

**JEFFERSON COUNTY HEALTH DEPARTMENT BOARD OF TRUSTEES MEETING**

**405 Main Street, Hillsboro, MO 63050**

**LIVE BROADCAST AVAILABLE VIA – YouTube**

**@<https://www.youtube.com/channel/UCACuytmq2kUAI65z3AYsmYw>**

**October 26, 2023, 4:00 PM REVISED TENTATIVE AGENDA**

**NOTICE TO BOARD AND ALL ATTENDEES:**

The Board’s meeting will be open for physical attendance by the public and the public may virtually attend the meeting via the above-referenced link. In addition, anyone wishing to have a comment read to the Board during the meeting should email same to the attention of the Chair at least twenty-four (24) hours in advance to [communications@jeffcohealth.org](mailto:communications@jeffcohealth.org). Requests for information contained in records may be referred by the Chair to the Custodian of Records to process as a Sunshine Law request.

**I. Call to Order – Mr. Timothy Pigg, Chair**

**II. Roll Call – Ms. Jennifer Pinkley, Recording Secretary**

**III. Reading of the JCHC Mission, Vision and Purpose – Mr. Dennis Diehl, Trustee**

1. Mission: JCHD will champion positive health outcomes and behaviors through innovative programs and community engagement.
2. Vision: Advancing the health and safety of Jefferson County
3. Purpose of the Health Center – RSMO 250.050 - The JCHD is established, maintained, and operated for the improvement of health of all inhabitants of Jefferson County.

**IV. Call for the Orders of the Day – Mr. Timothy Pigg, Chair**

1. Approval of Agenda
2. Welcome of Guests

**V. Approval of Minutes and Expenditures – Mr. Timothy Pigg, Chair**

1. Approval of August 24, 2023, Meeting Minutes
2. Approval of September 28, 2023, Tax Rate Meeting Minutes
3. Approval of September 28, 2023, Meeting Minutes
4. Approval of September 2023 Expenditures
5. Approval of September 2023 Electronic Payments
6. Pre-Approval of November 2023 Electronic Payments

**VI. Director’s Report – Ms. Kelley Vollmar**

1. Clinical Services Report – Ms. Melissa Parmeley, Clinical Services Manager
2. Communications Report – Ms. Brianne Zwiener, Health Communications Manager

**VII. Old Business – Mr. Timothy Pigg, Chair**

1. Directive on Update and Information Report from the Director or her Designee

**VIII. New Business – Mr. Timothy Pigg, Chair**

1. Approval of 2024 Holiday Schedule
2. Approval of Preliminary 2024 JCHC Budget
3. Presentation from Building Committee on General Contractor bids and Act on Building Committee recommendation to approve General Contractor
4. Act on recommendation to allow the Building Committee to act as the signatory for Change Orders on new building project.
5. Set Special Board meeting, if needed, to approve load terms upon receipt of same.

6. First reading of Ordinance Prohibiting Harassment and Discrimination
7. Dissemination of Draft summary of proposed Bylaw Revisions (proposed revisions to be discussed at November 2023 meeting in closed session with Counsel. See draft summary in packet).
8. Entertain topics for next agenda by Trustees (limit to 3 topics, requires a second to place item on next agenda)

ix. **Public Comments** – "Pursuant to Resolution 05-15-01, any person who desires to make public comment shall, prior to the meeting, submit a speaker's request to include the speaker's name, address and subject matter to the Board. Upon being recognized by the Board Chair, such person may speak on any topic relevant to the business of the JCHC as set forth on the speaker request form. In the interest of fairness to other persons wishing to speak and to other individuals or groups having business before the Board, each speaker shall limit comments to five (5) minutes; however, if a large number of people wish to speak, the speaking time may be shortened by the Board Chair to no less than three (3) minutes per speaker. Each speaker may only speak once and may not yield/credit his/her time to another speaker. The Board Chair shall let the speaker know that their time has expired, and the speaker shall stop speaking. Each person who desires to make a public comment shall do so in an orderly manner and shall not engage in conduct that disrupts, disturbs, or otherwise impedes the orderly conduct of the Board meeting. Any person who so disrupts, disturbs, or otherwise impedes the meeting, shall, at the discretion of the Board Chair, be subject to the removal from that meeting."

x. **Closed Session –**

A part of the meeting with closed meeting, closed record and closed vote may be conducted by the Board of Trustees relating to legal action, causes of action or litigation involving the Jefferson County Health Department [610.021 (1)], any confidential or privileged communications between the Board of Trustees of the Jefferson County Health Department or its representatives and its attorneys [610.021 (1)], Hiring, firing, disciplining or promoting of particular employees by a public governmental body when personal information about the employee is discussed or recorded [610.021 (3)] and records which are protected from disclosure by law [610.021 (14)].

1. Approval of August 24, 2023, Closed Session Meeting Minutes

xi. **Adjournment**

**\*Underlined items will require a vote** ANY ITEMS MAY BE TAKEN OUT OF SEQUENCE AT THE DISCRETION OF THE BOARD OF TRUSTEES. ANY AGENDA ITEMS NOT PREVIOUSLY RESOLVED MAY BE BROUGHT UP FOR DISCUSSION AND APPROPRIATE ACTION AT THE DISCRETION OF THE BOARD. IN THE CASE OF AN EMERGENCY OF THE JEFFERSON COUNTY HEALTH DEPARTMENT AND WHERE A VOTE IS REQUIRED AND A QUORUM OF THE BOARD IS PRESENT, LESS THAN A QUORUM OF THE BOARD MAY ALSO PARTICIPATE IN THE VOTE VIA TELEPHONE, FACSIMILE, INTERNET, OR ANY OTHER VOICE OR ELECTRONIC MEANS.

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**August 24, 2023**

**CALL TO ORDER**

Chairperson Pigg called the meeting of the Board of Trustees of the Jefferson County Health Department to order at .

**ROLL CALL**

- Tim Pigg, Chairperson - Present
- Dennis Diehl, Vice-Chairperson – Present
- Tammy Stidem, Secretary-Treasurer – Present
- Dr. Amber Henry, Member – Present
- Susan (Suzy) Davis, Member – Present

**OTHERS ATTENDING**

- Kelley Vollmar, Executive Director
- Steve Sikes, Deputy Director Operations
- Jennifer Pinkley, Deputy Director Admin.
- Christi Coleman, Legal Counsel

Others in attendance:

Brianne Zwiener, Public Communications Officer Kristin Firle, Comptroller Jaclyn Brown, ASPEN Coordinator Melissa Parmeley, Clinical Services Manager Kate Wager, Nurse Practitioner Emily Spielbauer, Public Health Nurse Tara Halter, Prevention Specialist
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**APPROVAL OF AGENDA**

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

**Approval of July 27, 2023, Meeting Minutes**

Ms. Davis motioned to approve the July 27, 2023, meeting minutes. Mr. Diehl seconded. Dr. Henry abstained. Hearing no discussion, the motion carried, and Chairperson Pigg announced the motion had passed.

### **July 2023 APPROVAL EXPENDITURES**

Dr. Henry motioned to approve the July 2023 expenditures of \$247,931.67. Mr. Diehl seconded. Ms. Davis questioned the bills for the Architect, ASPEN, and legal fees, she states we have spent a lot of money on ASPEN and legal fees.

Ms. Davis made a motion to fire Christi Coleman as the Health Department attorney and hire a new one. There was no second on the motion.

Ms. Vollmar stated that all of ASPEN has been grant funded.

Hearing no further discussion, the motion to approve the July 2023 expenditures carried, and Chairperson Pigg announced the motion had passed with Ms. Davis being the only dissenting vote.

### **July 2023 APPROVAL ELECTRONIC PAYMENTS**

Dr. Henry motioned to approve the electronic payments for July 2023 of \$505,376.63. Ms. Stidem seconded. Hearing no discussion, the motion carried and Chairperson Pigg announced the motion had passed.

### **September 2023 PRE-APPROVAL ELECTRONIC PAYMENTS**

The list of vendors for pre-approved electronic payments for September 2023 was presented to the board with an estimated amount of \$600,710.52. Dr. Henry motioned to pre-approve the September 2023 Electronic Payments. Mr. Diehl seconded. Hearing no discussion. Motion carried and Chairperson Pigg announced the motion had passed.

### **Director's Report – Ms. Kelley Vollmar**

Car seats and boosters provide protection for infants and children in a crash, yet car crashes are a leading cause of death for children ages 1 to 13. That is why it is so important to choose and use the right car seat correctly every time your child is in the car. According to the National Highway Traffic Safety Administration (NHTSA):

1. 325 Children under age 5 were saved by car seats in 2017.
2. 40% of children killed in car crashes in 2021 were unrestrained.
3. 46% of car seats and booster seats are used incorrectly.

We have a program here at the health department that has trained staff on site so that we can provide car seats and teach correct installation for those who qualify.

There was a New Building Town Hall for the public on August 9th at 6:00 p.m. The Building Committee, Administrative Team, and Architectural Firm were in attendance. No public attended.

There was a Special Meeting of the JCHD Board on August 15th at 3:00 to discuss recommendations for sustainability of ASPEN program. No public attended.

Mobile Wellness Unit follow up: projected accident repair costs in combination with preexisting issues related to the aging condition of the wellness unit outweigh the benefits of repairing the existing van. Program staff request that the current van be sold or traded as part of a plan to update the unit for long term program sustainability.

Wellness Team activities continue but have been modified to adjust to the limitations of the smaller transit vans and use of off-site locations until a new unit can be acquired. An initial grant in the amount of \$250,000 has been submitted for a grant decision later this fall. An additional \$200,000 toward the anticipated total of \$450,000 for a new vehicle has been requested of the State's ELC expansion grant for approval. The van played a vital role in the pandemic response initially serving as a testing site, transitioning to vaccine administration and treatment.

Staff Recruitment follow-up: The agency continues to struggle with filling clinical and non-clinical roles. Recruitment and interviews have been on-going, but candidates are not showing up for interviews or do not meet minimum training requirements. The main reason cited for not accepting interviews has been offered salary is lower than market rate. Two immediate impacts on our services this month include:

- Scheduled overtime for Office Support and Public Health Nursing staff in order to cover back to school immunization schedule during August.
- The adult dental program has stopped taking new patients onto the waiting list effective immediately. The dental program has been stretched to meet the needs of adult patients and youth during the summer months due to staff shortages. Schools are starting in August, which begins our school youth dental rotations. The hold on the adult waitlist is to ensure adults currently receiving treatment are able to complete their care plans, while program staff transition back to primary care of youth during the school year.

A compensation study is planned in the coming quarter to evaluate the salaried and hourly market rates for all JCHD positions and to determine a salary schedule for moving forward to recruit and retain qualified staff.

