conferences & meetings	13,659.00	585.00	644.00	13,015.00	5	17,561.62
62100-01	Travel mileage reimbursement	32,844.00	616.86	1,634.59	31,209.41	5	19,730.96
62100-02	Travel transportation	14,115.00	.00	.00	14,115.00	0	3,251.11
62100-03	Travel lodging	13,933.00	.00	.00	13,933.00	0	7,972.30
62100-04	Travel fuel	358.00	.00	.00	358.00	0	105.24
62100-05	Travel Other	5,928.00	.00	9.84	5,918.16	0	3,766.95
62200	Dues & memberships	31,677.00	827.88	827.88	30,849.12	3	20,776.87
63060	Medical and dental services	629,906.00	36,411.52	72,956.06	556,949.94	12	507,390.24
63090	Other professional services	55,196.00	596.26	1,202.58	53,993.42	2	41,397.76
63200-02	Technical services IT	117,277.00	5,060.05	35,872.92	81,404.08	31	90,487.06
63250	Security services	.00	.00	.00	.00	+++	2,490.00
63400	Temporary employment services	108,426.00	.00	.00	108,426.00	0	24,858.65
63500	Custodial services	73,222.00	7,386.12	12,432.31	60,789.69	17	60,651.69
63600	Maintenance contract-buildings	20,783.00	309.71	665.33	20,117.67	3	8,938.95
63610	Maint contracts-office equipment	23,412.00	803.58	2,264.39	21,147.61	10	13,845.05
63770	Repair & maint-vehicles	8,388.00	.00	180.07	8,207.93	2	7,923.78
65000-03	Lease payment County Health	305,000.00	25,266.23	50,532.86	254,467.14	17	303,199.56
65150-01	Telephone Cellular communications	26,907.00	1,652.19	3,445.87	23,461.13	13	23,626.14
65150-02	Telephone Land lines	7,321.00	31.80	854.84	6,466.16	12	5,835.19
68500	Sub-grantee payments	808,461.00	70,336.09	130,073.25	678,387.75	16	780,084.65
68510	Program expenses	488,711.00	19,534.13	35,142.48	453,568.52	7	283,276.99
68530	Program certificates	106,260.00	17,216.67	18,784.67	87,475.33	18	142,776.76
81000-02	Major capital purchases office furniture and equipment	115,025.00	.00	.00	115,025.00	0	82,708.05
81000-08	Major capital purchases vehicles	44,470.00	.00	.00	44,470.00	0	.00
87500	Reimbursements	.00	2,376.00	2,470.10	(2,470.10)	+++	(3,981.73)
EXPENSE TOTALS		\$7,758,261.00	\$364,767.17	\$816,962.34	\$6,941,298.66	11%	\$6,227,512.99

Fund Type Totals



Income Statement

Through 02/18/25
Consolidated Detail Listing
Exclude Rollup Account

Account	Account Description	Annual	MTD	YTD	Budget Less	% of	Prior Year
		Budget Amount	Actual Amount	Actual Amount	YTD Actual	Budget	Total Actual
	REVENUE TOTALS	6,982,443.00	.00	414,210.79	6,568,232.21	6%	6,867,459.22
	EXPENSE TOTALS	7,758,261.00	364,767.17	816,962.34	6,941,298.66	11%	6,227,512.99
	Fund Type Net Gain (Loss)	(\$775,818.00)	(\$364,767.17)	(\$402,751.55)	\$373,066.45	52%	\$639,946.23
Fund Category Special Revenue Funds Totals							
	REVENUE TOTALS	6,982,443.00	.00	414,210.79	6,568,232.21	6%	6,867,459.22
	EXPENSE TOTALS	7,758,261.00	364,767.17	816,962.34	6,941,298.66	11%	6,227,512.99
	Fund Category Special Revenue Funds Net Gain (Loss)	(\$775,818.00)	(\$364,767.17)	(\$402,751.55)	\$373,066.45	52%	\$639,946.23
Grand Totals							
	REVENUE TOTALS	6,982,443.00	.00	414,210.79	6,568,232.21	6%	6,867,459.22
	EXPENSE TOTALS	7,758,261.00	364,767.17	816,962.34	6,941,298.66	11%	6,227,512.99
	Grand Total Net Gain (Loss)	(\$775,818.00)	(\$364,767.17)	(\$402,751.55)	\$373,066.45	52%	\$639,946.23



