

JEFFERSON COUNTY HEALTH DEPARTMENT
405 Main Street, Hillsboro, MO 63050
LIVE BROADCAST AVAILABLE VIA – YouTube
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April 24, 2025

CALL TO ORDER

Chairperson Pigg called the meeting of the Board of Trustees of the Jefferson County Health Department to order at 4:03pm.

ROLL CALL

Tim Pigg, Chairperson - Present
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 Jeana Vidacak, Community Services Manager Steve Ferry, IT Manager Melissa Parmeley, Clinical Services Manager Steve Crawford, Operations Manager

APPROVAL OF AGENDA

Chairperson Pigg made a motion to table the March 27, 2025, Meeting Minutes until next meeting. Ms. Stidem seconded. Hearing no discussion, the motion carried, and Chairperson Pigg announced the motion had passed.

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

March 2025 APPROVAL EXPENDITURES

Ms. Taylor motioned to approve the March 2025 expenditures of \$92,430.86. Mr. Diehl seconded. Ms. Stidem asked about the NACCHO registration and flights names not matching, Ms. Vidacak responded that in order to get early bird registration we had to put names on the

registrations, and we later decided which staff were going to the conference, Mr. Firle also stated that it depends on when the purchase was expended.

Hearing no further discussion, the motion carried and Chairperson Pigg announced the motion had passed.

March 2025 APPROVAL ELECTRONIC PAYMENTS

Dr. Henry motioned to approve the electronic payments for March 2025 of \$464,596.72. Ms. Taylor seconded. Hearing no discussion, the motion carried and Chairperson Pigg announced the motion had passed.

May 2025 PRE-APPROVAL ELECTRONIC PAYMENTS

The list of vendors for pre-approved electronic payments for May 2025 was presented to the board with an estimated amount of \$677,550.00. Ms. Taylor motioned to pre-approve the May 2025 Electronic Payments. Ms. Stidem seconded. Hearing no discussion. Motion carried and Chairperson Pigg announced the motion had passed.

Public Health Report

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

Grants/Contracts: How has the temporary pause in federal grants/contracts and the reduction in funding affected JCHD? We continue to monitor this situation.

- NEHA-FDA Retail Flexible Funding Model grants used by environmental: We will receive \$51,500 out of the original \$262,647.00 requested. This is a three-year grant.
- There has been no word on Title X funding. This funding is on hold per review by the Federal Government.
- We have been working with the Department of Justice and have completed the acceptance process for the COSSUP grant. We are not implementing the grant due to the uncertainty in the Federal Government. With the possibility that funding could be cut or put on hold, we do not want to be left with uncovered expenses. This grant may be implemented later if funding sources appear more stable. The suspension was lifted today.
- State and Local Cybersecurity Grant Program (SLCGP): We were awarded this grant, but no funding is being released at this time.
- Epidemiology & Laboratory Capacity Expansion (ELC): Terminated on March 24, 2025
- Covid-19 and Adult Vaccination Supplemental (AIG): Terminated on March 24, 2025
- Covid-19 Health Disparities Contracts: Terminated on March 24, 2025

We had 100% completion on the Cybersecurity training. A new training course will be released soon. Training will now be coming out on the 1st of the month.

Notice of increase of hourly rate from Pierson Ferdinand. Rates have not increased since 2020. Rates will increase from \$280 to \$300 per hour. Annual rate increases of 7%-10% is in the original Engagement Letter. The rate increase will be effective May 1, 2025

Acknowledgement of Jennifer Pinkley – she was sworn in on March 25, 2025, as a member of the Jefferson County Public Safety Commission.

The new mobile health center was received on March 31. Our team received training from Craftsmen. Driver’s training is completed on April 1 and 2 with applicable staff. The first day out in the community was April 3rd.

Policy and Procedure changes will be coming out for the board’s review; this has been reviewed by the personnel committee.

Clinic Services Report – Ms. Melissa Parmeley, Clinical Services Manager
Dental Program Direction

Situation:

The JCHD Dental Program that includes both a pediatric dental van and an adult dental van is not sustainable at the current scheduling and staffing model. Currently, the dental program has six staff positions budgeted for 2025 (1 Dentist, two hygienist, one dental assistant, one billing & front desk associate, 1 Supervisor). With this current staffing model, the team can schedule adults 1 day/week out of the Smiles to Go Adult Dental Center that is parked in Arnold. The same team provides dental services to pediatrics through the school-based program 3 days/week throughout the school year (AUG-MAY). During the Summer, the team has previously taken new adult dental patients, increased adult appointments, and provided scheduled treatment appointments for pediatrics.

