

JEFFERSON COUNTY HEALTH DEPARTMENT
405 Main Street, Hillsboro, MO 63050
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December 21, 2023

CALL TO ORDER

Chairperson Pigg called the meeting of the Board of Trustees of the Jefferson County Health Department to order at 3:06pm

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:

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| Kristin Firle, Comptroller Brienne Zwiener, Health Communications Manager |
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APPROVAL OF AGENDA

Ms. Stidem made a motion to remove item number four under new business. Dr. Henry seconded the motion. Hearing no discussion, the motion carried, and Chairperson Pigg announced the motion had passed.

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

Approval of October 26, 2023, Meeting Minutes

Dr. Henry motioned to approve the October 26, 2023, meeting minutes. Ms. Stidem seconded. Hearing no discussion, the motion carried with Ms. Davis being the only dissenting vote, and Chairperson Pigg announced the motion had passed.

Approval of November 17, 2023, Special Meeting Minutes

Ms. Stidem motioned to approve the November 17, 2023, special meeting minutes. Dr. Henry seconded. Hearing no discussion, the motion carried, and Chairperson Pigg announced the motion had passed.

Approval of December 6, 2023, Special Meeting Minutes

Dr. Henry motioned to approve the December 6, 2023, special meeting minutes. Ms. Stidem seconded. Hearing no discussion, the motion carried, and Chairperson Pigg announced the motion had passed.

November 2023 APPROVAL EXPENDITURES

Dr. Henry motioned to approve the November 2023 expenditures of \$104,341.03. Ms. Stidem seconded. Ms. Davis questioned the legal expenses.

Hearing no further discussion, the motion carried, and Chairperson Pigg announced the motion had passed.

November 2023 APPROVAL ELECTRONIC PAYMENTS

Dr. Henry motioned to approve the electronic payments for November 2023 of \$490,324.71. Ms. Stidem seconded. Hearing no discussion, the motion carried and Chairperson Pigg announced the motion had passed.

January 2024 PRE-APPROVAL ELECTRONIC PAYMENTS

The list of vendors for pre-approved electronic payments for January 2024 was presented to the board with an estimated amount of \$602,365.52. Dr. Henry motioned to pre-approve the January 2024 Electronic Payments. Ms. Stidem seconded. Hearing no discussion. Motion carried and Chairperson Pigg announced the motion had passed.

Director's Report – Ms. Kelley Vollmar

Ms. Vollmar talked about Strategic goal activities including updating the strategic plan, review and revise job descriptions, review and revise performance appraisal documents, workforce compensation study, annual report development, building partner annual contract reviews, data modernization planning, HIPAA privacy and security policy review and new building work with architect, general contractor, and financial lender.

Jefferson County Health Department received the first annual award for "Innovative Leadership" from the Missouri Center for Public Health Excellence on December 7th. JCHD received nominations for the award based on work with ASPEN, Mobile Health Clinic Services, and upcoming Opioid Dashboard.

OLD BUSINESS

New Building Update

- Lease to Purchase loan has been finalized with First State Community Bank.
- Construction Contract has been signed with Brockmiller Construction December 6, 2023.
- Pre-construction meeting with the contractor was held December 18, 2023.
- We are planning a groundbreaking ceremony for late January or the first of February.

Second reading of proposed Bylaws (questions to be addressed in Executive Session per RSMo. 610.021.1)

Ms. Coleman stated that she sent out the proposed final version of the bylaws to all Trustees. There were just a couple of changes from what we went over in detail last month - we have updated the purchase limitations in the finance section, with the input from Ms. Firlle and Ms. Vollmar. Also in Article 4 section, the executive directors authority – we are recommending that termination of non-director-level employees can be done only in consultation with the personnel committee, to protect the Board and the Director so that she has access to the personnel committee and the personnel committee can ask any questions that they want to ask that may indicate risk factors associated with certain terminations.

Act on Recommendation to Adopt Amended Bylaws

Ms. Stidem made a motion to Adopt the Amended Bylaws. Dr. Henry seconded.

Ms. Davis asked to record her opposition to the Bylaws. Chairperson Pigg stated that a “no” vote would accomplish this. Ms. Davis replied that is fine, but the trustees are elected by the people. Chairperson Pigg agreed and stated that all of her questions had been answered and she made your objections known at the last meeting. Ms. Davis admitted she had fully discussed her objections at the prior meeting. Chairperson Pigg replied that was no reason to do it again. Discussion ensued about the Bylaw changes. Chairperson Pigg called everyone to order at 3:33 pm. Hearing no further discussion Chairperson Pigg called for a roll call vote.

Chairperson Pigg, aye; Mr. Diehl, aye; Ms. Stidem, aye; Dr. Henry, aye; Ms. Davis, nay.

Motion carried and Chairperson Pigg announced the motion had passed.

NEW BUSINESS

Act on Recommendation to Approve the 2024 Holiday Schedule

Dr. Henry made a motion to approve the 2024 Holiday Schedule. Ms. Stidem seconded. Motion carried unanimously and Chairperson Pigg announced the motion had passed.

Act on Recommendation to Approve the 2024 JCHC Budget

Dr. Henry made a motion to approve the 2024 JCHC Budget. Ms. Stidem seconded. Ms. Kristin Firle, Comptroller discussed the changes made, which included removing the Environmental water lab and adding the Mobile Wellness Van Grant. Hearing no further discussion, the motion carried unanimously and Chairperson Pigg announced the motion had passed.

Act on Recommendation to Approve the 2024 Employee Base Raises

Dr. Henry made a motion to approve the 2024 Employee Base Raises. Ms. Stidem seconded. Ms. Vollmar informed the Board that the 2024 Budget includes \$154,702 for raises that includes up to \$1.00 per hour increase for hourly staff and up to 4% increase for salary staff, depending on performance reviews (which are now done in December of each year) for raises to go into effect January 1. There will be another vote later for the increase related to the salary compensation study that we are in the process of completing now. Hearing no further discussion motion carried unanimously and Chairperson Pigg announced the motion had passed.

Entertain topics for next agenda by Trustees.


Dr. Henry motion to add the Director's contract to agenda for next month. Ms. Stidem seconded.

PUBLIC COMMENTS

Mr. Alan Leaderbrand asked questions concerning the 2024 budget.

ADJOURN

Dr. Henry motioned to adjourn the meeting. Ms. Stidem seconded. Motion carried unanimously and Chairperson Pigg announced the motion had passed. The meeting adjourned at 3:58 pm.


Secretary-Treasurer