Income Statement

Through 02/18/25
Consolidated Detail Listing
Exclude Rollup Account

		YTD	Prior Year	Favorable
Account	Account Description	Actual Amount	YTD Total	<Unfavorable>
Fund Category	Special Revenue Funds			
Fund Type				
REVENUE				
40000	Property Taxes-Real Estate	.00	.00	\$0.00
40010	Property Taxes-Delinquent RE	.00	.00	0.00
40100	Property Taxes-Mobile Home	.00	.00	0.00
40120	TIF Receipts	.00	918.91	(918.91)
43000-01	Investment Earnings interest	19.77	16,264.36	(16,244.59)
43000-02	Investment Earnings Amortization	.00	289.31	(289.31)
43000-03	Investment Earnings Taxes	.00	.00	0.00
45000	Licenses & permits	51,114.50	77,714.00	(26,599.50)
46100	Service fees	6,711.58	55,062.47	(48,350.89)
51000	Revenue from federal & state	356,364.94	810,074.26	(453,709.32)
57000	Credit Card Rebates	.00	.00	0.00
REVENUE TOTALS		\$414,210.79	\$960,323.31	(546,112.52)
EXPENSE				
60100	Payroll-Full time	283,016.91	308,744.15	25,727.24
60110	Payroll-Part time	14,097.71	13,251.41	(846.30)
60650	Health & Life insurance	136,449.01	68,729.70	(67,719.31)
60800	County fringe costs	267.60	639.83	372.23
60900	Payroll escrow	.00	.00	0.00
61000	Office supplies	2,082.54	4,864.32	2,781.78
61010	Postage & mailings	2,390.11	1,071.21	(1,318.90)
61030	Printing & binding	.00	16.00	16.00
61200-01	Vehicle supplies unleaded fuel	456.98	.00	(456.98)
61300	Custodial maintenance supplies	176.76	89.97	(86.79)
61400-01	Program supplies Medical & dental	2,203.55	6,949.90	4,746.35
61400-03	Program supplies Other	840.19	741.91	(98.28)
61900-02	Small capital purchases office furniture and equipment	4,986.94	.00	(4,986.94)



Income Statement

Through 02/18/25
Consolidated Detail Listing
Exclude Rollup Account

Account	Account Description	YTD Actual Amount	Prior Year YTD Total	Favorable <Unfavorable>
62050	Conferences & meetings	644.00	11,157.50	10,513.50
62100-01	Travel mileage reimbursement	1,634.59	1,663.05	28.46
62100-02	Travel transportation	.00	.00	0.00
62100-03	Travel lodging	.00	.00	0.00
62100-04	Travel fuel	.00	.00	0.00
62100-05	Travel Other	9.84	14.91	5.07
62200	Dues & memberships	827.88	4,017.28	3,189.40
63060	Medical and dental services	72,956.06	21,207.78	(51,748.28)
63090	Other professional services	1,202.58	3,780.00	2,577.42
63200-02	Technical services IT	35,872.92	25,850.39	(10,022.53)
63400	Temporary employment services	.00	.00	0.00
63500	Custodial services	12,432.31	5,046.19	(7,386.12)
63600	Maintenance contract-buildings	665.33	2,749.78	2,084.45
63610	Maint contracts-office equipment	2,264.39	576.44	(1,687.95)
63770	Repair & maint-vehicles	180.07	1,775.95	1,595.88
65000-03	Lease payment County Health	50,532.86	25,266.63	(25,266.23)
65150-01	Telephone Cellular communications	3,445.87	3,441.08	(4.79)
65150-02	Telephone Land lines	854.84	479.48	(375.36)
68500	Sub-grantee payments	130,073.25	80,044.63	(50,028.62)
68510	Program expenses	35,142.48	24,488.48	(10,654.00)
68530	Program certificates	18,784.67	16,658.00	(2,126.67)
81000-02	Major capital purchases office furniture and equipment	.00	.00	0.00
81000-08	Major capital purchases vehicles	.00	.00	0.00
87500	Reimbursements	2,470.10	2,873.23	403.13
EXPENSE TOTALS		\$816,962.34	\$636,189.20	(180,773.14)
Grand Totals				
REVENUE TOTALS		414,210.79	960,323.31	(546,112.52)
EXPENSE TOTALS		816,962.34	636,189.20	(180,773.14)
Grand Total Net Gain (Loss)		(\$402,751.55)	\$324,134.11	(\$726,885.66)



MB Customer Balance Report

Miscellaneous Billing

As of 02/18/25

Customer	Undesignated Balance	Open Invoices	Net Balance
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Customer Type **Health - Health Department**

Undesignated Liability G/L Account 240-10200-01 (Equity in cash & investment pool Pool)

Customer Category **External - External Customer**

567 - DHS Better Birth Outreach #6.23	.00	1	\$	2,122.82
542 - DHS Breastfeeding Peer Couns. #1.2	.00	1		2,665.58
544 - DHS Women, Infant & Children #1	.00	2		77,433.97
555 - EPA Solid Waste Enforcement #13.1	.00	1		26,346.59
733 - IDHS - Permanent Supportive Housing - #15.63-PSH	.00	3		14,339.20
734 - IDHS - Rapid Re-Housing - #15.64-RRH	.00	1		5,736.43
711 - IDPH - LHD DIS WORKFORCE DEV - #15.75-DIS	.00	3		595.04
554 - IDPH Body Art Inspection #12.4	.00	2		1,612.50
540 - IDPH Breast & Cervical Cancer #17	.00	2		23,658.45
566 - IDPH Cities Readiness #52	.00	2		24,064.60
536 - IDPH Comprehensive Local Health Protection #3	.00	2		195,817.92
546 - IDPH Lead Poisoning Case Mgt #7.2	.00	2		18,935.76
738 - IDPH LHD Resp. Surv. & Outbreak	.00	2		62,508.34
654 - IDPH Perinatal Hepatitis B Prevention #3.7	.00	2		439.03
550 - IDPH Potable Water Supply #11	.00	2		625.00
568 - IDPH Public Health Emerg. Prep. #50.2	.00	1		13,035.39
691 - IDPH RESPONSE #50.2RESP	.00	1		147,616.19
556 - IDPH Ryan White Part B #15.3	.00	1		10,570.75
608 - IDPH Ryan White Part B -POOL- #15.3	.00	1		318.80
736 - IDPH Tick #12.1	.00	2		1,034.59
552 - IDPH West Nile Culex #12.21	.00	2		6,680.43
537 - IGD Next Step Up #15.6	.00	1		901.42
595 - IPHA HIV Prevention #15.1	.00	4		25,926.53
572 - Mini grants #42	.00	1		484.53
680 - New Horizon/IGD #15.61NH	.00	1		3,618.85
596 - One Time Funding	.00	1		1,199.00
681 - Permanent Housing/IGD #15.62PH	.00	1		576.59
692 - PHIMC #15.25	.00	1		500.00
651 - STL Ryan White Part A #15.45	.00	1		25,874.25
731 - STRENGTHENING IL 33	.00	1		47,673.81
669 - YouthCare/Hlthworks #6.4	.00	1		26,321.24