Clinical Services Report – Ms. Melissa Parmeley, Clinical Services Manager  
Ms. Kate Wagner, Nurse Practitioner, and Ms. Emily Spielbauer, Public Health Nurse gave an overview and updates on Title X Family Planning Program and The Right Time Initiative.

Communications Report – Ms. Brianne Zwiener, Health Communications Manager

Multiple programs and services attended the Back-to-School Fair including mobile wellness, dental, Teen Coalition, lead education, JCDPC, and CYSHCN. 245 families were served, and 568 children were provided school supplies at the fair.

Members of the health education team drafted a proposed workplan and budget for OD2A funding. Proposed workplan activities include continuing harm reduction strategies including naloxone distribution and education, and continuing community collaboration through the coalition work.

Ms. Tara Halter, Prevention Specialist spoke about the Teen Coalition and their vaping campaign "Ditch the Vape." Teens determined their messaging, wrote their scripts, and shot their own video clips. We edited the clips and created three different videos to run in the community over the next two months.

#### **OLD BUSINESS**

None.

#### **NEW BUSINESS**

Adopt JCHC Sunshine Law (Chapter 610 RSMo) Policy

Dr. Henry moved to adopt the JCHC Sunshine Law (Chapter 610 RSMo) Policy. Mr. Diehl seconded the motion.

Discussion held on the Sunshine Law. Ms. Davis stated we do not need a policy. Ms. Coleman replied that it is best practice to have a policy. Ms. Davis responded that we do not need this policy, Sunshine requests do not need to go to legal for review, any time any elected board members want to look at something they should be able to come up here and get it, and there should be a computer in the lobby with all of the previous Sunshine request on it for anyone to view.

Mr. Diehl stated that if someone files a Sunshine request, we have to follow the law.

Ms. Stidem asked who brought this policy to the board. Ms. Vollmar replied we have had requests from the community asking for a written policy of how we were handling Sunshine requests internally. Ms. Stidem stated that Ms. Pinkley does her job very well and she thinks that she can make the decision on whether or not a request needs to go to legal for review or not.

Chairperson Pigg told all board members to take the policy, review it, and send him any changes.

Dr. Henry withdrew the motion to adopt the JCHC Sunshine Law (Chapter 610 RSMo) Policy.

#### Process and Procedures Discussion

Ms. Stidem asked who knew that ASPEN moved to a 501c3? Ms. Vollmar replied there have been multiple presentations where sustainability for ASPEN program and the opportunity for things such as a 501c3 have been presented. As for the process for a 501c3 we were told that the process could take several months so that process began, as far as bringing that information to the board, we did not have to have approval to create the 501c3 just to separate ASPEN from JCHC. There was no intent to blindside the board because ASPEN was growing so much statewide interest, and we can only keep it in the county due to our tax base we had to have a sustainability plan. Discussion held.

Entertain topics for next agenda by Trustees.

Mr. Diehl stated the personnel committee would like to discuss the Director's contract at the next meeting. Dr. Henry seconded.

Chairperson Pigg presented the Board with two resolutions for each to review and bring back any feedback to vote on at the next meeting. Please do not post or share these.

#### **PUBLIC COMMENTS**

Penny Wattle, High Ridge – she is a pastor at a church in High Ridge and asked if the board ever thought about starting the meetings off with a prayer.

Elizabeth Downer, High Ridge – asked about historical documents, bylaws, public records.

Brianne Zwiener, DeSoto – spoke as a citizen and employee about unity.

Dr. Henry motioned to go into closed session citing Sunshine Law Statute 610.021 Sections 1, 3 and 14. Ms. Stidem seconded the motion. Chairperson Pigg requested a roll call vote with the results as follows:

Chairperson Pigg—Aye

Mr. Diehl— Aye

Dr. Henry— Aye

Ms. Davis— Aye

Ms. Stidem— Aye

Chairperson Pigg announced the motion carried and they were now in closed session.

Dr. Henry made a motion to re-open Open session. Ms. Stidem seconded. Chairperson Pigg requested a roll call vote with the results as follows:

Chairperson Pigg—Aye

Mr. Diehl— Aye

Dr. Henry— Aye

Ms. Davis— Aye

Ms. Stidem— Aye

**ADJOURN**

Dr. Henry motioned to adjourn the meeting. Ms. Davis seconded. Motion carried unanimously and Chairperson Pigg announced the motion had passed. Meeting adjourned at 6:15 pm.

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Secretary-Treasurer



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**September 28, 2023**

**CALL TO ORDER**

Chairperson Pigg called the meeting of the Board of Trustees of the Jefferson County Health Department to order at .

**ROLL CALL**

- Tim Pigg, Chairperson - Present
- Dennis Diehl, Vice-Chairperson – Present
- Tammy Stidem, Secretary-Treasurer – Present
- Dr. Amber Henry, Member – Excused
- Susan (Suzy) Davis, Member – Present

**OTHERS ATTENDING**

- Kelley Vollmar, Executive Director
- Steve Sikes, Deputy Director Operations
- Jennifer Pinkley, Deputy Director Admin.
- Christi Coleman, Legal Counsel

Others in attendance:

Brianne Zwiener, Public Communications Officer Kristin Firle, Comptroller Jeana Vidacak, Community Services Manager
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**APPROVAL OF AGENDA**

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

**PUBLIC COMMENTS**

None.

**OLD BUSINESS**

None.

## **NEW BUSINESS**

### Set the 2023 Tax Rate

Ms. Stidem made a motion to set the 2023 Tax Rate. Mr. Diehl seconded the motion.

Ms. Vollmar explained that the tax rate is set by the state of Missouri. We get our numbers from the county then that is dropped into a form basically for our board to approve the last time that our tax had an increase was in 2016 it was our only tax increase. What happens each year after that is that we are only allowed to grow by a certain percentage and so in doing that the state will roll back our tax rate in order to ensure we stay within that allotted amount of growth so that's why you'll see our tax rate rollback what you want or stays the same but you won't see it increase without a vote of the taxpayers. So, this year our tax rate is going to be 10.03 cents per \$100 assessed valuation and that is the exact same as it was last year.

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

## **ADJOURN**

Ms. Davis motioned to adjourn the meeting. Ms. Stidem seconded. Motion carried unanimously and Chairperson Pigg announced the motion had passed. The meeting was adjourned at 4:05 pm.

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Secretary-Treasurer

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**September 28, 2023**

**CALL TO ORDER**

Chairperson Pigg called the meeting of the Board of Trustees of the Jefferson County Health Department to order at .

**ROLL CALL**

- Tim Pigg, Chairperson - Present
- Dennis Diehl, Vice-Chairperson – Present
- Tammy Stidem, Secretary-Treasurer – Present
- Dr. Amber Henry, Member – Excused
- Susan (Suzy) Davis, Member – Present

**OTHERS ATTENDING**

- Kelley Vollmar, Executive Director
- Steve Sikes, Deputy Director Operations
- Jennifer Pinkley, Deputy Director Admin.
- Christi Coleman, Legal Counsel

Others in attendance:

Brianne Zwiener, Public Communications Officer Kristin Firle, Comptroller Jeana Vidacak, Community Services Manager
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**APPROVAL OF AGENDA**

Mr. Diehl made a motion to remove Extension of Executive Director Contract” due to the Bylaws Committee meeting to review the Bylaws. Mr. Diehl requested the Board table this item until such time to propose any such changes. Ms. Stidem seconded the motion. Hearing no discussion, the motion carried, and Chairperson Pigg announced that the motion had passed.

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

### **Approval of August 15, 2023, Meeting Minutes**

Ms. Stidem motioned to approve the August 15, 2023, meeting minutes. Mr. Diehl seconded. Hearing no discussion, the motion carried, and Chairperson Pigg announced the motion had passed.

### **August 2023 APPROVAL EXPENDITURES**

Mr. Diehl motioned to approve the August 2023 expenditures of \$325,420.51. Ms. Stidem seconded. Ms. Davis questioned the bills for Chestnut Health Systems and Route 3 Films for ASPEN. Ms. Davis questioned why we were paying the invoice for Route 3 Films. Ms. Vollmar clarified the funds were from the Jefferson Foundation to JCHC for the films, and that ASPEN Network will be paying us for outstanding invoices from their grant funds. Ms. Davis stated she wants the grant information on the Department website, but Ms. Stidem informed Ms. Davis this information is already on the dashboard.

Ms. Davis also objected to payment of the invoice from the investigation into herself which resulted in her second Board censure.

Hearing no further discussion, the motion carried, and Chairperson Pigg announced the motion had passed with Ms. Davis being the only dissenting vote.

### **August 2023 APPROVAL ELECTRONIC PAYMENTS**

Mr. Diehl motioned to approve the electronic payments for August 2023 of \$535,561.96. Ms. Stidem seconded. Hearing no discussion, the motion carried and Chairperson Pigg announced the motion had passed.

### **October 2023 PRE-APPROVAL ELECTRONIC PAYMENTS**

The list of vendors for pre-approved electronic payments for October 2023 was presented to the board with an estimated amount of \$602,365.52. Mr. Diehl motioned to pre-approve the October 2023 Electronic Payments. Ms. Stidem seconded. Hearing no discussion. Motion carried and Chairperson Pigg announced the motion had passed.

### **Director's Report – Ms. Kelley Vollmar**

Mobile Wellness Unit: The wellness unit will be placed on GovDeals next month. JCHD staff are currently working to ensure an appropriate appraisal for asking price and are removing equipment from van. Representatives from GovDeals are coming 9.28.23 to meet Operations staff and determine the best strategy for sale. Planning has started to acquire a new full-size unit. The wellness Team staff attended the Mobile Healthcare Conference in September and will report the findings at the October Board meeting.

Staff Recruitment follow-up: The Clinical team has been able to hire two registered nurses since the last meeting but are still trying to fill an opening for a medical assistant. Work has started on a compensation study to determine market rates for JCHD positions. It is anticipated that the process will take 6-8 weeks to complete.

Finance Committee Meeting: The Finance Committee met with the Executive Director,

Comptroller and Deputy Director of Administration on September 5th to review accounting processes and procedures as well as individual budget tracking of contracts and grants. The creation of a revenue dashboard was requested by the committee for presentation to the full Board. The Comptroller will present the new resource at the 9.28.23 meeting.

Personnel Committee Meeting: The Personnel Committee met on September 6th to review requested updates to the Executive Director's contract that runs through June 30, 2024. The committee will take requests under review and bring committee recommendations to the full Board for review prior to the contract renewal vote.

