

JEFFERSON COUNTY HEALTH DEPARTMENT
405 Main Street, Hillsboro, MO 63050
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January 25, 2024

CALL TO ORDER

Chairperson Pigg 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:

Kristin Firle, Comptroller
Brienne Zwiener, Health Communications
Manager
Melissa Parmeley, Clinical Services Manager
Katie Villmer-Beck, Office Support Services
Supervisor

APPROVAL OF AGENDA

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

Approval of November 30, 2023, Meeting Minutes

Ms. Stidem motioned to approve the November 30, 2023, meeting minutes. Dr. Henry seconded. Hearing no discussion, the motion carried, and Chairperson Pigg announced the motion had passed.

Approval of December 21, 2023, Meeting Minutes

Dr. Henry motioned to approve the December 21, 2023, meeting minutes. Mr. Diehl seconded.

Ms. Davis stated that she did not admit that she fully discussed her objections to the bylaws at the last meeting as the minutes state.

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

December 2023 APPROVAL EXPENDITURES

Dr. Henry motioned to approve the December 2023 expenditures of \$2,011,792.47. Ms. Stidem seconded. Chairperson Pigg stated that the expenditures are high for December due to the down payment on the new building Ms. Davis questioned the legal expenses.

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

December 2023 APPROVAL ELECTRONIC PAYMENTS

Dr. Henry motioned to approve the electronic payments for December 2023 of \$466,643.99. Ms. Stidem seconded. Ms. Davis asked what AXA was, Ms. Firlie replied that it is employee paid retirement.

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

February 2024 PRE-APPROVAL ELECTRONIC PAYMENTS

The list of vendors for pre-approved electronic payments for February 2024 was presented to the board with an estimated amount of \$602,365.52. Dr. Henry motioned to pre-approve the February 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

Clinical Services Report – Ms. Melissa Parmeley

In December, JCHD Community Team provided services directly in the community through the following events:

1. December 5, Homeless Outreach Event
2. December 14, Homebound Clinic
3. December 19, DeSoto School Vaccine Clinic
4. December 20, Sunrise School Vaccine Clinic
5. December 28, Homebound Clinic

The JCHD Mobile Wellness Team was in the community a total of 10 days.

The team saw a total of forty-three patients in December and visited the locations of Jefferson College, Sunnyhill, My Place, and the Cedar Hill Peace Panty.

JCHD posted the Request for Proposal (RFP) for the New Mobile Healthcare Vehicle in December. Bids were accepted through January 22 at 2pm. Several bids were received and are being evaluated. A recommendation will be presented to the JCHD Board at the February meeting.

Health Communications Report – Ms. Brianne Zwiener

Several members of the health comms team were out in the community at various events and locations, working with the public directly, providing services and education, learning more about population needs, and developing partnerships.

Winter Community Outreach Event: This quarterly event was hosted on December 5 at the Salvation Army in Arnold. Various services and resources were provided by community partners and JCHD, including wellness services, supplies, naloxone education, haircuts, food, and more. 38 community members received resources, 20+ agencies attended, and 120 hot meals were served.

100% of JCHD staff completed the Public Health Core Competencies survey to measure current competency levels among all staff members. In January, our Organizational Development Specialist analyzed all the data to determine what areas our staff training should focus on in 2024. This information will be utilized to create agency, position, and employee training plans to enhance our workforce.

OLD BUSINESS

New Building Update

1. Construction has begun at the building site. Equipment has arrived and excavating has started.
2. Rock has been encountered on the east edge of the property. This is affecting the depth of the stormwater drains and utilities. Architect is working with civil engineers to develop a new location for the stormwater drains and utilities to help reduce the cost of the rock excavating. We do not have the final plan or cost.
3. Bi-monthly Construction meeting held January 11th. Main discussion was planning for the Groundbreaking ceremony. Also reviewed change order process and site visit protocol. Next meeting is January 25th.
4. The groundbreaking ceremony was held Wednesday, January 17th. There were twenty-six people who attended the ceremony.

Update on HR Audit

Ms. Coleman gave an update we hired a vendor recommended to us by the State to conduct a multi part audit that included reviewing all of our job descriptions, auditing them and there is a

process that is involved with auditing them to make sure that they are current and accurate. And then from those job descriptions, you develop performance evaluations that line up with what is in the job descriptions and also conduct certain training for us and conduct a salary survey. We got preliminary results back in from that service and we are not pleased with the quality of the work that we had. So, we are in the process of trying to negotiate getting refunded back a portion of those fees so that we can then turn around and hire a different vendor that can actually come in and audit those services for us and get you an accurate salary comparison. We could take what they have provided, but frankly it is not going to be worth the paper that is written on because it is not up to date. And if you do not have up-to-date job descriptions, your salary comparison is not going to be valuable to you either. So, we are in a waiting to see pattern I have been on the phone with their council this week trying to negotiate a refunded apart portion of those. Ms. Vollmar talked about next steps or OK, based upon the need to stop working with that particular vendor, we went out to bid for additional HR consulting services. We sent them to 10 HR consultants and received five bids back. The bids that we received are able to expedite and get the work done within the time period that we still have left. It is grant funded and so I have received approval from the state to be able to allocate the funds from our existing contract to be able to cover the two new contracts, the first contract would be looking at doing the job descriptions and performance appraisals, they will work in tandem with a second vendor who will be doing the workforce compensation survey. This will enable us to be able to continue to try to get those two processes which are usually back-to-back done almost in tandem. The two vendors will work with triaged our most critical positions in terms of turnover. We will begin with those divisions first and then work our way back down through. We still anticipate the completion of the project by June 30th, but we have talked with both vendors they are ready to go as soon as possible, and we did receive approval today from the state to go ahead and utilize the current funds we have in our contract to start this process.