Customer Category External - External Customer Totals	Customers	68	\$0.00	49	\$769,233.60
Customer Type Health - Health Department Totals	Customers	68	\$0.00	49	\$769,233.60
Grand Totals	Customers	68	\$0.00	49	\$769,233.60

Food Receivable per CDP Reporting System	151	25,187.00
Clinic Receivable per CDP Reporting System	663	16,461.96
Subtotal:		41,648.96
Grand Total:	\$	810,882.56

J.E. No. _____

Auditor's Use Only

Cost Ctr	Obj. No.	Class No.	Description	Amount	Budget Before Adjust	Budget After Adjust
2400	81000-02		Major Capital Purchases-Office Furn/Equip	(6,000.00)	108,013.30	102,013.30
						-
						-
						-
						-
						-
						-
						-
						-
						-
						-
						-
						-
						-
						-
						-
				(6,000.00)		

2400	61900-02		Small Capital Purchases-office equip	6,000.00	49,816.70	55,816.70
						-
						-
						-
						-
						-
						-
						-
						-
						-
						-
						-
						-
						-
						-
				6,000.00		

Does the above Request create a new line item? ☐ Yes ☒ No

Reason For Request: To adjust for Small Capital Purchases Over Budget

REQUESTED BY: Janet Cronin Title: Accounting Manager

Office or Department Health Department Date: _____

BALANCE APPROVED ✓ DISAPPROVED _____ (AS OF CURRENT DATE ONLY)

County Auditor _____ Date: _____

REVIEWED by Executive Director N. A. Blandford Date: 2/13/2025

Entered By: _____

(Deliver Original to County Auditor)

Date Entered:

St. Clair County Health Department

Procurement Policy

The policy set forth in this document establishes standards and guidelines for the procurement of supplies, equipment, and services for St. Clair County Health Department (“SCCHD”) to ensure that they are obtained as economically as possible through an open and competitive process, and that contracts are managed with good administrative practices and sound business judgment.

Code of Conduct

A Code of Conduct shall govern the performance, behavior and actions of SCCHD, including Board members, employees, directors, volunteers, or agents who are engaged in any aspect of procurement, including – but not limited to – purchasing goods and services; awarding contracts and grants; or the administration and supervision of contracts.

1. No employee, officer, director, volunteer or agent of SCCHD shall participate in the selection, award or administration of a bid or contract if a conflict of interest is real or apparent to a reasonable person.
2. Conflicts of interest may arise when any employee, officer, director, volunteer or agent of SCCHD has a financial, family or any other beneficial interest in the vendor firm selected or considered for an award.
3. No employee, officer, director, volunteer or agent of SCCHD shall do business with, award contracts to, or show favoritism toward a member of his/her immediate family, spouse’s family or to any company, vendor or concern who either employs or has any relationship to a family member; or award a contract or bid which violates the spirit or intent of Federal, State and local procurement laws and policies established to maximize free and open competition among qualified vendors.
4. As outlined in St. Clair County’s Employee Personnel Code, Section 10, Regulations and Restrictions, subsection M, **An employee shall not use, nor attempt to use, their position with the Employer to secure unwarranted privileges, favors, or exemptions for themselves or others; and shall avoid the appearance of using their position to secure such privileges, favors, or exemptions for themselves or others. Employees are prohibited from accepting gifts, gratuities, or any item of value for work performed on behalf of the department.**
5. As permitted by law, rule, policy or regulation, SCCHD shall pursue appropriate legal, administrative or disciplinary action against an employee, officer, director, volunteer, vendor or vendor’s agent who is alleged to have committed, has been convicted of or pled no contest to a procurement related infraction. If said person has been convicted, disciplined or pled no contest to a procurement violation, said person shall be removed from any further responsibility or involvement with grants management, procurement actions or bids, consistent with State or Federal policy.

St. Clair County Health Department

Procurement Policy

Solicitation and Competition

All procurement transactions will be conducted to provide – to the maximum extent possible – free and open competition among suppliers. SCCHD must begin with an analysis of the need for the procurement, to avoid the purchase of unnecessary items. The persons requesting the purchase must state the need for the goods or service, identify and clearly specify standards for the goods or services desired and estimate procurement costs. The purchasing agents must be separate from the persons requesting the purchase to the extent possible. Purchasing agents must also consolidate purchases to the extent possible to seek competitive offers to obtain the best possible quality at the best possible price.

