

**JEFFERSON COUNTY HEALTH DEPARTMENT**  
**405 Main Street, Hillsboro, MO 63050**  
**LIVE BROADCAST AVAILABLE VIA – YouTube**  
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**August 24, 2023**

**CALL TO ORDER**

Chairperson Pigg called the meeting of the Board of Trustees of the Jefferson County Health Department to order at 4:01 pm.

**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 Kristin Firle, Comptroller Jaclyn Brown, ASPEN Coordinator Melissa Parmeley, Clinical Services Manager Kate Wager, Nurse Practitioner Emily Spielbauer, Public Health Nurse Tara Halter, Prevention Specialist
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**APPROVAL OF AGENDA**

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

**Approval of July 27, 2023, Meeting Minutes**

Ms. Davis motioned to approve the July 27, 2023, meeting minutes. Mr. Diehl seconded. Dr. Henry abstained. Hearing no discussion, the motion carried, and Chairperson Pigg announced the motion had passed.

### **July 2023 APPROVAL EXPENDITURES**

Dr. Henry motioned to approve the July 2023 expenditures of \$247,931.67. Mr. Diehl seconded. Ms. Davis questioned the bills for the Architect, ASPEN, and legal fees, she states we have spent a lot of money on ASPEN and legal fees.

Ms. Davis made a motion to fire Christi Coleman as the Health Department attorney and hire a new one. There was no second on the motion.

Ms. Vollmar stated that all of ASPEN has been grant funded.

Hearing no further discussion, the motion to approve the July 2023 expenditures carried, and Chairperson Pigg announced the motion had passed with Ms. Davis being the only dissenting vote.

### **July 2023 APPROVAL ELECTRONIC PAYMENTS**

Dr. Henry motioned to approve the electronic payments for July 2023 of \$505,376.63. Ms. Stidem seconded. Hearing no discussion, the motion carried and Chairperson Pigg announced the motion had passed.

### **September 2023 PRE-APPROVAL ELECTRONIC PAYMENTS**

The list of vendors for pre-approved electronic payments for September 2023 was presented to the board with an estimated amount of \$600,710.52. Dr. Henry motioned to pre-approve the September 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**

Car seats and boosters provide protection for infants and children in a crash, yet car crashes are a leading cause of death for children ages 1 to 13. That is why it is so important to choose and use the right car seat correctly every time your child is in the car. According to the National Highway Traffic Safety Administration (NHTSA):

1. 325 Children under age 5 were saved by car seats in 2017.
2. 40% of children killed in car crashes in 2021 were unrestrained.
3. 46% of car seats and booster seats are used incorrectly.

We have a program here at the health department that has trained staff on site so that we can provide car seats and teach correct installation for those who qualify.

There was a New Building Town Hall for the public on August 9th at 6:00 p.m. The Building Committee, Administrative Team, and Architectural Firm were in attendance. No public attended.

There was a Special Meeting of the JCHD Board on August 15th at 3:00 to discuss recommendations for sustainability of ASPEN program. No public attended.

Mobile Wellness Unit follow up: projected accident repair costs in combination with preexisting issues related to the aging condition of the wellness unit outweigh the benefits of repairing the existing van. Program staff request that the current van be sold or traded as part of a plan to update the unit for long term program sustainability.

Wellness Team activities continue but have been modified to adjust to the limitations of the smaller transit vans and use of off-site locations until a new unit can be acquired. An initial grant in the amount of \$250,000 has been submitted for a grant decision later this fall. An additional \$200,000 toward the anticipated total of \$450,000 for a new vehicle has been requested of the State's ELC expansion grant for approval. The van played a vital role in the pandemic response initially serving as a testing site, transitioning to vaccine administration and treatment.

Staff Recruitment follow-up: The agency continues to struggle with filling clinical and non-clinical roles. Recruitment and interviews have been on-going, but candidates are not showing up for interviews or do not meet minimum training requirements. The main reason cited for not accepting interviews has been offered salary is lower than market rate. Two immediate impacts on our services this month include:

- Scheduled overtime for Office Support and Public Health Nursing staff in order to cover back to school immunization schedule during August.
- The adult dental program has stopped taking new patients onto the waiting list effective immediately. The dental program has been stretched to meet the needs of adult patients and youth during the summer months due to staff shortages. Schools are starting in August, which begins our school youth dental rotations. The hold on the adult waitlist is to ensure adults currently receiving treatment are able to complete their care plans, while program staff transition back to primary care of youth during the school year.

