

**JEFFERSON COUNTY HEALTH DEPARTMENT BOARD OF TRUSTEES MEETING**

**LIVE BROADCAST AVAILABLE VIA – YouTube**

**@<https://www.youtube.com/channel/UCACuytmq2kUAI65z3AYsmYw>**

**August 25, 2022**

**Call to Order**

Chairman Diehl announced that the community may submit public comments to the Board 24 hours ahead of the meeting to be distributed to the Board during the Board meeting. Comments may be submitted to [communications@jeffcohealth.org](mailto:communications@jeffcohealth.org).

Ms. Davis stated her preference would be that people fill out a card and indicate what they want to talk about at the meeting, like they do at County Council without a 24-hour notice.

Mr. Diehl acknowledged a visitor in the room who stated her name was Alicia Embree from unincorporated Imperial. Ms. Embree told the Board she appreciated that they zoomed meetings and now allow residents to join the meeting in person again. Chairman Diehl welcomed Ms. Embree and called the meeting of the Board of Trustees of Jefferson County Health Department to order at 3:00 p.m.

**Roll Call**

Board of Trustees

- Dennis Diehl, Chairman – Present
- Dr. Amber Henry, Vice-Chairman – Present
- James Prater, Secretary-Treasurer – Present
- Tim Pigg, Member – Present
- Suzy Davis, Member – Present

Others Attending:

- Kelley Vollmar, Executive Director
- Steve Sikes, Deputy Director, Operations
- Melissa Parmeley, Manager, Clinical Services
- Brianne Zwiener, Public Communications Officer
- Christi Coleman, Legal Counsel
- Katelyn Mary Skaggs, Leader Publications
- Alicia Embree, Resident Unincorporated Imperial

**Reading of the JCHC Mission and Vision, by Dr. Henry**

The Mission of JCHD is we will champion positive health outcomes and behaviors through innovative programs and community engagement. The Vision is Advancing the health and safety of Jefferson County.

**Approval of Agenda**

Mr. Diehl requested a motion to approve the agenda as presented. Mr. Prater made a motion to approve the agenda. Dr. Henry seconded the motion. In discussion, Dr. Henry asked if it was intended for the new business to be listed after the closed session. Ms. Coleman clarified that it was intentionally set that way. Mr. Diehl made note that anyone watching should know we will have a closed session and will come back into open session before we adjourn the meeting. Mr. Diehl asked for all in favor of approving the agenda. It passed unanimously, and Chairman Diehl announced the motion had passed.

**Approval of Minutes**

Chairman Diehl announced that there were no minutes to be approved at this time due to staff being out of the office.

### **Approval of July 2022 Expenditures**

Mr. Prater motioned to approve the July 2022 expenditures in the amount of \$216,247.88. Dr. Henry seconded the motion. In discussion, Ms. Davis questioned the Architect Now bill for \$38,000 to be used for development of ASPEN school enhancements. Ms. Davis stated, "What kind of school portal are we doing or why? I must have missed a lot." Director Vollmar clarified that the funds allocated on the July expenditures for ASPEN were SAMHSA grant dollars to be used to build a comprehensive mental health screening and resource tool for school youth, first responders and healthcare personnel. The invoices come in sections related to the work that is being completed for each population, so there may be multiple invoices on the expenditures that are for different systems depending on the population they address. The contract was received, reviewed and approved by the Board for the vendor prior to going into the contract. Chairman Diehl reminded Ms. Davis that the Board had already gone through the contract and approved it. Dr. Henry and Mr. Pigg affirmed that the contracts had been reviewed and approved by the Board, as well as the ASPEN system had been presented to the Board at previous meetings. Ms. Brienne Zwiener provided an overview for Ms. Davis including the following: "ASPEN is a program that we've been building for a couple of years. Jaclyn Brown has been working with all the school districts to be able to provide a database and resource director where students and staff can access resources for mental, physical, emotional and social support within the community. It is a big IT project, which we do not have the internal staff expertise to build ourselves. We wrote and received a grant to pay a consultant to build the system for us." Ms. Zwiener offered to send Ms. Davis an email with a link to more information on the program and a specific Facebook "Jeffco Health Matters" video where Ms. Brown and Ms. Zwiener walk through the program in more detail.

Ms. Davis then questioned the amount of legal fees for the month in comparison to last year's invoice. It was clarified that we have been consistently spending about the same amount on legal fees over the past year as we have experienced more requests for Sunshine Records, defense of Board Approved resolutions and internal governance issues. Chairman Diehl called the vote to approve the July 2022 Expenditures. Yea – 4, Ney – 1 (Ms. Davis).