A new active case in August led to contact investigation for 250 contacts that needed TB (PPD or QFT testing). Numbers continued to increase through discovery throughout the month. Case investigation began on 08/17/23 and continues into September. From this contact investigation so far, we have had seven positive results, four of which will start with DOT (Direct Observation Therapy), one was ruled out, and two under further evaluation. This was a massive response by the clinical team that led to numerous additional clinics being held both off-site and at the Hillsboro office location to be able to test 153 people for TB during the month. The clinical teams including mobile wellness, testing, community, Office Support, and Nursing all worked together to complete this enormous task.

Community Services Report – Ms. Jeana Vidacak

October 1, 2023, begins the Centers for Disease Control and Prevention (CDC) Respirator Season. We will begin posting weekly respiratory reports on the second week of October as well as publish a respiratory dashboard on our website. The dashboard will include influenza and COVID-19 data.

Five mosquito sampling tests were positive for West Nile Virus. A press release was issued after the original positive test was performed. All areas with a positive test are immediately treated with adulticide to reduce the mosquito population. JCHD mosquito control program sprays unincorporated Jefferson County along with the Jefferson County Parks.

Animal Bite reporting clarification – The reported animal bite numbers with the Environmental report are accurate. Once the investigations are completed, the information is updated in WebSurv, Missouri DHSS Communicable Disease Reporting Software, as either an individual case or an aggregate number. Case investigation can take weeks to complete.

Discussion held on Animal Bites.

Health Communications Report – Ms. Brianne Zwiener

Homelessness & Essential Needs Outreach Event was held at the First Baptist Church in Festus in early August, one of our team members organized the event and coordinated all the services and vendors who attending. Over thirty unhoused individuals attended and were offered

resources, a hot meal, clothing, vaccines, dental care, wellness services, and overdose education/Narcan.

Planning and drafting a community awareness survey in line with grant deliverable for funding source. The survey is focused on what the community knows about substance use in the community, possible stigma surrounding the issue, and best ways to educate the community about substance use, overdose, and the resources available.

### **OLD BUSINESS**

Act on recommendation to adopt JCHC Sunshine Law (Chapter 610 RSMo) Policy, as presented at July 2023 meeting, with revisions as requested by Trustees prior to the meeting.

Mr. Diehl moved to adopt the JCHC Sunshine Law (Chapter 610 RSMo) Policy. Ms. Stidem seconded the motion.

Mr. Pigg announced this was the policy that he first introduced to the Board in July. He received a few comments or requests for revision since the introduction, as well as input from Counsel.

Ms. Davis says this policy makes it harder to get a Sunshine Request. Mr. Pigg asked her for an example of how the policy made things harder. Ms. Davis did not have a response but had a copy of the Attorney General's Guide to the Sunshine Law, and requested we comply with the booklet. Ms. Davis stated that when she submitted a Sunshine request, the response was overpriced and contained duplicates.

Mr. Pigg requested Ms. Coleman explain the need for the policy. Ms. Coleman explained that the AGO booklet contains the statute, some case law summaries, letters, and complaint procedures – it has more in it than just the statute. Like with any statute, a public body can put into place a policy that outlines the procedures for its administration of the statute. That is what this policy does. It also is best practice to have such a policy in place, for uniform application regardless of the requestor.

Ms. Vollmar stated that the Department receives requests about how we fulfil our obligations under the Sunshine Law, and this policy explains those procedures. If passed, the policy would be placed on the Department's website so the public can see it easily.

Hearing no further discussion, the motion carried, and Chairperson Pigg announced the motion had passed with Ms. Davis being the only dissenting vote.

### **NEW BUSINESS**

Set the November and December Board Meeting Dates

Ms. Stidem motioned to set the November Board Meeting for November 30, 2023. Ms. Davis seconded. Hearing no discussion, the motion carried, and Chairperson Pigg announced the motion had passed.

Ms. Davis motioned to set the December Board Meeting for December 21, 2023. Ms. Stidem seconded. Hearing no discussion, the motion carried, and Chairperson Pigg announced the motion had passed.

Town Hall Meetings at the discretion of the Chairperson

Chairperson Pigg is pulling the Town Hall meeting from the calendar since we have reinstated public comments at the board meetings unless we need a Town Hall meeting for a special reason.

Directive on Update and Information Report from the Director or her Designee

Mr. Diehl made a motion to adopt the directive on Update and Information Report of the Director or her Designee. Ms. Stidem seconded the motion.

Chairperson Pigg explained this was something he passed out for consideration in the last meeting and got no questions or comments on it from the Trustees. Ms. Davis stated she gave him comments, but Mr. Pigg clarified her comments were about the Sunshine policy, not this policy.

Ms. Davis stated that the Directive is not necessary, and that she feels it is aimed at her; she is entitled to her opinion and has freedom of speech to share whatever she deems necessary with the public.

Ms. Coleman clarified that Ms. Davis that her responsibilities as a Board member and that she could be held liable for disseminating information that she had privilege to as a board member before it was made public. Ms. Davis interrupted Ms. Coleman twice during her explanation, but Ms. Coleman was able to conclude her explanation to the Board and addressed Ms. Davis's concerns.

Ms. Stidem encouraged Ms. Davis to approve the Directive, so that Board members could have information sooner in order to prepare for meetings.

Mr. Diehl rescinded his motion and tabled until next month's meeting. He stated that he was rescinding his motion in order to allow Ms. Davis to propose alternative language, but cautioned that she was taking the proposed Directive in the wrong spirit because it was not aimed at her, but rather was intended to address Ms. Davis's complaints that she has not had access to information in the Director Report early enough to review it prior to the meetings. Ms. Davis reiterated that she had the right to express her opinions in public, and that only if it was specifically outlined in the AGO booklet, was it confidential.

Chairperson Pigg requested Ms. Davis to come to the meeting prepared.

Act on Resolution Regarding, Enacting, Adopting Resolutions, Polices, Procedures and /or Ordinances governing the JCHC.

Mr. Diehl made a motion to adopt Resolution 23-09-28-01 Regarding, Enacting, Adopting Resolutions, Policies, Procedures and/or Ordinances governing the JCHC. Ms. Stidem seconded the motion.

Chairperson Pigg explained this resolution would include the following:

All Resolutions, Polices, Procedures and / or Ordinances will require a two read / two meeting for Adoption with a Majority Affirmative Vote at each read / meeting.

Any changes to any Resolutions, Polices, Procedures and / or Ordinances from the first rendition (reading) shall be made only by a Majority Affirmative Vote of the Trustees and will not restart the process for adoption.

There shall be a minimum of 24 hours between readings / meetings unless otherwise agreed upon by a Majority Affirmative Vote to suspend such requirement exclusively due to a Health Emergency, wherein any delay could / may cause harm to the public / person.

The timeframe for the second read shall be decided by the Chairperson with input from the Board of Trustees.

This resolution will not pertain to pay ordinances, real-estate, legal, personnel or the minutes of meetings.

Discussion was held on the Resolution. Ms. Davis requested there be no special meetings. Mr. Pigg stated that sometimes special meetings are needed, because of needing to act sooner than a month. Ms. Davis reiterated that she wanted at least two readings and said that the 2020 revision to the Bylaws was what she had in mind as an example of a complaint of wanting multiple readings.

Ms. Coleman clarified for the public and for the Board the timeline of how the Bylaw revisions were passed previously, to include multiple readings and opportunity for Trustee input.

Ms. Vollmar left the meeting at 5:15 pm.

Hearing no further discussion, the motion carried, and Chairperson Pigg announced the motion had passed with Ms. Davis being the only dissenting vote.

## **PUBLIC COMMENTS**

Mr. Leaderbrand – spoke on the Tax Rate, Proforma and ASPEN.

## **ADJOURN**



Ms. Stidem motioned to adjourn the meeting. Ms. Davis seconded. Motion carried unanimously and Chairperson Pigg announced the motion had passed. Meeting adjourned at 5:38 pm.

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Secretary-Treasurer

DRAFT

**Jefferson County Health Department**  
 Check/Voucher Register - Monthly Check Register  
 From 9/1/2023 Through 9/30/2023

<u>Date</u>	<u>Check Number</u>	<u>Name</u>	<u>Description</u>	<u>Amount</u>
9/12/2023	64710	Abila	MIP Subscription	623.87
9/12/2023	64711	Nicole Allison	Nectar Shaved Ice, Temporary Permit Refund	50.00
9/12/2023	64712	ALLSCRIPTS	Payerpath Claims Mgmt & Call Service	104.58
9/12/2023	64713	Anne-Marie Denny	Per Diem	72.88
9/12/2023	64714	AT&T Mobility	AT&T First Net	5,980.66
9/12/2023	64715	Victoria Bowen	Per Diem	16.00
9/12/2023	64716	Megan Bridgman	Mileage Reimbursement	39.60
9/12/2023	64717	Canon Financial Services Inc	Copier/Printer Lease	2,753.31
9/12/2023	64718	Taxation Division	May Death Certificates	933.00
9/12/2023	64719	Cure MD	Charges for Provider License, Inventory, Reporting, and Faxing	1,885.00
9/12/2023	64720	Groundworks Lawn & Landscape	Regular Lawn Maintenance	280.00
9/12/2023	64721	H5-Hillsboro LLC	October 2023 Rent (365 2nd St)	2,000.00
9/12/2023	64722	HAWKS	Septic Pumping	360.00
9/12/2023	64723	HealthLink	Admin Fee	5.34
9/12/2023	64724	CITY OF HILLSBORO W/S DEPT	Water & Sewer	337.46
9/12/2023	64725	HR Solutions On Call	Creation of Comprehensive Job Descriptions for All JCHD Titles	8,000.00
9/12/2023	64725	HR Solutions On Call	Creation of Comprehensive Performance Appraisals for All JCHD Titles	4,000.00
9/12/2023	64725	HR Solutions On Call	Custom Market Analysis & Salary Survey, Wage Steps & Compensation Plan	10,000.00
9/12/2023	64725	HR Solutions On Call	Presentation of 3 Training Topics to JCHD Staff per Workforce Development Plan	12,000.00
9/12/2023	64726	Dan Kane	Per Diem	16.00
9/12/2023	64727	LAMP	Interpreter Services	39.00
9/12/2023	64728	Shari Lexa	Mileage Reimbursement	69.30
9/12/2023	64729	Lowe's	Lowe's Statement 08/02/2023	630.95
9/12/2023	64730	Missouri Department of Health & Senior Services	CPU Time & Access to Birth & Death Certificates	1,769.02
9/12/2023	64731	Mercy Occupational Health - Festus	Pre-Employment Screening	180.00
9/12/2023	64732	Midwest Elevator Co.	Maintenance of Arnold Elevator	346.73
9/12/2023	64733	R & S NORTHEAST LLC	Birth Control Supplies in Family Planning Clinic	126.50
9/12/2023	64734	Nancy Radoch	Per Diem	16.00
9/12/2023	64735	Jacob Schwab	Mileage Reimbursement	47.08
9/12/2023	64736	Superior Elevator Inspections, LLC	Annual Elevator Inspection	225.00
9/12/2023	64737	Amy Voyitenko	Mileage Reimbursement	53.90
9/19/2023	64738	ALLSCRIPTS	Payerpath Claims Mgmt & Call Service	723.20
9/19/2023	64739	Angela Piva-Key	Mileage Reimbursement	70.62
9/19/2023	64740	Architect Now	ArchitectNOW Azure/Twilio 8/1-8/31 2023	683.83
9/19/2023	64741	BENCO DENTAL	Benco Technician Visit	655.20
9/19/2023	64741	BENCO DENTAL	Dental Van Supplies	324.74
9/19/2023	64741	BENCO DENTAL	Larger Sterilizer for Hygiene on Youth Van	7,061.94
9/19/2023	64741	BENCO DENTAL	Program Supplies	127.29
9/19/2023	64742	Lakota Enterprises LLC	Obtain ASPENNetworkinc.com and .org	80.96
9/19/2023	64743	Marciella Arolino Consulting, LLC	7/21/2023 - 7/31/2023 Contracted Medical Billing	326.05
9/19/2023	64744	MCKESSON MEDICAL-SURGICAL	Program Supplies	635.87
9/19/2023	64745	Occupational Research & Assessment	Annual MDILog Maintenance and Support Fees	600.00

