

JEFFERSON COUNTY HEALTH DEPARTMENT
1515 Peach Tree Plaza Ct., Hillsboro, MO 63050
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December 1, 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 - Present
Dr. Amber Henry, Vice-Chairperson – Present
Tammy Stidem, Secretary-Treasurer – Excused
Dennis Diehl, Member – Present
Valerie Brown Taylor, Member – Excused

OTHERS ATTENDING

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

Others in attendance:

Steve Ferry, IT Manager Steve Crawford, Operations Manager

APPROVAL OF AGENDA

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

Approval of September 16, 2025, Tax Rate Meeting Minutes

Tabled until next month.

October 2025 APPROVAL EXPENDITURES

Dr. Henry motioned to approve the October 2025 expenditures of \$35,078.85. Mr. Diehl seconded. Hearing no discussion, the motion carried and Chairperson Pigg announced the motion had passed.

October 2025 APPROVAL ELECTRONIC PAYMENTS

Dr. Henry motioned to approve the electronic payments for October 2025 of \$506,471.76. Mr. Diehl seconded. Hearing no discussion, the motion carried and Chairperson Pigg announced the motion had passed.

December 2025 PRE-APPROVAL ELECTRONIC PAYMENTS

The list of vendors for pre-approved electronic payments for December 2025 was presented to the board with an estimated amount of \$628,945.00. Mr. Diehl motioned to pre-approve the December 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

Investment Policy Renewal-We have renewed the agency investment policy that was implemented in 2023 and will place it in our Operations Manual. We are required to renew this policy every 3 years.

We participated in the St. Louis Area Legislators Visit held at St. Louis County Health Department on October 21st. This visit was arranged by Missouri Public Health Institute. Director of Missouri Department of Health & Senior Services, Sarah Willson; Director of St. Louis County Health Department Director, Dr. Cunningham; St. Louis City Health Commissioner, Victoria Anukri; Jefferson County District 97 State Representative David Casteel; St. Louis County Representative, Raychel Proudie; St. Louis County Senator Tracy McCreery. We discussed some of the highlights of our health department.

All the Administration staff have attended the Leadership Challenge Workshop sponsored by DHSS. This was free training to help improve our leadership skills. Participants had pre-course work, such as a Leadership Practices Inventory, to measure the frequency of thirty specific leadership behaviors. This inventory review was a self-review and reviews from peers, coworkers, and others. My plan is to begin sending supervisors to this training in 2026.

Mr. Sikes thanked the JCHD staff who participated in our friendly food drive competition. Staff were divided into teams competing to collect the most food to donate to locate pantries. We collect 536 food items.

Public Comments

None

OLD BUSINESS

No Old Business

NEW BUSINESS

Approval of the JCHC Bidding Policy

Dr. Henry made a motion to approve the JCHC Purchasing Policy. Mr. Diehl seconded the motion.

Mr. Sikes stated that we are trying to streamline the purchasing and bidding process. Mr. Crawford worked on this policy and when we submitted it for legal review. Ms. Coleman had some corrections regarding state statues and in the dollar amounts. Ms. Coleman stated that some of these changes she recommended two years ago, to streamline them per the DHSS regulations; however, they are recommendations and the board can change those. Discussion held on the bidding process. Dr. Henry recommended changing the amount from \$12,000 to \$15,000 in the policy.

Mr. Diehl made a motion to adopt the Purchasing Policy as amended, to place it in the JCHD Operations Manual, and amend the JCHC Bylaws to comply with this policy. Dr. Henry seconded the motion. Chairperson Pigg requested a roll call vote with the results as follows:

Chairperson Pigg, Aye; Dr. Henry, Aye; Mr. Diehl, Aye

Chairperson Pigg announced that the motion had passed.

Approval of the JFCAC WIC Lease

Dr. Henry made a motion to approve the JFCAC WIC Lease from January 1, 2026, to December 31, 2026, at the rental rate of \$795.00 per month. Mr. Diehl seconded the motion.

Mr. Sikes has done more research and has spoken with other health departments and state, and the state believes they can cover the short fall that WIC is concerned about in covering the lease payment. Chairperson Pigg asked if this amount covers utilities and cleaning, Mr. Crawford stated that it does. Discussion held on options for the lease. Chairperson Pigg and Dr. Henry both agreed that it should stay at the same rate. Mr. Diehl states that most health departments do WIC, we should investigate doing WIC in the future.

Hearing no further discussion Chairperson Pigg requested a roll call vote with the results as follows:

Chairperson Pigg, Aye; Dr. Henry, Aye; Mr. Diehl, Aye

Chairperson Pigg announced that the motion had passed.

Approval of the Provident Lease

Dr. Henry made a motion to approve the Provident Lease from January 1, 2026, to December 31, 2026, at the rental rate of \$250.00 per month. Mr. Diehl seconded the motion. Chairperson Pigg asked if there were any concerns, Mr. Sikes stated there were none. Mr. Diehl asked if this was for Arnold and what services Provident provided.

Hearing no further discussion Chairperson Pigg requested a roll call vote with the results as follows:

Chairperson Pigg, Aye; Dr. Henry, Aye; Mr. Diehl, Aye

Chairperson Pigg announced that the motion had passed.

Approval of the Walker Scottish Rites Lease

Dr. Henry made a motion to approve the Walker Scottish Rites Lease from January 1, 2026, to December 31, 2026, at the rental rate of \$275.00 per month. Mr. Diehl seconded the motion. Mr. Diehl asked if this was for Arnold and what services they provided. Mr. Crawford stated that they provided speech therapy for children.

Hearing no further discussion Chairperson Pigg requested a roll call vote with the results as follows:

Chairperson Pigg, Aye; Dr. Henry, Aye; Mr. Diehl, Aye

Chairperson Pigg announced that the motion had passed.

CDC and FDA updates

Mr. Sikes stated that the CDC did update their website with a statement on vaccine and autism, but no guidance has changed on vaccine at this time.

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

None

ADJOURN

Dr. Henry motioned to adjourn the meeting. Mr. Diehl seconded. Motion carried unanimously and Chairperson Pigg announced the motion had passed. The meeting adjourned at 4:33 pm.



Secretary-Treasurer