### **Approval of July 2022 Electronic Payments**

Chairman Diehl called for the approval of the July 2022 electronic payments in the amount of \$482,135.15. Mr. Prater made a motion to approve. Dr. Henry seconded the motion. The motion passed unanimously with no discussion. Yea – 5, Ney – 0

### **Pre-Approval of September 2022 Electronic Payments**

Chairman Diehl call for the pre-approval of the September 2022 electronic payments. The estimated amount is \$604,687.25. Ms. Davis asked if they were automatic payments. Mr. Diehl clarified that we do certain bills as preapprovals so that we do not incur late fees for paying of routine bills such as water and electric. Mr. Diehl called for the vote. The motion passed unanimously. Yea-5, Ney - 0

### **Director's Report – Ms. Kelley Vollmar**

Clinical Services Report – Ms. Melissa Parmeley reported that the majority of the report deals with the implementation of the new electronic medical records system, Cure MD which occurred August 1st. The project was funded through the Adult Immunization Grant from the State. CureMD addresses issues with the old system, which was quite dated, server based and cumbersome to work through. CureMD is web-based which creates more portability, especially for the mobile clinics and clinics out in the community, which gives us flexibility to how we provide our clinical serves. It also provides a patient portal so that patients can access their medical records and test results directly which streamlines the process for patients to be able to access their own records. It also provides the opportunity to send electronic reminders for patient appointments, administer mass vaccination clinics in the community, it provides an inventory system where our inventory was managed

manually previously, provides electronic reporting to our Title X funding agency, streamlines billing and allows our medical director to review charts virtually.

***Expanding Access to Healthcare During the COVID-19 Pandemic Response by Investing in Mobile Infrastructure and Leveraging Strategic Partnerships*** – Ms. Melissa Parmeley presented information that would be shared at an upcoming national mobile healthcare conference in Phoenix, Arizona. The Mobile Wellness Team from JCHD had been asked to present our mobile wellness and mobile dental programs to attendees at the conference. The presentation discusses our mobile functions in three buckets: mobile dental, our community clinics and mobile healthcare. Our mobile Wellness Van provides sports physicals, daycare physical screenings, see patients for acute chronic care, nutrition counseling, provider referrals, and community resource information. Our mobile Dental Service provide both pediatric services and adult services. We provide preventative care and restorative care. Our Community Clinics are located onsite all around the County at schools, churches, worksites, libraries and other community locations. We have a long history of community clinics providing services such as school-based vaccine clinics, event-based lead screening clinics, school immunizations, homebound flu and homebound COVID and event-based health screenings. We also partner with a lot of agencies in our community to provide resources, such as the use of the Wellness Van as a Covid Testing location in partnership with Mercy Jefferson or the Wellness Van’s use as a cooling/first aide station by first responders at the County fair. We continue to look for ways to partner to provide access in the community as we know access to care is really important in our community. We know that not every patient can get to us so we have to go out and provide services and meet them where they are. We looked at and found grants like the direct client services grant “access to care” grant which provide low cost or no cost services for under and uninsured residents. Services have expanded using grants for teledentistry and partnerships with our community college and local residential care facilities.

**4<sup>th</sup> Annual Jefferson County Rotary Club Benefit Golf Tournament – September 16<sup>th</sup> at Oak Valley Golf Course and Resort – Kelley Vollmar**

Director Vollmar reminded the Board that the 4<sup>th</sup> Annual Jefferson County Rotary Club golf tournament to benefit the Mobile Wellness Van will be next month on September 16<sup>th</sup> at Oak Valley Golf Court and Resort. We are still looking for sponsors and teams.

**New Building Update – Kelley Vollmar**

Director Vollmar reported that Mr. Sikes has been meeting frequently to solicit feedback and guidance from staff regarding the new building space to be built in Hillsboro. We currently are estimating the construction to take until February or March of 2024. Director Vollmar made note of interest to the Board may be the plans for the new Board and Community spaces. We are designing a dual-purpose space where a smaller room for business meetings fitting 16-20 chairs can be opened to a larger conference area accommodating over 80 individuals as needed. Once we have plans confirmed for the layout of the facility, the building committee will bring the final recommendations back to the full Board for review.

**Old Business – Mr. Dennis Diehl**

None.

