

**MINUTES OF THE REGULAR MEETING OF THE ST. CLAIR COUNTY BOARD OF HEALTH** held December 10th, 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, Jennifer Demsar, and Dr. Kelly Wood.

**Members Excused:** Matt Smallheer, Dr. Julie Wittenauer.

**Others Present:** Myla Blandford, Executive Director, Maria Sutherland Director Clinical Services & Systems-Provider, 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 Dumstorff called the meeting to order at approximately 6:30 p.m. and opened the meeting to public comment as required under the Open Meetings Act. There were no visiting attendees in person or online via Zoom.

All board members present received via email, or United States Postal service, a Board packet containing: the agenda, minutes to the previous Board meetings, Division Directors' Reports, the Finance/Personnel Committee Report, statistical report, various financial reports including the payment register, balance sheet, budget to actual reports on detailed income, monthly Stats, 2024 SCCHD Budget Revision, 2024 The Fource Group Invoice, Updated Security Wall Bids, and miscellaneous board reports.

### **MINUTES**

Ms. Demsar moved, and Ms. Thompson seconded a motion to accept the minutes of the Board of Health held on November 19, 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 January 2025.

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

**Executive Director Blandford reported the following:**

- a. Respiratory illness in St. Clair County through 11/30/24 is low; COVID, Flu and RSV are all trending slightly up in Illinois: National COVID positivity 4.0%.
- b. St. Clair County is currently seeing incidence of Pertussis in SCC. The Long Horn Shigella case has not yet been closed out.

- c. H5N1 – 58 Human cases in the United States affecting 742 dairy herds across 16 states. There are currently no reported cases of H5N1 in Illinois to date.
- d. Update to security upgrade: Walls to be ordered/billed by Dec 31; install Jan-Feb
- e. P&F Matters:
  - a. Approval of website hosting maintenance and hosting fees from The Fource Group.
  - b. Update of security wall installation updates: There will need to be new office furniture on the 3<sup>rd</sup> floor reception area because the current furniture will not work for attaching the wall to it, which is an additional \$8,000. The Pinnacle bid is \$5,000 for the intercom system. Construction is estimated to start in February.
  - c. The remaining Security Wall funds are anticipated to be used to build out a new medical room for the vaccine refrigerators.
- f. The health department's annual holiday luncheon will be this coming Thursday, December 12<sup>th</sup> from 11:30 to 1:30 pm. Board of Health members are welcome to attend if they would like.

## **COMMITTEE REPORTS**

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

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

Mr. Kreeb stated due to the December 2024 Board of Health meeting one week earlier than usual, the Accounting Manager is requesting the Board approve processing expense claims not to exceed \$500,000. The detail of all expenses paid after the December 10th meeting will be submitted for review and approval during the January 21<sup>st</sup>, 2025 meeting. The Executive Director has reviewed the expense request and documentation and recommends board approval. Ms. Demsar moved, and Dr. Wood seconded a motion to approve processing the outstanding expense claims up to \$500,000 as outlined. The motion carried.

Mr. Kreeb continued, the St. Clair County Health Department's 2024 budget will be adjusted by the County Auditor's Office to reflect actual costs incurred. The Executive Director has reviewed the adjustments made by the Accounting Manager and recommends Board approval of the 2024 budget adjustments. Dr. Wood moved, and Ms. Demsar seconded a motion to approve the 2024 budget adjustments as outlined. The motion carried.

Mr. Kreeb reported the Executive Director is seeking approval of \$7,020.00 for website maintenance and hosting fees from The Fource Group for 12 months starting June 2024 through May 2025. Ms. Thompson moved, and Ms. Demsar seconded a motion to approve the website maintenance and hosting fees from The Fource Group. The motion carried.

Mr. Kreeb stated the security wall estimates has been updated to reflect placement of proxy card strike plates and intercom speakers at a cost of \$36,590.09. An updated bid for the intercoms from Pinnacle is \$4,980.00. The furniture for third floor must mount to the wall and was not included in the previous quote. The additional cost of an office desk and cabinets for the third-floor reception area is \$7,071.65. An updated bid from the electrician is pending. The original quote was \$12,846.78

Mr. Kreeb concluded with the following staffing updates:

**Health Department staffing updates:**

- Ms. Brandi Kirkwood transferred from a full-time Client Services Representative position to a part-time <600 hours Client Services Representative position.
- Ms. Justice Bell resigned her full-time HIV Benefits coordinator position effective November 15, 2024.
- Ms. Raquel Williams has accepted the position of Director of Clinical Services & Systems-Programs and will transfer from her current position as Nurse Manager of Clinical Services & Systems effective December 2, 2024.

**The Health Department is currently seeking to fill:**

- One (1) full-time Emergency Preparedness & Volunteer Coordinator
- One (1) full-time High-Risk Prenatal RN Case Manager
- One (1) full-time Better Birth Outcomes – Staff RN
- One (1) full-time Clinical Services Representative (CSR)
- One (1) full-time Public Health Nurse
- One (1) part-time Breastfeeding Peer Counselor
- One (1) full-time Director of Health Promotion & Wellness
- One (1) full-time HIV Benefits Coordinator

**DIVISION UPDATES:**

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

**LIAISON REPORTS**

**Health Care Commission**

The Executive Director reported the Health Care Commission (HCC) is applied for the Health Equity Zone (HEZ) grant of \$500,000. A decision should be forthcoming by December 19, 2024. January 7, 2025 is the next scheduled HCC meeting. Aldara Henderson will remain on part-time and will continue to coordinate the HCC meetings.

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

Executive Director Blandford reported the Scrivner Foundation Board met December 3, 2025. One new Foundation Board candidate was approved by Count Board chairman Kern: Kim Goodson.

**Illinois Public Health Association**

Executive Director Blandford reported Cost & Capacity Assessment (CCA) and reported the transformation initiative was withdrawn.

**Executive Session**

The Board did not meet in Executive Session.

**Adjournment**

At 7:13 p.m. Ms. Demsar moved, and Ms. Thompson seconded a motion to adjourn the meeting. The motion carried unanimously. The next Board of Health meeting is January 21, 2025 at 6:30 pm.

Respectfully submitted,



Mr. William (Bill) Kreeb  
Secretary