Jefferson County Health Department

Board Meeting Minutes- October 29, 2026

1515 Peach Tree Plaza Ct., Hillsboro, MO 63050

LIVE Broadcast Available VIA YouTube @jeffersoncountyhealthdepar4619

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
Jeana Vidacak, Community Services Manager
Kristin Firle, Comptroller
Melissa Parmeley, Clinical Services Manager
Brianne Zwienner, Health Communications Manager
Chrissy Chadborne – IT Support Specialist

Approval of Agenda

Dr. Henery made a motion to approve the amended agenda. Ms. Taylor seconded. Hearing no discussion, the motion carried, and Mr. Pigg announced the motion had passed.

Welcome of Guests

Teresa Inserra (Leader Publications)

Approval of Minutes and Expenditures

Approval of September 24, 2026, Tax Rate Meeting Minutes

Ms. Taylor moved to approve the September 24, 2026, meeting minutes as written. Ms. Stidem seconded. Hearing no further discussion, the motion carried, and Mr. Pigg announced the motion had passed.

Approval of September 24, 2026, Meeting Minutes

Dr. Henry moved to approve the September 24, 2026, meeting minutes as written. Ms. Taylor seconded. Hearing no further discussion, the motion carried, and Mr. Pigg announced the motion had passed.

Approval of September 2026 Expenditures

Dr. Henry moved to approve the September 2026 expenditure of $40,280.59. Ms. Taylor seconded. Ms. Taylor asked about the shredding services, and if it was the same company we were using. It was noted that the current shred company had been bought and is now operating under a different business name. Hearing no further discussion, the motion carried, and Mr. Pigg announced the motion had passed.

Approval of September 2026 Electronic Payments

Ms. Taylor moved to approve the electronic payments for September 2026 of $470,424.73. Dr. Henry seconded. Hearing no discussion, the motion carried, and Mr. Pigg announced the motion had passed.

Pre-Approval of November 2026 Electronic Payments

The list of vendors for pre-approved electronic payments for November 2026 was presented to the board, totaling an estimated $634, 580.10. Mr. Diehl moved to pre-approve the November 2026 Electronic Payments. Ms. Taylor seconded. Hearing no discussion, the motion carried, and Mr. Pigg announced the motion had passed.

Public Health Report

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

Community Health Improvement Plan

We are in the final stages of drafting our 2027-2029 CHIP. Along with CHIP workplan, we are collecting baseline data and designing a monitoring tool. The CHIP is designed to improve the health and well-being of Jefferson County residents. By utilizing the Jefferson County Community Health Assessment (CHA), we identified key health needs, barriers, and opportunities JCHD could address. The CHIP will serve as a roadmap for our efforts to address these priority issues. We will present the CHIP to the board at the January board meeting.

Legislative Tour

On September 23rd, we held a legislative tour of our Hillsboro facility with the main focus being our Family Planning clinic. Working with Beacon Reproductive Network, we invited all the Jefferson County State legislative members. We were fortunate to have Rep. Bill Lucas and Rep. Cecelie Williams in attendance, along with Valerie from our board. This was a very positive meeting with plenty of discussion and questions regarding our services

Main Street Building Update

There are still no promising inquiries about the purchase of the building. Our realtor requested a price drop. I discussed this with the Building Committee members, and we agreed to drop the price to $699,900 from the original $795,000.

Update on Vector Vehicle Accident

On August 26, our vector spray truck was involved in an accident in the Desoto area. Our truck was a total loss along with the sprayer which was thrown out of the back of the truck. This wreck was not our driver's fault. Due to the other driver not having adequate insurance to cover the loss of the vehicle and sprayer, we are working with our insurance. MOPERM is addressing the vehicle and Hartford (our building insurance) is handling the sprayer. We received payment for the sprayer and have purchased a replacement unit with this money.

Holiday Schedule Reminder

The November meeting will be held on Thursday November 19, 2026, at 4:00 pm.

The December meeting will be held on Monday December 28, 2026, at 4:00 pm.

Board of Trustees questions on Program reports

None

Public Comments

None

Old Business

None

New Business

Second Reading and Act on Recommendation to Approve JCHC Artificial Intelligence (AI) Use Policy

Dr. Henry moved to approve the Second Reading of the JCHC Artificial Intelligence (AI) Use Policy. Mr. Diehl seconded. Mr. Diehl asked if this would eventually be added to the JCHD Policy and Procedures manual. It will be added with the next revision. Hearing no further discussion, Mr. Pigg requested a roll call vote:

Mr. Pigg, Aye; Dr. Henry, Aye; Ms. Stidem, Aye; Mr. Diehl, Aye; Ms. Taylor, Aye

Mr. Pigg announced the motion carried.

