

**JEFFERSON COUNTY HEALTH DEPARTMENT**  
**405 Main Street, Hillsboro, MO 63050**  
**LIVE BROADCAST AVAILABLE VIA – YouTube**  
[@https://www.youtube.com/channel/UCACuytmq2kUAI65z3AYsmYw](https://www.youtube.com/channel/UCACuytmq2kUAI65z3AYsmYw)  
**February 22, 2024**

**CALL TO ORDER**

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

**ROLL CALL**

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

**OTHERS ATTENDING**

Steve Sikes, Deputy Director Operations  
 Jennifer Pinkley, Deputy Director Admin.  
 Christi Coleman, Legal Counsel

Others in attendance:

Kristin Firl, Comptroller Jeana Vidacak, Community Services Manager Melissa Parmeley, Clinical Services Manager Angela Piva-Key, TB Coordinator Jacob Schwab, Clinical Supervisor
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**APPROVAL OF AGENDA**

Chairperson Pigg made a motion to amend agenda on item #2 under new business change broker to dealer. Ms. Stidem seconded. Hearing no discussion, the motion carried, and Chairperson Pigg announced the motion had passed.

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

**Approval of January 25, 2024, Meeting Minutes**

Ms. Stidem motioned to approve the January 25, 2024, meeting minutes. Mr. Diehl seconded. Hearing no discussion, the motion carried, and Chairperson Pigg announced the motion had passed.

### **January 2024 APPROVAL EXPENDITURES**

Mr. Diehl motioned to approve the January 2024 expenditures of \$100,169.56. Ms. Stidem seconded. Ms. Davis questioned the legal expenses, Arch Images, Budget Self Storage, Monsido, LLC, and Leader Publications.

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

### **January 2024 APPROVAL ELECTRONIC PAYMENTS**

Mr. Diehl motioned to approve the electronic payments for January 2024 of \$454,453.96. Ms. Davis seconded. Hearing no discussion, the motion carried and Chairperson Pigg announced the motion had passed.

### **March 2024 PRE-APPROVAL ELECTRONIC PAYMENTS**

The list of vendors for pre-approved electronic payments for March 2024 was presented to the board with an estimated amount of \$602,804.08. Ms. Stidem motioned to pre-approve the March 2024 Electronic Payments. Ms. Davis seconded. Hearing no discussion. Motion carried and Chairperson Pigg announced the motion had passed.

### **Public Health Report**

Clinical Services Report – Ms. Melissa Parmeley

Ms. Parmeley introduced Ms. Angela Piva-Key, RN. She is TB coordinator, and she is here to discuss Tuberculosis (TB). Tuberculosis (TB) is a bacterial disease that spreads through the air when someone with active TB coughs or sneezes. LPHAs are a vital part of a successful tuberculosis (TB) Elimination Program. LPHA responsibilities of TB elimination include instructing the patient on the importance of continuous and uninterrupted drug therapy, providing directly observed therapy (DOT), conducting case management and leading contract investigations. The LPHA also maintains surveillance for TB within the community and serves as liaison between local health care providers/facilities and the Missouri Department of Health and Senior Services (DHSS) TB Elimination, Program. A person with Latent TB infection has no symptoms, does not feel sick, cannot spread TB bacteria to others, and needs treatment for latent TB infection to prevent active TB disease and a person with TB disease has symptoms that may include: a bad cough that last 3 weeks or longer, pain in the chest, coughing up blood or sputum, weakness or fatigue, weight loss, no appetite, chills, fever, and/or sweating at night, usually feels sick, may spread TB bacteria to others, and needs treatment for active TB disease.

The health department handled a TB case that started in August 2023 that had close to one thousand hours of staff time associated with it and had 259 contacts. It was one of the biggest cases ever in Missouri.

### **PUBLIC COMMENTS**

None

## **OLD BUSINESS**

### New Building Update

1. Excavating rock to reach the required depth for utilities. Soils testing is required to determine next steps. The test results and recommendations should be done by the end of the week.
2. Excavation continues on the site. We do not have an estimated cost for the rock removal.
3. Architect requested the civil engineers work with Ameren regarding their easement on our property. It appears to be located through the building.
4. Scheduling furniture selection meeting.

Ms. Stidem motioned to go into closed session citing Sunshine Law Statute 610.021 Sections 1, 3 and 14. Mr. Diehl seconded the motion. Chairperson Pigg requested a roll call vote with the results as follows:

Chairperson Pigg—Aye

Mr. Diehl— Aye

Ms. Stidem— Aye

Ms. Davis— Aye

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

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

Chairperson Pigg—Aye

Mr. Diehl— Aye

Ms. Stidem— Aye

Ms. Davis— Aye

## **NEW BUSINESS**

### Act on Recommendation to select and approve contract for New Wellness Van Build

Ms. Melissa Parmeley, Clinical Services Manager, and Mr. Jacob Schwab presented the Design and Development of a Mobile Healthcare Vehicle.

