

JEFFERSON COUNTY HEALTH DEPARTMENT
405 Main Street, Hillsboro, MO 63050
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March 28, 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

- Steve Sikes, Interim Executive Director
- Jennifer Pinkley, Deputy Director Admin.
- Christi Coleman, Legal Counsel

Others in attendance:

Jeana Vidacak, Community Services Manager
Melissa Parmeley, Clinical Services Manager
Brienne Zwiener, Health Communications Manager
Alicia Donathan, Program Coordinator

APPROVAL OF AGENDA

Dr. Henry made a motion to amend the agenda to move the Community Services Report before the Clinical Services Report. Ms. Stidem seconded. Hearing no discussion, the motion carried, and Chairperson Pigg announced the motion had passed.

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

Approval of February 20, 2024, Special Meeting Minutes

Dr. Henry motioned to approve the February 20, 2024, special meeting minutes. Ms. Stidem seconded. Hearing no discussion, the motion carried, with Ms. Davis abstaining, and Chairperson Pigg announced the motion had passed.

Approval of February 22, 2024, Meeting Minutes

Mr. Diehl motioned to approve the February 22, 2024, meeting minutes. Ms. Stidem seconded. Hearing no discussion, the motion carried, with Dr. Henry abstaining, and Chairperson Pigg announced the motion had passed.

February 2024 APPROVAL EXPENDITURES

Dr. Henry motioned to approve the February 2024 expenditures of \$250,844.71. Mr. Diehl seconded. Ms. Davis questioned the legal expenses, to which Ms. Pinkley stated that two months of invoices were paid in February. Ms. Stidem questioned the Pfizer expenditures for COVID vaccine, Ms. Parmeley explained that we have to offer the vaccine as part of one of the deliverables of one of our state contracts, we make the minimum orders so we are not ordering in excess, and that we can return unused vaccine for credit or refund. She also stated that as the health department we should have those vaccines available for those who are wanting the COVID vaccine.

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

February 2024 APPROVAL ELECTRONIC PAYMENTS

Dr. Henry motioned to approve the electronic payments for February 2024 of \$586,225.29. Ms. Davis seconded. Hearing no discussion, the motion carried and Chairperson Pigg announced the motion had passed.

April 2024 PRE-APPROVAL ELECTRONIC PAYMENTS

The list of vendors for pre-approved electronic payments for April 2024 was presented to the board with an estimated amount of \$602,804.08. Ms. Davis motioned to pre-approve the April 2024 Electronic Payments. Ms. Stidem seconded. Hearing no discussion. Motion carried and Chairperson Pigg announced the motion had passed.

Public Health Report

Community Services Report – Ms. Jeana Vidacak

Ms. Vidacak introduced Ms. Alicia Donathan, Program Coordinator who gave a presentation on The FDA Retail Program Standards. The FDA Retail Program Standards is a set of best practices for food safety regulations based on most current science and vetted by regulators, industry, and researchers across the nation. They are endorsed and published by the FDA, updated every four years since 2001 and the current edition is from 2022. Ms. Donathan explained that the nine standards and how far JCHD has come.

