

JEFFERSON COUNTY HEALTH DEPARTMENT
405 Main Street, Hillsboro, MO 63050
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April 27, 2023

CALL TO ORDER

Chairperson Diehl called the meeting of the Board of Trustees of the Jefferson County Health Department to order at 4:00pm .

ROLL CALL

- Tim Pigg, Chairperson - Present
- Dennis Diehl, Vice-Chairperson – Present
- Tammy Stidem, Secretary-Treasurer – Present
- Dr. Amber Henry, Member – Present
- Susan (Suzy) Davis, Member – Present

OTHERS ATTENDING

- Kelley Vollmar, Executive Director
- Steve Sikes, Deputy Director Operations
- Jennifer Pinkley, Deputy Director Admin.
- Christi Coleman, Legal Counsel

Others in attendance:

Brianne Zwiener, Public Communications Officer Melissa Parmeley, Clinical Services Manager Jaclyn Brown, ASPEN Coordinator
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Chairperson Pigg states he runs a fairly tight ship but with good conversations, the meetings will start on time and run through this as expediently as possible. If anyone wants to make comments or send inquiries, please send those to communications@jeffcohealth.org, this email will be used for all business of the organization for proper documentation and storage. Sunshine request can be sent to cor@jeffcohealth.org both can be found on our website as well. If a Sunshine request is sent to the communications email, it will be forwarded to the Custodian of Records.

Roberts Rules of Order will be adhered to for all official Health Center meetings, the chair shall be recognized as such, trustees shall be recognized as such, the director is the director and shall be recognized as such, and the council attorney is the council attorney and shall be recognized as such, and all other persons shall be recognized respectfully as individual so chooses. We shall comport ourselves as trustees and adults as we are expected, our words, actions, and civility shall be on display to set an example for ourselves, our community and most importantly our youth. Roberts Rules of Order are clear on how a trustee should comport themselves, all statements, questions, and comments in the meeting shall be directed to the chair, no one is to direct their comments to anyone other than the chair, doing so otherwise is out of order.

Ms. Coleman reminded the Board that it has adopted the Roberts Rules, excepting that only the person who made the original motion may amend it. Mr. Pigg agreed.

APPROVAL OF AGENDA

Dr. Henry made a motion to amend the agenda to move close session up after the director's report. Mr. Diehl seconded. Ms. Coleman stated that the closed session is pertaining to personnel. Hearing no discussion, the motion carried, and Chairperson Pigg announced the motion had passed.

Dr. Henry made a motion to approve the amended agenda. Mr. Diehl seconded. Hearing no discussion, the motion carried, and Chairperson Pigg announced the motion had passed.

Chairperson Pigg welcomed the guests.

Recognition of James Prater

Chairperson Pigg stated that unfortunately Mr. Prater could not be here today, he asked Ms. Zwiener to read the certificate that will be presented to him at a later date.

Certificate of Appreciation Proudly Presented to James Prater in grateful appreciation for your outstanding, dedicated service to Jefferson County Health Department and the citizens of Jefferson County, Missouri. April 2019 – April 2023

Approval of March 29, 2023, Meeting Minutes

Dr. Henry motioned to approve the March 29, 2023, meeting minutes. Mr. Diehl seconded. Ms. Stidem abstained. Hearing no discussion, the motion carried, and Chairperson Pigg announced the motion had passed.

Approval of April 11, 2023, Meeting Minutes

Dr. Henry motioned to approve the April 11, 2023, meeting minutes. Ms. Stidem seconded. Hearing no discussion, the motion carried, and Chairperson Pigg announced the motion had passed.

March 2023 APPROVAL EXPENDITURES

Mr. Diehl motioned to approve the March 2023 expenditures of \$272,125.04. Dr. Henry seconded. Ms. Davis questioned Architect Now for ASPEN and the legal expenses. Hearing no further discussion, the motion carried, and Chairperson Pigg announced the motion had passed.

March 2023 APPROVAL ELECTRONIC PAYMENTS

Dr. Henry motioned to approve the electronic payments for March 2023 of \$476,570.83. Mr. Diehl seconded. Hearing no discussion, the motion carried and Chairperson Pigg announced the motion had passed.

May 2023 PRE-APPROVAL ELECTRONIC PAYMENTS

The list of vendors for pre-approved electronic payments for May 2023 was presented to the board with an estimated amount of \$585,682.27. Dr. Henry motioned to pre-approve the May 2023 Electronic Payments. Mr. Diehl seconded. Hearing no discussion. Motion carried and Chairperson Pigg announced the motion had passed.

