

MINUTES OF THE REGULAR MEETING OF THE ST. CLAIR COUNTY BOARD OF HEALTH held October 15th, 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 Matt Smallheer.

Members Excused: John West, Dr. Julie Wittenauer and Dr. Kelly Wood.

Others Present: Myla Blandford, Executive Director, Kathy Weisenstein, Deputy Director, Susan Rehrig, Director Infectious Disease Prevention, Barbara Whitaker, Director of Health Promotion & Wellness, 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, 2025 Holiday Schedule, 2025 Board of Health Meeting dates, 2025 SCCHD Budget, 2024 3rd quarter Strategic Dashboard and report, 2025 Food Code Ordinance.

MINUTES

Mr. Kreeb moved, and Ms. Demsar seconded a motion to accept the minutes of the Board of Health held on September 17th, 2024. The motion carried unanimously.

PRESIDENT'S REPORT

President Dumstorff reported on behalf of the nominating committee the 2025 slate of officers for the Board of Health: Ms. Cindy Thompson, President, Mr. Matt Smallheer, President-Elect, Ms. Jennifer Demsar, Secretary, and Dr. Leo Dumstorff will serve as Immediate Past-President and Chairperson of the finance committee.

EXECUTIVE DIRECTOR'S REPORT

Executive Director Blandford reported the following:

- a. Golf Tournament – We had another great year. Accounting manager is still

working through the figures. PRIDE Event held the same day as the Golf Tournament. Both events are good visibility for the Health Department in community.

- b. SCC: Through October 5, 2024, respiratory illness is minimal; COVID is currently trending down; The National positivity rate is 7.7%; Flu & RSV – are trending up minimally. Hopefully numbers are reflecting people getting their flu and COVID vaccines.
- c. SCCHD had a successful Boo to the Flu event on Oct 10th. Kathy, Barb and Maria will report on the details.
- d. H5N1 – Human cases is up to 20 and in 14 states and 304 dairy herds.
- e. Update on the security upgrade is ongoing on the 3rd floor and basement.: Pinnacle & Electrician working on who will run wires for intercom; painting underway in clinic!
- f. Follow up on the Phlebotomy courses for 4 SCCHD staff members through IGD Workforce Development Program. The proposal went to the IGD Board on 10/3 and was approved. The anticipated up front cost to SCCHD is approximately \$3700, which will be reimbursed by IGD.
- g. P&F Matters:
 - a. Food Ordinance was posted in the BND & on SCCHD website for public comment. A designated email was set up to receive comments from the public. We did not receive any comments. We wish to move the ordinance forward to County Board for approval and adoption.
 - b. Termination of Wisewoman – This program pairs with BCCP – due to reduction on services, low uptake and lack of staffing, wish to terminate program in alignment with the new budget year for the program, which started October 1st.
 - c. 2025 Annual Budget – Submitted as wage restructuring (not 3% COLA) to County Administration. We have not received any feedback from the County at this time. Janet will provide budget assumptions to the board.

COMMITTEE REPORTS

Finance/Personnel Committee Report

Mr. Kreeb began the Finance Committee report with the expense claims processed since the September 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. Mr. Smallheer moved, and Ms. Demsar seconded a motion to approve the expense claims. The motion carried.

Mr. Kreeb reported, the Executive Director and the Environmental Health Programs Director requests approval of the 2025 Food Code Ordinance. The Executive Director is recommending Board approval. Ms. Demsar moved, and Ms. Thompson seconded a motion to approve 2025 Food Code Ordinance. The motion carried.

Mr. Kreeb stated the Executive Director and Accounting Manager have prepared a preliminary budget for 2025 of **\$7,758,262.00**. The Executive Director is recommending the Board of Health adopt the budget as presented. Ms. Demsar moved and Mr. Smallheer Seconded a motion to approve the preliminary budget for 2025 of \$7,758,262.00. The motion carried.

Mr. Kreeb continued, the Deputy Director and the Clinical Services Provider are seeking approval to terminate the WISEWOMAN program for Fiscal Year 2025 due to on-going staffing issues and reductions in the Illinois Breast and Cervical Cancer Program (IBCCP). The Executive Director has reviewed this request and recommends Board approval. Ms. Thompson moved and Ms. Demsar seconded a motion to approve the termination of the WISEWOMAN program for Fiscal Year 2025. The motion carried.

Mr. Kreeb reported at its September meeting, St. Clair County Board approved the 2025 Holiday Schedule. As the Board of Health is a co-employer with the County Board, the Executive Director recommends approval of the St. Clair County 2025 Holiday Schedule for Health Department employees. Ms. Demsar moved and Ms. Thompson seconded a motion to approve the St. Clair County 2025 Holiday Schedule for Health Department employees. The motion carried.

Mr. Kreeb stated the monthly Board of Health meeting schedule for 2025 has been set for third Tuesday of each month at 6:30 pm, with the exception of December 2025, whereas the meeting date was adjusted to the second Tuesday of December due to the County Board meeting earlier than usual in December. The Executive Director recommends board approval. Ms. Thompson moved and Ms. Demsar seconded a motion to approve the 2025 Board of Health meeting schedule. The motion carried.

Mr. Kreeb concluded with the following staffing updates:

Health Department staffing updates:

- Mr. Tanner Kingery accepted a transfer to the full-time position of Emergency Preparedness and Response Manager effective September 9, 2024.
- Ms. Tracy Jones accepted a full-time Nurse position, effective date still to be determined.
- Mr. Bryce Campo accepted the full-time position of Client Services Representative, effective date still to be determined.

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 Clinical Services & Systems
- One (1) full-time Director of Health Promotion & Wellness

DIVISION UPDATES:

The Deputy Director shared updates from the Administration Division. The Accounting Manager shared highlights from the financial reports. The Directors of the Infectious Disease Prevention, Environmental Health and Health Promotions & Wellness Divisions reviewed highlights from their respective divisions. The Deputy Director concluded with the Clinical Services & Systems Division report.

LIAISON REPORTS

Health Care Commission

The Executive Director reported the next meeting of the Health Care Commission (HCC) is scheduled for November 12, 2024. The data dive for the health department continues. The hospitals are not planning a community wide survey this year; however, health department will release the residential survey as originally planned.

W.C. Scrivner Public Health Foundation

Executive Director Blandford thanked everyone for their support for The Scrivner Foundation Golf Tournament. We are currently waiting on final numbers. We received a lot of good comments. The Scrivner Golf Committee will revisit the golf tournament for 2025.

Illinois Public Health Association

Executive Director Blandford reported that the five million dollars in funding for the 2024 budget has not been appropriated as of this date and the funding is still in question.

Executive Session

At 7:32 p.m. a motion was made by Mr. Kreeb and seconded by Ms. Thompson to move to Executive Session. The motion passed. Staff left the meeting, except for Executive Director Blandford, Deputy Director Weisenstein, Director Mullins and Communications Manager Brenda Fedak. Executive Director Blandford gave updates on pending litigation, anticipated litigation and Collective Bargaining Agreement.

Adjournment

At 7:43 p.m. Mr. Smallheer moved, and Mr. Kreeb seconded a motion to close the Executive Session and adjourn the regular meeting. The motion carried unanimously. The next Board of Health meeting is November 19, 2024 at 6:30 pm.

Respectfully submitted,



Mr. William (Bill) Kreeb
Secretary