In general:

- Some form of cost or price analysis shall be made and documented in the procurement files in connection with every procurement action. Price analysis may be accomplished in various ways, including the comparison of price quotations submitted and market prices, together with discounts.
- For goods or services less than \$3,000.00 (micro-purchases), no bids are required but to the extent practicable, SCCHD must distribute purchases equitably among qualified suppliers.
- Except for professional services, for procurements of goods and services that exceed \$3,000.00, competitive bids from at least three sources will be utilized and requests for these bids will be written in a way that does not restrict competition by including a clear and accurate description of the technical requirements for the material, product or service to be procured; all requirements which sources must fulfill; and all other factors to be used in evaluating bids or proposals.
- For procurement of professional services (auditing firms, physicians, lawyers) that are less than \$20,000, competitive bids from at least three sources will be utilized and requests for these bids will be written in a way that does not restrict competition by including a clear and accurate description of the technical requirements for the employment.
- For procurements that exceed \$10,000, notice inviting bids shall be published at least once in at least one (1) official newspaper in the St. Clair County with a circulation of at least fifteen thousand copies per issue, which notice shall be published at least five (5) days preceding the last day set for receipt of bids.
- For procurement of professional services that exceed \$20,000, notice inviting bids shall be published at least once in at least one (1) official newspaper in the St. Clair County with a circulation of at least fifteen thousand copies per issue, which notice shall be published at least five (5) days preceding the last day set for receipt of bids.
- Procurement of durable goods with a value of \$5,000 per unit and a useful life

St. Clair County Health Department Procurement Policy

exceeding one year must obtain St. Clair County Board of Health approval of the procurement before the bid is accepted and the order placed.

- Procurement of service or professional service contracts with a value over \$5,000 within a year must obtain St. Clair County Board of Health approval of the procurement before the bid is accepted and the order placed.
- Procurement files must include the following:
 - Basis for contractor selection.
 - Justification for lack of competition when competitive bids or offers were not obtained due to the item only being available from a single source, public emergency, express authorization in writing from funding entity or inability to obtain a competitive bid.
 - Basis of award cost or price.
 - Board of Health authorization, if applicable.
- Whenever possible, SCCHD should utilize federal, state and local intergovernmental agreements or inter-entity agreements for procurement or use of common or shared goods and services.
- Whenever possible, SCCHD must engage in affirmative efforts to utilize small businesses, minority- owned firms, and women's business enterprises.
- If a bidding source or vendor is found to be suspended or debarred, SCCHD will immediately cease to do business with the vendor.

Selection

Price should be one of the factors in the evaluation of responses, but SCCHD is not required to take the lowest price if other factors are important to the decision.

- There should be an objective method for selection, and any factors for evaluation and selection should be listed in the procurement documents.
- Awards shall be made to the bidder or source whose bid is responsive to the solicitation and is most advantageous to SCCHD (price, quality and other factors considered).
- A bid may be rejected when it is in SCCHD's interest to do so.

Documentation

At a minimum, procurement records must clearly show how SCCHD:

- Executed price sampling for small purchases;
- Selected the method of procurement and the type of contract to be used;
- Determined which bids or proposals to accept and which to reject; and
- Determined the basis for the contract cost or price.

Purchasing and Contract Administration

SCCHD shall have an overall system of purchasing administration to ensure proper oversight and management of procurement actions. SCCHD is responsible for evaluating

St. Clair County Health Department Procurement Policy

contractor performance and documenting, as appropriate, whether contractors have met the terms, conditions and specifications of the contract. This may include progress inspections, interim products, inspection of goods delivered, and other such methods that provide assurance that the goods or services purchased are being delivered within the scope of the contract.

SCCHD's purchasing and contract administration procedures must ensure that:

- Request for goods or services document the rationale for the purchase and are authorized in advance of the procurement;
- Consolidation of purchasing orders is made agency-wide to the extent possible;
- The method of procurement is documented and records maintained in Laserfiche, original documents are held until Fiscal Audit is completed;
- All activities are carried out and costs are incurred in compliance with applicable requirements; and
- Before payment is made, services performed are adequate and consistent with the contract scope of services.

Approval Exception

All procured items and services must be pre-approved by a manager, division director and administration. Therefore, if the previously approved price increases by \$1.00 or less, at the time of purchase, the initial approval is still valid. If the increase is more than \$1.00, all who previously approved, must reapprove the new cost.

Review

The Accounting Manager will review the Procurement Policy annually and provide retraining to relevant SCCHD staff to ensure continued awareness of the policy directives.

The Deputy Director will review and make recommendations to change the policy if needed to the Board of Health at least every three years or upon changes or amendments to the Part 200, Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards, commonly known as the Uniform Code 200.

ST. CLAIR COUNTY HEALTH DEPARTMENT
DIVISION UPDATES
Submitted for February 18, 2025 Board of Health Meeting

ADMINISTRATION DIVISION

Information Technology (IT) Manager reports:

- Currently updating all device browsers in PHS and IDP to improve CDP Medical Scheduling and Records capabilities.
- Coordinated with all divisions on new IT equipment needs for purchases and reallocations.
- Finalizing all data destruction of the retired/obsolete electronic device inventory at 19 Public Square and 330 W Main to be picked up by Watts Copy Systems and an Illinois-licensed e-recycler.
- Working with County IT updating Active Directory machine and user profiles.
- Weekly meetings with vendor and ACCT/ADMIN in preparation for new Kronos electronic timekeeping system.
- Ongoing IT support and tasks include but are not limited to:
 - Data network security monitoring and mitigation as threats have increased world-wide, especially against government entities.
 - Provide secondary support for the website, intranet, and social media management for the health department.
 - Provide daily onsite support for data, equipment, connectivity at Health Department headquarters, as-well-as, maintaining monitoring networks of 330 West Main Vaccine cold holding equipment.
 - 2025 IT equipment budget planning with all division directors.
 - Admin/purchasing/asset tracking, vendor liaison, Courthouse IT liaison, recycling and sanitation, new deployments prep, Active Directive management.