Director's Report – Ms. Kelley Vollmar

Clinical Services Report – Melissa Parmeley, Clinical Services Manager

The new data reporting file (FPAR 2.0) for MFHC (Missouri Family Health Council) is being coordinated with CureMD. Data reporting is part of the Title X and TRT contracts with MFHC. The last data report was completed with MFHC in December and was completed manually. With the updated reporting requirements for these programs that started in January (FPAR 2.0), a new system has been developed utilizing an automated reporting mechanism with the JCHD's Electronic Medical Record system – CureMD. This new electronic data file automates the data collection but still requires JCHD staff to review, correct and upload the data file to MFHC.

The community clinic team completed two events in March that included the Senior Expo in Festus on March 22 and a Soil and Water event on Saturday March 25. The following services were offered during these events: COVID-19 and Flu vaccines, health screenings (Blood Pressure checks, lipid test, glucose test).

ASPEN Report – Jaclyn Brown, ASPEN Coordinator

Jefferson County Health Department was awarded funding from the Jefferson County Community Mental Health Fund Board of \$43,745 to support ASPEN and a mental health awareness and education campaign through December 31, 2023.

Ms. Brown has been participating in the First Responder Missouri Behavioral Health Benefits Trust Committee at the request of the State Fire Marshal and other county and statewide first responder partners.

Ms. Brown has been asked to participate in the Missouri Children's Mental Health Collaborative Meetings in Jefferson City

JCHD has been asked to participate in an exciting opportunity, SAMHSA Governor's Challenge to Prevent Suicide and participate in the development of a Suicide Mortality Review Committee in Jefferson County and throughout Missouri. This will include working locally with partners including the Child Fatality Board, Department of Health and Senior Services, Department of Mental Health and county partners. I will be facilitating the Missouri team and JCHD will be a pivotal part of Missouri implementation and pilot phases. Ms. Brown and a team of 9 representatives from Missouri will be participating in a national planning session in New York this July. This is an invitation only opportunity that is paid for thorough SAMHSA and the U.S. Department of Veterans Affairs. We are honored and excited to participate in this opportunity.

Communications Report – Brianne Zwiener, Public Communications Officer

JCHD Communications Email: communications@jeffcohealth.org

- This email inbox is used for all public communications to the agency or the board of trustees.
- If an individual wants to contact JCHD by email, they can reach us at the email address above and the Public Communications Officer will respond within 24-48 business hours.
- If an individual wants to contact a board member, they can email the communications email and put "ATTN BOARD" in the email or subject line. The Public Communications Officer will then forward those messages on to each board member within 24-48 business hours.

Custodian of Records Email: cor@jeffcohealth.org

- This email inbox is used for all records requests made by the public.
- If an individual is requesting agency records, they can email the address above and our Custodian of Records will follow up within 3 business days. This doesn't mean they will necessarily receive the requested records within 3 days, because it may take longer to process, just that we will follow up with the requester within 3 business days per Missouri Sunshine Law.

JCHD Website: www.jeffcohealth.org

- Our agency website provides information on all our services and programs, contact information for the agency, upcoming events and classes, requests for certain programs like car seats and Project Lifesaver, regularly updated blog posts, agency reports and data sources, and education on trending health topics.
- There is a dedicated page for JCHD Board of Trustees information which includes approved board meeting minutes and board program reports, both available for download by the public. This page can be found on the main page under the 'About Us' tab.

JCHD Social Media Accounts

- We are on several social media platforms including Facebook, Instagram, Twitter, etc. The direct handles can be found on our website and our mobile app.

JCHD Mobile App

- JCHD also utilizes a mobile app for both Apple and Android devices. You can find the free app in the Apple Store and Google Play Store by searching 'Jefferson County Health Department, MO'.
- The app includes specific agency information like services and programs provided, contact information for the agency, a community resource map, hotline numbers, important announcements and updates from the department, a direct messaging option, and more.

Missouri Environmental Health Association (MEHA) Staff Awards

Ms. Vollmar announced that two employees received awards at the Missouri Environmental Health Association Conference, Victoria Bowen, Environmental Public Health Specialist received the Rookie of the Year award and Steve Sikes, Deputy Director of Agency Operations received the MEHA Lifetime Achievement Award. Congratulations to both Victoria and Steve.

Chairperson Pigg motioned to go into closed session citing Sunshine Law Statute 610.021 Sections 1, and 3. Dr. Henry seconded the motion. Chairperson Pigg requested a roll call vote with the results as follows:

Chairperson Pigg—Aye

Mr. Diehl— Aye

Dr. Henry— Aye

Ms. Davis— Aye

Ms. Stidem— Aye

Chairperson Pigg announced the motion carried and they were now in closed session.

