

JEFFERSON COUNTY HEALTH DEPARTMENT
1515 Peach Tree Plaza Ct., Hillsboro, MO 63050
LIVE BROADCAST AVAILABLE VIA – YouTube
@<https://www.youtube.com/channel/UCACuytmq2kUAI65z3AYsmYw>
February 26, 2026

CALL TO ORDER

Mr. Diehl called the meeting of the Board of Trustees of the Jefferson County Health Department to order at 4:00 pm.

ROLL CALL

Tim Pigg, Chairperson - Absent

Dr. Amber Henry, Vice-Chairperson – Absent

Tammy Stidem, Secretary-Treasurer – Present

Dennis Diehl, Member – Present

Valerie Brown Taylor, Member – Present

OTHERS ATTENDING

- Steve Sikes, Executive Director
- Jeana Vidacak, Community Services Manager
- Christi Coleman, Legal Counsel

Others in attendance:

Kristin Firle, Comptroller
Melissa Parmeley, Clinical Services Manager
Brienne Zwiener, Health Communications Manager
Steve Ferry, IT Manager
Steve Crawford, Operations Manager
Dan Kane, Environmental Supervisor

APPROVAL OF AGENDA

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

WELCOME OF GUESTS

Teresa Inserra (Leader Publications)

Approval of January 22, 2026, Meeting Minutes

Only two-thirds of the present board of trustees members attended the January 22, 2026, meeting. Approval will be added to the March 26, 2026, meeting agenda.

January 2026 APPROVAL EXPENDITURES

Ms. Taylor moved to approve the January 2026 expenditure of \$888,552.72. Ms. Stidem seconded. Hearing no discussion, the motion carried and Mr. Diehl announced the motion had passed.

January 2026 APPROVAL ELECTRONIC PAYMENTS

Ms. Taylor moved to approve the electronic payments for January 2026 of \$445,020.27. Ms. Stidem seconded. Hearing no discussion, the motion carried and Mr. Diehl announced the motion had passed.

March 2026 PRE-APPROVAL ELECTRONIC PAYMENTS

The list of vendors for pre-approved electronic payments for March 2026 was presented to the board with an estimated amount of \$620,947.00. Mrs. Stidem moved to pre-approve the March 2026 Electronic Payments. Mrs. Taylor seconded. Hearing no discussion. Motion carried and Mr. Diehl announced the motion had passed.

Public Health Report

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

Attending Capitol Day on March 10th in conjunction with other local public health departments and MOCPE. We will meet with many Jefferson County legislators to showcase what JCHD does for our community.

Rural Health Transformation Program: No updates at this time. Please visit <https://mydss.mo.gov/mhd/rural-health>

Update on 2026 Food and Beverage Permit, 944 renewals sent:

- 92% of facilities were renewed on time this year compared to 85% last year.
- 98% renewed by the end of January this year, compared to 92% last year.
- No facilities were closed due to failure to pay their permit fee.

- Staff visited 11 facilities at the beginning of February, to give facilities one more time to pay.

We are beginning the process of removing Windstream from our IT infrastructure. This process involves coordination among JCHD, Windstream, and other parties to ensure a smooth transition with minimal downtime for our internet and camera services. In March, AT&T will begin this process. We hope to complete the entire transition before May 2026.

Received notice of increase in legal fees. The Engagement Letter states that fees can increase by 7%-10% annually. The current fee of \$300.00 will increase to \$325.00 per hour effective 5/1/26.

Jefferson County Council placed the Resolution (No. R26-0214) on its February 23 agenda for approval of the Designation And Appointment Of The Current Executive Director Of The Jefferson County Health Center As The County Health Officer For Jefferson County, Missouri. Ms. Coleman will follow up with the County Counselor to obtain the approved Resolution. We will need to provide this to the County again later this year, for its approval in January 2027.

The recent blood drive held in our Hillsboro facility was a huge success. The goal was to collect 20 units of blood. We collected 31 units. Thank you to all the staff and to the public for helping us reach this goal. We have more blood drives scheduled for June 4th and September 29th.

Program Reports - No questions

PUBLIC COMMENTS

None

OLD BUSINESS

Act on recommendation to Amend JFCAC WIC Lease

Ms. Stidem made a motion to act on the recommendation to amend the JFCAC WIC lease. Ms. Taylor seconded the motion.

