

JEFFERSON COUNTY HEALTH DEPARTMENT
1515 Peach Tree Plaza Ct, Hillsboro, MO 63050
LIVE BROADCAST AVAILABLE VIA – YouTube
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August 28, 2025

CALL TO ORDER

Chairperson Pigg called the meeting of the Board of Trustees of the Jefferson County Health Department to order at 4:00pm

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 Firlle, Comptroller Melissa Parmeley, Clinical Services Manager Steve Ferry, IT Manager Steve Crawford, Operations Manager Jeana Vidacak, Community Services Manager Dan Kane, Environmental Supervisor Scott Darrough, Environmental Vector Coordinator
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Moment of Silence for State Representative Ken Waller.

APPROVAL OF AGENDA

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

Approval of July 24, 2025, Meeting Minutes

Ms. Stidem motioned to approve July 24, 2025, meeting minutes. Ms. Taylor seconded. Hearing no discussion, the motion carried, and Chairperson Pigg announced the motion had passed.

July 2025 APPROVAL EXPENDITURES

Dr. Henry motioned to approve the July 2025 expenditures of \$77,098.75. Mr. Diehl seconded. Hearing no discussion, the motion carried and Chairperson Pigg announced the motion had passed.

July 2025 APPROVAL ELECTRONIC PAYMENTS

Ms. Taylor motioned to approve the electronic payments for July 2025 of \$523,142.23. Dr. Henry seconded. Ms. Stidem asked about the Windstream bill being higher than approved last month, Mr. Ferry stated that we did reduce the cost when we moved into the new building. Mr. Sikes stated that we have not gone out for bid yet, but plan to do so.

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

September 2025 PRE-APPROVAL ELECTRONIC PAYMENTS

The list of vendors for pre-approved electronic payments for September 2025 was presented to the board with an estimated amount of \$650,571.00. Ms. Taylor motioned to pre-approve the September 2025 Electronic Payments. Dr. Henry 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

- 2026 JCHD Cost Reimbursement Charges for the food program. This is for the various Food & Beverage Permits and reinspection fees. Mr. Dan Kane is our Environmental Supervisor and recommends the following, to take effect 2026: The current Reimbursement Charges were last updated in 2018.
- There have been no significant changes to the price of the annual permit fees since 2014.
- The previous Environmental Supervisor was set to adjust the reimbursement costs in 2022, but due to COVID and the financial struggles that local businesses were under, it was decided to hold off.
- Towards the end of 2024 my staff and I began looking into the need for the Cost Reimbursement Charges to be increased.
- We surveyed the types of permits and charges for all counties in Missouri with a population of 100,000 or greater which included twelve counties. The Jefferson County Health Department had the lowest charges for the six counties with a population over 200,000.
- A key team member of mine also put together a study showing the True Program Cost for each permit. The True Program Cost was calculated utilizing a capacity-building formula provided by the National Environmental Health Association.

- In your packet is the Proposed Cost Reimbursement Charges for 2026 that was presented to Administration. You will see that the True Program Cost is considerably higher than the proposed new permit charges.
- A quick summary of the changes to the permit charges would be:

Low priority Annual permits for both Food establishments and Mobile food establishments will increase by \$25.00, Medium priority increase by \$50.00, High priority increase by \$75.00. Any fees that do not see an increase due to the True Program Cost will receive a \$5.00 increase for fees up to \$99.00 and a \$10.00 increase for fees of \$100.00 or more to cover transaction costs.

Ms. Taylor asked when this goes into effect, Mr. Kane stated January 2026.

Medical Director Dr. Gaudreault from Mercy Jefferson will attend the September Board meeting, We are working on developing topics and specific questions from the Board members to give him prior to the meeting.

Ms. Pinkley and Mr. Sikes attended an Administrator's training course in Jefferson City on July 30th and 31st. The Missouri Department of Health & Senior Services Director spoke and attended the Mental Health First Aid training.

JCHD Food Inspection Program received recognition from the Food & Drug Administration for achieving conformance with six out of the 9 Retail Program Standards. We plan to have a board update on the standards program at a future board meeting.

Mr. Crawford has begun the process of working on selling furniture from our old building. It will be sold on GovDeals.com.

