

JEFFERSON COUNTY HEALTH DEPARTMENT
405 Main Street, Hillsboro, MO 63050
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September 28, 2023

CALL TO ORDER

Chairperson Pigg called the meeting of the Board of Trustees of the Jefferson County Health Department to order at 4:15pm

ROLL CALL

- Tim Pigg, Chairperson - Present
- Dennis Diehl, Vice-Chairperson – Present
- Tammy Stidem, Secretary-Treasurer – Present
- Dr. Amber Henry, Member – Excused
- 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:

Brianne Zwiener, Public Communications Officer
Kristin Firlie, Comptroller
Jeana Vidacak, Community Services Manager

APPROVAL OF AGENDA

Mr. Diehl made a motion to remove Extension of Executive Director Contract” due to the Bylaws Committee meeting to review the Bylaws. Mr. Diehl requested the Board table this item until such time to propose any such changes. Ms. Stidem seconded the motion. Hearing no discussion, the motion carried, and Chairperson Pigg announced that the motion had passed.

Mr. Diehl 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 August 15, 2023, Meeting Minutes

Ms. Stidem motioned to approve the August 15, 2023, meeting minutes. Mr. Diehl seconded. Hearing no discussion, the motion carried, and Chairperson Pigg announced the motion had passed.

August 2023 APPROVAL EXPENDITURES

Mr. Diehl motioned to approve the August 2023 expenditures of \$325,420.51. Ms. Stidem seconded. Ms. Davis questioned the bills for Chestnut Health Systems and Route 3 Films for ASPEN. Ms. Davis questioned why we were paying the invoice for Route 3 Films. Ms. Vollmar clarified the funds were from the Jefferson Foundation to JCHC for the films, and that ASPEN Network will be paying us for outstanding invoices from their grant funds. Ms. Davis stated she wants the grant information on the Department website, but Ms. Stidem informed Ms. Davis this information is already on the dashboard.

Ms. Davis also objected to payment of the invoice from the investigation into herself which resulted in her second Board censure.

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

August 2023 APPROVAL ELECTRONIC PAYMENTS

Mr. Diehl motioned to approve the electronic payments for August 2023 of \$535,561.96. Ms. Stidem seconded. Hearing no discussion, the motion carried and Chairperson Pigg announced the motion had passed.

October 2023 PRE-APPROVAL ELECTRONIC PAYMENTS

The list of vendors for pre-approved electronic payments for October 2023 was presented to the board with an estimated amount of \$602,365.52. Mr. Diehl motioned to pre-approve the October 2023 Electronic Payments. Ms. Stidem seconded. Hearing no discussion. Motion carried and Chairperson Pigg announced the motion had passed.

Director's Report – Ms. Kelley Vollmar

Mobile Wellness Unit: The wellness unit will be placed on GovDeals next month. JCHD staff are currently working to ensure an appropriate appraisal for asking price and are removing equipment from van. Representatives from GovDeals are coming 9.28.23 to meet Operations staff and determine the best strategy for sale. Planning has started to acquire a new full-size unit. The wellness Team staff attended the Mobile Healthcare Conference in September and will report the findings at the October Board meeting.

Staff Recruitment follow-up: The Clinical team has been able to hire two registered nurses since the last meeting but are still trying to fill an opening for a medical assistant. Work has started on a compensation study to determine market rates for JCHD positions. It is anticipated that the process will take 6-8 weeks to complete.

Finance Committee Meeting: The Finance Committee met with the Executive Director,

Comptroller and Deputy Director of Administration on September 5th to review accounting processes and procedures as well as individual budget tracking of contracts and grants. The creation of a revenue dashboard was requested by the committee for presentation to the full Board. The Comptroller will present the new resource at the 9.28.23 meeting.

Personnel Committee Meeting: The Personnel Committee met on September 6th to review requested updates to the Executive Director's contract that runs through June 30, 2024. The committee will take requests under review and bring committee recommendations to the full Board for review prior to the contract renewal vote.

