

**JEFFERSON COUNTY HEALTH DEPARTMENT**

**LIVE BROADCAST AVAILABLE VIA – YouTube**

**@<https://www.youtube.com/channel/UCAcuytmq2kUAI65z3AYsmYw>**

**March 24, 2022**

**CALL TO ORDER**

Chairman Diehl called the meeting of the Board of Trustees of the Jefferson County Health Department to order at 3:17pm.

**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:

Melissa Parmeley, Clinical Services Manager  
Jaelyn Brown, Community Services Manager  
Brianna Zwiener, Public Communications Officer  
Tiffany Bayer, DHSS  
Chelsea Robbins, DHSS

**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 February 24, 2022 Meeting Minutes**

Mr. Prater made a motion to approve the **February 24, 2022** meeting minutes. Dr. Henry seconded. Hearing no discussion, the motion carried and Chairman Diehl announced the motion had passed.

**February 2022 APPROVAL EXPENDITURES**

Dr. Henry motioned to approve the February 2022 expenditures in the amount of \$119,397.63. Mr. Prater seconded.

Ms. Davis stated there are a few items that she is concerned about: Alpha Media for COVID education and awareness radio campaign \$60. She hopes that we do not see any more COVID expenses now that we are in the green. Next, she asked what Architect Now for Contracted services for virtual ASPEN enhancements and discovery development in the amount of \$29,850, was for. Ms. Vollmar reminded that Ms. Davis about the meeting on April 22, 2021, when we presented the Aspen tool - a grant funded program. This is a behavioral health tool that we are partnering with the schools to provide in response to an elevated number of youth suicides, and it is also meant to be a tool to assist in providing access to care for mental health and substance abuse services at the appropriate levels of care for youth and schools. Therefore, that funding has already been approved with our grants. Ms. Davis next questioned an expenditure to Hillsboro Lions Club Lions for trivia night \$250 and DeSoto Farmers Market Trivia night. Ms. Davis stated this seems inappropriate that our health department should be sponsoring things like trivia nights and we should not be involved in these type of things. Ms. Vollmar responded that the types of organizations that we are supporting are actually assisting individuals with vision issues - which is a public health issue - they are assisting individuals to get free or low-cost eyewear and working with individuals to get healthy. DeSoto Farmers Market has been an ongoing partner at the Jefferson County Health Department and providing nutrition education, physical activity and awareness, as well as supporting a farmers' market to provide fresh fruits and vegetables to the community. So, each of those have a purpose and those funds actually go straight back to the communities of Jefferson County to support public health services through those beneficial local organizations.

Chairman Diehl reminded Ms. Davis that she has been told repeatedly if she has questions about expenditures, she is welcome to come in and look at that information and get those answers instead of spending a lot of time at Board meetings.

Ms. Davis continued, with the Lewis Brisbois Bisgaard & Smith LLP invoice for a total of \$16,224.46. She stated there is some very seriously excessive spending here. Chairman Diehl disagreed with Ms. Davis, she continued to question the Shannon Robinson vs Missouri Dept of Health fees and the Board Governance fees. Ms. Coleman tried to respond but Ms. Davis continued, and Chairman Diehl called Ms. Davis out of order. Ms. Coleman stated that the bills contain attorney client privileged communication, which is why Chairman Diehl has offered for her to come in and see them if she wanted to review them and she has never done that in the 4 months it has been offered. Ms. Coleman clarified that the Board Governance fee has to do with most of the requests Ms. Coleman gets from Ms. Davis, about Ms. Davis, the two pieces of litigation that are going on right now that are costly, and/or Sunshine law compliance - including responding to emails that Ms. Davis sends to Ms. Coleman directly or the emails that sends to the other Board members or Director. Ms. Davis interrupted Ms. Coleman and Chairman Diehl called Ms. Davis out of order. Ms. Davis

stated that we are trying to make her look bad, to which Ms. Coleman stated she is just trying to answer her questions.

Chairman Diehl stated that the "Attorney General has tried to stop the practice of public health in Missouri if he had done that for a police department, if he had done that for a fire department, would you folks think that is OK? I do not think so. So those are the kinds of things we have been dealing with here in addition to a pandemic and a lot of other issues, we have got a building project going on. So, Ms. Davis, you are trying to smear what we are trying to do here with this public display." Ms. Davis interrupted Mr. Diehl and Chairman Diehl replied that he had the floor, and she was out of order. Chairman Diehl called the motion to question. Hearing no further discussion, the motion carried with Ms. Davis being the only dissenting vote and Chairman Diehl announced the motion had passed.

### **February 2022 APPROVAL ELECTRONIC PAYMENTS**

Mr. Pigg motioned to approve the electronic payments for February 2022 in the amount of \$474,15.41. Mr. Prater seconded. Motion carried and Chairman Diehl announced the motion had passed.

