

JEFFERSON COUNTY HEALTH DEPARTMENT
405 Main Street, Hillsboro, MO 63050
LIVE BROADCAST AVAILABLE VIA – YouTube
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June 26, 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 Firle, Comptroller Jeana Vidacak, Community Services Manager Steve Ferry, IT Manager Steve Crawford, Operations Manager
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APPROVAL OF AGENDA

Ms. Taylor 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 May 22, 2025, Meeting Minutes

Ms. Taylor motioned to approve the May 22, 2025, meeting minutes. Mr. Diehl seconded. Ms. Stidem had a couple of questions concerning the minutes from May 22, 2025, where she stated that a health officer should be a medical director when there was a motion to have Mr. Sikes, as Director, be the Health Officer. Her reason for that was that by definition the role of medical director in the public health setting is to provide medical expertise, oversight, and medical policies within the medical community and participate in emergency preparedness. Ms.

Stidem thinks the person for that would be a medical director. Ms. Stidem stated that the minutes from last month state that she suggest we have our own guidelines and not follow CDC, but our Chairman stated we must follow the Department of Health and Senior Services and their guidelines and state statutes. Ms. Stidem agreed with that statement, but at the federal level both the CDC and the Division of Health and Human Services are both federal agencies, but the CDC sits underneath the Department of Health and Human Services, so that would mean that the CDC really answers to the Department of Health and Human Services. Ms. Stidem further stated that the minutes reflect that her intentions were that we just produce our guidelines and go rogue.

Ms. Coleman clarified that these minutes are from the last meeting, and they are what happened at the meeting, they are not word for word of what happened at the meeting. However, there may be some confusion as to the federal DHHS versus the state DHSS. These are two distinct agencies, with two different titles. We follow the state DHSS, whose regulations state that they follow the CDC.

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

May 2025 APPROVAL EXPENDITURES

Mr. Diehl motioned to approve the May 2025 expenditures of \$91,922.99. Ms. Taylor seconded. Ms. Stidem asked about the oil change for the Ford Escape, if it was for the escape that had a blown engine. Mr. Sikes stated that it was not.

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

May 2025 APPROVAL ELECTRONIC PAYMENTS

Ms. Taylor motioned to approve the electronic payments for May 2025 of \$509,987.57. Mr. Diehl seconded.

Ms. Stidem asked why the Windstream bill estimated was double, versus what was paid. Ms. Firle explained that the staff member who put the list together thought the prior month had not been paid but had, so the actual was less than estimated.

Ms. Taylor asked if we are still paying for Arnold, Mr. Sikes stated that we still plan to keep the Arnold building so yes, we are still paying for Arnold.

Ms. Stidem asked why High Ridge still shows on the contract, Ms. Pinkley explained we have cancelled the services at High Ridge, but so that we did not have to start a new contract High Ridge still shows on the contract.

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

July 2025 PRE-APPROVAL ELECTRONIC PAYMENTS

The list of vendors for pre-approved electronic payments for July 2025 was presented to the board with an estimated amount of \$648,276.00. Ms. Stidem motioned to pre-approve the July 2025 Electronic Payments. Ms. Taylor 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.

1. Title X Funding: Still no word on the status of this contract. Missouri Foundation for Health has agreed to support 3 months of Title X operating expenses for agencies with The Right Time program. The funding was secured by Missouri Family Health Council who hold our contract for Title X. We will receive \$35,938 over May, June, and July.
2. Public Health Emergency PHEP has been cut nearly in-half for 2026. This is from an email received from MO Department of Health and Senior Services:

"I want to inform you that we have received a partial award from the CDC for the Public Health Emergency Preparedness (PHEP) cooperative agreement, Budget Period 2 (BP2). As a result of the partial award, your agency will receive approximately 50% of the funding typically allocated for this period. We expect to receive those funds on or about July 1. CDC has also indicated that additional funding for BP2 is possible once their budget picture become clearer, possibly in October. Should DHSS receive those funds, we will immediately start the contract amendment process so that the funding amounts are closer to the amounts originally requested for FY 26. The CDC has informed us that the funding requirements (tasks) outlined in the Notice of Funding Opportunity (NOFO) remain unchanged at this time. While we are optimistic about the release of additional funds, we can only proceed based on the current guidance from the CDC."

