

**JEFFERSON COUNTY HEALTH DEPARTMENT**  
**Virtual Meeting**  
**Recorded Broadcast available VIA: YouTube**  
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**May 28, 2021**

**CALL TO ORDER**

Chairman Diehl called the meeting of the Board of Trustees of the Jefferson County Health Department to order at 4:45pm.

**ROLL CALL**

Dennis Diehl, Chairman - Present  
Dr. Amber Henry, Vice-Chairman – Absent  
James Prater, Secretary-Treasurer – Present  
Tim Pigg, Member – Present  
Susan (Suzy) Davis, Member – Absent

**OTHERS ATTENDING** (x indicates present)

- Kelley Vollmar, Director
- Richard Tufts, Assistant Director
- Steve Sikes, Operations Manager
- Jennifer Pinkley, Admin. Services Mgr.
- Christi Coleman, Counsel

Others in attendance:

**VISITORS AND GUEST REMARKS**

None

## **APPROVAL OF AGENDA**

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

## **NEW BUSINESS**

### **1. Approval of Organization Chart**

Director Vollmar reviewed the proposed changes to the Organization Chart which includes the following:

- Two Deputy Director Positions, one overseeing Agency Administration and the other overseeing Agency Operations, both of which will report to the Executive Director.
- Adding a Human Resource Specialist position.
- Upgrading the Public Health Preparedness position to a supervisory position based on responsibilities that were added to the role.
- Upgrading the Communication Specialist position to the Public Communications Officer/Public Information Officer.

Mr. Prater made a motion to approve the Organization Chart as presented by Director Vollmar. Mr. Pigg seconded the motion. Hearing no discussion, the motion passed unanimously. Chairman Diehl announced the Organization Chart was approved.

### **2. Promotion of Candidates to Positions Created in Organizational Chart**

Director Vollmar requested clarification from Ms. Coleman regarding whether this section should be covered in closed session. Ms. Coleman stated that if there was going to be discussion about a particular candidate then that would need to be discussed in closed session. Mr. Pigg requested clarification from Ms. Coleman regarding whether all of the candidates could be approved in one vote to which Ms. Coleman stated they needed to be separate votes for each individual candidate.

- Director Vollmar recommended for the Board's approval the promotion of Steve Sikes to the position of Deputy Director of Agency Operations. Mr. Prater so moved. Mr. Pigg seconded the motion. Hearing no discussion, the motion passed unanimously. Chairman Diehl congratulated Mr. Sikes on his promotion.
- Director Vollmar recommended for the Board's approval the promotion of Jennifer Pinkley to the position of Deputy Director of Agency Administration. Mr. Pigg so moved. Mr. Prater seconded the motion. Hearing no discussion, the motion passed unanimously. Chairman Diehl congratulated Mrs. Pinkley on her promotion.

- Director Vollmar recommended for the Board's approval the promotion of Steve Crawford to the position of Operations Manager. Mr. Prater so moved. Mr. Pigg seconded the motion. Hearing no discussion, the motion passed unanimously. Chairman Diehl announced Mr. Crawford was approved for this promotion.
- Director Vollmar recommended for the Board's approval the promotion of Jeana Vidacak to the position of Public Health Preparedness Supervisor. Mr. Pigg so moved. Mr. Prater seconded the motion. Hearing no discussion, the motion passed unanimously. Chairman Diehl announced Mrs. Vidacak was approved for this promotion.
- Director Vollmar recommended for the Board's approval the promotion of Brianne Zwiener to the position of Public Information Officer for the agency. Mr. Prater so moved. Chairman Diehl seconded the motion. Mr. Pigg stated Mrs. Zwiener has done a fantastic job and this promotion has been well earned. Hearing no further discussion, the motion passed unanimously. Chairman Diehl announced Mrs. Zwiener was approved for this promotion.
- Mr. Pigg questioned if the board needed to approve anything for the position of Human Resource Specialist. Director Vollmar noted that position needs to be posted as there are no candidates for this position yet. Mrs. Coleman provided clarification that since the position has been approved by the board, Director Vollmar can follow the standard operation guidelines for hiring for this position.

### 3. Consideration of Resolution Addressing Use of Face Coverings on JCHD Property.

Ms. Coleman gave a brief overview of the resolution which states those who voluntarily provide proof of being fully vaccinated may be on JCHD's premises without face coverings. Those who have not been fully vaccinated, and those who work directly with patients (e.g., medical, or dental staff) are still required to wear face coverings over their mouth and nose.

Mr. Prater motioned to approve the Resolution 21-05-28-01 as summarized by Ms. Coleman. Mr. Pigg seconded the motion. Chairman Diehl asked Ms. Coleman to review the Resolution again, and Ms. Coleman including clarification regarding proof of being fully vaccinated, and that the list of those who have provided proof will be kept in Mrs. Pinkley, who will then be able to confirm whether the staff/visitor has provided proof. Chairman Diehl asked for clarification for how this would work for clients. Ms. Coleman explained clients would be required to wear a mask coming into any of the JCHD offices/mobile units. Once they provided proof of being fully vaccinated, they would then be allowed to remove their masks. Board members are required to follow the same

guidelines. Mr. Pigg asked if Director Vollmar was ok with this resolution, to which she stated she was. Ms. Coleman provided clarification that it is legal for agencies to ask for proof of vaccination. This follows the CDC guidelines. Ms. Coleman provided further clarification that this resolution does not have an end date; however, at any time the board can reconvene to vote on changing or rescinding this resolution. Hearing no further discussion Chairman Diehl put to question the motion. Ms. Coleman recommended the vote be cast by roll call. The motion passed with the following votes:

Chairman Diehl—yes

Dr. Henry—no reply (not present for vote)

Mr. Prater—yes


Mr. Pigg—yes

Mrs. Davis—no reply (not present for vote)

Chairman Diehl announced the motion passed and the resolution was adopted. Ms. Coleman recommended the resolution be posted at the front entrance of each building so clients are aware of the changes. Mr. Pigg requested the board receive signed copies of the resolution.

## **ADJOURN**

Mr. Prater motioned to adjourn. Mr. Pigg seconded. Hearing no discussion, the motion passed unanimously, and the meeting was adjourned at 5:06 pm.



Secretary-Treasurer