

JEFFERSON COUNTY HEALTH DEPARTMENT
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June 23, 2022

CALL TO ORDER

Chairman Diehl called the meeting of the Board of Trustees of the Jefferson County Health Department to order at 3:04pm .

ROLL CALL

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

Jaclyn Brown, Community Services Manager Brianne Zwiener, Public Communications Officer Tristan Johnson, Communications Specialist

APPROVAL OF AGENDA

Mr. Pigg made a motion to approve the agenda. Mr. Prater seconded. Hearing no discussion, the motion carried unanimously. Chairman Diehl announced the motion had passed.

APPROVAL OF April 28, 2022 Meeting Minutes

Dr. Henry made a motion to approve the **April 28, 2022** meeting minutes. Mr. Pigg seconded. Hearing no discussion, the motion carried and Chairman Diehl announced the motion had passed.

May 2022 APPROVAL EXPENDITURES

Dr. Henry motioned to approve the May 2022 expenditures in the amount of \$141,732.50. Mr. Prater seconded. Ms. Davis questioned several bills including

Comware for \$8,113.75 for JCHD email protection and Lewis Brisbois Bisgaard & Smith LLP for \$9912.00 for legal fees. She would like to see a breakdown of all legal expenses each month. Mr. Pigg objects to "Ms. Davis continued badgering of all these bills when she has had the opportunity to make phone calls to talk to people prior to the meeting, but she comes in and wants to grandstand, making nefarious unfounded accusations. You are making it sound as if there are things going on in this health department that are nefarious and that we are not being open, and you have been doing it since you walked in this door. You need to stop and do things like you should by asking questions prior to the meeting instead of grandstanding here. You know very well that you can look at the detail information behind closed doors, as we have explained to you plenty of times, but you refuse to do it, you keep coming here and grandstanding as if something is going wrong and you are the only person on this board that has done anything nefarious. You are the only one." Ms. Davis replied. "I am simply asking why the legal fees are so high and we do as a board - board members all of us - we deserve to be able to see the detail of it, just like I had to physically make an appointment to come in, sit down and look at all these things they were brought in here."

Ms. Coleman told Ms. Davis that whenever she puts information out to the public about litigation against the Attorney General, that that's what's driving the legal fees up, it is important for the public to understand that we are actually at least technically on the same side as the Attorney General - he was supposed to be representing DHSS, who is one of the moving parties along with us to move the case forward. He had a general obligation to represent his client and we are on the same side of the litigation, so she asked Ms. Davis to ensure that whenever she puts information on the public about that litigation that she is being accurate and honest. Second, Ms. Coleman asked Ms. Davis to understand that we have really taken a backseat in that particular piece of litigation - the attorneys for Saint Louis County and Jackson County are the ones that are doing the heavy lifting on that case. The other case in which we were involved, we are the defendants, so we are not the ones that chose to file that lawsuit. The individuals who chose to file that lawsuit - which should be moot at this point because all of the issues in the case are dead. Unfortunately, this is the position that we have to protect ourselves and defend ourselves - we do not decide because we are not the plaintiffs in that case. We have a motion to dismiss on file, but it has not been heard yet because the attorney for the other side asked for a stay on that matter until recently.

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

May 2022 APPROVAL ELECTRONIC PAYMENTS

Mr. Pigg motioned to approve the electronic payments for May 2022 in the amount of \$451,175.95. Mr. Prater seconded. Ms. Davis opposed. Motion carried and Chairman Diehl announced the motion had passed.

July 2022 PRE-APPROVAL ELECTRONIC PAYMENTS

The list of vendors for pre-approved electronic payments for July 2022 presented to the board with an estimated amount of \$605,412.25. Mr. Prater motioned to pre-approve the July 2022 Electronic Payments. Dr. Henry seconded. Motion carried and Chairman Diehl announced the motion had passed.