NEW BUSINESS

Act on Recommendation to approve increase to attorney hourly rate.

Mr. Diehl made a motion to Act on recommendation to approve increase to attorney hourly rate. Dr. Henry seconded. Ms. Coleman explained that she was brought on in September of 2020, the hourly rate that was established pursuant to retain at \$280 an hour. And under that retainer agreement, she had the ability to increase the rates yearly between 7 and 10%. She has not asked for a raise since she started working with the health department. What she is asking for is a raise that basically would shore up as if had been doing 7% each year, the minimum under the retainer agreement to true that up to \$345 an hour, which she thinks is still reduce the budget for legal fees. You do not have any kind of litigation and there are no IP projects with the firm. So, she has some comparable information like for example, she was able to pull from newspaper articles what Saint Louis County spent just on the Robinson piece of litigation, for example, which we kept ours at \$10,000 where they were over \$200,000 and I have endeavored to be very frugal with our charge time. The director and her assistants are also incredibly careful

has to what they sent forward for me to review. So, Ms. Coleman asked for the right to increase the fee to \$345 to bring it commensurate and not being a retro but just basically say if it had been 7% each year under the retainer. Dr. Henry recommends that the rate not be increased and that we put it out there to see what other options there are for legal counsel. Ms. Davis states that Ms. Coleman charges us mileage and more than the past attorney. Ms. Stidem states that we should go out to bid to see if the rate Ms. Coleman is asking is comparable and rain some items that are being asked of the attorney.

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

Chairperson Pigg, aye; Mr. Diehl, aye; Ms. Stidem, nay; Dr. Henry, nay; Ms. Davis, nay.
The motion failed, and Chairperson Pigg announced the motion had failed.

Dr. Henry made a motion to go out to bid for attorney services for JCHC. Ms. Stidem seconded. Hearing no discussion, Chairperson Pigg called for a roll call vote.

Chairperson Pigg, aye; Mr. Diehl, aye; Ms. Stidem, aye; Dr. Henry, aye; Ms. Davis, aye.
The motion carried, and Chairperson Pigg announced the motion had passed.

Approval of Grant Application for Jefferson Foundation

Presented by Ms. Melissa Parmeley, Clinical Services Manager and Ms. Katie Villmer-Beck, Office Support Supervisor JCHD is seeking board approval to apply for the open foundation grant application according to the 2024 bylaws. JCHD would like to submit to the Jefferson Foundation for a program support grant in the amount of \$250,000 that is intended to support preventative healthcare measures through JCHD existing services. JCHD has written for and been awarded the Jefferson Foundation Program Support Grant each year since 2016. Grant funds will be utilized to focus on increasing access to preventative care services for individuals and families throughout Jefferson County. This grant will provide program support for existing JCHD programs that have created a safety network for citizens of Jefferson County regardless of financial status. This program support will continue to allow JCHD to meet citizens where they live and work to expand community based clinical services and support preventative measures including laboratory testing, nutrition management, primary care, dental care, vaccines, treatments to prevent further advancement of conditions, and lifesaving prevention services for vulnerable populations including the unhoused community.

Ms. Davis asked if the mobile units could go the unhoused encampments to provide birth certificates, Ms. Parmeley explained the vital records is a little different than providing medical care, we have to follow state guidelines, so it is out of our control what we can do, it has to be done inhouse. Ms. Villmer-Beck stated that we have sent staff the unhoused events so community members could fill out the applications we then come back to the office to print the birth certificate and take it back to the event.

Mr. Diehl made a motion to approve the Grant Application for Jefferson Foundation. Dr. Henry seconded. Hearing no further discussion, Chairperson Pigg announced the motion had passed.

Act on Recommendation to Suspend Bylaw Requirement for RFP to Rebid Soil Testing Commensurate with Budget.

Dr. Henry made a motion to Suspend Bylaw Requirement for RFP to Rebid Soil Testing Commensurate with Budget. Ms. Davis seconded. Ms. Coleman explained that originally, we received a rough estimate to place on the line item on the budget for soil testing and now we are at a point where we are ready to do the soil testing and it is considerably more than was budgeted. The bylaws allow for the director to spend up to \$25,000 without taking it through the RFP process, above that there has to be an RFP and bids are placed. What is being asked because this is time sensitive and it is going to exceed the \$25,000 is to suspend the bylaw requirement for this particular item and potentially for a range of costs associated just the building project, such that you don't go out for the RFP process but your contracted and your architect are allowed to solicit bids. You could say anything from \$25,000.01 to \$50,000 as it pertains to particularly to the building project, the architect and the contractor have the right to solicit bids as opposed to going out for RFP, right now your bylaws do not allow you to do that.

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

Entertain topics for next agenda by Trustees.

Ms. Davis made a motion for hourly staff to receive a \$10.00 hour raise. She states there is plenty of money in our accounts. Chairperson Pigg states that he would like to wait until the salary compensation study is completed. Hearing no second on the motion, Chairperson Pigg announced did not pass.

PUBLIC COMMENTS

None

ADJOURN

Ms. Stidem motioned to adjourn the meeting. Dr. Henry seconded. Motion carried unanimously and Chairperson Pigg announced the motion had passed. The meeting adjourned at 4:57 pm.



Secretary-Treasurer