A new active case in August led to contact investigation for 250 contacts that needed TB (PPD or QFT testing). Numbers continued to increase through discovery throughout the month. Case investigation began on 08/17/23 and continues into September. From this contact investigation so far, we have had seven positive results, four of which will start with DOT (Direct Observation Therapy), one was ruled out, and two under further evaluation. This was a massive response by the clinical team that led to numerous additional clinics being held both off-site and at the Hillsboro office location to be able to test 153 people for TB during the month. The clinical teams including mobile wellness, testing, community, Office Support, and Nursing all worked together to complete this enormous task.

Community Services Report – Ms. Jeana Vidacak

October 1, 2023, begins the Centers for Disease Control and Prevention (CDC) Respirator Season. We will begin posting weekly respiratory reports on the second week of October as well as publish a respiratory dashboard on our website. The dashboard will include influenza and COVID-19 data.

Five mosquito sampling tests were positive for West Nile Virus. A press release was issued after the original positive test was performed. All areas with a positive test are immediately treated with adulticide to reduce the mosquito population. JCHD mosquito control program sprays unincorporated Jefferson County along with the Jefferson County Parks.

Animal Bite reporting clarification – The reported animal bite numbers with the Environmental report are accurate. Once the investigations are completed, the information is updated in WebSurv, Missouri DHSS Communicable Disease Reporting Software, as either an individual case or an aggregate number. Case investigation can take weeks to complete.

Discussion held on Animal Bites.

Health Communications Report – Ms. Brianne Zwiener

Homelessness & Essential Needs Outreach Event was held at the First Baptist Church in Festus in early August, one of our team members organized the event and coordinated all the services and vendors who attending. Over thirty unhoused individuals attended and were offered

resources, a hot meal, clothing, vaccines, dental care, wellness services, and overdose education/Narcan.

Planning and drafting a community awareness survey in line with grant deliverable for funding source. The survey is focused on what the community knows about substance use in the community, possible stigma surrounding the issue, and best ways to educate the community about substance use, overdose, and the resources available.

OLD BUSINESS

Act on recommendation to adopt JCHC Sunshine Law (Chapter 610 RSMo) Policy, as presented at July 2023 meeting, with revisions as requested by Trustees prior to the meeting.

Mr. Diehl moved to adopt the JCHC Sunshine Law (Chapter 610 RSMo) Policy. Ms. Stidem seconded the motion.

Mr. Pigg announced this was the policy that he first introduced to the Board in July. He received a few comments or requests for revision since the introduction, as well as input from Counsel.

Ms. Davis says this policy makes it harder to get a Sunshine Request. Mr. Pigg asked her for an example of how the policy made things harder. Ms. Davis did not have a response but had a copy of the Attorney General's Guide to the Sunshine Law, and requested we comply with the booklet. Ms. Davis stated that when she submitted a Sunshine request, the response was overpriced and contained duplicates.

Mr. Pigg requested Ms. Coleman explain the need for the policy. Ms. Coleman explained that the AGO booklet contains the statute, some case law summaries, letters, and complaint procedures – it has more in it than just the statute. Like with any statute, a public body can put into place a policy that outlines the procedures for its administration of the statute. That is what this policy does. It also is best practice to have such a policy in place, for uniform application regardless of the requestor.

Ms. Vollmar stated that the Department receives requests about how we fulfil our obligations under the Sunshine Law, and this policy explains those procedures. If passed, the policy would be placed on the Department's website so the public can see it easily.

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

NEW BUSINESS

Set the November and December Board Meeting Dates

Ms. Stidem motioned to set the November Board Meeting for November 30, 2023. Ms. Davis seconded. Hearing no discussion, the motion carried, and Chairperson Pigg announced the motion had passed.

Ms. Davis motioned to set the December Board Meeting for December 21, 2023. Ms. Stidem seconded. Hearing no discussion, the motion carried, and Chairperson Pigg announced the motion had passed.

