

JEFFERSON COUNTY HEALTH DEPARTMENT
1515 Peach Tree Plaza Ct., Hillsboro, MO 63050
LIVE BROADCAST AVAILABLE VIA – YouTube
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September 30, 2025

CALL TO ORDER

Chairperson Pigg 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 - 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 Firlie, Comptroller Melissa Parmeley, Clinical Services Manager Steve Ferry, IT Manager Steve Crawford, Operations Manager Jeana Vidacak, Community Services Manager Mary Tongay, FNP
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APPROVAL OF AGENDA

Dr. Henry 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 August 28, 2025, Meeting Minutes

Ms. Stidem motioned to approve August 28, 2025, meeting minutes. Dr. Henry 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.

August 2025 APPROVAL EXPENDITURES

Dr. Henry motioned to approve the August 2025 expenditures of \$45,198.37. Ms. Stidem seconded. Hearing no discussion, the motion carried and Chairperson Pigg announced the motion had passed.

August 2025 APPROVAL ELECTRONIC PAYMENTS

Dr. Henry motioned to approve the electronic payments for August 2025 of \$505,422.88. Mr. Diehl seconded. Hearing no discussion, the motion carried and Chairperson Pigg announced the motion had passed.

October 2025 PRE-APPROVAL ELECTRONIC PAYMENTS

The list of vendors for pre-approved electronic payments for October 2025 was presented to the board with an estimated amount of \$638,537.00. Ms. Stidem motioned to pre-approve the October 2025 Electronic Payments. Dr. Henry seconded. Hearing no discussion. Motion carried and Chairperson Pigg announced the motion had passed.

Ms. Taylor arrived at 4:06 pm.

Public Health Report

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

Successful Dedication and Open House ceremony, over one hundred people attended. Mr. Sikes thanked the staff for all they did.

Drive-thru Flu Clinic utilizing the canopy at our new location on October 10th.

Dr. Pascal Gaudreault, MD introduced himself as the full-time physician at Mercy Jefferson. He has been the medical director for JCHD since 2019, when he was approached by my Mercy leadership that the JCHD needed a new medical director. He accepted the position because he feels the work of the health department is vitally important and he wants to do everything he can to support the community. He explained his duties being called a "medical director" are overblown because he is not in the decision-making position on a daily basis; he is just overseeing the standing orders for what the health department does. So long as long as they are within standard medical practice, he has no reason not to approve them. He also has a collaborative practice agreement with Mary Tongay, FNP for the Mobile Wellness Van, which is not unusual; he consults with her on patients and reviews charts. He was a medical director before in Texas, he is here as a volunteer.

Mr. Sikes thanked Dr. Gaudreault for coming to the Board meeting. He asked the board if medical director is a term we want to continue to use and do we want a contract or MOU (which we currently do not have). Mr. Sikes stated that he did contact other health departments, including the Administrator at Clay County Health Department, because they are similar in size to Jefferson County. They do have a contract with their medical director, but the medical director has never asked for reimbursement. Ms. Pinkley, Ms. Parmeley and Mr. Sikes had a

meeting with the Health Policy Director at Department of Health and Senior Services, and he was saying we are on track with what most health departments in the state are doing (except for maybe your larger health departments like St. Louis or Kansas City where they have a medical doctor on staff). It is a matter of process do we want to keep with the standing orders or have a MOU; a contract may not be necessary because he is not asking for reimbursement. Board consensus is not to change how we are operating in this regard.

Public Comments

Liz Downer, High Ridge, MO – Thanked us for the new building open house. It was really nice and was very informative. She liked all the interactions with the staff and got some pretty good information. Ms. Downer stated that the Vaccine Information Sheets that we have in the lobby link back to the CDC website. She does like the QR codes, but there is another website run by Johns Hopkins Bloomberg School of Public Health, which meets the criteria for credibility and content as defined by the global advisory committee on vaccine safety. She thinks that the public should be able to see those to have more information about the vaccine indications, dosage administration warnings and precautions. She does not think that people know to ask about drug reactions and vaccines. She asked if we ask about medications before we administered vaccines. She asked Mr. Sikes what he thought about the MAHA report.

OLD BUSINESS

No Old Business

NEW BUSINESS

2024 JCHD Audit

Ms. Kristin Firlle, Comptroller, explained the main points of the audit are accounting policies and practices that follow GAAP (Generally Accepted Accounting Practices), all significant transactions were recognized in the financial statements and in the proper period, no difficulties or disagreements with JCHD management were encountered by the auditors. There were two deficiencies in internal controls over compliance that were identified:

Noncompliance with reporting requirements for ELC contract the corrective action is a contract management dashboard is being created and will be located on the Admin Team SharePoint for monthly review by the administrative team.

Internal Control Over Financial Reporting the corrective action regarding bank account: FSCB account recorded in accounting software along with loan disbursements/accounts payable and corrective action regarding budgeting: reviewing annual budget quarterly and requesting revisions as appropriate.

3rd Quarter 2025 JCHD Budget Revision

Ms. Kristin Firlle, Comptroller explained the 2025 3rd Quarter Budget Revisions included the loan disbursements fiscal year to date, Medicare, and Medicaid reimbursement changes, and the COSSUP Grant for a quarter of the year.

Mr. Diehl asked about the government funding. Mr. Sikes responded that currently we have been informed to continue business as normal until we receive information otherwise.

Ms. Stidem made a motion to approve the 3rd Quarter 2025 JCHD Budget Revisions. 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 that the motion had passed.

CDC and FDA updates

Mr. Sikes stated that there is a lot going on with ACIP that relates to the CDC that then trickles down to us, but so far there have been no changes in our end. There have been some ACIP recommendations that have not been fully approved by the CDC. Ms. Stidem asked if we off the MMR in single doses, Ms. Parmley answered that we do not.

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

None

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

Ms. Taylor made a motion to re-open the Open session. Dr. Henry 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