

JEFFERSON COUNTY HEALTH DEPARTMENT
May 28, 2020

CALL TO ORDER

Chairman Pigg called the meeting of the Board of Trustees of the Jefferson County Health Department to order at 3:00 PM.

ROLL CALL

Tim Pigg, Chairman - Present
Dennis Diehl, Vice-Chairman – Present
Dr. Amber Henry, Secretary-Treasurer – Present via Zoom
Dr. Vernon Cherry, Member – Present via Zoom
James Prater, Member – Present

OTHERS ATTENDING

Kelley Vollmar, Director; Richard Tufts, Assistant Director; Jennifer Pinkley, Administrative Services Manager; Jeana Vidacak, Public Health Preparedness Coordinator; Mike Lajeuness, IT Technician; Jessica Mikale, Wegmann Law Firm

APPROVAL OF AGENDA

Mr. Prater made a motion to approve the agenda. Dr. Henry seconded. Motion carried unanimously and Chairman Pigg announced the motion had passed.

FEBRUARY 27, 2020 MINUTES

Mr. Prater motioned to approve the February 27, 2020 minutes. Vice-Chairman Diehl seconded. Motion carried and Chairman Pigg announced the motion had passed.

MARCH 18, 2020 MINUTES

Mr. Prater motioned to approve the March 18, 2020 minutes. Vice-Chairman Diehl seconded. Motion carried and Chairman Pigg announced the motion had passed.

MARCH 21, 2020 MINUTES

Mr. Prater motioned to approve the March 21, 2020 minutes. Vice-Chairman Diehl seconded. Motion carried and Chairman Pigg announced the motion had passed.

MARCH 26, 2020 MINUTES

Mr. Prater motioned to approve the March 26, 2020 minutes. Vice-Chairman Diehl seconded. Motion carried and Chairman Pigg announced the motion had passed.

APRIL 3, 2020 MINUTES

Mr. Prater motioned to approve the April 3, 2020 minutes. Dr. Henry seconded. Motion carried and Chairman Pigg announced the motion had passed.

APRIL 23, 2020 MINUTES

Mr. Prater motioned to approve the April 23, 2020 minutes. Vice-Chairman Diehl seconded. Motion carried and Chairman Pigg announced the motion had passed.

APRIL 28, 2020 MINUTES

Mr. Prater motioned to approve the April 28, 2020 minutes. Vice-Chairman Diehl seconded. Motion carried and Chairman Pigg announced the motion had passed.

APRIL 2020 EXPENDITURES

Mr. Prater motioned to approve the April 2020 expenditures for \$126,727.53. Dr. Henry seconded. Motion carried unanimously and Chairman Pigg announced the motion had passed.

APRIL 2020 APPROVAL ELECTRONIC PAYMENTS

Mr. Prater motioned to approve the electronic payments for April 2020 for \$387,649.86. Vice-Chairman Diehl seconded. Motion carried unanimously and Chairman Pigg announced the motion had passed.

JUNE 2020 PRE-APPROVAL ELECTRONIC PAYMENTS

The list of vendors for pre-approved electronic payments for June 2020 presented to the board with an estimated amount of \$429,958.00. Mr. Prater motioned to pre-approve the June 2020 Electronic Payments. Dr. Henry seconded. Motion carried unanimously and Chairman Pigg announced the motion had passed.

VISITORS AND GUEST REMARKS

None

PUBLIC HEALTH PREPAREDNESS REPORT – JEANA VIDACAK

- Investigation is now running 5 days a week, in line with the rest of the agency
- We continue to reallocate investigation team members back to their normal job functions
- Currently making plans to get all staff back to normal operations by July 1, 2020
 - To do this we will be hiring temporary staff for the investigation teams
 - 2-3 Epidemiologist and/or data entry clerks
 - 2-3 Nurses for investigation
- We are reaching the limits of the types of reports we can pull with the system we are using; and we are looking to implement an outbreak software to our process. We are looking into the same software the neighboring counties use, in hopes that we will be able to view our data on a regional level.
- With the region and State opening back up, we have added additional travel questions to our investigation. We are all curious to see what the Memorial Day aftermath looks like concerning positive COVID cases

- We are seeing about a 5% conversion of quarantined individual becoming symptomatic

COVID-19 INCIDENT COMMAND REPORT – RICHARD TUFTS

Incident Command runs parallel to agency operations, the command team meets twice a day by Zoom. July 1st is planned to return to whatever is defined as our new normal, we have had continued to provide clinic services and vital records in a modified manner. We are following Incident Command principles and Mrs. Vidacak did an excellent job of creating investigation teams. Our robust IT system really helped when staff needed to work from home. We will take what we learned to help us move forward.