Dr. Henry made a motion to re-open Open session. Ms. Stidem seconded. Chairperson Pigg requested a roll call vote with the results as follows:

Chairperson Pigg—Aye

Mr. Diehl— Aye

Dr. Henry— Aye

Ms. Davis— Aye

Ms. Stidem— Aye

OLD BUSINESS

Approve Executive Director salary.

Mr. Diehl made a motion to provide Director Vollmar with a 6% raise. Dr. Henry seconded the motion. Ms. Davis stated that Director Vollmar is making an average salary according to what other directors are making and we should give her a 3% raise, and no other salary employee got that

amount of a raise. Mr. Diehl responded that the public needs to understand that this is a \$5 million year business. It is self-contained not part of county government that does all of our own HR, our own hiring, training, firing, our own IT, and we do our own legal. We actually did a salary survey of the top ten counties in the state, Jefferson County is sixth, and compared the director's salaries of those counties based on size of population of the counties, size of the staff that they supervise, the government environment that they are in, their education level, and their length of service. What we found was the most comparable to Director Vollmar is making more money than she is currently and that is why he was proposing a 6% raise. Chairperson Pigg states that the average salary in the state was \$155,000 and currently Ms. Vollmar is \$133,000. Ms. Davis states again 3% would be more fair. Hearing no further discussion, Chairperson Pigg asked for a roll call vote.

Chairperson Pigg—Aye
Mr. Diehl— Aye
Dr. Henry— Aye
Ms. Davis— No
Ms. Stidem— No

Chairperson Pigg announced the motion had passed 3 in favor and 2 against.

NEW BUSINESS

Subcommittee Assignments

Chairperson Pigg announced the following Subcommittee assignments:

Building Subcommittee – Timothy Pigg and Tammy Stidem

Personnel Subcommittee – Dennis Diehl and Amber Henry

Insurance Subcommittee – Timothy Pigg and Suzy Davis

Legal Subcommittee – Amber Henry and Timothy Pigg

Bylaws Subcommittee – Timothy Diehl and Tammy Stidem

Establish 2023 Town Hall Meetings

Chairperson Pigg would like to have the Town Hall meeting in between Board meetings and asked Director Vollmar if she had staff available on May 11, she stated that Ms. Pinkley was not available, but if we could find a location, we could make it work.

Chairperson Pigg made a motion to have a Town Hall meeting on May 11, 2023. Dr. Henry seconded the motion.

Ms. Davis states she is not available on May 11, but is available after May 17. Chairperson Pigg states that not all Board members may be able to attend the meeting, but it will be recorded and it is for people to have discussions, not for regular business.

Hearing no further discussion, the motion carried with Ms. Davis being the only dissenting vote, and Chairperson Pigg announced the motion had passed.

Act on Recommendation by Personnel Committee to Discipline Board Member

Ms. Coleman referred to a proposed resolution in the members' packet for the censure of Trustee Davis as a result of two employee complaints that were filed against her. The Personnel Committee directed the matter be referred for an outside investigation, and the investigator concluded the allegations were supported by the evidence. If the Board approves the censure, the entirety of the investigation reports would be attached thereto, as the Resolution refers to them as exhibits, thereby making those public records. Ms. Coleman read the resolution for the record.

At a meeting of the Board of Trustees of the Jefferson County Health Center (JCHC) held on the 27th day of April, 2023, at which a quorum was present, the following resolution was adopted, effective immediately, censuring the conduct of Trustee Susan "Suzy" Davis:

WHEREFORE, pursuant to the Bylaws adopted by the Board of Trustees, the purpose of the Board of Trustees is to govern and control the affairs of the Center as provided by law; to discover and interpret the needs, attitudes and interests throughout the County as a guide to developing and setting priorities for health programs for residents; to exercise judgment in reviewing, considering and voting on policies affecting the operation of the residents, businesses and facilities within the County; and to oversee the management and fiscal control of the Center as provided by law and to review, evaluate and judge the effectiveness of the Center's programs; and

WHEREFORE, further, pursuant to the Bylaws adopted by the Board of Trustees, each individual Board member shall work through the Director and her staff to reinforce the efforts of the Director and the staff so that they may perform their assigned responsibilities in the most effective manner; to keep all citizens informed about the quality and condition of matters affecting public health in the County; and to assure that all transactions of the Center are ethical, open and above-board, shall work through the Director and her staff to discover and interpret the needs, attitudes and interests throughout Jefferson County as a guide to developing and setting priorities for health programs for residents, and shall initiate and implement all efforts to secure adequate financial support for the Center; and