Mr. Sikes explained that the previously approved amended JFCAC was submitted to JFCAC's legal counsel. They, along with JCHC legal counsel, have agreed to update the language in the annual contract to allow both parties to terminate early, with notice, if needed.

Hearing no discussion. Motion carried unanimously and Mr. Diehl announced the motion had passed.

NEW BUSINESS

Presentation of JCHC 2025 Annual Report

Brianne Zwiener, Health Communications Manager, presented to JCHC 2025 Annual Report. She highlighted some of the program data listed. The full report can be viewed on the website <https://www.jeffcohealth.org>

Act on Recommendation to Revised Open and Closed POD MOUs

Ms. Stidem made a motion to act on the recommendation to revise the open and closed POD MOUs. Ms. Taylor seconded the motion.

Jeana Vidacak, Community Services Manager, outlined the necessity for the Memorandums of Understanding (MOUs) and explained the differences between the two types of Points of Dispensing (PODs). A POD is a site used to distribute medical countermeasures, such as antibiotics or vaccinations, during public health emergencies. This is a core function of local public health departments.

We plan for worst-case scenarios, such as the dissemination of anthrax. In such cases, we have less than 48 hours to provide life-saving antibiotics for anyone affected. We utilize both open and closed PODs to achieve this. Members of the public who need medication will go through an open POD, typically located at a large facility such as the Hillsboro JCHC office or the Hillsboro Civic Center. We aim for an average throughput of about two minutes per person to ensure that thousands of residents can be processed quickly.

Closed PODs, on the other hand, are designated for first responders and long-term care facilities and operate under medical oversight. This allows first responders, who are likely to be managing the event, to receive their antibiotics directly from their facility without waiting at an open POD. This program has been in place for over 10 years, during which we have collaborated with facilities to maintain an accurate employee count.

In the past, we used a 1 + 3 formula for dispensing medication, meaning each responder could also receive medication for three family members. This approach allows responders to focus on their work without worrying about getting their family members to a POD, thereby reducing the number of people at the open POD.

Having MOUs in place before an event enables us to set up PODs more quickly. There are caches of medication located throughout the country, and we have been informed to expect delivery within 6-8 hours. This timeframe allows us to call in staff and prepare the POD to open as soon as possible. The agency has MOUs on file from 2019, and the new MOUs have been reviewed by Christi. As we reach out to each agency to provide training and education, we will ensure that the new MOUs are signed.

Hearing no discussion. Motion carried unanimously and Mr. Diehl announced the motion had passed.

Act on recommendation to Approve Purchase of a Sole-Source XRF Machine, With Grant Funds

Ms. Stidem made a motion to act on the recommendation to approve the purchase of a sole-source XRF machine, using grant funds. Ms. Taylor seconded the motion.

Dan Kane, Environmental Supervisor, stated this is a budgeted item, written into a grant, that has been identified as a sole-source product.

An XRF machine is an x-ray fluorescence analyzer used to detect lead. The agency has a current model, on loan from MO DHSS, that can detect lead in paint. The new machine would be owned by JCHC and be used to detect lead in paint, plastics, polymers, metals, and soil. Soil is the most important. During in-home lead risk assessments, our licensed lead inspectors can test toys, cups and dishes, jewelry, and spices, which have recently been identified as having high lead levels. These are all items children can place in their mouths or ingest. As lead paint is no longer being manufactured, we are seeing a split between older homes with lead paint and homes with contaminated soils as a source of exposure. By sampling the soil on site, we can provide families with better guidance on the importance of contacting the EPA to conduct a full soil evaluation with the potential for soil remediation.

The Sciaps X550 is the only machine on the market that is HUD-approved, can be used to sample soil, and does not have a radioactive source, making it the safest for staff to utilize.

Hearing no discussion. Motion carried unanimously and Mr. Diehl announced the motion had passed.

CDC and FDA updates:

No Changes since January 22, 2026, Board of Trustees meeting. Ms. Stidem was provided with a copy of the reference material handout used during that presentation.

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

CLOSED SESSION

No closed session needed.

ADJOURN

Ms. Stidem motioned to adjourn the meeting. Ms. Taylor seconded. Motion carried unanimously, and Mr. Diehl announced the motion had passed. The meeting adjourned at 4:42 pm.


Secretary-Treasurer