**Jefferson County Health Department**  
 Check/Voucher Register - Monthly Check Register  
 From 9/1/2023 Through 9/30/2023

<u>Date</u>	<u>Check Number</u>	<u>Name</u>	<u>Description</u>	<u>Amount</u>
9/19/2023	64746	Optum	AC-Optum-Plan Fund	55.25
9/19/2023	64747	REUTHER FORD	Oil Change and Repairs	65.60
9/19/2023	64748	SANOFI PASTEUR, INC.	Credit Memo	6,652.88
9/19/2023	64748	SANOFI PASTEUR, INC.	Imovax Rabies Vaccine	990.33
9/19/2023	64748	SANOFI PASTEUR, INC.	JCHD Vaccine	7,204.42
9/19/2023	64749	Saucy's	Refund - Saucy's	50.00
9/19/2023	64750	Thurman, Howald, Weber, Senkel & Norrick, LLC	Correspondence Receipt and Review of File. Dictation of Letter to Client	50.00
9/20/2023	64751	SANOFI PASTEUR, INC.	Imovax Rabies Vaccine	990.33
9/20/2023	64751	SANOFI PASTEUR, INC.	JCHD Vaccine	7,156.07
9/28/2023	64752	ALLIANZ LIFE INSURANCE COMPANY OF NORTH	Employee Voluntary Insurance	100.00
9/28/2023	64753	Anne-Marie Denny	Per Diem/Windshield Wiper Repair	130.29
9/28/2023	64754	Burnes-Citadel Security Co	Annual Alarm Inspection	299.00
9/28/2023	64755	CNA SURETY	Insurance: 11/20/2023 - 11/20/2024	765.00
9/28/2023	64756	Creative Minds	Overpayment Refund	100.00
9/28/2023	64757	ET Security and Fire	Cloud Access Control with Advanced Reporting	288.00
9/28/2023	64758	Lindsay Grant	Mileage Reimbursement	8.80
9/28/2023	64759	H5-Hillsboro LLC	HB - Satellite Office Utilities	803.96
9/28/2023	64760	Mary Kenney	Mileage Reimbursement	8.80
9/28/2023	64761	LAMP	Interpreter Services	14.94
9/28/2023	64762	Lewis Brisbois Bisgaard & Smith LLP	Board Governance - 14.9 Hours	4,221.06
9/28/2023	64762	Lewis Brisbois Bisgaard & Smith LLP	Board Member Communications - 2.7 Hours	756.00
9/28/2023	64762	Lewis Brisbois Bisgaard & Smith LLP	General Counseling	1,092.00
9/28/2023	64762	Lewis Brisbois Bisgaard & Smith LLP	Labor and Employment - 1.4 Hours	382.00
9/28/2023	64762	Lewis Brisbois Bisgaard & Smith LLP	Real Estate and Transactional Matters - 8.3 Hours	1,734.00
9/28/2023	64763	Marciella Ardolino Consulting, LLC	August 2023/Contracted Medical Billing	3,921.75
9/28/2023	64764	Brandon McCurdy	Mileage Reimbursement	8.80
9/28/2023	64765	Mary Melissa Parmeley	Uber Trip	143.09
9/28/2023	64766	Julie Plaster	EPA Training Lunch/Dinner Per Diem	37.38
9/28/2023	64767	PUBLIC WATER SUPPLY DIST. #1	Water	63.65
9/28/2023	64768	R & S NORTHEAST LLC	Birth Control Supplies in Family Planning Clinic	47.80
9/28/2023	64769	Rachel Beasley	Uber Ride	39.23
9/28/2023	64770	REUTHER FORD	Replace Wiper Blades	92.37
9/28/2023	64771		Refund	147.41
9/28/2023	64772	Katie Villmer-Beck	Breakfast @ Mobile Conference	23.55
9/28/2023	64773	Reggie Weiss	Per Diem	21.47
9/28/2023	64774	ASPEN Network Inc.	TSF/JFAS Funds per Funder	96,910.53
9/28/2023	64775	Jefferson County Health Department	FSA	886.65
9/28/2023	64776	Arch Images	New Building Architect Service	40,574.72
9/28/2023	64777	BECKER DENTAL LAB, INC.	August Dental Lab Invoice	3,630.00
9/28/2023	64778	Chestnut Health Systems	ASPEN Consulting Content Expert Assistance - August 2023	1,584.00
9/28/2023	64779	Citizen Serve	Annual Subscription Renewals for EPHS and Administration	32,400.00
9/28/2023	64780	Positive Promotions	CCHC Health Promotions	83.95
9/28/2023	64781	Route 3 Films	Create Film to Build Awareness for First Responders	5,000.00
9/28/2023	64782	Thurman, Howald, Weber, Senkel & Norrick, LLC	Correspondance Receipt and Review, Telephone Conference August 2023	715.00

Report Total

284,500.96

## LIST OF VENDORS PAID VIA ELECTRONIC PAYMENTS FOR:

September 2023

VENDORS	ESTIMATED AMOUNT	ESTIMATED DATE DUE	ACTUAL AMOUNT	DATE OF PAYMENT
AFLAC	\$ 162.52	9/30/2023	\$ 162.52	9/27/2023
AMAZON	\$ 5,000.00	9/30/2023	\$ 1,497.02	9/27/2023
AMEREN- HILLSBORO	\$ 1,000.00	9/30/2023	\$ 2,086.94	9/26/2023
AMEREN-ARNOLD	\$ 1,100.00	9/30/2023	\$ 1,451.93	9/26/2023
ASSURITY	\$ 2,500.00	9/30/2023	\$ 1,905.43	9/28/2023
AXA	\$ 7,000.00	9/30/2023	\$ 4,945.12	9/28/2023
CARD SERVICES-VISA	\$ 15,000.00	9/29/2023	\$ 9,486.22	9/25/2023
CMIT - IT Services	\$ 25,000.00	9/30/2023	\$ 11,344.00	9/27/2023
CULLIGAN INDUSTRIAL-FILTER (approx \$20 every 2 months)	\$ 40.00	9/20/2023	\$ -	
CULLIGAN INDUSTRIAL-MIXED BED (\$98 every 2 months)	\$ 120.00	9/20/2023	\$ 134.00	9/12/2023
Enterprise VISA	\$ 15,000.00	9/29/2023	\$ 11,531.15	9/25/2023
Forte (Merchant Services)	\$ 1,500.00	9/10/2023	\$ 1,342.27	9/10/2023
GOOGLE, LLC	\$ 18.00	9/9/2023	\$ 18.00	9/5/2023
Groundworks Lawn & Landscape	\$ 440.00	9/30/2023	\$ 280.00	9/12/2023
IDEXX	\$ 5,000.00	9/30/2023	\$ -	
LINDE GAS (PRAXAIR) - ARNOLD	\$ 400.00	9/20/2023	\$ 442.54	9/27/2023
LINDE GAS (PRAXAIR) - HILLSBORO	\$ 400.00	9/29/2023	\$ 411.62	9/27/2023
MISSOURI AMERICAN WATER	\$ 75.00	9/30/2023	\$ 8.36	9/26/2023
MISSOURI EMPLOYEES MUTUAL	\$ 3,000.00	9/30/2023	\$ 2,778.00	10/4/2023
MISSOURI LAGERS	\$ 46,000.00	9/30/2023	\$ 44,752.22	10/2/2023
OPTUM BANK - H.S.A.	\$ 3,800.00	9/20/2023	\$ 3,453.49	9/20/2023
PAYLOCITY Payroll Processing Fees	\$ 2,100.00	9/20/2023	\$ 1,393.85	9/20/2023
Payroll Taxes & Liabilities	\$ 100,000.00	9/20/2023	\$ 79,037.27	9/20/2023
PITNEY BOWES/LEASE	\$ 165.00	9/20/2023	\$ -	
PITNEY BOWES/PURCHASE POWER	\$ 1,300.00	9/19/2023	\$ -	
QUEST DIAGNOSTICS-ARNOLD	\$ 3,000.00	9/30/2023	\$ 1,086.60	8/31/2023
QUEST DIAGNOSTICS-HILLSBORO	\$ 3,000.00	9/30/2023	\$ 923.55	8/31/2023
QUEST DIAGNOSTICS-WELLNESS VAN	\$ 2,000.00	9/30/2023	\$ 808.45	8/31/2023
Salaries & Wages	\$ 275,000.00	9/20/2023	\$ 258,085.42	9/20/2023
SPECTRUM BUSINESS-Arnold	\$ 250.00	9/29/2023	\$ 2.82	9/13/2023
SPECTRUM BUSINESS-HILLSBORO-TV	\$ 50.00	9/29/2023	\$ 49.99	9/27/2023
SPIRE - Gas/Arnold	\$ 100.00	9/30/2023	\$ 49.59	9/25/2023
SPIRE - Gas/Hillsboro	\$ 150.00	9/29/2023	\$ 75.69	9/25/2023
UNITED HEALTHCARE	\$ 60,000.00	9/30/2023	\$ 55,748.30	10/4/2023
UNITED PARCEL SERVICES	\$ 100.00	9/19/2023	\$ -	
Verizon	\$ 500.00	9/30/2023	\$ 280.20	9/18/2023
WAGeworks	\$ 140.00	9/19/2023	\$ 146.00	9/22/2023
WALMART	\$ 3,300.00	9/20/2023	\$ -	
WASTE MANAGEMENT-ARNOLD	\$ 175.00	9/29/2023	\$ 152.69	9/12/2023
WASTE MANAGEMENT-HILLSBORO	\$ 175.00	9/20/2023	\$ 179.08	9/12/2023
WEX BANK - Vehicle Fuel	\$ 3,500.00	9/30/2023	\$ 2,138.46	9/8/2023
WINDSTREAM - ALL LOCATIONS	\$ 13,150.00	9/30/2023	\$ 10,959.32	9/11/2023
<b>TOTALS</b>	<b>\$ 600,710.52</b>		<b>\$ 509,148.11</b>	