DIRECTOR'S REPORT – KELLEY VOLLMAR

Community Services Report – Jaclyn Brown

Environmental did have a recall of Jif peanut butter, we did push the recall out on our socials and on Facebook, our food inspectors took tremendous effort and visited 156 facilities to make sure that they were taking the appropriate precautions and providing education, they did a fantastic job under tremendous time crunch.

Since January of 2022 JCHD Health Education Staff have completed presentations in multiple schools in Jefferson County, with a total of 57 Presentations to 6,042 Students Participated. Grade levels range from Kindergarten to High School. Topics include Dental Health, Nutrition, Bike Safety, Sun Safety, Stress Management, Healthy Habits, Fast Food, Water Safety, Expressing Feelings and Vaping/Dabbing.

Public Health App Presentation – Ms. Brianne Zwiener

Ms. Zwiener reminded the Board of why we decided that this app would be a good opportunity for the agency and for the county, we have the ability to reach more residents because most residents have a smartphone not all residents follow social media and not everyone on social media follows JCHD, however most people have a smartphone, so this gives us the opportunity to be in the hands of more individuals that we serve. The app also provides push notifications for critical information updates for example if we have a boil water advisory or something specific with any kind of public health emergency, we can push that out to individuals, and they can get that in real time rather than waiting for them to maybe find it on their Facebook when they scroll before bed. It also improves our client and resident engagement through messaging. We can provide the information and then get feedback from the community through this app. It also has easier promotion for programs and services, so we can reach more of our targeted audience. Most people have a cell phone there are 226,000 residents in Jefferson County we have 22,000 followers across all of our social media that is a tiny percentage of our county, and we serve everyone not just the ones who follow us on Facebook, so we want to make sure that we are getting into the hands of everyone. It also provides the users with easy access to our information, our programs, and services at their fingertips. The app is the newest kind of way to get in the hands of the folks that we are trying to reach it has all of the information similar to our

website and then it does a lot more, a disclaimer by adding the app we are not eliminating our other channels of communication with the community will still have our social media, website, print marketing, etc. this is just another tool in the toolbox.

Ms. Davis asked at the last board meeting about checking with other health departments of what work resources are available, what days are open hours, and what service types are provided. Ms. Vollmar directed the board to the chart in the packet that shows ten local health departments including Jefferson County and the details including the days they are open, the times they are open, number of locations, services they provide, whether they are open for lunch, and the population size they serve. Ms. Vollmar wanted to point out that JCHD has always strived to ensure that our services are available to the public when the public needs them and are available to the community and to find ways to be accessible to all residents regardless of any access issues. Our clinic office locations for a brick and mortar are open Monday through Thursday 8:00 to 5:30 PM and we are still open for lunch, we have three clinical locations that our operating but then as well we have our Mobile Wellness van, 2 Dental vans which one serves older adults, and one serves the youth population and then we have three additional vans for vaccinations and testing. Ms. Davis asked why we are not open on Fridays. Ms. Vollmar replied we have staff who work on Fridays Health Education do presentations and we do services with the Wellness van and some of our other services on Friday, Saturday, and Sundays depending on what the community request has been. Looking at this and one thing that I'm really proud of is our staff to be able to show is that serving nine locations we have a population of 224,000 we are open 8 to 5:30 which is the latest time open of any of the all of the metro areas that were checked into and of the 15 services that were surveyed we provide 13 of 15 when you look at other departments within our area including Saint Louis county they have Monday through Friday hours they only have three locations and they provide 9 not only gets a lot 9 services of the 15 we've provided if you look at Saint Charles County which has a similar population to us they have one location they're open 8:00 to 5:00 PM they provide nine of the 15 services but when you look through the other departments across the area you will notice that we have comparable hours and comparable days but we provide more services and more opportunities because six of our locations are mobile and are able to be around the county providing services at times and locations that are convenient to our public. The other thing that I wanted to note is that if the 15 services that are listed on here there are additionally three services that Jefferson County Health Department offers are accessible to our community that are not provided by us but are provided by partnership in our locations which include the WIC services, mental health and behavioral health counseling, and speech therapy these are all provided through our office is through several of our community partners.