Accounting Manager reports:

Since the last Board of Health meeting the Accounting Department:

- The accounting department continues to process invoices, purchase supplies, and close-out prior year's programs as well as open new programs for the upcoming year.
- The accounting department will be preparing for their internal audit of all programs for fiscal year 2024.
- The accounting manager reviewed, updated and submitted to the Executive Director for review, the Procurement Policy, for the Boards approval during the February 2025 meeting.
- The accounting department is currently in the process of implementing the new payroll system, UKG Ready. With the help of the Health Department's HR and the County IT Department, they are entering into the training phase and hope to go live in the month of March. The inventory conducted last December is still ongoing. The results will be reported in an upcoming meeting.

Organizational Communication Manager (OCM) reports:

PIO Activity:

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- News Releases sent out in January: 0
- IDPH Metro-East Region Lead PIO activities as needed throughout the month.
- 1/20/25– IDPH Monthly Regional PIO Lead Call.
- 1/8/2025 – UHC PIO Conference Call.
- 1/27/2025 – MAAGE Public Health Advisory Board meeting (Virtual)

Human Resources (HR)/Miscellaneous activity:

- For January:
 - New employees onboarded: 3
 - Student Interns onboarded: 0
 - Terminations/Retirements processed: 3
 - Transfers/Promotions processed: 0
- Ongoing – continued familiarization with the County Neogov System for job postings and applicant screenings. Spending as much time as allowable learning to navigate the system, input open positions and process applicants.
- Completed required training modules for Firearms (FA) Grant deliverables.
- Spending time in the UKG Kronos system setting up staff with their information and setting up managers/director teams for reporting and approvals.
- Participating in weekly meetings for the UKG Kronos set up. OCM also serves as ‘Project Status Contact’ for bi-weekly meetings as to how the process is moving along. Other meetings with SCC IT for logistics of set up as needed.
- Pro Learning Designer Series: Training modules are ongoing, at your own pace. I haven’t had much time to allocate to this project.
- Ongoing and regular monthly activity:
 - BOH document preparation for monthly meeting.
 - Attend BOH meeting.
 - Participate and attend DD, Admin & Manager meetings as requested.
 - Continue to review HR (Human Resources) and Operational Policies for updates including a policy outlining the agency’s new hire onboarding process.
 - Liaison with County HR and Payroll Department for employee issues, hiring & terminations.
 - Navigate issues with County HR/PBC as needed.
 - SCCHD policy updates.
 - The agency “key” inventory with Administrative Representative.

Social Media/Website/Marketing:

- Agency website updates and postings for staff as requested and needed.
- Scheduled social media posts for programs and community activities from flyers sent to us by partners when relevant to our audience.
- Worked on SM campaigns to post including recycling events, Emergency Preparedness, Diaper Drive, Snow Day Closure & other weather-related posts, Sharps Program, Cervical Cancer Awareness Month, COVID, FLU & RSV vaccines, Our Service Provider, General Services Post, Vax Verify and Recalls.
- Monitored Social Media accounts from IDPH, CDC, SCC EMA and other area

ST. CLAIR COUNTY HEALTH DEPARTMENT
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partners for relevant information to share and re-post.

- Monitor and responded to Messenger messages through Facebook and Instagram.
- Loomly Analytics for January 2025 can be found [HERE](#).

Systems Quality Planner report:

- The SQP continues to work with the Health Care Commission (HCC) and attend the HCC meetings and record the meeting minutes.
- The SQP will continue to work on PHAB as her time allows.

ENVIRONMENTAL DIVISION

1. Environmental Protection conducted 5 Landfill inspections, 1 Compost site inspection, 0 New Open Dumps, 0 open dump sites closed, 2 Consultations, 5 Complaint inspections/complaint rechecks in January 2025.
2. The Environmental Health Staff were able to complete 162 routine food inspections, 35 rechecks, 0 FBI investigations, 3 opening inspections, 14 food-related complaints and 149 (calls and e-mails) food consultations, 0 sewage complaint investigations and rechecks, 50 sewage consultations, 2 sewage systems installed, 0 home loans, and 0 wells installed.
3. Retail Food Establishment annual food permit renewals were mailed in November. Establishments had until December 31st to pay before a late fee was assessed. Any establishments not paid in full by March 1st will be referred to the State's Attorney for further administrative action.
4. Executive Director, Director of Environmental Programs and a Sanitarian II, attended the Onsite Wastewater Professional of Illinois (OWPI) Conference in Collinsville, IL the end of January.

