

JEFFERSON COUNTY HEALTH DEPARTMENT
405 Main Street, Hillsboro, MO 63050
LIVE BROADCAST AVAILABLE VIA – YouTube
@<https://www.youtube.com/channel/UCACuytmq2kUAI65z3AYsmYw>
November 30, 2021

CALL TO ORDER

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

ROLL CALL

- Dennis Diehl, Chairman - Present
- Dr. Amber Henry, Vice-Chairman – Excused
- 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:

Katelyn Mary Skaggs, Leader Publications Melissa Parmeley, Clinical Services Manager Jaclyn Brown, Community Services Manager

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 September 23, 2021 Meeting Minutes

Mr. Prater made a motion to approve the **September 23, 2021** meeting minutes. Mr. Pigg seconded. Hearing no discussion, the motion carried and Chairman Diehl announced the motion had passed.

APPROVAL OF October 28, 2021 Meeting Minutes

Mr. Pigg made a motion to approve the **October 28, 2021** meeting minutes. Mr. Prater seconded. Hearing no discussion, the motion carried and Chairman Diehl announced the motion had passed.

October 2021 APPROVAL EXPENDITURES

Mr. Prater motioned to approve the October 2021 expenditures in the amount of \$181,490.20. Mr. Pigg seconded. Hearing no discussion, the motion carried with Mrs. Davis being the only dissenting vote and Chairman Diehl announced the motion had passed.

October 2021 APPROVAL ELECTRONIC PAYMENTS

Mr. Pigg motioned to approve the electronic payments for October 2021 in the amount of \$486,678.42. Mr. Prater seconded. Motion carried and Chairman Diehl announced the motion had passed.

December 2021 PRE-APPROVAL ELECTRONIC PAYMENTS

The list of vendors for pre-approved electronic payments for December 2021 presented to the board with an estimated amount of \$562,197.25. Mr. Prater motioned to pre-approve the December 2021 Electronic Payments. Mr. Pigg seconded. Motion carried and Chairman Diehl announced the motion had passed.

DIRECTOR'S REPORT – KELLEY VOLLMAR

Clinic Services Report – Melissa Parmeley

The presentation in your packet is also what we give to new employees, when they are doing onboarding and it describes our clinical services so you can have that as a reference, if you have any questions about our programs or services or our contracts or grants and hopefully that presentation can answer those questions. Some highlights from October flu vaccinations are a big one for clinic services in October and not only do we do flu vaccinations in the office setting but we also go out into the community and provide flu vaccination and we had a good response this year providing flu vaccinations in the school setting, a report is in your packet. We have an adult immunization grant and we're providing COVID vaccinations both in office and in the community through that grant as well and we are required to report to Missouri Department of Health and Senior Services on a monthly basis and they have certain requirements as far as what we report on how we're doing community-based vaccination clinics, a copy of the report is in your packet. Family Planning began the process of reviewing the changes needed for Title X rule change which expanded the resources we are required to provide to our pregnant patients. Lead we are still facing some challenges with our two analyzer test kits are on back order. We are looking into alternatives to providing screening in house, filter paper testing from Tamara and testing from the State. CDC guidelines for Blood Lead Levels were updated and changed to 3.5 mch/dl from 5 mch/dl, updates from MDHSS

expected in near future as a result of the CDC updated guidance. Dental program Kids Smiles to Go program are now back in schools, they were at Sunrise School in September, and we took on a brand-new client, we have not done in the past and were at the Festus school district. The dental team started using new software and new processes and Melissa is very proud of the team.

Community Services Report – Jaclyn Brown

Environmental program our Vector program mosquito spray season is complete and in October there were zero West Nile cases, animal bit investigations 16, animal testing three and zero positive Rabies cases. Food Service Activities there were 139 routine inspections, and the environmental staff did respond to one truck wreck carrying food in October 2021 and two separate haulers were involved in that and all of the beverage product was condemned. The environmental laboratory looks at samples from public and private water samples for ice samples they had 42 satisfactory 11 unsatisfactory, for public water 200 satisfactory and 2 unsatisfactory and for private water samples 34 were satisfactory and 13 unsatisfactory. So, with any unsatisfactory reports the environmental team reach out to those individuals, or those businesses and they provide guidance, and they work with them on proper cleaning. There are a lot of programs under Health Network so there are two PowerPoints provided in your packet one for the Jefferson County Health Network which is a network of community partners that is facilitated by the Jefferson County Health Department that engages in collaborative work to improve health outcomes in Jefferson County. In October the Jefferson County Team Coalition was implemented, this coalition met with student representatives from local school districts to raise awareness and discuss current issues surrounding youth health, nutrition, substance use and mental health. The drug prevention team distributed three Narcan kits and gave education and also completed three drug prevention presentations to over 100 individuals. The Drug Prevention Specialist and Vulnerable Population Specialist have begun meeting weekly with representatives from the Jefferson County Sheriff's Department and other individuals from the jail too begin working on that collaborative process to increase access to resources for residents and recently incarcerated individuals and their families. One of our wonderful grants that we are able to be utilizing right now is through the Jefferson Foundation is our Program Support 2021-2022, total services provided May 2021- September 2021 is 708 to individuals without that funding stream due to being uninsured or underinsured facing financial barriers would not have been able to receive those services and that includes immunizations lab visits to the Wellness van, STD testing, physicals just to name a few.