A compensation study is planned in the coming quarter to evaluate the salaried and hourly market rates for all JCHD positions and to determine a salary schedule for moving forward to recruit and retain qualified staff.

Clinical Services Report – Ms. Melissa Parmeley, Clinical Services Manager  
Ms. Kate Wagner, Nurse Practitioner, and Ms. Emily Spielbauer, Public Health Nurse gave an overview and updates on Title X Family Planning Program and The Right Time Initiative.

Communications Report – Ms. Brianne Zwiener, Health Communications Manager

Multiple programs and services attended the Back-to-School Fair including mobile wellness, dental, Teen Coalition, lead education, JCDPC, and CYSHCN. 245 families were served, and 568 children were provided school supplies at the fair.

Members of the health education team drafted a proposed workplan and budget for OD2A funding. Proposed workplan activities include continuing harm reduction strategies including naloxone distribution and education, and continuing community collaboration through the coalition work.

Ms. Tara Halter, Prevention Specialist spoke about the Teen Coalition and their vaping campaign "Ditch the Vape." Teens determined their messaging, wrote their scripts, and shot their own video clips. We edited the clips and created three different videos to run in the community over the next two months.

### **OLD BUSINESS**

None.

### **NEW BUSINESS**

#### Adopt JCHC Sunshine Law (Chapter 610 RSMo) Policy

Dr. Henry moved to adopt the JCHC Sunshine Law (Chapter 610 RSMo) Policy. Mr. Diehl seconded the motion.

Discussion held on the Sunshine Law. Ms. Davis stated we do not need a policy. Ms. Coleman replied that it is best practice to have a policy. Ms. Davis responded that we do not need this policy, Sunshine requests do not need to go to legal for review, any time any elected board members want to look at something they should be able to come up here and get it, and there should be a computer in the lobby with all of the previous Sunshine request on it for anyone to view.

Mr. Diehl stated that if someone files a Sunshine request, we have to follow the law.

Ms. Stidem asked who brought this policy to the board. Ms. Vollmar replied we have had requests from the community asking for a written policy of how we were handling Sunshine requests internally. Ms. Stidem stated that Ms. Pinkley does her job very well and she thinks that she can make the decision on whether or not a request needs to go to legal for review or not.

Chairperson Pigg told all board members to take the policy, review it, and send him any changes.

Dr. Henry withdrew the motion to adopt the JCHC Sunshine Law (Chapter 610 RSMo) Policy.

#### Process and Procedures Discussion

Ms. Stidem asked who knew that ASPEN moved to a 501c3? Ms. Vollmar replied there have been multiple presentations where sustainability for ASPEN program and the opportunity for things such as a 501c3 have been presented. As for the process for a 501c3 we were told that the process could take several months so that process began, as far as bringing that information to the board, we did not have to have approval to create the 501c3 just to separate ASPEN from JCHC. There was no intent to blindsides the board because ASPEN was growing so much statewide interest, and we can only keep it in the county due to our tax base we had to have a sustainability plan. Discussion held.

Entertain topics for next agenda by Trustees.

Mr. Diehl stated the personnel committee would like to discuss the Director's contract at the next meeting. Dr. Henry seconded.

Chairperson Pigg presented the Board with two resolutions for each to review and bring back any feedback to vote on at the next meeting. Please do not post or share these.

#### **PUBLIC COMMENTS**

Penny Wattle, High Ridge – she is a pastor at a church in High Ridge and asked if the board ever thought about starting the meetings off with a prayer.

Elizabeth Downer, High Ridge – asked about historical documents, bylaws, public records.

Brianne Zwiener, DeSoto – spoke as a citizen and employee about unity.

Dr. Henry motioned to go into closed session citing Sunshine Law Statute 610.021 Sections 1, 3 and 14. Ms. Stidem 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

**ADJOURN**

Dr. Henry motioned to adjourn the meeting. Ms. Davis seconded. Motion carried unanimously and Chairperson Pigg announced the motion had passed. Meeting adjourned at 6:15 pm.

  
Secretary-Treasurer