INFECTIOUS DISEASE PREVENTION

1. SCCHD continues to investigate reportable COVID-19 infections, which include, Intensive Care Unit (ICU) hospitalizations, pediatric infections (<18) that result in death, and Long-Term Care Facility (LTCF) outbreaks. In January, SCCHD investigated four (4) COVID-19 outbreaks in LTCF and eight (8) COVID ICU admissions.
2. SCCHD investigated three (3) Norovirus outbreaks and three (3) Influenza outbreaks in LTCF.
3. SCCHD investigated 62 Chlamydia, 17 Gonorrhea, 34 Hep C, 11 Influenza (ICU admission) and 9 Syphilis cases in the month of January.
4. Three MRC Nurse Practitioner Volunteers continue to provide on-site blood pressure screenings and blood glucose checks for the aging population at

ST. CLAIR COUNTY HEALTH DEPARTMENT
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Programs and Services for Older Persons (PSOP). Services are provided on the first, second and fourth Tuesdays of the month from 8:30 am – 12:30pm. In January, the Nurse Practitioners worked for nine (9) hours total on January 7th, 14th, and 28th.

5. SCCHD attended the following Emergency Preparedness and Response meetings in January: H5N1 Update (1/23/25), IDPH Public Health and Emergency Preparedness (1/21/2025), and the St. Louis Area Regional Response System (STARS) Public Health Subcommittee (1/13/2025).
6. The Public Health Emergency Response Manager and the Emergency Preparedness & Volunteer Coordinator attended Basic CPR training in January to be eligible for a Train the Trainer CPR class in March. Once trained, CPR will be provided for SCCHD staff who are not already trained or are nearing their expiration date.
7. SCCHD participated in Homeland Security Exercise and Evaluation Program (HSEEP) training at the Rock Community Fire District on 1/13/2025 through 1/15/2025.
8. The current regional Ryan White case management caseload for individuals living with HIV/AIDS is 748.
9. SCCHD submitted an application for FY25 Ryan White Part A Medical Case Management services through the City of St. Louis Department of Health. Notice of Award will be provided during the third week of February. If awarded, the contract begins March 1, 2025.

HEALTH PROMOTION AND WELLNESS DIVISION

1. **Diapers:** SCCHD distributed 4,025 diapers during our January diaper week. Some staff are participating in Diaper packing with the Metro East Diaper Bank in March.
2. **Immunizations:** Immunizations have slowed down a bit with school immunization deadlines passed, but we are still providing COVID-19, Influenza, & RSV vaccines, when requested. A total of 126 vaccines were administered in January. We have seen an influx of calls requesting travel medicine vaccines.
3. **Women, Infant and Children (WIC):** The WIC monthly caseload achievement was 74%. USDA/WIC caseload has remained steady.
4. **Better Birth Outcomes (BBO):** The BBO caseload is currently 55 clients, 13 new enrollments. Home visits 0. Our assigned caseload is 80 women.

ST. CLAIR COUNTY HEALTH DEPARTMENT
DIVISION UPDATES
Submitted for February 18, 2025 Board of Health Meeting

5. **YouthCare** (previously known as Healthworks of Illinois): The YouthCare caseload is currently at 435 participants and is running smoothly. We continue to cover all of St. Clair County, Clinton, Washington, Monroe, and Randolph.
6. **Breastfeeding Peer Counselor (BFPC)**: The current BFPC caseload is at 378 women & infants.
7. **Lead**: There were 41 childhood lead tests, and 11 prenatal lead tests administered in January. Case management of 32 children is active, along with 1 home visit for high lead content in blood levels.
8. **Covid-19 & Influenza & RSV Testing**: 87 tests were administered in January with 9 positives. (9-positive Covid-19, 0-Flu A & B, or 0-RSV.)
9. We added a second late clinic on 1/23/25 to accommodate WIC clients, who were not able to get appointments in a timely manner due to staffing. Another late clinic is being added on 2/27/25. Shout out to all the staff for filling in where needed and providing our clients with excellent care.

CLINICAL SERVICES AND SYSTEMS DIVISION

- **Illinois Breast and Cervical Cancer Program (IBCCP)** - There were (4) enrollments, one (1) high deductible (4) clinically navigated insured, and (1) younger symptomatic referrals in the BCCP program
- **School/Sport Physicals** – There were (3) school physicals, and (5) work physicals were completed providing clients with vaccines and titers.
- **STI Clinic** - Completed 6 STI screenings including walk-ins as well as providing risk reduction education for prevention, booking appointments privately, providing diagnostic and treatment to services for STIs,
- **TB** - SCCHD is following 54 latent TB cases, treating 15 latent TB cases. No active TB cases are being treated or monitored through Video Observed Therapy (VOT). There is currently one (1) active case that is being monitored via Directly Observed Therapy (DOT).