Approval of 2027 Preliminary JCHC Budget

Dr. Henry moved to approve the 2027 Preliminary JCHC Budget of $8,792,006.00. Ms. Stidem seconded.

Ms. Firle explained the 2027 budget reflects a 3.75% decrease from 2026, due to changes or reductions to contracts and grants forecasted for 2027. The reduction in

revenue is reflected in the expenses. There is a temporary hold on open positions, training and conferences. The April 2027 election expenses will be funded through projected unencumbered fund balance carried forward from 2026. The budget reflects the potential full-merit increase for all staff and changes in benefits. JCHC Reserve funds will be used to seal the Hillsboro office parking lot and for ADA complaint changes to be made to the Arnold Office. The final 2027 budget will be presented at the December Board of Trustees meeting.

Hearing no further discussion, Mr. Pigg requested a roll call vote:

Mr. Pigg, Aye; Dr. Henry, Aye; Ms. Stidem, Aye; Mr. Diehl, Aye; Ms. Taylor, Aye

Mr. Pigg announced the motion carried.

Approval of the JCHC WIC Lease

Mr. Diehl moved to approve the JCHC WIC Lease. Ms. Taylor seconded. Mr. Sikes stated there were no changes to the lease. Hearing no further discussion, Mr. Pigg requested a roll call vote:

Mr. Pigg, Aye; Dr. Henry, Aye; Ms. Stidem, Aye; Mr. Diehl, Aye; Ms. Taylor, Aye

Mr. Pigg announced the motion carried.

Approval of the Provident Lease

Dr. Henry moved to approve the Provident Lease. Ms. Stidem seconded. Mr. Sikes stated there were no changes to the lease. Hearing no further discussion, Mr. Pigg requested a roll call vote:

Mr. Pigg, Aye; Dr. Henry, Aye; Ms. Stidem, Aye; Mr. Diehl, Aye; Ms. Taylor, Aye

Mr. Pigg announced the motion carried.

Approval of the Walker Scottish Rites Lease

Ms. Taylor moved to approve the Walker Scottish Rites Lease. Mr. Diehl seconded. Mr. Sikes stated there were no changes to the lease. Hearing no further discussion, Mr. Pigg requested a roll call vote:

Mr. Pigg, Aye; Dr. Henry, Aye; Ms. Stidem, Aye; Mr. Diehl, Aye; Ms. Taylor, Aye

Mr. Pigg announced the motion carried.

CDC and FDA Updates

None

Entertain topics for next agenda by Trustees (limit to 3 topics, requires a second to place item on the agenda)

Mr. Diehl brought up the increase in animal bites. Mr. Pigg requested Mr. Diehl email his suggestion to Mr. Pigg so that it may be addressed in the next meeting.

Closed Session

Dr. Henry made a motion to go into closed session, stating Sunshine Law Statute 610.021 sections 1, 14, and 3. Ms. Stidem seconded. Mr. Pigg requested a roll call vote:

Mr. Pigg, Aye; Dr. Henry, Aye; Ms. Stidem, Aye; Mr. Diehl, Aye; Ms. Taylor, Aye

Mr. Pigg announced the motion carried and they were now in closed session at 4:24 pm with legal recommendations upon return to open session.

Dr. Henry made a motion to go into open session. Ms. Stidem seconded the motion. Mr. Pigg requested a roll call vote:

Mr. Pigg, Aye; Dr. Henry, Aye; Ms. Stidem, Aye; Mr. Diehl, Aye; Ms. Taylor, Aye

Mr. Pigg announced the motion carried at 4:39 pm.

New Business

Act on Recommendation of Personnel Committee for Salary Adjustment (after closed session)

Dr. Henry moved to approve the recommended salary adjustment. Mr. Diehl seconded. Personnel Committee recommended a 4.5% increase for the Executive Director beginning January 1, 2027. This increase is reflected in the 2027 budget. Dr. Henry stated the board appreciates the leadership of Mr. Sikes over the last year and thanked him for his work facilitating the construction of the new building and the transition from the old Main Street building.

Dr. Henry moved to approve the recommended 4.5% increase to Steve Sikes salary to be implemented January 1, 2027. Ms. Taylor seconded. Hearing no further discussion, Mr. Pigg requested a roll call vote:

Mr. Pigg, Aye; Dr. Henry, Aye; Ms. Stidem, Aye; Mr. Diehl, Aye; Ms. Taylor, Aye

Mr. Pigg announced the motion carried

Adjourn

Dr. Henry moved to adjourn the meeting. Ms. Stidem seconded. Motion carried unanimously, and Mr. Pigg announced the motion had passed. The meeting adjourned at 4:43 PM.



Secretary/Treasurer Signature