

MINUTES OF THE RE-SCHEDULED REGULAR MEETING OF THE ST. CLAIR COUNTY BOARD OF HEALTH held February 25, 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: President, Matt Smallheer – President-Elect, Jennifer Demsar – Secretary, William Kreeb, Dr. Julie Wittenauer, and Dr. Kelly Wood.

Members Excused: Leo Dumstorff, Cindy Thompson.

Others Present: Myla Blandford, Executive Director, Kathryn Weisenstein, Deputy Director, 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

In the absence of President Thompson, Mr. Smallheer, President-Elect, 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 attendees visiting 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 Budget Adjustment documentation and 2025 Procurement Policy updates.

MINUTES

Mr. Kreeb moved, and Ms. Demsar seconded a motion to accept the minutes of the Board of Health held on January 21, 2025. The motion carried unanimously.

PRESIDENT'S REPORT

Mr. Smallheer announced that this was Deputy Director Weisenstein's last meeting as she is retiring March 5, 2025 after thirty plus years of service to the St. Clair County Health Department. Executive Director Blandford added there were refreshments for the meeting in Ms. Weisenstein's honor this evening. Mr. Smallheer added there would be a reception Wednesday, March 5th from 2:30 to 3:30 pm in the third-floor lunchroom with light refreshments. Board members are invited to attend if they are available at that time.

EXECUTIVE DIRECTOR'S REPORT

Executive Director Blandford reported the following:

- a. Respiratory illness in St. Clair County through 2/15/25 is high; COVID, Flu and RSV are all trending down in Illinois: National COVID positivity 4.6%.
- b. H5N1 – 70 Human cases in the United States affecting 973 dairy herds across sixteen states with one (1) death in Louisiana being reported. To date, there are no reported cases of H5N1 in humans in Illinois.
- c. New Payroll System Implementation – Our current payroll system NOVATime will no longer be supported after this year. Accounting Manager Janet Cronin & Communications Manager Brenda Fedak have been working with county IT, along with health department IT manager John Schobert, with Andrews Technology to cross over to the UKG Ready Kronos system. There have been many meetings and man hours that have gone into this crossover and implementation. The crossover is tentatively scheduled to happen in March.
- d. Update on the security walls: The implementation on the third floor and basement walls has started. The implementation crew have noted there are two missing panels and should have an update by the end of the week as to when to expect the new panels. The electricians are doing all they can to have things ready and in place for when the missing pieces are delivered and installed. As we have indicated, we would like to use any leftover funds from this project on building out a new med room space. There is other grant funding available for that project also. More information will be forth coming as things move forward. The clinic waiting room has been painted and we would like to continue to have the painters continue and paint the halls and clinic rooms, all in an effort to update and refresh the clinics overall appearance.
- e. IPLAN: We are wanting to distribute the residential survey again this year and we will present the survey to the Health Care Commission before we release this years survey for any updates and a majority consensus.
- f. Union Collective Bargaining Agreement (CBA) was accepted by the St. Clair County Board Monday, February 24th, 2025. The wages in the CBA were previously approved in the 2025 budget. Specific details have been noted in past Executive Sessions. A copy of the CBA with changes noted in the document was emailed to board members for review and acceptance prior to the county board meeting.

COMMITTEE REPORTS

Finance/Personnel Committee Report

Ms. Demsar began with 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. Dr. Wittenauer moved, and Dr. Wood seconded a motion to approve the expense claims. The motion carried.

Ms. Demsar reported 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. Mr. Kreeb moved, and Dr. Wittenauer seconded a motion to approve the second budget adjustment of \$6,000.00 to the 2024 Budget as

requested by the St. Clair County Auditor's office. The motion carried.

Ms. Demsar continued, The Accounting Manager has updated the St. Clair County Health Department Procurement Policy to align with updates made to the St. Clair County (SCC) 2025 Personnel Code Book Procurement Policy on page 1 of 4, under Code of Conduct, point #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.** The Executive Director has reviewed the documentation and recommends Board approval. Dr. Wood moved, and Mr. Kreeb seconded a motion to approve the update to the Procurement Policy to align with the updates made to the SCC 2025 Personnel Code Book Procurement Policy. The motion carried.

Ms. Demsar reported that 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. Dr. Wittenauer moved, and Mr. Kreeb seconded a motion to approve the request 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 motion carried.

Ms. Demsar continued, 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. Mr. Kreeb moved, and Dr. Wood seconded a motion to approve the request to allocate up to \$30,000.00 from the Illinois Breast & Cervical Cancer Program (IBCCP) for a Media Marketing Campaign. The motion carried.

Ms. Demsar stated 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 development. The IDP Division is planning to have both RFPs posted by the end of February.

Ms. Demsar concluded with the following 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. Jennifer Belfield accepted the position of HIV Direct Services Program Manager and will transfer from her current position of HIV Program Coordinator 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.
- Ms. Chilan Doan accepted a full-time position as a Public Health Nurse within the Health Promotion & Wellness Division effective March 17, 2025.
- Ms. Madison Harter 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)

DIVISION UPDATES:

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

LIAISON REPORTS

Health Care Commission

The Executive Director reported that the Health Care Commission (HCC) is scheduled to meet March 4, 2024. As previously mentioned the residential survey be presented to the HCC for approval to distribute to county residents. PHAB annual report is due. SQP is working on gathering information for that report.

W.C. Scrivner Public Health Foundation

Executive Director Blandford reported the next Scrivner Foundation Board meeting is May 13, 2025, where the board will be presenting the scholarship awards. New board member Ms. Kim Goodson received approval to serve on the Scrivner board and attended the February 11th meeting. There is a second candidate the board is waiting on for approval.

The Scrivner Golf Tournament is currently scheduled for October 4, 2025, along with the PRIDE event. Staff will once again be divided and staffing both events. The foundation board is looking into having a Glo Bingo event June 27th or 28th and is currently obtaining the required licenses for the event.

Illinois Public Health Association

The Executive Director reported March 25 meeting with admins and Dr. Vohra and we will see where things will go from there pertaining to the workforce transformation initiative and into how health departments can operate more efficiently by combining services with smaller health departments as part of the plan. The focus on workforce development is ongoing.

Medical Society

Dr. Wood reported identifying a food poisoning case in a stool sample, which she has been collecting due to recommendations from the health department since the Shigella outbreak at LongHorn in Fairview Heights.

Nursing

Ms. Demsar asked health department officials for clarification on the updated lead screening criteria that changed to 3.5 and over for reporting purposes.

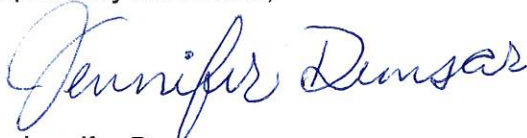
Executive Session

At 7:15 pm Dr. Wittenauer moved, and Ms. Demsar seconded a motion to move into Executive Session to discuss updates on pending litigation and the Collective Bargaining Agreement. The motion passed and the board move into Executive Session.

Adjournment

At 7:23 p.m. Ms. Demsar moved, and Mr. Kreeb seconded a motion to close the Executive Session and adjourn the meeting. The motion carried unanimously. The next Board of Health meeting is March 18, 2025 at 6:30 pm.

Respectfully submitted,



Ms. Jennifer Demsar
Board Secretary