

JEFFERSON COUNTY HEALTH DEPARTMENT
1515 Peach Tree Plaza Ct., Hillsboro, MO 63050
LIVE BROADCAST AVAILABLE VIA – YouTube
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October 23, 2025

CALL TO ORDER

Chairperson Pigg called the meeting of the Board of Trustees of the Jefferson County Health Department to order at 4:01 pm.

ROLL CALL

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

OTHERS ATTENDING

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

Others in attendance:

Brianne Zwiener, Health Communications Manager Kristin Firle, Comptroller Melissa Parmeley, Clinical Services Manager Steve Ferry, IT Manager Steve Crawford, Operations Manager Jeana Vidacak, Community Services Manager Dan Kane, Environmental Supervisor Alicia Donathan, Environmental Program Support

APPROVAL OF AGENDA

Ms. Stidem made a motion to approve the agenda. Ms. Taylor seconded. Hearing no discussion, the motion carried, and Vice-Chairperson Henry announced the motion had passed.

Approval of September 16, 2025, Tax Rate Meeting Minutes

Tabled until next month.

Approval of September 30, 2025, Meeting Minutes

Ms. Taylor motioned to approve September 30, 2025, meeting minutes. Ms. Stidem seconded. Hearing no discussion, the motion carried, and Vice-Chairperson Henry announced the motion had passed.

September 2025 APPROVAL EXPENDITURES

Ms. Taylor motioned to approve the September 2025 expenditures of \$118,126.41. Ms. Stidem seconded. Ms. Stidem asked about the \$10,000 water bill. Mr. Sikes explained that it was for several months, during which we have been watering the new plants . We are still learning the new system.

Hearing no further discussion, the motion carried and Vice-Chairperson Henry announced the motion had passed.

September 2025 APPROVAL ELECTRONIC PAYMENTS

Ms. Taylor motioned to approve the electronic payments for September 2025 of \$437,370.86. Mr. Diehl seconded. Ms. Stidem asked if we got a new contract with Windstream. Mr. Sikes stated that this is the plan for next year.

Hearing no further discussion, the motion carried and Vice-Chairperson Henry announced the motion had passed.

November 2025 PRE-APPROVAL ELECTRONIC PAYMENTS

The list of vendors for pre-approved electronic payments for November 2025 was presented to the board with an estimated amount of \$627,755.00. Ms. Taylor motioned to pre-approve the November 2025 Electronic Payments. Ms. Stidem seconded. Hearing no discussion. Motion carried and Vice-Chairperson Henry announced the motion had passed.

Public Health Report

Director's Report – Mr. Steve Sikes, Executive Director

Drive-thru Flu Clinic utilizing the canopy at our new location. We had around thirty people receive the flu shot through this clinic. Washington University students participated and were a tremendous help. The clinic was a great trial run to determine the best way to run future clinics.

Missouri Joint Public Health Conference in Columbia. JCHD had two presentations at this year's conference. Ann-Marie Denny and Jeana Vidacak presented "MMR You Ready?" discussing our emergency operations coordination during public health events. Steve Ferry and Steve Sikes did a presentation titled "Investing in Your IT Infrastructure: Surviving a Ransomware Attack."

Discussed request from Jim Wallis from Chestnut for Lutheran Family and Children's Services of Missouri for temporary office space for their therapist, they are requesting space in our Hillsboro location. They are requesting 30 days until they can find something permanent., Ms. Coleman recommends a lease even if there is no value assessed for rent. There was a discussion held on the services they provide and how temporary this will be.

Correction on information regarding MMRV vaccine given at last month's Board meeting. Further information is in the Clinical Services Report.

During the Christmas and New Year Holiday the offices will be closed on the holiday, which is a Thursday and the Friday after, staff will work 27 hours and receive 9 hours of holiday pay.

Update on the FDA Retail Program Standards – Ms. Alicia Donathan and Mr. Dan Kane
Ms. Donathan and Mr. Kane explained the nine FDA Food Standards, which are the nine standards in the Voluntary National Retail Food Regulatory Program Standards, how far JCHD has come in compliance with those standards, the grant cycle, and the projects the completed.

Public Comments

No Public Comments.

OLD BUSINESS

No Old Business

NEW BUSINESS

Approval of the 2026 Preliminary JCHD Budget

Ms. Kristin Firlé presented the 2026 Preliminary JCHD Budget, some noticeable changes are that employee health insurance came in at preliminary 34% increase, there is a difference in state and federal revenue due to contracts that have ended, and the new building payment in February 2026.

Ms. Stidem made a motion to approve the 2026 Preliminary JCHD Budget. Ms. Taylor seconded the motion. Hearing no discussion. Motion carried and Vice-Chairperson Henry announced the motion had passed.

JCHD Board meeting dates for November and December 2025

November and December 2025 Board meeting dates both fall on holidays, to ensure that all the accounting reports will be ready for the board the earliest the November meeting would be November 24 or December 1 and the December meeting would be December 29th. November Board meeting will be on December 1, 2025, and December meeting will be on December 29, 2025. Ms. Pinkley will send out meeting invites.

Waive or Reduce rent for JFCAC

Jefferson Franklin Community Action Corporation has the WIC contract for Jefferson County, and they operate some WIC services out of our Arnold location, unfortunately with the government shut down and some of the budget cuts have affected their budget and they are requesting a couple of things of JCHD. With the government shut down, if they do not get funding they are asking if we can waive their lease payment if they are not actually in the building providing services, the second is more immediate is that their budget did get cut and they have already done some eliminating of some positions and they were asking if we could reduce the lease amount for their budget for more of a longer term. Dr. Henry asked what our overhead is for them to lease the building. Mr. Diehl stated that possibly we could do a 25%

reduction in their lease payment. Ms. Coleman stated that we could abate the lease payment by December 1, board meeting. Discussion was held on the different options.

Ms. Taylor made a motion to abate the JFCAC WIC rent until December 1, 2025, for the month of November. Ms. Stidem seconded the motion. Motion carried and Vice Chairperson Henry announced the motion had passed.

CDC and FDA updates
None

Entertain topics for next agenda by Trustees (limit to three topics, requires a second to place item on next agenda)
None

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

Dr. Henry, Aye; Ms. Stidem, Aye; Mr. Diehl, Aye; Ms. Taylor, Aye

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

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

Dr. Henry, Aye; Ms. Stidem, Aye; Mr. Diehl, Aye; Ms. Taylor, Aye

Vice Chairperson Henry announced the motion carried and they were now back in open session.

Nothing to report from Closed session.

ADJOURN

Ms. Stidem motioned to adjourn the meeting. Ms. Taylor seconded. Motion carried unanimously and Vice Chairperson Henry announced the motion had passed. The meeting adjourned at 5:27 pm.


Secretary-Treasurer