**VENDORS FOR PRE-APPROVAL FOR ELECTRONIC PAYMENTS FOR:**

November 2023

VENDORS	ESTIMATED AMOUNT	ESTIMATED DATE DUE	ACTUAL AMOUNT	DATE OF PAYMENT
AFLAC	\$ 162.52	11/30/2023		
AMAZON	\$ 5,000.00	11/30/2023		
AMEREN- HILLSBORO	\$ 2,000.00	11/30/2023		
AMEREN-ARNOLD	\$ 1,500.00	11/30/2023		
ASSURITY	\$ 2,500.00	11/30/2023		
AXA	\$ 7,000.00	11/30/2023		
CARD SERVICES-VISA	\$ 15,000.00	11/30/2023		
CMIT - IT Services	\$ 25,000.00	11/30/2023		
CULLIGAN INDUSTRIAL-FILTER (approx \$20 every 2 months)	\$ 40.00	11/20/2023		
CULLIGAN INDUSTRIAL-MIXED BED (\$98 every 2 months)	\$ 120.00	11/20/2023		
Enterprise VISA	\$ 15,000.00	11/30/2023		
Forte (Merchant Services)	\$ 1,500.00	11/10/2023		
GOOGLE, LLC	\$ 18.00	11/10/2023		
Groundworks Lawn & Landscape	\$ 440.00	11/30/2023		
IDEXX	\$ 5,000.00	11/30/2023		
LINDE GAS (PRAXAIR) - ARNOLD	\$ 400.00	11/20/2023		
LINDE GAS (PRAXAIR) - HILLSBORO	\$ 400.00	11/30/2023		
MISSOURI AMERICAN WATER	\$ 75.00	11/30/2023		
MISSOURI EMPLOYEES MUTUAL	\$ 3,000.00	11/30/2023		
MISSOURI LAGERS	\$ 46,000.00	11/30/2023		
OPTUM BANK - H.S.A.	\$ 3,800.00	11/20/2023		
PAYLOCITY Payroll Processing Fees	\$ 2,100.00	11/20/2023		
Payroll Taxes & Liabilities	\$ 100,000.00	11/20/2023		
PITNEY BOWES/LEASE	\$ 165.00	11/20/2023		
PITNEY BOWES/PURCHASE POWER	\$ 1,300.00	11/20/2023		
QUEST DIAGNOSTICS-ARNOLD	\$ 3,000.00	11/30/2023		
QUEST DIAGNOSTICS-HILLSBORO	\$ 3,000.00	11/30/2023		
QUEST DIAGNOSTICS-WELLNESS VAN	\$ 2,000.00	11/30/2023		
Salaries & Wages	\$ 275,000.00	11/20/2023		
SPECTRUM BUSINESS-Arnold	\$ 250.00	11/30/2023		
SPECTRUM BUSINESS-HILLSBORO-TV	\$ 50.00	11/30/2023		
SPIRE - Gas/Arnold	\$ 200.00	11/30/2023		
SPIRE - Gas/Hillsboro	\$ 300.00	11/30/2023		
UNITED HEALTHCARE	\$ 60,000.00	11/30/2023		
UNITED PARCEL SERVICES	\$ 100.00	11/20/2023		
Verizon	\$ 500.00	11/30/2023		
WAGeworks	\$ 140.00	11/22/2023		
WALMART	\$ 3,300.00	11/20/2023		
WASTE MANAGEMENT-ARNOLD	\$ 180.00	11/30/2023		
WASTE MANAGEMENT-HILLSBORO	\$ 175.00	11/20/2023		
WEX BANK - Vehicle Fuel	\$ 3,500.00	11/30/2023		
WINDSTREAM - ALL LOCATIONS	\$ 13,150.00	11/30/2023		
<b>TOTALS</b>	<b>\$ 602,365.52</b>		<b>\$ -</b>	

**Jefferson County Health Department  
September 2023 VISA Expenses**

<b>Date</b>	<b>Check Number</b>	<b>Name</b>	<b>Description</b>	<b>Amount</b>
8/23/2023	PO 9416	SquareSpace.com	Agency Website Presence for Community	252.00
8/25/2023	PO 9054-2	SAM'S CLUB	Worksite Wellness	197.47
8/25/2023	PO 9323	Holiday Inn	Hotel Rooms for Conference	332.16
8/29/2023	PO 9457	QR Stuff.com	Employee Business Card Sustainability	125.00
8/30/2023	PO 9463	United Parcel Service	Mobile Unit Power Stickers	7.28
8/31/2023	08312023 QR	QR Code Generator PRO	QR Code for ASPEN - 1 Year Subscription	191.88
9/1/2023	305948	Curve Dental	Curve Hero Dental SaaS	670.00
9/1/2023	943253	CHECKR Inc	Pre-Employment Background Checks	138.86
9/3/2023	PO 9480-1	FACEBOOK, INC.	Community Education about Substance Use Dangers	195.37
9/3/2023	PO 9480-2	FACEBOOK, INC.	Community Education about Substance Use Dangers	563.17
9/4/2023	E0300OXZ4T	MicroSoft	Exchange Online Subscription	48.00
9/4/2023	E0300OXZ4U	MicroSoft	Microsoft Subscriptions	1,204.97
9/4/2023	E0300OXZ4V	MicroSoft	Power Automate Subscription	15.00
9/4/2023	E0300OY071	MicroSoft	Office 365 E3 Subscription	92.00
9/4/2023	E0300OY08C	MicroSoft	Microsoft Subscriptions	18.00
9/7/2023	PO 9464	Aunt Flow	Period Products Provided to Jefferson County Branch Libraries	4,155.00
9/12/2023	PO 9384	Wyndham Grand Pittsburgh Downtown	Lodging 2023 Mobile Healthcare Conference	306.66
9/12/2023	PO 9384	Wyndham Grand Pittsburgh Downtown	Lodging 2023 Mobile Healthcare Conference	306.66
9/12/2023	PO 9384	Wyndham Grand Pittsburgh Downtown	Lodging 2023 Mobile Healthcare Conference	306.66
9/20/2023	PO 8933-09/20	Dominos	Teen Coalition Meetings for Members, Leaders, and Presenters	30.24
9/20/2023	PO 9499	Maven Analytics LLC	3 Months of PowerBi Training Course	39.00
9/21/2023	PO 9521	Adobe	Adobe Software - 1 Year Subscription	290.84
<b>Total</b>				<b><u>\$ 9,486.22</u></b>

## September 2023 Legal Expenses

### Lewis Brisbois Bisgaard & Smith LLP

Invoices: 3766169, 3766170, 3766171, 3766172, 3766173

Check #: 64762

Check Date: 9/28/2023

<u>Invoice Date</u>	<u>Invoice #</u>	<u>Paid By Check #</u>	<u>Description</u>	<u>Amount</u>
9/21/2023	3766169	64762	General Counseling - 3.9 Hours	\$ 1,092.00
9/21/2023	3766170	64762	Real Estate and Transactional Matters - 8.3 Hours	\$ 1,734.00
9/21/2023	3766171	64762	Board Governance - 14.9 Hours	\$ 4,221.06
9/21/2023	3766172	64762	Labor and Employment - 1.4 Hours	\$ 382.00
9/21/2023	3766173	64762	Board Member Communications - 2.7 Hours	\$ 756.00
				<b><u>Total \$ \$ 8,185.06</u></b>

### Thurman, Howald, Weber, Senkel & Norrick, LLC

Invoices: 344464, 346046

Check #: 64750, 64782

Check Date: 9/19/2023, 9/28/2023

<u>Invoice Date</u>	<u>Invoice #</u>	<u>Paid By Check #</u>	<u>Description</u>	
8/31/2023	344464	64750	Correspondance Receipt and Review of File, Dictation of Letter to Client	\$ 50.00
9/1/2023	346046	64782	Correspondance Receipt and Review, Telephone Conference August 2023	\$ 715.00
				<b><u>Total \$ \$ 765.00</u></b>

Jefferson County Health Department

Balance Sheet

As of 9/30/2023

Unaudited

(In Whole Numbers)

	<u>Current Year</u>
<b>Assets</b>	
Current Assets	
Cash Operating Account	1,071,492.00
Cash Cafeteria Account	6,934.00
Petty Cash	150.00
Cash Operating Trust	288,379.00
Cash Operating Reserve	5,451,694.00
Accounts Receivable	415,870.00
Accrued Accounts Receivable	72,737.00
Taxes Receivable	3,031,329.00
Prepaid Insurance	32,932.00
Prepaid Postage	<u>1,891.00</u>
Total Current Assets	10,373,408.00
Long-term Assets	<u>3,894,359.00</u>
Total Assets	<u>14,267,768.00</u>
<b>Liabilities</b>	
Short-term Liabilities	
Walmart Credit Card	222.00
Lowes Credit Card	55.00
UMB VISA	12,036.00
Enterprise VISA	(7,433.00)
Accounts Payable	26,308.00
Employee Benefits Payable	23,233.00
Accrued Wages	148,334.00
Accrued Payroll Tax	10,854.00
Deferred Revenue	26,885.00
FSA	7,070.00
Deferred Inflow	<u>181,095.00</u>
Total Short-term Liabilities	<u>428,659.00</u>
Total Liabilities	<u>428,659.00</u>
<b>Net Assets</b>	
Beginning Net Assets	13,408,485.00
Current YTD Net Income	430,624.00
Total Net Assets	<u>13,839,109.00</u>
Total Liabilities and Net Assets	<u>14,267,768.00</u>



Jefferson County Health Department  
Statement of Revenues and Expenditures  
From 9/1/2023 Through 9/30/2023  
Unaudited

(In Whole Numbers)