3. Other grants and contract situations have not changed since the last board report.

Meeting on June 4th with our Medical Director Dr. Gaudreault from Mercy Jefferson

1. Attend September Board meeting.
2. Develop topics and specific questions to give him prior to the board meeting.

Mosquito surveillance program – Testing has begun, and we should have enough data to report at next month's meeting. Surveillance is a significant part of a Mosquito Control program.

Public Comments

Liz Downer – Ms. Downer spoke on the children vaccine schedule, she read an excerpt from the book Zero Accountability, and brought a copy of the MAHA report for Mr. Sikes.

OLD BUSINESS

New Building Updates – Mr. Steve Sikes, Executive Director

1. We continue working on:
 - a) Furniture installation is almost completed. We are waiting on furniture that is on back order.
 - b) Wayfinding signs are installed.
 - c) Punch list items continue to be corrected. Final walk through scheduled for June 25th.
 - d) IT infrastructure (security cameras, door badge pass system). Vital records is working.
 - e) Building alarm monitoring system and vaccine temperature monitoring system.
 - f) Coordinating the move with the moving company and with staff.
 - g) Landscaping is almost completed. Sod will be installed this week or next.

2. The parking lot is completed and striped.

3. HVAC and generator training. Installation companies for these items trained JCHD personnel on how these systems function.

4. Tentative dates for moving **updated schedule** This is very dependent on the completion of the parking lot and the IT infrastructure. The Arnold office will remain open during this move.
 - Monday, July 7: Begin move. Hillsboro office closed.
 - Tuesday, July 8: Continue moving/setting up new building. Hillsboro office closed.
 - Wednesday, July 9: Move/setup. Hillsboro office is closed.
 - Thursday, July 10: Open to the public. Half day of general clinic in afternoon.
 - Friday, July 11: Open to the public. Fix any issues noted. Exempt staff may work on the weekend if needed.
 - Monday, July 14: Open to the public. Half day of family planning in the afternoon.
 - Tuesday, July 15: Regular operation scheduleThe dedication ceremony is not scheduled, but we are looking at September.

NEW BUSINESS

Personnel Committee recommendation to Approve the JCHC Employee Policy and Procedure and Operations Manuals

Ms. Taylor made a motion to approve the JCHC employee Policy and Procedure and Operations Manuals as recommended by the Personnel Committee. Ms. Stidem seconded the motion. Mr. Diehl and Dr. Henry both reviewed the Policy and Procedure manual and the Operations manual and have no concerns with the changes, Mr. Sikes explained that Admin team reviewed both manuals and only made minor changes it was then sent to our attorney for review.

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.

Approval of Quit Claim Deed for 405 Main Street, Hillsboro, MO 63050

Ms. Stidem made a motion to approve the Quit Claim Deed for 405 Main Street, Hillsboro, MO 63050. 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.

Approval of Quit Claim Deed for 1818 Lonedell, Arnold, MO 63010

Ms. Taylor made a motion to approve the Quite Claim Deed for 1818 Lonedell, Arnold, MO 63010. 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 carried.

September JCHC Board Meeting Date

The September board meeting needs to be changed because Mr. Sikes will be at the Joint Public Health Conference, the meeting has been changed to September 30th.

Board of Trustees Committee Assignments

Chairperson Pigg handed out Board of Trustees Committee assignments, he did not make any changes to the current committees.

Board of Trustees Visit Schedule

Chairperson Pigg handed out the Board of Trustees the monthly visit schedules, he reminded the board members to schedule with Mr. Sikes to ensure that he or someone from the admin team was here when they would like to visit.

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

Ms. Taylor motioned to adjourn the meeting. Ms. Stidem seconded. Motion carried unanimously and Chairperson Pigg announced the motion had passed. The meeting adjourned at 4:56 pm.


Secretary-Treasurer