Community Testing will be done June 1st and 2nd at Faith Community in House Springs and June 3rd at Hillsboro Civic Center, the state is bringing the National Guard for the testing.

We have been very proud of our employees through all of this.

DIRECTORS REPORT – KELLEY VOLLMAR

Old Business

County Health Order Renewal

The county is looking to follow state orders, the Governor is extending the current order until June 15th. By the 15th we will know results from Memorial Day and community testing. Other health departments are looking at issuing guidelines rather than a health order going forward.

Vice-Chairman Diehl made a motion to authorize for Mrs. Vollmar to sign the Health Order Extension with the County. Mr. Prater seconded. Motion carried unanimously and Chairman Pigg announced the motion had passed.

New Business

COVID-19 Public Health Order related to Data Sharing

The Pandemic Taskforce which is all the major health systems and health departments in the eastern region has been working with Washington University and SLU to provide data analysis to create a regional dashboard. This would help plan a comprehensive regional strategy for mitigating the current COVID-19 epidemic and gather data to deploy targeted public health education, facilitate contact tracing and mitigate the virus in the region. The board told Mrs. Mikale to go ahead and prepare the verbiage for approval.

Mrs. Vollmar is asking for a temporary change to the Fiscal and Hiring Policy due to COVID-19. The CARES funding has to be spent before December 31, 2020 and having the ability to quickly purchase and hire staff will be greatly

beneficial. We would still complete requisitions, just looking at emergency controls during this emergency with COVID.

Temporary COVID-19 Human Resources Policy Resolution

Mrs. Vollmar is asking to have the ability to hire staff for the purposes COVID response during this emergency. Mrs. Mikale reviewed current policy and presented a possible resolution.

Mr. Prater made a motion to authorize the Director to hire as needed with CARES funding at a salary no more than market rate through December 31, 2020. Dr. Cherry seconded. Motion carried unanimously and Chairman Pigg announced the motion had passed.

Temporary COVID-19 Fiscal Policy Resolution

Emergency Purchase Policy – “Emergency” as defined in this Section means any unforeseen circumstance beyond the control of JCHD that either present a real, immediate danger to the proper performance of essential functions, or will likely result in material loss or damage to property, bodily injury, or loss of life if immediate action is not taken. This includes declared federal or state disasters, as well as local agency-declared disasters. If an emergency exists, the appropriate individuals – either the Board of Trustees, or an individual designated by the Board of Trustees to act in the event of an emergency. Mrs. Mikale reviewed current policy and presented a possible resolution.

Mr. Prater made a motion to Waive all bid requirements on purchases related to CARES funding and in lieu of bid get quote if possible and inform the board within 3 weeks by email of purchases. Authorize the purchase of 3 vehicles to perform testing and provide vaccines at \$160,000.00 per unit and purchases to a limit of \$50,000 per equipment and supplies through December 31, 2020. Vice-Chairman Diehl seconded. Motion carried unanimously and Chairman Pigg announced the motion had passed.

Mr. Prater made a motion to go into Closed Session pursuant to 610.021 (1), 610.021 (3), 610.021 (13). Vice Chairman Diehl seconded. Motion carried unanimously and Chairman Pigg announced the motion had passed.

Nothing to report from Closed Session.

ADJOURN

Mr. Prater motioned to adjourn the meeting. Vice-Chairman Diehl seconded. Motion carried unanimously and Chairman Pigg announced the motion had passed. Meeting adjourned at 5:07 PM.



Secretary-Treasurer