	Current Period Actual (September)	Current Year Actual (January - September)	YTD Budget (January - September)	YTD Budget Variance (January - September)	Total Budget	Percent Total Budget Remaining
Revenue						
Contract, Grants, Donations	172,224.00	2,614,752.00	2,978,400.00	(363,648.00)	3,856,030.00	(32)%
Tax Revenue	376,067.00	3,130,245.00	3,130,246.00	0.00	4,258,447.00	(26)%
Earned Revenue	82,274.00	1,157,310.00	1,092,680.00	64,630.00	1,347,767.00	(14)%
Total Revenue	<u>630,565.00</u>	<u>6,902,307.00</u>	<u>7,201,326.00</u>	<u>(299,019.00)</u>	<u>9,462,244.00</u>	<u>(27)%</u>
Total Revenue	<u>630,565.00</u>	<u>6,902,307.00</u>	<u>7,201,326.00</u>	<u>(299,019.00)</u>	<u>9,462,244.00</u>	<u>(27)%</u>
Expenditures						
Wages & Benefits	380,916.00	4,064,320.00	4,647,328.00	583,008.00	6,107,766.00	33 %
Contractual	20,979.00	560,217.00	420,325.00	(139,892.00)	472,593.00	(19)%
Program Supplies	124,811.00	524,479.00	810,443.00	285,964.00	1,066,147.00	51 %
Telecommunications	9,254.00	168,775.00	100,088.00	(68,687.00)	131,705.00	(28)%
Postage & Shipping	233.00	2,762.00	5,090.00	2,329.00	6,454.00	57 %
Facility & Equipment	36,229.00	425,158.00	446,306.00	21,148.00	624,651.00	32 %
Fleet	9,129.00	91,220.00	117,097.00	25,877.00	152,399.00	40 %
Travel	2,173.00	32,807.00	46,405.00	13,598.00	58,867.00	44 %
Professional Development	42,324.00	199,867.00	274,176.00	74,309.00	344,165.00	42 %
Marketing	1,494.00	17,802.00	67,408.00	49,606.00	86,031.00	79 %
Election Expense	0.00	125,839.00	100,000.00	(25,839.00)	100,000.00	(26)%
Capital Improvements	0.00	0.00	150,000.00	150,000.00	300,000.00	100 %
Total Expenditures	<u>627,542.00</u>	<u>6,213,245.00</u>	<u>7,184,665.00</u>	<u>971,421.00</u>	<u>9,450,778.00</u>	<u>34 %</u>
Total Expenditures	<u>627,542.00</u>	<u>6,213,245.00</u>	<u>7,184,665.00</u>	<u>971,421.00</u>	<u>9,450,778.00</u>	<u>34 %</u>
Net Revenue Over Expenditures	<u>3,024.00</u>	<u>689,062.00</u>	<u>16,661.00</u>	<u>672,401.00</u>	<u>11,466.00</u>	

Jefferson County Health Department  
Funding Source Revenue and Expenditure Dashboard

Funding Source:	Month: September 2023		Fiscal Year-to-Date		Contract/Grant-to-Date	
	Revenue	Expenditures	Revenue	Expenditures	Revenue	Expenditures
<b>Adult Brain Injury (ABI) Region F</b> Contract Period: 07/01/2023 - 06/30/2024	\$ 5,086	\$ 5,086	\$ 45,536	\$ 47,095	\$ 15,944	\$ 15,944
<b>Adult Brain Injury (ABI) Region G</b> Contract Period: 07/01/2023 - 06/30/2024	\$ 4,967	\$ 4,967	\$ 46,760	\$ 45,031	\$ 15,475	\$ 15,745
<b>American Rescue Plan Act (ARPA)</b> 2022 Funding, Carried Over - Arnold HVAC	\$ -	\$ -	\$ 20,567	\$ 20,132	\$ 72,765	\$ 72,330
<b>Child Care Health Consultation (CCHC)</b> Contract Period: 10/1/2022 - 09/30/2023 <i>Quarterly Reporting/Invoicing</i>	\$ 5,095	\$ 4,661	\$ 14,194	\$ 14,194	\$ 15,264	\$ 15,264
<b>Children &amp; Youth with Special Health Care Needs (CYSHCN) Region 10</b> Contract Period: 07/01/2023 - 06/30/2024	\$ 5,236	\$ 5,236	\$ 46,718	\$ 46,306	\$ 15,716	\$ 15,716
<b>Children &amp; Youth with Special Health Care Needs (CYSHCN) Region 11</b> Contract Period: 07/01/2023 - 06/30/2024	\$ 4,650	\$ 4,650	\$ 45,826	\$ 45,826	\$ 15,180	\$ 15,180

Jefferson County Health Department  
Funding Source Revenue and Expenditure Dashboard

Funding Source:	Month: September 2023		Fiscal Year-to-Date		Contract/Grant-to-Date	
	Revenue	Expenditures	Revenue	Expenditures	Revenue	Expenditures
<b>Cities Readiness Initiative (CRI)</b> Contract Period: 07/01/2023 - 06/30/2024	\$ 2,833	\$ 2,833	\$ 46,890	\$ 46,890	\$ 7,774	\$ 7,774
<b>Community Vaping Education &amp; Disposal</b> Grant Period: 07/01/2022 - 06/30/2023	\$ -	\$ -	\$ 3,184	\$ 3,059	\$ 4,768	\$ 4,642
<b>COVID-19 and Adult Vaccination Supplemental (AIG)</b> Contract Period: 02/01/2021 - 01/31/2024	\$ 6,296	\$ 6,296	\$ 45,622	\$ 40,624	\$ 210,354	\$ 210,354
<b>Environmental Child Care Sanitation Inspections (CCSI)</b> Contract Period: 10/01/2022 - 09/30/2025	\$ 790	\$ 436	\$ 5,575	\$ 4,271	\$ 6,865	\$ 5,722
<b>Epidemiology &amp; Laboratory Capacity Expansion (ELC EXP)</b> Contract Period: 07/01/2021 - 07/31/2024	\$ 31,909	\$ 31,909	\$ 317,124	\$ 317,124	\$ 750,424	\$ 750,424
<b>Implementation of Grading System &amp; Advancement on Conformance with the Program Standard (GSAC)</b> Contract Period: 02/01/2022 - 12/31/2024 <i>Quarterly Reporting/Invoicing</i>	\$ -	\$ 27,839	\$ 14,710	\$ 25,766	\$ 70,512	\$ 98,351

Jefferson County Health Department  
Funding Source Revenue and Expenditure Dashboard

Funding Source:	Month: September 2023		Fiscal Year-to-Date		Contract/Grant-to-Date	
	Revenue	Expenditures	Revenue	Expenditures	Revenue	Expenditures
<b>Implementing Overdose Strategies at the Local Level (IOPSLL)</b> Contract Period: 11/01/2021 - 07/31/2023	\$ -	\$ 6,237	\$ 119,823	\$ 96,685	\$ 119,283	\$ 96,685
<b>Improving Oral Health Teledentistry Sealants (SEAL)</b> Contract Period: 09/01/2022 - 08/31/2023 <i>Quarterly Reporting/Invoicing</i>	\$ -	\$ 7,859	\$ 35,356	\$ 34,472	\$ 43,186	\$ 39,794
<b>Jefferson Foundation ASPEN Sustainability (JFAS)</b> Grant Period: 09/01/2022 - 12/31/2023	\$ -	\$ 92,105	\$ 285,921	\$ 285,921	\$ 338,354	\$ 338,354
<b>Jefferson Foundation Program Support (PS2223)</b> Grant Period: 06/01/2022 - 05/31/2023	\$ -	\$ -	\$ 79,219	\$ 79,219	\$ 150,000	\$ 150,000
<b>Jefferson Foundation Program Support (PS2324)</b> Grant Period: 06/01/2023 - 05/31/2024	\$ -	\$ 10,791	\$ 175,000	\$ 44,702	\$ 175,000	\$ 44,702
<b>Local Public Health Disparities Initiative (LPHDI)</b> Contract Period: 03/01/2022 - 05/31/2024 <i>Quarterly Reporting/Invoicing</i>	\$ -	\$ 18,791	\$ 463,352	\$ 391,319	\$ 761,554	\$ 790,169

Jefferson County Health Department  
Funding Source Revenue and Expenditure Dashboard

Funding Source:	Month: September 2023		Fiscal Year-to-Date		Contract/Grant-to-Date	
	Revenue	Expenditures	Revenue	Expenditures	Revenue	Expenditures
<b>Maternal Child Health Services (MCH)</b> Contract Period: 10/1/2022 - 09/30/2023	\$ 4,361	\$ 4,361	\$ 53,330	\$ 53,330	\$ 68,885	\$ 68,885
<b>Mental Health Services for Adults (AMH)</b> Contract Period: 05/01/2023 - 12/31/2023	\$ 7,234	\$ 7,234	\$ 26,091	\$ 26,091	\$ 26,901	\$ 26,901
<b>Missouri Family Health Council, Inc. Family Planning Title X (TITLE X)</b> Contract Period: 04/01/2023 - 03/31/2024	\$ 23,571	\$ 42,006	\$ 285,835	\$ 440,722	\$ 184,113	\$ 293,528
<b>Overdose Date to Action (OD2A)</b> Contract Period: 09/01/2022 - 08/31/2023	\$ -	\$ 1,531	\$ 21,928	\$ 23,460	\$ -	\$ 1,531
<b>Public Health Emergency Preparedness (PHEP)</b> Contract Period: 07/01/2023 - 06/30/2024	\$ 10,660	\$ 10,660	\$ 141,893	\$ 142,459	\$ 44,181	\$ 44,181
<b>Superfund Lead Health Education &amp; Voluntary Institutional Control Programs (LEAD)</b> Contract Period: 10/1/2022 - 09/30/2023	\$ -	\$ 5,563	\$ 48,767	\$ 54,330	\$ 71,089	\$ 76,653

Jefferson County Health Department  
Funding Source Revenue and Expenditure Dashboard

Funding Source:	Month: September 2023		Fiscal Year-to-Date		Contract/Grant-to-Date	
	Revenue	Expenditures	Revenue	Expenditures	Revenue	Expenditures
<b>Show Me Healthy Women (SMHW)</b> Contract Period: 06/30/2023 - 06/29/2024	\$ 259	\$ 2,551	\$ 4,291	\$ 15,789	\$ 1,438	\$ 10,928
<b>Wise Woman (WW)</b> Contract Period: 06/30/2023 - 06/29/2024	\$ 124	\$ 124	\$ 1,498	\$ 1,498	\$ 124	\$ 124
<b>State Investment in Local Public Health Services (CORE/CHIP)</b> Contract Period: 06/01/2021 - 05/31/2024 <i>Quarterly Reporting/Invoicing</i>	\$ 66,369	\$ 46,932	\$ 234,130	\$ 239,968	\$ 695,195	\$ 651,600
<b>Workforce (WFD)</b> Contract Period: 10/01/2022 - 06/30/2024	\$ -	\$ 9,975	\$ 96,816	\$ 102,497	\$ 96,816	\$ 104,542
<b>Health Unit Tax (MIL TAX)</b> Period: 01/01/2023 - 12/31/2023	\$ 376,067	\$ 191,851	\$ 3,130,245	\$ 2,478,359	n/a	n/a
<b>Indirect/Adminstrative Fees Earned</b> Period: 01/01/2023 - 12/31/2023	\$ 7,152	\$ 7,152	\$ 100,329	\$ 100,329	n/a	n/a