WHEREFORE, further, pursuant to the Bylaws adopted by the Board of Trustees, Members of the Board shall attend all regularly scheduled Board of Trustees meetings insofar as possible. Members shall come to Board of Trustees meetings informed concerning the issues to be considered. Members shall review the issues under the Board's consideration and to take a respectful stand regarding those issues. Members must conform to tenets of knowledge, open discussion, respect, independent judgment, and independent and civility should be prepared to cast a vote on each of the issues before that member; and

WHEREAS, further, pursuant to the Bylaws adopted by the Board of Trustees, Members shall work with other Board members to establish effective Board policies and to delegate authority for the administration of the Center's facilities to the Director. Members shall not attempt to by-pass, undermine, or usurp the Director's authority and responsibility for the daily operation of the Center; and

WHEREAS, further, pursuant to the Bylaws adopted by the Board of Trustees, Members shall avoid being placed in a position of conflict of interest and shall not use the Board position for personal or partisan gain; and

WHEREAS, further, pursuant to the Bylaws adopted by the Board of Trustees, the action of a majority of the quorum shall be the action of the Board of Trustees; and

WHEREAS, further, pursuant to the Bylaws adopted by the Board of Trustees, Members confidential information. Information is confidential if it is (a) communicated during executive session; or (b) concerning members of the personnel of the Center; or (c) exempt from disclosure under the Sunshine Law; or (d) otherwise communicated with a mutual understanding of confidentiality; and

WHEREAS, further, when attending functions outside of the JCHC but speaking on matters concerning to the Center, the Member shall indicate to those present that she is an individual Member of the Board, without the authority to act individually, and shall direct those present to the Chair and/or Director for any questions pertaining to execution and administration of policy and outreach; and

WHEREAS, further, pursuant to the Bylaws adopted by the Board of Trustees, all meetings of the Board are conducted pursuant to Robert's Rules of Order; and

WHEREAS, further, pursuant to the Bylaws adopted by the Board of Trustees, a Member may take her own notes during the meetings of the Board of Trustees; however, disclosure of notes outside of the JCHC which are taken during executive session is expressly prohibited; and

WHEREAS, the Board of Trustees acts as the Employer to all staff of the JCHC, and has adopted an Employee Manual which prohibits bullying of JCHC employees under any circumstances and provides that "all employees should be able to work in an environment free of bullying." The Manual defines "bullying" as any "behavior that harms, intimidates, unreasonably offends, degrades or humiliates an employee, including in the presence of others." The Board of Trustees prohibits bullying of its employees due to the potential loss of trained and talented employees, reduced productivity and morale and creation of legal risks; and

WHEREAS, Executive Director Kelley Vollmar filed a complaint against Susan "Suzy" Davis alleging multiple allegations of violations of the Board Bylaws and the Employee handbook, including those responsibilities as outlined herein; and

WHEREAS, the Board of Trustees retained an independent investigator to conduct an objective investigation of the complaint against Ms. Davis. The investigator prepared a written report, attached hereto as Exhibit A, which was reviewed by the Board of Trustees; and

WHEREAS, the ASPEN Coordinator for JDHC, Jaclyn Brown, filed a complaint against Susan "Suzy" Davis alleging multiple allegations of the Board Bylaws and the Employee Handbook, including those responsibilities outlined herein; and

WHEREAS, the Board of Trustees retained an independent investigator to conduct an objective investigation of the complaint against Ms. Davis. The investigator prepared a written report, attached hereto as Exhibit B, which was reviewed by the Board of Trustees; and

WHEREFORE, on July 6, 2021, Trustee Susan "Suzy" Davis was issued a Censure by the majority of the Board of Trustees for multiple violations of the Board Bylaws, and was admonished to adhere to all Bylaws, Rules and Procedures of the Board of Trustees. Ms. Davis was further advised that a failure to perform her duties pursuant to the Bylaws may result in the Board of Trustees taking action to impeach and remove her from her position.

NOW, THEREFORE, BE IT RESOLVED, by the Board of Trustees of the JCHC as follows:

1. The Board of Trustees adopts the findings of fact and conclusions contained in the independent investigation report, attached hereto as Exhibit A.
2. The Board of Trustees adopts the findings of fact and conclusions contained in the independent investigation report, attached hereto as Exhibit B.
3. As a result of the findings associated with the complaints filed by Ms. Vollmar and Ms. Brown, effective immediately, Trustee Susan "Suzy" Davis shall be and is censured and admonished to adhere to all Bylaws, Rules and Procedures of this Board.
4. The Board of Trustees admonishes Susan "Suzy" Davis that failure to perform her duties pursuant to the Bylaws of the Board of Trustees and the Employee Manual will result in this Board taking action to impeach and remove her from her position.