As we have been meeting with our building architect and working out plans to try to decide what we are going to be doing with our new Hillsboro location as well as going through and auditing our expenses and looking at our different locations, Ms. Vollmar would like to make a recommendation that the building committee review our

expenses related to our brick and mortar locations and look at whether or not moving forward we are going to stay at multiple locations or if we're going to consolidate to a single location and looking at the cost benefit. We need to confirm with the architect what the full layout of the building is going to be and in order to do that we need to know if we are going to have 86 full time employees and clients in that particular area or if it's going to be split between offices. The building committee can review this information and then bring a recommendation to the board.

OLD BUSINESS

NEW BUSINESS

Act on Recommendation to Adopt Revised Employee Manual

Dr. Henry states that the personal commitment looked at the employee manual and there are several things that are going to be changed, part of the employee manual really had things that need to be in an operation manual, so the team worked together to figure out what needed to be put where. Some items are removal of matters that do not concern the employer-employee relationship, adoption of the Foundational Public Health Services (FPHS model, in place of CDC 10 Essential Services, requires exempt employees to record time spend on natural disasters or pandemics in order to allow FEMA reimbursement of same, updated Drug policy regarding medical cannabis and opioids, added Juneteenth, removed probationary employment. Mr. Prater made a motion to Adopt the Revised Employee Manual. Dr. Henry seconded. Ms. Davis states that she did not get a copy of the revised employee manual, Dr. Henry replied that it is her responsibility as a Board member to come to the meetings prepared. Ms. Coleman stated that if she had any questions, she would be happy to answer them. Hearing no further discussion, the motion carried with Ms. Davis being the only dissenting vote and Chairman Diehl announced the motion had passed.

Act on Directors Recommendation to align personnel compensation year with board fiscal year

Ms. Vollmar explained that the fiscal board year has always been January 1 to December 31 and employee reviews and potential raises were always done in June and July, so the recommendation is to change the personnel compensation year to January through December so that it corresponds to the board fiscal year.

Mr. Pigg made a motion to align the personnel compensation year with the board fiscal year. Dr. Henry seconded.

Ms. Coleman explained that part of the new handbook that was just adopted has evaluations completed by December 1 so that raises can be taken to the board at the meeting in December so that raises are effective January 1. Chairman Diehl asked so you are talking about making raises effective January 1, 2023, instead of July 1, 2023? Ms. Coleman replied you won't be doing additional raises in July of 2023 you're moving those up six months however also note that part of the handbook that you just approved did change the step structure a bit so that it aligned the evaluation rubric with how many steps they get, it previously had a guarantee of at least cola and you no longer have a guarantee of that so that may actually offset some of that cost. Current raises will be done now because they have been budgeted.

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

Act on Recommendation to adopt Ethics Ordinance

Mr. Pigg made a motion to Adopt Jefferson County Health Center Resolution Regarding Disclosure of Conflicts of Interest Pursuant to Section 105.485 RSMo. Dr. Henry seconded. Hearing no discussion, the motion carried and Chairman Diehl announced the motion had passed.

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

Chairman Diehl—Approve
Dr. Henry— Approve
Mr. Prater— Approve
Mr. Pigg— Approve
Ms. Davis— Approve

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

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

Chairman Diehl—Approve
Dr. Henry— Approve
Mr. Prater— Approve
Mr. Pigg— Approve
Ms. Davis— Approve

Nothing to report from Closed Session.

ADJOURN

Mr. Prater motioned to adjourn the meeting. Dr. Henry seconded. Motion carried unanimously and Chairman Diehl announced the motion had passed. Meeting adjourned at 4:30 pm



Secretary-Treasurer