Jefferson County Health Department  
Funding Source Revenue and Expenditure Dashboard

Funding Source:	Month: September 2023		Fiscal Year-to-Date		Contract/Grant-to-Date	
	Revenue	Expenditures	Revenue	Expenditures	Revenue	Expenditures
<b>Rent Income</b> Period: 01/01/2023 - 12/31/2023	\$ 1,400	\$ 1,400	\$ 10,100	\$ 10,100	n/a	n/a
<b>Donations/Contributions</b> Period: 01/01/2023 - 12/31/2023	\$ 17	\$ 17	\$ 4,638	\$ 4,638	n/a	n/a
<b>Fee for Service (FEE)</b> Period: 01/01/2023 - 12/31/2023	\$ 66,489	\$ 66,489	\$ 931,039	\$ 931,039	n/a	n/a
<b>TOTALS for Month &amp; Fiscal Year-to-Date</b>	<u>\$ 630,565</u>	<u>\$ 627,542</u>	<u>\$ 6,902,307</u>	<u>\$ 6,213,245</u>		



## 1.1 MISSION MOMENT

Influenza symptoms can include fever, cough, sore throat, runny or stuffy nose, body aches, headache, chills and fatigue. The best way to prevent influenza is to get an influenza vaccine each year as soon as the vaccine is available to the public. Other forms of prevention include hand washing and using alcohol-based hand sanitizers; covering your coughs and sneeze with a disposable tissue or your arm or sleeve; avoid touching your eyes, nose, or mouth; avoid close contact with persons who are sick; stay home when you are sick. Most people who develop influenza will recover with bed rest and do not need medical care or flu antiviral medications. In certain situations (e.g., influenza outbreaks in settings like nursing homes) flu antiviral medications may be prescribed to high-risk individuals to prevent them from developing influenza.

Providing flu vaccinations is a core service that our health department provides to the community. We pride ourselves on making public services easily accessible by finding new ways to reach our populations who need it most. During the past few years, JCHD has utilized clinical community outreach teams to reduce transportation barriers to annual immunizations. JCHD utilized our sprinter vans to provide annual flu vaccines to homebound patients, at multiple community clinics throughout the four corners of the county, as well as provide on site school clinics at six local participating districts for students and staff including: Hillsboro R3, Jefferson R7, Sunrise, Grandview, Desoto #73, and Northwest R1.

## 1.2 STRATEGIC UPDATES

- Internal planning continues on the following strategic priorities: update the strategic plan, review and revise job descriptions, review and revise performance appraisal documents, workforce compensation study, annual report development, 2023 budget revision, 2024 budget for submission to County by October 31st, building partner annual contract reviews, data modernization planning, HIPAA privacy and security policy review and new building work with architect.
- The JCHD Board Building Committee met on October 4<sup>th</sup> to open and review bids from General Contractors for the New Hillsboro Building project. The lowest three bids were invited to participate in interviews with the Building Committee on October 12<sup>th</sup>. After completing the interviews and reviewing all documentation provided, the building committee will make a recommendation to the full JCHD Board on October 26<sup>th</sup> for award of the contract. Board Representatives on the Committee: Tim Pigg and Tammy Stidem.
- Board Bylaws Committee Representatives Dennis Diehl and Tammy Stidem met with JCHD counsel on October 11<sup>th</sup> to begin review of the JCHD Bylaws for updates. No JCHD staff were present during this meeting. The committee anticipates having recommendations for review of the full board during the November 2023 meeting, with second reading and review at the December meeting. Updates would take effect January 1, 2024.
- JCHD Board Insurance Committee representatives Tim Pigg and Suzy Davis were scheduled to meet on October 16th with JCHD executive staff and representatives from the department's insurance



brokerage company to review updated bids for 2024 employee health insurance coverage. The meeting was cancelled and rescheduled at the request of Mr. Pigg due to a committee trustee not being available. The rescheduled Insurance Committee meeting was set for October 23 at 11:00 a.m. with the same attendees. The meeting was again cancelled on the day of due to a committee trustee being unavailable. A third date for the initial meeting has not been set at this time.

### 1.3 STATUTORY AND REGULATORY COMPLIANCE UPDATES

- Children and Youth with Special Healthcare Needs Region 10 and 11 Contract Monitoring Visit September 2023 – see attached findings letter.
- JCHD submitted the Board of Trustee approved 2023 tax rate to the Jefferson County Clerk on September 28, 2023 in compliance with state statute.

### 1.4 ED PUBLIC RELATIONS ACTIVITIES

- Fifth Annual Jefferson County Rotary Clubs Benefit Golf Tournament, Friday, October 13, 2023 at Crystal Highlands Golf Club. The tournament was sold out and received the largest number of donations to date. Total amount raised and donation to the JCHD Wellness Program will be updated in next month's report. JCHD extends its enormous gratitude to the five Jefferson County Rotary Clubs for their continued support of this vital safety net program for our community.
- Missouri Public Health Conference 9/21/23: Director spoke as part of presentation on the implementation of the Foundational Public Health Services in local health departments.
- Missouri Center for Public Health Excellence 9/27/23, 10/11/23
- Jefferson County Community Partnership Board Governance Committee 10/20/23

### 1.5 ITEMS OF INFORMATION:

- **ASPEN Program Transition Complete:** As of October 11th, 2023, the ASPEN Coordinator and ASPEN Program Specialist are no longer employees of the Jefferson County Health Department. The ASPEN Network Inc. staff continue to work closely with JCHD administration providing resources and ongoing communication. During the months of September 2023 and early October 2023 the ASPEN Coordinator worked with JCHD administration and JCHD IT to ensure all JCHD information and technology was removed from all ASPEN related devices. While still employed with JCHD, the coordinator assisted in transitioning JCHD non-ASPEN related projects and staff to the appropriate administrator(s).
- **Update on Robinson Case** –The Missouri Supreme Court sent the Robinson case back to Cole County with instructions to vacate the judgment and rehear the case, with the Counties as parties. Plaintiffs (via their counsel, Kim Mathis) voluntarily dismissed the case against DHSS and the Counties on October 6, prior to the Cole County Court issuing an amended judgment. This dismissal, by law, divests the Court of jurisdiction to hear the allegations of the case as filed by the Plaintiffs. The effect should be that all regulations that were initially struck by the Judgment are automatically reinstated. However, in a unique move, the Attorney General's (AG) office, acting as counsel for MO Department of Health and Senior Services, filed a motion seeking to ensure that the regulations struck by the Court in its initial judgment were not reinstated. The Counties have filed a response to this Motion. As of today, the Court has not ruled on the AG's motion. JCHD Counsel will provide an expanded

update on the case if additional information is requested. Hard copies of the court filings will be available for review at the October 26<sup>th</sup> meeting.

## **1.6 AGENCY RECOGNITION AND OPPORTUNITIES FOR BOARD ENGAGEMENT**

- Jefferson County Health Department was notified on September 26, 2023, that the Missouri Institute for Community Health (MICH) awarded full accreditation to the agency. The award letter is attached. MICH board member Bert Malone stated, “The Board of the Missouri Institute for Community Health (MICH) is proud to award this certification to the JCHD and to assure the residents of Jefferson County that they are served by an agency that meets or exceeds all the quality standards for local health departments.” JCHD has been a MICH accredited agency since June 2006.

# MICH

## Missouri Institute for Community Health

Partners for Better Health

September 26, 2023

Ms. Kelley Vollmar, Administrator  
Jefferson County Health Department  
PO Box 437  
Hillsboro, MO 63050

Dear Ms. Vollmar:

It is with great pleasure that the Board of Directors of the Missouri Institute for Community Health awards your agency with **FULL** accreditation for the period October 1, 2023 through September 30, 2028. This designation indicates that the Jefferson County Health Department meets or exceeds the standards set by the Missouri Voluntary Accreditation Program. It further indicates a local health agency's capacity to provide the essential foundational public health services for the Jefferson County community.

**As indicated above, your accreditation status will remain in effect from this date until October 2028.**

We thank you for the work that was done by you and your staff to submit the required documentation for this reaccreditation of your agency. Congratulations on this notable achievement to provide quality services and meet today's increasing challenges faced by public health departments!

Very sincerely,



Bert Malone, Member  
MICH Board of Directors

Cc: Board Members  
Marty Galutia Scott  
Sandra Boeckman



**Missouri Department of Health and Senior Services**

P.O. Box 570, Jefferson City, MO 65102-0570 | Phone: 573-751-6400 | FAX: 573-751-6010  
RELAY MISSOURI for Hearing and Speech Impaired and Voice dial: 711



**Paula F. Nickelson**  
Director

**Michael L. Parson**  
Governor

September 27, 2023

Kelley Vollmar, Director  
Jefferson County Health Department  
405 Main St, PO Box 97  
Hillsboro, MO 63050

Dear Ms. Vollmar,

Thank you for your recent participation in the Children and Youth with Special Health Care Needs (CYSHCN) Program contract monitoring process. This process is an improvement opportunity for both CYSHCN and its contracted service providers. The services provided by Jefferson County Health Department, Regions 10 and 11, were found to meet the minimum requirements as outlined in the Scope of Work for July 1, 2023 to June 30, 2024. The monitoring did not reveal any areas of concern that would require a written plan of action at this time.

Your continued collaboration with CYSHCN staff to ensure program compliance and delivery of services is essential to ensuring that participants and their families receive the necessary services and supports to increase health care options and their level of independence.

Thank you for your continued partnership. If you have any questions, please contact me at (417) 370-6737

Sincerely,

*Heather VanHorn RN*

Heather VanHorn, RN  
CYSHCN Program Manager

**PROMOTING HEALTH AND SAFETY**

The Missouri Department of Health and Senior Services' vision is optimal health and safety for all Missourians, in all communities, for life.



Jefferson County Health Department will champion positive health outcomes and behaviors through innovative programs and community engagement.