### **April 2022 PRE-APPROVAL ELECTRONIC PAYMENTS**

The list of vendors for pre-approved electronic payments for April 2022 presented to the board with an estimated amount of \$569,722.25. Dr. Henry motioned to pre-approve the April 2022 Electronic Payments. Mr. Prater seconded. Motion carried and Chairman Diehl announced the motion had passed.

### **DIRECTOR'S REPORT – KELLEY VOLLMAR**

#### **Clinical Services Report – Melissa Parmeley**

Family planning received approval for Title X supplemental funding through MFHC \$6470 to aid and some equipment and supplies in which we purchased a new phlebotomy chair, exam lights, outreach backpacks, educational material, and some STD medication. And then we also just learned today that we also received additional funding in the amount of \$6470. We were able to return lead screening in the month of February to the health department, you may recall that we have been on a little bit of a hiatus for lead screening due to a recall on the manufacturer kits for the lead screening. It has been a little over a year, staff completed retraining and lead screening restarted on February 23<sup>rd</sup>. We began a successful partnership with the Hillsboro Schools and provided staff wellness exams for three days in February. We will be returning to Hillsboro schools in April. We have also partnered with Festus schools in the same manner. The Dental program continues to grow they are also partnering with the Hillsboro schools and at the end of February had approximately 150 kids registered for dental services.

## **Community Services Report – Jaclyn Brown**

Three Jefferson County Teen Coalition (JCTC) members served as panelists for Rockwood School District's Youth Connection's Teen Talk Town Hall on February 15, 2022. The teens discussed and fielded questions specifying how parents and adults can best support their teens through today's current stressors. There were approximately forty-five people in attendance.

Nicole Thornton, Environmental Supervisor, was contacted in February by one of the Instructional Designers at NEHA (National Environmental Health Association) regarding a project she is putting together. NEHA is partnering with the FDA to create some online training videos around the Retail Program Standards Self-Assessment and Verification Audit process. They were looking for about three people to interview about their experience working with specific Standards. Nicole was recommended to NEHA by our FDA retail food specialist, Rebecca Steiner, in which she graciously accepted. The interview was recorded and lasted about 30 minutes total. The interview covered our environmental department's experience working with Standards 1 and 7. Standard 1 applies to regulatory foundation used by a retail food program. This includes any statutes, regulations, rules, ordinances, or other prevailing set of regulatory requirements that governs the operation of a retail food establishment. Meeting this Standard ensures a strong foundation for a jurisdiction conducting retail food inspections. Standard 7 applies to industry and community outreach activities used by a retail food regulatory program to solicit a broad spectrum of input about a program's previous, current and future activities, communicate sound public health food safety principles and recognize community initiatives focused on the reduction of foodborne illness risk factors.

The finished product will be introduced at NEHA's annual Education Conference June 28th-July 1st, 2022. These videos will be posted on FDA's program standards website for viewing by anyone but focusing on the jurisdictions new to the program standards program.

## **OLD BUSINESS**

### **NEW BUSINESS**


#### State Board Training

Tiffany Bayer, Local Public Health Liaison from the Missouri Department of Health and Senior Services presented Board of Health Orientation. The presentation went over items such as What is Public Health, Statutes governing Local Public Health Agencies, Roles and Responsibilities of the Board, and Relationship between the Board and the Administrator. The Purpose of Public Health includes prevent epidemics and spread of disease, protect against environmental hazards, prevent injuries, promote, and encourage healthy behaviors and mental health, plan for and respond to disasters and assist communities in recovery and assure quality and accessibility of health services. The three core functions of Public Health are Assessment, Policy

Development and Assurance. The Ten Essential Public Health Services are 1. Monitor Health 2. Diagnose and Investigate 3. Inform, Educate, Empower 4. Mobilize Community Partnership 5. Develop Policies 6. Enforce Laws 7. Link to/Provide Care 8. Assure a Competent Workforce 9. Evaluate 10. Research. Ms. Bayer reviewed The Sunshine Law, 105 RSMo Ethics Law, US Federal Laws including Employment/Labor Laws, Americans with Disabilities Act, Civil Rights Act, and Health Insurance Portability and Accountability Act of 1996 (HIPAA), and Missouri Laws creating LPHAs such as Chapter 205 RSMo, Chapter 192 RSMo, and Chapter 70 RSMo. The Fundamental roles of Board of Health are to Set vision and mission, governance, policy making, financial oversight and assure resources.

**ADJOURN**

Mr. Pigg motioned to adjourn the meeting. Mr. Prater seconded. Motion carried unanimously and Chairman Diehl announced the motion had passed. Meeting adjourned at 6:23 pm .

  
Secretary-Treasurer