2025 DENTAL PROGRAM BUDGET:

	Total	MIL TAX	FEE	CORE	SEAL
Revenue Total	728,884.93	455,878.97	165,500.00	89,505.96	18,000
Percentage of total budget		62%	23%	12%	

Dental Revenue and Expenses by adult/pediatric population is listed below for the past 3 years:

	2022	2023	2024
Senior Van Revenue (by % of total DNT)	53%	36%	33%
Senior Van Expenses (by % of total DNT)	52%	49%	52%
Youth Van Revenue (by % of total DNT)	47%	64%	67%
Youth Van Expenses (by % of total DNT)	48%	51%	48%

Background:

The JCHD Pediatric Dental program, Smiles to Go, began in 2005 with grant funding from the Missouri Foundation for Health. Additional funding from Jefferson Memorial Community Foundation in 2014, provided a new, upgraded mobile unit. The Smiles To Go pediatric dental center is a 40-foot RV that does not require a specialty license to transport. This mobile unit does require training for JCHD staff to drive and park the RV. Since 2005, this program has partnered with schools in Jefferson County to provide on-site dental care to students. This school-based program accepts Medicaid, private insurance, self-pay, and provides grant funding for those who cannot afford the other options.

The JCHD Senior Dental program began in 2016 with grant funding from the Jefferson Foundation. Senior Smiles To Go dental center is a 45-foot mobile unit with an on-board laboratory and panoramic x-ray machine. This mobile unit does require a CDL to drive and this license requirement limits the transportation options for this mobile vehicle. Additionally, this larger unit makes it difficult to park and level in some areas of Jefferson County. This program was originally designed to travel to Senior living settings (skilled nursing facilities) to provide dental services on-site. Since 2020, JCHD has struggled to provide services in the manner established by the original grant due to COVID-19 related events. The costs associated with maintenance and repairs of the 45-foot mobile unit have also added to the challenges of regularly utilizing this van. When the Senior Smiles To Go program was originally designed and began, five additional staff members (1 dentist, two hygienists, one dental assistant, 1 OSA) were hired to operate the adult program independently of the pediatric program. As staff members left, the agency recruited to fill the positions but were unable to find replacements for the professional positions after the Pandemic. Since 2020, our dental teams have tried to balance the needs of both the adult population and the pediatric population by seeing adults on specific days of the week and during the summer months and pediatrics primarily during the school year. This has led to some inequities in service delivery in that schedules are limited, and no new adult patients have been taken on since 2023.

Action/Recommendation:

The future actions and recommendations for the JCHD Dental program is to return to focus on pediatric patients with limited single day clinics throughout the year for adults. The pediatric program could expand to service summer school programs and early childhood centers along with attendance at events during the Summer. Both adults and kids can be seen on the single pediatric mobile unit. The recommendation is to sell the adult mobile unit and put the sales amount back into the program to focus mainly on pediatrics.

Expected Results:

The expenses associated with the Dental Program at JCHD will align more with the service needs and budget.

Current JCHD staffing will be able to focus on expanding the pediatric program and can seek out grants to help support the expansion of the pediatric program throughout the county.

Discussion held on transportation, cost of adult dentistry, referrals of patients, and fluoride treatment.

Changes to Monthly Expenditure Payments Method, Ms. Kristin Firle, Comptroller
Ms. Firle and Ms. Pinkley met with bank representatives last week to review our accounts and to put in place some much needed efficiencies and protections.

Efficiency wise, we will be changing our method of payments from issuing manual checks and paying vendors online at each of their websites, to ACH.

- Current cost per check issued (does not include staff time) = \$1.58 per check
 - We issued 777 checks last year, that cost for issuing checks = \$1,225
- ACH has a monthly module cost of \$60.00 and an ACH origination fee of \$0.20 per transaction, the cost based on the 777 checks = \$875.40: cost per transaction = \$1.13
 - \$350 per year savings, plus employee time and board member time signing checks.
- Will have reports for the board for pre-approval of payments.

Additionally, we are adding additional protection to our bank accounts to prevent fraud.

- Currently only have 24 hours to dispute charges, or report fraud.
- Changing to Positive Pay, which essentially is confirming with the bank the payments we are making.
 - If a charge comes in that we did not report, we will receive notice and have until 2 pm to approve or disapprove.

Also changing to a nightly sweep of our bank account, this will increase our interest rate, still be FDIC insured, and continue to be in compliance with our funding sources.

- Bank estimates an approximate 50% increase in our interest earnings on our checking account.

Ms. Stidem stated that when board members currently sign checks they get the invoices, she asked if they will still be able to see those. Ms. Firle responded that we need to have a Finance Committee meeting to determine what the board wants to see.

Public Comments

Alan Leaderbrand – Concerned that the March video of the board meeting cut out when measles was being discussed and was not in the minutes, spoke on COVID, masks, six feet apart, shots and that the government lost credibility.