Vector Program Update, Mr. Scott Darrough, Environmental Vector Coordinator Vector Control

- Adulticide treatments in unincorporated areas began on May 21st.
- To date, all three contracted municipalities have received their monthly treatments. These municipalities include De Soto, Hillsboro, and Kimmswick.
- Daily treatments are conducted in the evening, usually over 4 hours. Typically starting time will range from 7pm to 8pm through 11pm to 12 am depending on the season's changing daylight hours.
- Treatment requests by county citizens are typically addressed within 48 hours.
- To date, 81 County Citizen treatment requests have been made.
- Non-treatment requests are always honored.
- Scheduled events within the county have received pre-treatment as preventative measure. County fairgrounds, fireworks displays, etc.
- Unincorporated areas throughout the county have received targeted preventative treatments. These are regional areas of the county that have been assigned titles for

treatment reference. (Examples: L.A. - lower Arnold, Plass Pass - Plass Road and surrounding community, Mastodon South - region below Mastodon State Park, etc.)

- When a sampling site is deemed positive by means of testing, an immediate treatment response will be enacted.
- Determination as to where treatment should be employed is based on the following:
 1. Confirmation of West Nile Virus
 2. Municipal treatment per agreement
 3. Requests for treatment by county citizens
 4. Preventative treatments
- Treatments are expected to be concluded on September 30. This could change depending on environmental conditions at that time.

Vector Surveillance

- Surveillance is based on mosquito testing throughout the county utilizing sixty trap sites.
- Surveillance within the county began on June 12th.
- To date, surveillance has not provided any positive sites for West Nile Virus.
- To date, Jefferson County has no confirmed human cases of West Nile Virus per Missouri Department of Health and Senior Services.
- Surveillance is expected to conclude on September 30. This could change depending on environmental conditions at that time.

Chairperson Pigg entertained Board of Trustees' questions on Program reports. Mr. Diehl wanted to thank the Leader for posting the inspection reports.

Chairperson Pigg asked about the number of animal bites in July, Ms. Vidacak stated that animal bites are always higher in summer months.

Public Comments

No Public comments.

OLD BUSINESS

New Building Updates

We are still learning about our new building and getting settled in. Also, we continue to work on items from the punch list. This will be last new building report. Updates will be given as part of the Director's report.

NEW BUSINESS

Approval of Sale of Adult Dental Van

Dr. Henry made a motion to approve the sale of the Adult Dental Van. Ms. Stidem seconded the motion. We plan to sell the van on Gov Deals we do have a reserve set. If it does not sell, we could reach out to Lifeline to see if they could sell it on consignment. Dr. Henry asked why we

were selling the van. Mr. Sikes stated that we do not have enough staff for two dental vans, and we cannot sustain the program with two vans.

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

Chairperson Pigg announced the motion carried.

Proposed Industrial Development Projects:

Ms. Coleman explained that JCHD received two impact statements for two projects that are being developed, one is with the City of Arnold, and one is with the City of Festus. The Arnold project is for an industrial facility, and the Festus project is for a hotel. Because we are a taxing body that would theoretically receive taxes from the revenue generated by these facilities, we potentially have an impact if their respective cities provide any type of tax abatement as an incentive for these developers to come in and build the facilities. According to the abatement forecast that they have given us if the elected councils adopted the abatement plans we would lose out on approximately \$19,000 on the Arnold project and \$30,500 on the Festus project. They have given us the opportunity to either submit written input or go to the council meetings so we can provide feedback. Ms. Coleman asked for Board input on whether it wants the Executive Director to take any action on these.

Mr. Diehl asked if we could opt out of the abatement? Ms. Coleman said no not if the councils adopt it.

Discussion held on the two projects and the impact on JCHD.

The Board decided to do nothing, and Mr. Sikes could attend the meetings if he is available.

Set date for September Tax Rate Meeting

The September Board meeting is September 30, and the Tax Rate needs to be set and returned to the county by October 1, so we need to set a different date and time for the tax rate meeting. After some discussion it was decided to set the September Tax Rate meeting for September 16, 2025, at 4 pm.

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

Ms. Stidem asked if we could do some research on what other health departments do with the medical directors. Do they have a contract or MOU, and are they paid? Chairperson Pigg stated

that he believes Mr. Sikes can do that research and that the personnel committee would get involved in that discussion.

Ms. Stidem asked where it is that says the health department answers to the State, who then answers to the CDC. Chairperson Pigg confirmed with Ms. Coleman State statute dictates that the State follows the CDC, and we follow the State's guidance. Ms. Stidem asked if we could have a conversation on what happens if there is no CDC anymore. Discussion held on CDC. Chairperson Pigg suggested that on future agendas an item be added under new business for CDC/FDA updates.

Ms. Stidem motioned to go into closed session citing Sunshine Law Statute 610.021 Sections 1 and 14. Dr. Henry 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.

Ms. Stidem 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

Dr. Henry motioned to adjourn the meeting. Ms. Stidem seconded. Motion carried unanimously and Chairperson Pigg announced the motion had passed. The meeting adjourned at 5:03 pm.


Secretary-Treasurer