Clinical Services Report – Ms. Melissa Parmeley

Ms. Parmeley, Clinical Services Manager and Ms. Vidacak, Community Services Manager gave a presentation on Measles. Measles is an extremely contagious virus that is vaccine preventable. In the year 2000, the United States declared measles eliminated in our country, and that was twelve consecutive months of no transmission on American soil. We have always had cases of measles, but they traveled and came in and did not go anywhere. Measles is characterized by high fever, malaise, cough, runny nose, conjunctivitis and then followed up with the rash, the rash starts at the head and travels down to the core and then to the lower extremities. It takes about 10 days from exposure to start feeling ill, the rash starts at 14 days (about 2 weeks). Measles is transmitted through droplets, so breathing, coughing, sneezing like a typical respiratory virus, and it is such a big concern because it can stay in the air and on surfaces for up to two hours. Internally we have activated our emergency operations at level 1 just for awareness and planning, our communicable disease team is reviewing our policy and procedures and getting all of our guidelines ready, so they can start making calls if needed. There is a possibility that if we had a positive case, and we would be looking at those four days of infection in two hours after they left a room and depending on how much they have been in the community, it could be a situation where we have to do a public service announcement to announce that if you were at this facility on this day, during this time, please be aware that there was a potential for exposure. This is a vaccine preventable disease; the vaccine is part of that response. The vaccine is 93% effective with one dose, and 97% effective with two doses. The best thing you can do for you and your family is to make sure that you are following those vaccine recommendations and to determine your vaccine status. For the measles vaccine, it comes in a combo, Measles, Mumps and Rubella, also called MMR and typically children are getting their first dose between 12 and 15 months, and again at four to six years. This is one of the vaccines that has been around for a while and there is a lot of safety data on this vaccine. We have this vaccine available at JCHD at both of our locations, it is available for both VFC, which is for children through the Vaccines for Children program and 317 which is for adults. If there is someone with an exposure and they are unsure of their vaccine status, they can receive one dose of the MMR vaccine within 72 hours of that exposure, and it provides some immunity. Another option for someone who has exposed is to get a medicine called immunoglobulin or IG this is typically used for those individuals who it may not be indicated to provide the vaccine too. Individuals who were born before 1957 have a presumed immunity, meaning it is likely they were exposed at some point and have their own immunity. Individuals who have been positive, who actually have had a confirmed, are presumed to have immunity or someone who has received one or more doses of the vaccine. Discussion was held and Ms. Vidacak and Ms. Parmeley answered questions.

Health Communications Report – Ms. Brianne Zwiener

Ms. Zwiener reviewed her report and stated that the social media analytics will now be reported quarterly.

PUBLIC COMMENTS

None

OLD BUSINESS

New Building Update

1. Excavation continues on the site. Excavating rock to reach the required depth for utilities. We are still waiting on the cost for the rock removal.
2. Ameren utility easement on the property has been completed and signed.
3. Architect financial report:

Contract amount:	\$719,750.00
Billed against:	<u>\$547,408.59</u>
Remaining:	\$172,341.41

76.6% of the architect contract has been completed.
4. Construction financial report (no payment requests made since last report)

Contract amount:	\$7,942,300.00
Billed against:	<u>\$ 148,320.65</u>
Remaining:	\$7,793,979.35

Ms. Stidem motioned to go into closed session citing Sunshine Law Statute 610.021 Sections 1, 3 and 14. Dr. Henry seconded the motion. Chairperson Pigg requested a roll call vote with the results as follows:

Chairperson Pigg—Aye
Mr. Diehl— Aye
Ms. Stidem— Aye
Dr. Henry – Aye
Ms. Davis— Aye

Chairperson Pigg announced the motion carried and they were now in closed session.

Dr. Henry made a motion to re-open the Open session. Ms. Stidem seconded. Chairperson Pigg requested a roll call vote with the results as follows:

Chairperson Pigg—Aye
Mr. Diehl— Aye
Ms. Stidem— Aye
Dr. Henry – Aye

Ms. Davis— Aye

NEW BUSINESS

Presentation of 2023 Annual Report

Ms. Zwiener gave a presentation of the 2023 Annual Report, copies were given to the Board members last month and the 2023 Annual Report is located on the website.

Act on Recommendation to Approve Temporary Pay increase for Deputy Director, retroactive to February 1, 2024

Mr. Diehl made a motion to approve a temporary pay increase for the Deputy Director, retroactive to February 1, 2024 in the amount of \$113,000. Dr. Henry seconded. Chairperson Pigg requested a roll call vote with the results as follows:

Chairperson Pigg—Aye

Mr. Diehl— Aye

Ms. Stidem— Aye

Dr. Henry —Aye

Ms. Davis— Aye


Chairperson Pigg announced that the motion had passed.

Ms. Davis asked if any other staff have been given more assignments since the change in administration. Mr. Sikes stated that they are all busy, but while it is not possible to enumerate that, they are doing a great job. Mr. Sikes confirmed that the executive director's workload has been given to himself and Ms. Pinkley.

A certificate was given to Ms. Davis for her service on the Jefferson County Health Department Board of Trustees. Ms. Davis gave several parting comments for items she wishes the Board to consider after she vacates her seat.

ADJOURN

Dr. Henry motioned to adjourn the meeting. Ms. Stidem seconded. Motion carried unanimously and Chairperson Pigg announced the motion had passed. The meeting adjourned at 5:33 pm.


Secretary-Treasurer