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Communicable Disease

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MONTHLY ACTIVITY REPORT

January 2025 Stats

Jan

ENVIRONMENTAL PROGRAMS	JAN	YTD 25	YTD 24
------------------------	-----	--------	--------

ENVIRONMENTAL HEALTH

FOOD SERVICE PROGRAM

Routine Inspection
Reinspection
Opening Inspections
Food Recalls
Foodborne Illness Investigations
Complaint Investigations
In-services
of Participants
Consultations/Plan Reviews/Fires/Disasters

162	162	169
35	35	59
3	3	4
19	19	16
0	0	0
14	14	14
0	0	0
0	0	0
149	149	194

NUISANCE/VECTOR/TANNING

Complaint Investigations & Rechecks
Smoke Free IL Complaints
Smoke Free IL Citations
Consultations (Smoking, Tanning, Vector)
Tanning/Body Art Inspections & Rechecks
Vector Surveillance sites (May - October)

0	0	0
1	1	1
0	0	0
50	50	65
4	4	2
0	0	0

POTABLE WATER PROGRAM

Well Permits Issued
Well Inspections
Analysis Reviewed
Consultations

1	1	1
0	0	1
0	0	1
12	12	17

PRIVATE SEWAGE PROGRAM

Permits Issued
Sewage Consultations
Systems Inspected
Complaints, Investigations & Rechecks
Home Loan Inspections

5	5	4
50	50	108
2	2	1
0	0	2
0	0	0

**ENVIRONMENTAL PROTECTION and
POLLUTION PREVENTION**

LANDFILL PROGRAM

Landfill, Compost, Open Dump Inspections, FUIs

6	6	19
---	---	----

New Open Dump Sites Closed

0	0	0
---	---	---

Complaint Investigations, Rechecks

5	5	23
---	---	----

Consultations

0	0	56
---	---	----

POLLUTION PREVENTION PROGRAM

Consultations/Presentations

0	0	3
---	---	---

Materials Distributed

0	0	0
---	---	---

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MONTHLY ACTIVITY REPORT

January 2025 Stats

	Jan		
	JAN	YTD 24	YTD 24
<u>INFECTIOUS DISEASE PREVENTION</u>			
<u>COMMUNICABLE DISEASE CASES</u>			
Chlamydia	62	62	100
E-Coli	0	0	6
Gonorrhea	17	17	35
Group A Streptococcal	1	1	2
Hepatitis A	0	0	0
Hepatitis B	4	4	0
Hepatitis C	34	34	20
HIV+	0	0	0
Influenza	11	11	10
Covid-19	0	0	0
Flu-like Symptoms (Specific)	0	0	0
Meningitis (Bacterial)	0	0	0
MRSA	0	0	0
Pertussis	2	2	3
Salmonella	0	0	5
Syphilis	9	9	23

TB CONTROL/TESTING

Field Visits (Directly Observed Therapy)	0	0	17
Client Contacts (Directly Observed Therapy)	0	0	17
Video Observed Therapy	0	0	1
Client Served under Video Observed Therapy	0	0	1
Clients Served (by Physician)	8	8	6
Client Contacts (Clinic)	71	71	75
Chest X-Ray	0	0	2
Skin Tests	31	31	39
Positive Skin Tests	0	0	0
MTB Cases	0	0	0
Suspects	0	0	0

ILLNESS INVESTIGATIONS-CONSULTATIONS

Off-site	0	0	0
Office	0	0	0
Phone	146	146	384
OOJ - Out of Jurisdiction	60	60	27
Documentation Sen-Physicians/ MSP Providers	0	0	0

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HIV/AIDS CARE REGION

Starting Caseload

New to Medical Case Management Clients

Discharges

Misc Changes

Remaining/Current Caseload

676	0	671
6	6	14
8	8	11
0	0	0
674	0	0

HIV PREVENTION - REGION

HIV Tests Completed Total

HIV Tests Completed Total (Routine)

HIV Tests Completed Total (Risk Based)

HIV Tests Completed at SCCHD

New Positive Cases Identified

Cases Linked to HIV Medical Care

22	22	2
22	22	0
0	0	2
22	22	2
0	0	0
0	0	0

HIV DISEASE INTER. SERV. - REGION

New Cases Opened

Individuals Notified

Linked to Medical Care

Already in care (May reflects to-date number)

72	72	0
0	0	0
2	2	0
13	13	0

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MONTHLY ACTIVITY REPORT

January 2025 Stats

Jan

EMERGENCY PREPAREDNESS & CRI

JAN

YTD 25

YTD 24

COMMUNITY COORDINATION

External Conferences/Workshops/Trainings Attended

2	2	0
3	3	3
0	0	5
0	0	0
0	0	5

Community Partnership Meetings

Drills/Exercises

Internal (SCCHD)

External

TRAINING

SCCHD Personnel Trained

0	0	22
2	2	1
0	0	0
0	0	2
0	0	0
0	0	0
0	0	0

New Employee PHEP Orientation

Annual PHEP Employee Training

Incident Command System (ICS)

Point of Dispensing (POD)

Other/Misc

Community Partners Trained

COMMUNITY HEALTH/OUTREACH

Public Outreach/Presentations

0	0	5
1	1	6
0	0	0
0	0	0
50	50	0
1	1	0
25	25	0
2	2	30
0	0	30

Narcan Outreach Events

Narcan Trainings Provided

Attendance

Narcan Kits Distributed

Teddy Bear Clinic Workshops

Attendance

CPR Certifications

First Aid/Stop the Bleed (STB) Certifications

EMERGENCY RESPONSE

INCIDENT/ASSISTANCE

Active Public Health Emergency Declarations

0	0	1
0	0	0
0	0	0
1	1	0
0	0	0
0	0	1

Biowatch Actionable Result (BAR)

Special Events

Healthcare Coalition Activation (HOPE/STLHCC)

