

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