**New Business – Mr. Dennis Diehl**

Chairman Diehl reminded Trustees and community members watching that we moved the Operations Manual vote until after closed session. Chairman Diehl called for a motion to go to closed session. Tim Pigg made a motion to go into closed session second pursuit to 610.021 (1) confidential or privileged communication between the board of trustees of the Jefferson County Health Department or its representatives and attorneys; acquiring or leasing real estate by Jefferson County Health Department where public knowledge of transactions might adversely affect the legal considerations therefore 610.021 (2); the hiring, firing, or disciplining or promoting a particular employees or employees of Jefferson County health department 610.021 (3); and

records which are protected from disclosure by law 610.021 (14). Mr. Prater seconded the motion. Roll Call: Mr. Diehl – Yes, Mr. Prater – Yes, Mr. Pigg – Yes, Dr. Henry – Yes, Ms. Davis – Yes.

**New Business Continued – Mr. Dennis Diehl**

Chairman Diehl called for a motion to open, open session. Mr. Pigg made a motion to open, open session. Mr. Prater seconded. Roll Call: Mr. Diehl – Yes, Mr. Prater – Yes, Mr. Pigg – Yes, Dr. Henry – Yes, Ms. Davis – Yes.

**Act on Recommendation to Adopt Operations Manual**

Chairman Diehl asked for a motion and a second to adopt the internal document, JCHD Operations Manual. Dr. Henry made the motion. Mr. Prater seconded. Ms. Davis asked for the vote to hold until a hard copy printout of the document could be made for her by JCHD staff. Ms. Davis refused to vote on the recommendation to adopt the Operations Manual because she stated that she had not received it. Director Vollmar replied that Ms. Davis had delivery receipts to both of her email addresses showing the document was successfully delivered. All other Board members responded that they had received the email and reviewed the document. Chairman Diehl called the vote based on a motion and a second. Yea- 4, Ney-1 (Ms. Davis)

**Act on Recommendation to Alter Regular Meeting Time**

Chairman Diehl reminded everyone the reason we meet at 3:00 for a long time is because we ask subject matter experts from the staff to come present updates to the Board. Setting the meeting at 3 ensured we are done before 5:00 (no overtime). In addition, almost all other Health Departments around the state also hold their business meetings as a matter of routine during the day.

Chairman Diehl asked for a motion to approve moving the meeting time from 3:00 to 4:00 p.m. Dr. Henry made the motion. Mr. Prater seconded the motion. Ms. Davis objected to the proposed time of 4:00 p.m. and asked to amend the motion to 6:30 p.m. Counsel reminded Chairman Diehl that according to JCHD by-laws, the only person who could amend the motion is the person that made the motion. Chairman Diehl reminded the Board that we have gone above and beyond to try to be transparent. We livestream our meetings, as well as record them and post them to YouTube so that they can be easily accessed at any time by a member of the public who would like to see them. Mr. Pigg called the motion. Chairman Diehl reminded everyone that the motion is to change the start time of the Board meetings from 3:00 to 4:00 p.m. 4 -Yea, 1 – Ney (Ms. Davis) Mr. Prater asked that notifications be updated to reflect all coming Board meetings this year will begin at 4:00 p.m.

**Act on Recommendation to Hold Annual Town Hall Meeting**

Chairman Diehl announced the next item was to act on the recommendation to hold at least one town hall meeting per year. Mr. Pigg made a motion to hold two town halls per year. Dr. Henry seconded the motion. Ms. Davis stated that we should allow people to provide public comment at our meetings and to comment on our YouTube feed. Ms. Davis stated, “It is overkill to do two town halls per year.” Director Vollmar asked Ms. Davis why she would ask for more public participation and the ability to directly address the Board and then vote against it. Chairman Diehl called the motion, with a first and second. Yea – 4, Ney – 1 (Ms. Davis). Mr. Prater made a motion to amend the motion to require the Town Hall meetings expire at the end of 2024, evaluating it’s need based on attendance. Ms. Davis made a motion to have the meetings expire in 2022 or 2023. Mr. Prater clarified that it would be difficult to evaluate the need for the meetings only having 1 or 2. Mr. Prater’s motion for two town hall meetings per year with an expiration at the end of 2024 based on evaluation of attendance. Mr. Prater made the motion. Mr. Pigg seconded the amended motion. Yea – 4, Ney – 1 (Ms. Davis)

**Adjournment**

Mr. Pigg made a motion to adjourn. Dr. Henry seconded. Yea – 5, Ney – 0. Meeting was adjourned.



Secretary-Treasurer