Total Funding available: \$493,034.85

1. Jefferson Foundation Capital Grant: \$250,000
2. Expanded Lab Capacity contract through Missouri DHSS: \$210,000

3. Sale of previous vehicle: \$6150
4. Insurance payment from accident: \$26,884.85

Bid Proposal Narrative:

- JCHD received a total of nine bids for this request for proposal (RFP).
- Eight bids were received within the required timeline and were opened.
- Seven bids met the basic structural proposal expectations listed out in RFP.
- A consultant from Prime RV aided the team in the review of the seven vehicles and offered insight into chassis, structure, and proposed systems based on repair and maintenance experience.
- Bids were narrowed to three based on acceptability of size, chassis, layout, generator, interior and exterior amenities.
- The three most appropriate and favorable bids are listed below from: Mathews, CT Coachworks, Craftsman
- From these three bids, the project timeline was then considered based on funding sources and grant deliverables. This eliminated the bid from Mathews due to the timeline being 600+ days.
- The two final bids from CT Coachworks and Craftsman were reviewed in more detail and the following were considered: location, overall cost to the agency for options and delivery and training for staff.

Recommendation:

- Accept the bid from Craftsman not to exceed total funding amount of \$493,034.

Discussion held on the New Wellness Van Build.

Ms. Davis made a motion to approve contract for New Wellness Van Build not to exceed \$493,034.85. Ms. Stidem seconded the motion. Hearing no further discussion, the motion carried, and Chairperson Pigg announced that the motion had passed.

Act on Recommendation to Authorize Dealer to Request Bids for Furniture Purchase for New Hillsboro Building

Ms. Davis made a motion to Authorize Dealer to Request Bids for Furniture Purchase for New Hillsboro Building. Ms. Stidem seconded the motion.

Mr. Sikes, Deputy Director, Agency Operations explained that the dealer would get bids for the new furniture purchase for the new Hillsboro building and that we plan to take as much furniture from this building as possible.

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

Act on Recommendation to Approve MOU with Chestnut

Ms. Melissa Parmeley explained the MOU Chestnut received a grant from the Mental Health Board, it is a yearlong grant that allows them to help provide not only mental help support but resource navigation directly in the community. We have been trying to hire and connect with resource navigation, we tried to hire a social worker in the past three years we just have not had the right structure and the right connections under our umbrella to create a lasting position. Our patients have a need while they are in our doors to be able to get connected with mental health resources, food resources, housing resources, and help applying for Medicaid. With this MOU Chestnut is providing a community health navigator to work directly with Jefferson County Health Department. They have the resources, the background, and the structure to be able to support that position. There will be not out of pocket dollars for the health department, it will be a Chestnut employee and they are only asking for a landing zone and Wi-Fi access.

Mr. Diehl made a motion to Approve the MOU with Chestnut. Ms. Davis seconded the motion.

Discussion held about the MOU.

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

Act on Recommendation to form Standing Committee under the Bylaws, named the 'Legal Committee,' for communication between same and Counsel regarding privileged communications advising the Department.

Ms. Stidem made a motion to form a Standing Committee under the Bylaws, named the 'Legal Committee,' for communication between same and Counsel regarding privileged communications advising the Department as discussed in Executive Session. Mr. Diehl seconded the motion.

Ms. Coleman explained that the current "litigation committee" is not a standing committee, but rather is only convened when the Department has pending litigation. The proposed committee would be a standing committee to consult regarding non-litigation issues. The proposed committee would also serve to advise and consult during litigation.

Ms. Davis stated that everything that needs to be discussed that is not privy to the public should be done in closed session with all board members. Mr. Pigg pointed out that this is not always possible, due to the ongoing operations of the Department.

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

Act on Recommendation from Personnel Committee to appoint Interim Director

Ms. Stidem made a motion to act on the recommendation from the Personnel Committee to appointment an interim director as we discussed inside our executive session including a salary

adjustment during this time and that at such time when and if when the interim is no longer in that role that that person will revert back to their current position. Ms. Davis seconded the motion. Chairperson Pigg requested a roll call vote with the results as follows:

Chairperson Pigg—Aye  
Mr. Diehl— Aye  
Ms. Stidem— Aye  
Ms. Davis— Aye

Chairperson Pigg announced that the motion had passed and that the offer will be made to the individual discussed in executive session.


Act on Easement for Ameren

Chairperson Pigg explained that Ameren has asked for an easement on the new building property, but right now it shows it going under our new building, which is a problem, he asking to board to give him permission to sign the easement once it has been finalized so there is no delay in the building.

Ms. Stidem made a motion to allow the Chairperson to sign the Easement for Ameren when it is finalized. Ms. Davis seconded the motion. Hearing no discussion, the motion carried with Ms. Davis being the only dissenting vote, and Chairperson Pigg announced that the motion had passed.

**ADJOURN**

Ms. Stidem motioned to adjourn the meeting. Ms. Davis seconded. Motion carried unanimously and Chairperson Pigg announced the motion had passed. The meeting adjourned at 5:35 pm.

  
Secretary-Treasurer