Town Hall Meetings at the discretion of the Chairperson

Chairperson Pigg is pulling the Town Hall meeting from the calendar since we have reinstated public comments at the board meetings unless we need a Town Hall meeting for a special reason.

Directive on Update and Information Report from the Director or her Designee

Mr. Diehl made a motion to adopt the directive on Update and Information Report of the Director or her Designee. Ms. Stidem seconded the motion.

Chairperson Pigg explained this was something he passed out for consideration in the last meeting and got no questions or comments on it from the Trustees. Ms. Davis stated she gave him comments, but Mr. Pigg clarified her comments were about the Sunshine policy, not this policy.

Ms. Davis stated that the Directive is not necessary, and that she feels it is aimed at her; she is entitled to her opinion and has freedom of speech to share whatever she deems necessary with the public.

Ms. Coleman clarified that Ms. Davis that her responsibilities as a Board member and that she could be held liable for disseminating information that she had privilege to as a board member before it was made public. Ms. Davis interrupted Ms. Coleman twice during her explanation, but Ms. Coleman was able to conclude her explanation to the Board and addressed Ms. Davis's concerns.

Ms. Stidem encouraged Ms. Davis to approve the Directive, so that Board members could have information sooner in order to prepare for meetings.

Mr. Diehl rescinded his motion and tabled until next month's meeting. He stated that he was rescinding his motion in order to allow Ms. Davis to propose alternative language, but cautioned that she was taking the proposed Directive in the wrong spirit because it was not aimed at her, but rather was intended to address Ms. Davis's complaints that she has not had access to information in the Director Report early enough to review it prior to the meetings.

Ms. Davis reiterated that she had the right to express her opinions in public, and that only if it was specifically outlined in the AGO booklet, was it confidential.

Chairperson Pigg requested Ms. Davis to come to the meeting prepared.

Act on Resolution Regarding, Enacting, Adopting Resolutions, Polices, Procedures and /or Ordinances governing the JCHC.

Mr. Diehl made a motion to adopt Resolution 23-09-28-01 Regarding, Enacting, Adopting Resolutions, Policies, Procedures and/or Ordinances governing the JCHC. Ms. Stidem seconded the motion.

Chairperson Pigg explained this resolution would include the following:

All Resolutions, Polices, Procedures and / or Ordinances will require a two read / two meeting for Adoption with a Majority Affirmative Vote at each read / meeting.

Any changes to any Resolutions, Polices, Procedures and / or Ordinances from the first rendition (reading) shall be made only by a Majority Affirmative Vote of the Trustees and will not restart the process for adoption.

There shall be a minimum of 24 hours between readings / meetings unless otherwise agreed upon by a Majority Affirmative Vote to suspend such requirement exclusively due to a Health Emergency, wherein any delay could / may cause harm to the public / person.

The timeframe for the second read shall be decided by the Chairperson with input from the Board of Trustees.

This resolution will not pertain to pay ordinances, real-estate, legal, personnel or the minutes of meetings.

Discussion was held on the Resolution. Ms. Davis requested there be no special meetings. Mr. Pigg stated that sometimes special meetings are needed, because of needing to act sooner than a month. Ms. Davis reiterated that she wanted at least two readings and said that the 2020 revision to the Bylaws was what she had in mind as an example of a complaint of wanting multiple readings.

Ms. Coleman clarified for the public and for the Board the timeline of how the Bylaw revisions were passed previously, to include multiple readings and opportunity for Trustee input.

Ms. Vollmar left the meeting at 5:15 pm.

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

PUBLIC COMMENTS

Mr. Leaderbrand – spoke on the Tax Rate, Proforma and ASPEN.

ADJOURN

Ms. Stidem motioned to adjourn the meeting. Ms. Davis seconded. Motion carried unanimously and Chairperson Pigg announced the motion had passed. Meeting adjourned at 5:38 pm.


Secretary-Treasurer