Lori Bourgouis – Spoke on the measles vaccine, informed consent, providing the package insert, focusing on healthy nutrition, and offering proper treatment.

Liz Downer – Spoke on the list of ingredients in the measles vaccine that are poisonous.

Wanda Honeywell – Will the taxpayers be able to view public records at the new building?

Alex Horvat – Spoke on the COVID vaccine, Naomi Wolf’s book and real reality not manufactured reality.

OLD BUSINESS

New Building Updates – Mr. Steve Sikes, Executive Director

We continue working on:

- Furniture is scheduled to be installed beginning May 13th.
- wayfinding signs-have been ordered.
- IT infrastructure equipment has been delivered and is being installed. Will begin the configuration process.
- Key matrix-waiting on locks to be installed on doors.
- Dedication plaque has been ordered.

Punch lists have been completed and given to the general contractor. They will begin addressing items noted on these lists.

Asphalt is next to be completed. This is very dependent on the weather and when the asphalt plants are opened.

NEW BUSINESS

Act on Nominations for Election of Board Officers – Chair, Vice Chair, Secretary/Treasurer.

Nominations will be accepted for each position, which shall thereafter be voted on by the entire Board of Trustees. Voting requires a simple majority.

Dr. Henry motioned for Mr. Pigg for Chairperson. Ms. Taylor seconded the motion. Hearing no discussion, the motion carried, and Chairperson Pigg announced the motion had passed.

Ms. Stidem motioned for Dr. Henry for Vice-Chairperson. Ms. Taylor seconded the motion. Hearing no discussion, the motion carried, and Chairperson Pigg announced the motion had passed.

Ms. Taylor motioned for Ms. Stidem for Secretary/Treasurer. Dr. Henry seconded the motion. Hearing no discussion, the motion carried, and Chairperson Pigg announced the motion had passed.

Approval of the 2025 JCHC Budget – First Quarter Revision

Ms. Firle explained the 2025 first quarter JCHC budget revision, there is approximately a \$70,000 decrease in the budget, this is driven by contracts being adjusted to actions remaining as of

December 31, 2024, contracts that ended March 24, 2025, one contract that will not be renewing in July, the new hourly rate increasing for our legal and the new loan payment schedule.

Dr. Henry motioned to approve the 2025 JCHC Budget – First Quarter Revision. Ms. Stidem seconded the motion. Chairperson Pigg requested a roll call vote with the results as follows: Chairperson Pigg, Aye; Dr. Henry, Aye; Ms. Stidem, Aye; Mr. Diehl, Aye; Ms. Taylor; Aye.

Chairperson Pigg announced the motion had passed.

First reading of Resolution Authorizing the Jefferson County Health Center to Provide Mosquito Control Services to the City of DeSoto, City of Hillsboro, and City of Kimmswick Pursuant to an Intergovernmental Agreement and authorize Chairperson to execute Intergovernmental Agreement

Dr. Henry made a motion for the first reading of the Resolution Authorizing the Jefferson County Health Center to Provide Mosquito Control Services to the City of DeSoto, City of Hillsboro, and City of Kimmswick Pursuant to an Intergovernmental Agreement and authorize Chairperson to execute Intergovernmental Agreement. Mr. Diehl seconded the motion.

Chairperson Pigg read the Resolution: Intergovernmental Cooperation Agreement Regarding the Mitigation and Abatement of Mosquitos This agreement made and entered into the 22nd day of May 2025, by and between the City of DeSoto, Hillsboro, Kimmswick, Missouri, County of Jefferson (herein after "City") and the Jefferson County Health Center (hereinafter "JCHC") (collectively, the "Parties").

Ms. Stidem asked to get a printout of the list of ingredients in the material used to spray.

Hearing no further discussion. Chairperson Pigg requested a roll call vote with the results as follows: Chairperson Pigg, Aye; Dr. Henry, Aye; Ms. Stidem, Aye; Mr. Diehl, Aye; Ms. Taylor; Aye.

Entertain topics for the next agenda by Trustees (limit to 3 topics, requires a second to place item on next agenda)

Ms. Taylor would like to discuss infectious disease control at the next meeting. Mr. Diehl seconded her request to put this topic on the agenda.

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

Chairperson Pigg – Aye
Dr. Henry - Aye
Ms. Stidem – Aye
Mr. Diehl - Aye
Ms. Taylor - 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. Taylor seconded. Chairperson Pigg requested a roll call vote with the results as follows:

Chairperson Pigg – Aye

Dr. Henry - Aye

Ms. Stidem – Aye

Mr. Diehl - Aye

Ms. Taylor - Aye

Chairperson Pigg 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 Chairperson Pigg announced the motion had passed. The meeting adjourned at 5:30 pm.



Secretary-Treasurer