

JEFFERSON COUNTY HEALTH DEPARTMENT
405 Main Street, Hillsboro, MO 63050
LIVE BROADCAST AVAILABLE VIA – YouTube
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January 26, 2023

CALL TO ORDER

Chairman Diehl called the meeting of the Board of Trustees of the Jefferson County Health Department to order at 4:03pm .

ROLL CALL

Dennis Diehl, Chairman - Present
Dr. Amber Henry, Vice-Chairman – Present
James Prater, Secretary-Treasurer – Excused
Tim Pigg, Member – Excused
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 Steve Ferry, IT Network Technician
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APPROVAL OF AGENDA

Dr. Henry made a motion to approve the agenda. Mrs. Davis seconded. Hearing no discussion, the motion carried and Chairman Diehl announced the motion had passed.

APPROVAL OF October 27, 2022 Meeting Minutes

Mrs. Davis made a motion to approve the **October 27, 2022** meeting minutes. Dr. Henry seconded. Hearing no discussion, the motion carried and Chairman Diehl announced the motion had passed.

APPROVAL OF November 30, 2022 Meeting Minutes

Mrs. Davis made a motion to approve the **November 30, 2022** meeting minutes. Chairman Diehl seconded. Dr. Henry abstained. Hearing no discussion, the motion carried and Chairman Diehl announced the motion had passed.

APPROVAL OF December 20, 2022 Meeting Minutes

Dr. Henry made a motion to approve the **December 20, 2022** meeting minutes. Mrs. Davis seconded. Hearing no discussion, the motion carried and Chairman Diehl announced the motion had passed.

APPROVAL OF January 9, 2023 Meeting Minutes

Mrs. Davis made a motion to approve the **January 9, 2023** meeting minutes. Dr. Henry seconded. Hearing no discussion, the motion carried and Chairman Diehl announced the motion had passed.

December 2022 APPROVAL EXPENDITURES

Dr. Henry motioned to approve the December 2022 expenditures in the amount of \$215,516.23. Mrs. Davis seconded. Ms. Davis questioned the legal bills and Architect Now for ASPEN.

Hearing no further discussion, the motion carried and Chairman Diehl announced the motion had passed.

December 2022 APPROVAL ELECTRONIC PAYMENTS

Dr. Henry motioned to approve the electronic payments for December 2022 in the amount of \$498,518.08. Mrs. Davis seconded. Hearing no discussion, the motion carried and Chairman Diehl announced the motion had passed.

February 2023 PRE-APPROVAL ELECTRONIC PAYMENTS

The list of vendors for pre-approved electronic payments for February 2023 presented to the board with an estimated amount of \$585,242.27. Dr. Henry motioned to pre-approve the February 2023 Electronic Payments. Mrs. Davis seconded. Discussion held on some of the pre-approvals. Hearing no further discussion. Motion carried and Chairman Diehl announced the motion had passed.

DIRECTOR'S REPORT – KELLEY VOLLMAR

OLD BUSINESS

None

NEW BUSINESS

Hillsboro Satellite Office Lease Renewal

Dr. Henry made a motion to approve the lease for the Hillsboro Satellite Office. Mrs. Davis seconded. This facility is used for staff and storage, once the new building is complete we will no longer need this office. Hearing no further discussion, the motion carried and Chairman Diehl announced the motion had passed.

2022 Annual Report

The JCHD 2022 Annual is complete, and a copy will be sent to the county and state, a copy will also be available on our website. It has a new design this year utilizing the Foundational Public Health Services as the template, and we included updates from our partners who co-locate their services in the health department buildings to increase accessibility for county residents.

Strategic Plan

We have received approval to use Public Health Infrastructure funds to do strategic planning with Ms. Vollmar making the recommendation to the Board to go with La Piana Consulting based on their experience and working with other public health agencies. The world is basically changing our strategic planning rapidly as we found out with COVID we had completed a strategic plan just prior to responding to COVID and unfortunately only a few things are still applicable, so it really taught us the importance of having a very flexible responsive plan to allow us to adapt as new challenges come up.

Dr. Henry made a motion to Act on the Director's recommendation for La Piana Consulting to conduct Strategic Planning for \$35,000. Mrs. Davis seconded. Discussion held on strategic planning. Hearing no further discussion, the carried and Chairman Diehl announced the motion had passed.

We began to reevaluate our staffing structure and pull back into the two offices and starting Friday, March 3rd, the Hillsboro office will start to be open for vital records, permits and basic services on Fridays.

Dr. Henry motioned to go into closed session citing Sunshine Law Statute 610.021 Sections 1 and 14. Mrs. Davis seconded the motion. Chairman Diehl requested a roll call vote with the results as follows:

Chairman Diehl—Approve

Dr. Henry— Approve

Mr. Prater— Not Present

Mr. Pigg— Not Present

Ms. Davis— Approve

Chairman Diehl announced the motion carried and they were now in closed session.

Mrs. Davis made a motion to re-open Open session. Dr. Henry seconded. Chairman Diehl requested a roll call vote with the results as follows:

Chairman Diehl—Approve

Dr. Henry— Approve

Mr. Prater— Not Present

Mr. Pigg— Not Present

Ms. Davis— Approve

Nothing to report from Closed Session.

ADJOURN

Dr. Henry motioned to adjourn the meeting. Mrs. Davis seconded. Motion carried unanimously and Chairman Diehl announced the motion had passed. Meeting adjourned at 4:55 pm



Secretary-Treasurer