OLD BUSINESS

None

NEW BUSINESS

Create Legal Sub-Committee

Chairman Diehl suggested establishing a litigation subcommittee and he has asked Mr. Prater and Dr. Henry to serve on that committee. Mr. Pigg made a motion to establish the legal subcommittee. Mr. Prater seconded. Mrs. Davis asked Chairman Diehl why she has not been put on a committee and wants to be considered next time one is formed. Ms. Coleman stated that there cannot be more than two members of the Board on a subcommittee, or it is considered a quorum of the Board. Mrs. Davis asked what the purpose of the Legal subcommittee would be, Ms. Coleman explained that it would be to discuss strategy and status of matters between Board meetings, since we have two pieces of pending litigation. Mrs. Davis would like to see a report from the subcommittee, Mrs. Coleman states that she always reports to the Board in closed session the status of pending litigation. Mr. Pigg states this subcommittee should be run just like the others in the fact that when there is something to bring back to the Board for a vote, it gets brought back. Ms. Coleman stated that the building committee has been communicating with her firm and architects sometimes several times a week to make sure that things are moving along with the building project and whenever there are steps that need to be taken by the Board the committee does bring those to the Board, there is not always something to report.

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

Mrs. Vollmar asked Chairman Diehl that all members in attendance please follow policy by having their face mask covering their nose in their mouth for the purposes of following the orders of the Board.

Act on request from Board Member for all Board members to attend Board meetings in person, unless in case of emergency or at a special Board meeting
Mr. Pigg made a motion for all Board members to attend Board meetings in person, unless in case of emergency or at a special Board meeting. Mr. Prater seconded. Mrs. Davis asked for plastic around each Board member since they are already six feet away and to get rid of the masks. Ms. Coleman stated that this was not the motion on the floor the Board already voting at its last meeting regarding masking. Chairman Diehl stated it is much easier to conduct a business meeting in person and rules of order of the meeting can be followed, so we are not spreading personal opinions of Board members or false information. Mrs. Davis states she thinks that each elected Board member brings to the table the ideas of their constituent's questions or concerns and that all Board members should have time to talk at each Board meeting. Mrs. Vollmar made a clarification that for the purposes of the monthly Board meeting of the Board of Trustees of the Health Department is conducted in order to conduct the business of the Jefferson County Health Department and to approve the funds and the expenses it is to provide input and to help promote the mission of the agency and

so our Board meetings have always traditionally consisted of approval of meeting minutes, providing updates and reports on the center's activities, as well as to provide any Board approved authorizations that are required by law. Ms. Coleman also clarified that the physical attendance requirement is one that is already in your Board bylaws with physical attendance being required at regular Board meetings unless it is an emergency, so this is simply restating what is already stated. During the beginning of COVID of course everybody was virtual for a while then we had this hybrid model and as we are able to meet in person, we have yet to have a meeting where we've not been able to accommodate visitors who want to come in and observe the meetings. So, at this point you can make a decision as to whether or not you want to go back what the Bylaws state to in person meetings or have virtual options for Board members. Mr. Pigg called the motion to question. Chairman Diehl asked if the emergency meant for a Board member or a meeting and Ms. Coleman confirmed if a Board member had an emergency that a special meeting would be different.

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

Mr. Pigg motioned to go into closed session citing Sunshine Law Statute 610.021 Sections 1, 2, 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— Not Present
Mr. Prater— Approve
Mr. Pigg— Approve
Mrs. Davis— Approve

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

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

Chairman Diehl—Approve
Dr. Henry— Not Present
Mr. Prater— Approve
Mr. Pigg— Approve
Mrs. Davis— Approve

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 4:02 PM.



Secretary-Treasurer