Dr. Henry made a motion to Adopt Resolution 23-04-27-01. Mr. Diehl seconded the motion.

Dr. Henry asked how this is any different than the first time Ms. Davis was censured. Ms. Coleman responded that the first time was about conduct during a meeting and this is concerning personnel and employee complaints and is a continuation of that behavior. Because it deals with employees of the department, which are the responsibility of the Board, these reports contained extensively more detail.

Ms. Stidem stated being new to the Board she does understand frustrations from both Ms. Davis and Administration and although she does not believe the way Ms. Davis addressed the Board was appropriate, the information that she was asking was heavily sought out after in the community. She asked what the process for a complaint is and how an investigator was hired. Ms. Coleman said that the complaints came to the director who forwarded them on to her and the personnel committee, which decided to have an outside agency do an investigation, because the complaints were about a Board member. The Committee recommended this to the Chair, who approved the expenditure. Ms. Stidem questioned where it says in the Bylaws that the Board should abide by the Employee handbook. Chairperson Pigg states the Board approves the employee policy and procedure manual, the board is the employer, so the Board has the ultimate responsibility to show the employees that we follow that as well.

Ms. Davis stated that she was not made aware that anyone was investigating her, or that a subcommittee was talking about her, or the claims against her until the agenda came out two days ago. She was not aware that Brittany Newell was hired to investigate her because there was a complaint against her from Ms. Vollmar and Ms. Brown. "Tonight, you have drafted this resolution out and "I have read through all of it and none of it is correct or true, so where is my due process?"

There was an outburst from the visitors, Chairperson Pigg states that he will have everyone removed if we are not going to maintain decorum.

Ms. Davis continued stating that this will be on public record once filed and these allegations will go against her character, and she needs to sit down with her attorney to have everything reviewed.

Ms. Coleman clarified that the law does not require any particular process except for the opportunity to respond to the allegations, and Ms. Davis has also been provided with the copy of both investigation reports and the meeting is her opportunity to respond to same. Ms. Coleman clarified that technically the Board could seek to remove Ms. Davis, under the procedures of the bylaws, because this is her second censure; however, the committee wanted to go ahead and give Ms. Davis another opportunity especially considering that the Board has a new Chairperson,

try to comply with decorum and how Ms. Davis speaks to staff members and other Board members.

Ms. Davis states that the investigator did not interview her. Ms. Coleman replied that the investigator watched public YouTube videos of the meetings and watched how Ms. Davis projected herself and also read the written communications. The investigator did not believe it was necessary to interview anyone about the allegations, including the complainants, as they had provided written evidence and videos of their interactions with Ms. Davis. Mr. Diehl stated that this is best way to do this, if the investigation found nothing then nothing would have been released to the public.

A member of the audience cursed at Ms. Coleman, and she asked Chairperson Pigg to ask the visitors not to call her such expletives. Chairperson Pigg told visitors to be civil.

Hearing no further discussion, Chairperson Pigg asked for a roll call vote.

Chairperson Pigg—Aye
Mr. Diehl— Aye
Dr. Henry— Aye
Ms. Davis— No
Ms. Stidem— No

Chairperson Pigg announced the motion had passed 3 in favor and 2 against.

Dr. Henry motioned to go into closed session citing Sunshine Law Statute 610.021 Sections 1. Mr. Diehl seconded the motion. Chairperson Pigg requested a roll call vote with the results as follows:

Chairperson Pigg—Aye
Mr. Diehl— Aye
Dr. Henry— Aye
Ms. Davis— No
Ms. Stidem— Aye

Chairperson Pigg announced the motion carried and they were now in closed session.

Mr. Diehl made a motion to re-open Open session. Dr. Henry seconded. Chairperson Pigg requested a roll call vote with the results as follows:

Chairperson Pigg—Aye
Mr. Diehl— Aye

Dr. Henry— Aye
Ms. Davis— Excused
Ms. Stidem— Aye

Ms. Davis left meeting at 6:43 pm

Nothing to report from closed session.

ADJOURN

Dr. Henry motioned to adjourn the meeting. Mr. Diehl seconded. Motion carried unanimously and Chairperson Pigg announced the motion had passed. Meeting adjourned at 6:47 pm


Secretary-Treasurer