IPHMAS Request

SIREN Alerts

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MATERIAL DISTRIBUTION

Resource Requests
SNS/IPS (medication/testing supplies)
PPE/Resources

0	0	0
50	50	200
0	0	0

ST CLAIR COUNTY AED PROGRAM

Site Visits
Utilization Incidents
PAD-Pak Qualification
Forward Hearts Case Qualification
Forward Hearts Case Acceptance

0	0	1
0	0	1
0	0	1
0	0	0
0	0	0

MRC (MEDICAL RESERVE CORPS)

VOLUNTEER MANAGEMENT

Current # of Volunteers
New
Withdrawals
Recruitment Events
Attendance
Social Media Posts/ Mass Communication

120	120	120
0	0	1
0	0	0
0	0	0
0	0	0
0	0	10

MRC TRAINING

External Conferences/Workshops Attended
Community Partnership Meetings
Meetings/Workshops/Trainings Offered
Number of MRC Volunteers Trained
Drill/Exercises

2	2	3
2	2	4
8	8	3
0	0	1
0	0	0

MRC INCIDENT/EVENT ASSISTANCE

Non- Emergency Public Health Event
Emergency Response Incident/Assistance
MRC Unit Volunteer Hours Served

2	2	2
0	0	0
9	9	6

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MONTHLY ACTIVITY REPORT

January 2025 Stats

Jan

Health Promotion & Wellness/Clinical Services	JAN	YTD 25	YTD 24
---	-----	--------	--------

BETTER BIRTH OUTCOMES (BBO)

Intensive Prenatal Caseload

55	55	61
13	13	19
0	0	3

New Enrollment

Home Visits

BREAST & CERVICAL CANCER PROGRAM (BCCP)

Enrollment

17	17	38
2	2	4
2	2	0
1	1	1
1	1	0
0	0	0
1	1	0

Clinically Navigated Insured

Clients with High Deductible

Younger Symptomatic Referrals

Referrals/Treatment Act

Cancer withing BCCP

Cancer outside BCCP

BREASTFEEDING PEER COUNSELOR PRGM (BFPC)

Current Caseload

378	378	184
3	3	16
23	23	22

BF Cases (new)

Pregnant Cases (new)

DIAPER DEPOT

Diaper's Distributed

4025	4,025	4,250
------	-------	-------

HEALTHY HOMES LEAD POISONING PREVENTION PROGRAM (HHLPPS)

Current Caseload

32	32	22
9	9	0
6	6	7
30	30	14
1	1	0
30	30	18

New Cases

Closed Cases

Prevention Education

Home Visits/Evaluations

Contacts

IMMUNIZATIONS

VFC Immunizations

47	47	85
6	6	14
13	13	23

317/Bridge Immunizations

Private Pay Immunizations

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SCREENINGS

Lead testing - Children
Lead testing - Prenatal
Perinatal Depression Screening
Physical - Child
Physical - Adult
Respiratory testing (COVID-19, Flu A&B, RSV)

41	41	61
11	11	13
188	188	225
3	3	2
5	5	4
87	87	17

WOMEN, INFANTS, & CHILDREN (WIC)

Assigned Caseload
Clients Picking Up Food Instruments
Achievement Percentage
Clients Certified
Nutrition Education Attendance

2,059	2,059	2,019
1,550	1,550	1,555
74	74	80
315	315	237
461	461	502

YOUTH CARE

Current Caseload
New Case Enrollment
Cases Closed/Transferred
Administrative Case Reviews done

435	435	265
11	11	9
35	35	22
61	61	45

PHS COMMUNITY OUTREACH

Health Fairs
Total engaged at table/booth
Presentations Given
Total Attendance
Meetings/Conferences/Workshop Contacts
Face to Face Contacts

0	0	0
0	0	0
1	1	1
40	40	18
2	2	67
63	63	12

CLINICAL SERVICES

Total Physicals
Physical - Child
Physical - Adult
STI Screenings

8	8	n/a
3	3	2
5	5	4
6	6	0

See Infectious Disease for TB stats



ST. CLAIR COUNTY HEALTH DEPARTMENT

19 Public Square, Suite 150 | Belleville, IL 62220
SCCHHealthDept.com

MONTHLY ACTIVITY REPORT

January 2025 Stats

Jan

ADMINISTRATION	JAN	YTD 25	YTD 24
----------------	-----	--------	--------

PROMOTION

Press releases (SCCHD/IDPH)

0	0	1
---	---	---

SOCIAL MEDIA

Instagram ~ New Likes and follows

19	19	0
----	----	---

Instagram Reach ~ NEW METRIC starting 5/23

n/a	0	80
-----	---	----

Instagram Profile Visits~ NEW METRIC starting 7/23

n/a	0	1
-----	---	---

Twitter Impressions per month

n/a	0	1,155
-----	---	-------

Facebook*

Followers - Lifetime 7/2/2021 - Current Month

9,863	0	9,826
-------	---	-------

Net New Facebook Follows per month

36	36	55
----	----	----

Number of FB Posts

15	15	n/a
----	----	-----

Facebook Page and Profile Visits

752	752	2,070
-----	-----	-------

Impressions per month

22,281	22,281	n/a
--------	--------	-----

Page Reach

5,400	5,400	44,772
-------	-------	--------

Content Interactions

225	225	n/a
-----	-----	-----

Links Clicked

3	3	n/a
---	---	-----

NOTE: Twitter Analytics have changed and are not available as they previously were.

*Meta is changing and updating Insights. Some data is not available.

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