## AUGUST CLINICAL BOARD REPORT

Month Reporting: SEPTEMBER 2023

Date: 10/20/23

Reported By: M. Melissa Parmeley, Clinical Services Manager

<b>CLINICAL SECTION</b> - PROGRAMS <i>FPHS</i>	<b>CONTRACT/ GRANT</b>	<b>MONTHLY UPDATE</b>
<b>FAMILY PLANNING</b> - Title X - The Right Time - Show Me Healthy Women - Wise Woman  <i>Maternal, Child &amp; Family Health</i> <i>Communicable Disease</i> <i>Access to Care</i>	Title X; The Right Time (TRT) Show Me Healthy Women (SMHW) Wise Woman (WW)	The Right Time Program is preparing for a clinical efficiency study as it nears the end of the contract timeframe (March 2024). For the efficiency study the Missouri Contract Grantee (Missouri Family Health Council-MFHC) will be working with a national partner to schedule a technical assistance session to determine JCHD clinical efficiency and identify areas for quality improvement.
<b>GENERAL CLINIC</b> - Immunizations - Tuberculosis (TB) - Lead - Wellness Labs - Sexually Transmitted Diseases (STD/STI) - Perinatal Hepatitis B	Vaccines for Children (VFC/317) Adult Immunization Contract (AIG) EPA Superfund Lead Health Education CHIP CORE Public Health Program Support 23-24	The immunization program participated in two state audits in September. The Arnold facility was reviewed by the Vaccines for Children (VFC) Program on September 6 and the Hillsboro location was reviewed by VFC on September 27 <sup>th</sup> . There is currently a vacancy in the Nursing staff coordinating this program and one of the dedicated JCHD RNs who has 2 additional programs has stepped up to oversee the immunization program until the RN

**Jefferson County Health Department**  
**405 Main Street, Hillsboro, MO 63050**  
**Phone: 636-797-3737 Fax: 636-797-4631**  
[www.jeffcohealth.org](http://www.jeffcohealth.org)

<ul style="list-style-type: none"> <li>- Child Care Health Consultation (CCHC)</li> </ul> <p><i>Maternal, Child &amp; Family Health</i> <i>Communicable Disease</i> <i>Access to Care</i> <i>Injury Prevention</i></p>		<p>coordinator role is filled. The new RN Immunization Coordinator was hired and will be starting in October.</p> <p>JCHD received Flu vaccine in September and began providing vaccinations for all ages both in the office settings and in the community. The nursing team will be visiting Jefferson County Schools in October to provide flu vaccines on-site at Jefferson College, Sunrise School System, Grandview School System, R7 School System, Hillsboro School System, and Northwest School System throughout the next month.</p> <p>JCHD does not currently have COVID-19 vaccines in house. The transition to commercialized vaccine has created some challenges in getting vaccine orders placed and received. The immunization team continues to work to try to place orders with multiple manufacturers.</p>
<p><b>COMMUNITY CLINIC</b></p> <ul style="list-style-type: none"> <li>- Mobile Wellness</li> <li>- Communicable Disease Testing</li> <li>- Prevention</li> <li>- Community Clinics</li> <li>- Project Life Saver</li> </ul> <p><i>Maternal, Child &amp; Family Health</i> <i>Communicable Disease</i> <i>Access to Care</i> <i>Injury Prevention</i></p>	<p>Local Public Health Disparities; Program Support 23-24 ELC; AIG Missouri Mini Grant Prevent Ed</p>	<p>The Mobile Wellness Program saw 55 patients and was in the community for 10 days in September.</p> <p>The JCHD Mobile Team attended the Annual Mobile Healthcare Conference in Pittsburgh in September and presented a poster at the conference. The poster highlighted how mobile clinics can create models of sustainability while also coordinating with the community to improve community health. This poster was developed by the mobile wellness team and put together by the JCHD communications PIO. During the Mobile Healthcare conference, the team was able to interview multiple vendors and identify contacts for quotes for a future new mobile unit to house the mobile wellness program and community team. The team is still doing a fantastic job of working from the Sprinter vans, their flexibility has allowed JCHD to continue this program despite the limitations of the smaller mobile unit. The agency is still waiting to hear about the capital grant from the foundation that will aid funding for a new mobile unit for this program and others.</p>



*Jefferson County Health Department will champion positive health outcomes and behaviors through innovative programs and community engagement.*

		<p>The community clinical team was present at Project homeless Connect on September 28<sup>th</sup> at the Peace Pantry and provided Flu shots, Narcan and Vaping information, and provided health screenings and primary care.</p> <p>Additionally, the community clinical team attended the following events and activities in the community in September:</p> <ul style="list-style-type: none"> <li>• Wednesday 09/20/23, Jefferson College Employee Health Fair: Provided BP screenings to 32 employees.</li> <li>• Saturday 09/30/23, Cedar Hill VFW: provided BP screenings and heart health education and outreach and education on JCHD services.</li> </ul>
<p><b>DENTAL</b></p> <ul style="list-style-type: none"> <li>- Pediatric Mobile Dental</li> <li>- Sealant</li> <li>- Adult Mobile Dental</li> </ul> <p><i>Maternal, Child &amp; Family Health Access to Care</i></p>	<p>Sealant and Tele dentistry CHIP CORE Public Health</p>	<p>The JCHD Pediatric Dental Program began the school year at the Sunrise School on September 5 and provided services to 21 students and provided 225 procedures while at the Sunrise school. The pediatric mobile dental unit then had a repair on the generator and moved to Grandview school system on September 19 where they provided services to 33 students and that included 328 procedures at the school system.</p> <p>The agency received the new contract for Improving Oral Health School-Based Sealant and Education Program that started on September 1, 2023 and goes through August 31, 2024 in the amount of \$18,400.00. The purpose of this contract and project is to promote and provide education and outreach for the importance of dental sealants and services in Jefferson County via a school-based dental sealant program to high-risk children and to collect data for integration into the electronic medical report. The required</p>

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**405 Main Street, Hillsboro, MO 63050**  
**Phone: 636-797-3737 Fax: 636-797-4631**  
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		<p>deliverables for this program are to develop, implement, educate, operate, provide services and report to MDHSS on the progress of the school-based dental program in Jefferson County. This contract will allow our Pediatric Dental Program to continue to purchase supplies and equipment needed to provide dental services including sealants. This contract also helps to fund promotion and outreach for this dental program.</p>
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Jefferson County Health Department will champion positive health outcomes and behaviors through innovative programs and community engagement.

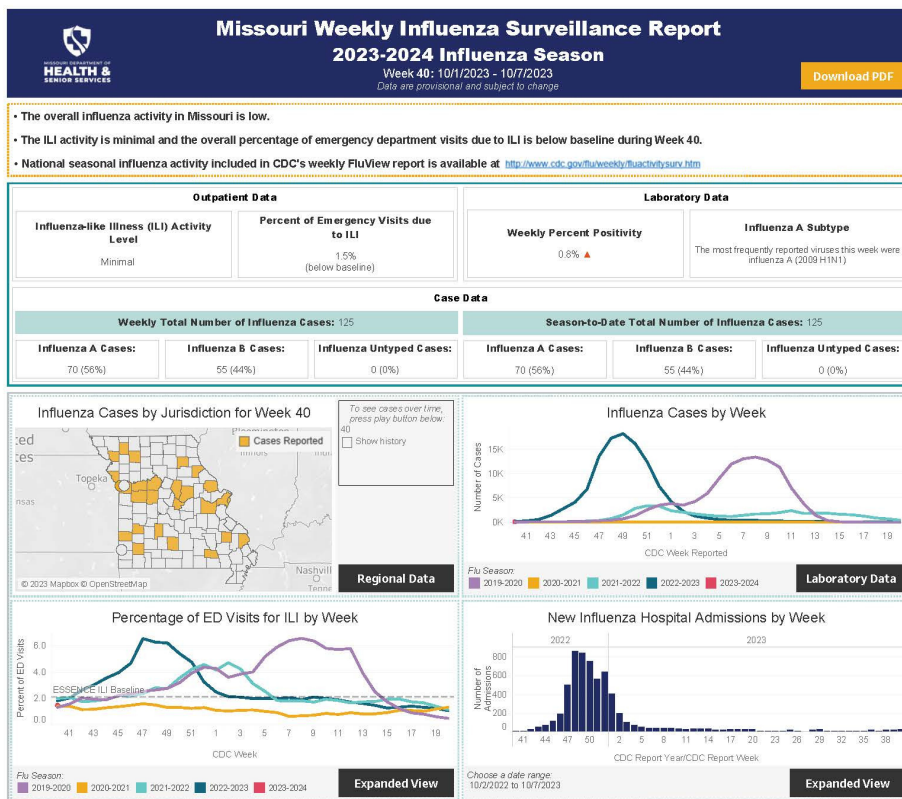
## Community Services Board Report- October 2023

(Analytics and Updates from September 2023)

The Community Services Department consists of our Communicable Disease Prevention Team, Environmental Public Health Team, Public Health Preparedness Planner and the Special Healthcare Needs Team. This team manages the non-clinical public health programs.

### Foundation of Public Health Module Areas of Capability and Expertise: Communicable Disease Prevention:

- October 1, 2023, began the Centers for Disease Control and Prevention (CDC) Respiratory Season. Jefferson County Respiratory Report is posted weekly on [www.jeffcohealth.org](http://www.jeffcohealth.org).
- Missouri Department of Health and Senior Services launched a statewide influenza surveillance dashboard. <https://health.mo.gov/living/healthcondiseases/communicable/influenza/dashboard.php>



**Mission:** Capacity to prevent and stop the spread of disease through strategies such as surveillance, investigation, education, and interventions.

**Programs:** Communicable Disease Investigation, Vector Control, Animal Bite Investigations

**Funding Sources:** Public Health Emergency Preparedness (PHEP) MO DHSS Contract, Epidemiological and Laboratory Capacity Enhancing Detection Expansion (ELC-EXP) MO DHSS Contract.

# Communicable Disease Surveillance Summary Report

## Communicable Disease Surveillance Summary Report - September 2023

### Jefferson County, Missouri

#### Notes on the Data:

- All data and information are conditional and may change as more reports are received.
- Case definitions are established by the Missouri Department of Health and Senior Services' (DHSS) Communicable Disease Investigation Reference Manual. The totals reflect the number of confirmed and probable cases reported; suspect cases are not included.
- Data is reported in epidemiologic weeks established by the CDC's Morbidity and Mortality Weekly Report (MMWR). The MMWR week starts on a Sunday and ends on Saturday. Values for MMWR week range from 1 to 53, although most years consist of 52 weeks. The 2023 MMWR calendar began on January 1, 2023.
- Case date may be based on the onset date, diagnosis date, specimen date, or test date.
- Excluded from this report are Sexually Transmitted Diseases, Influenza, and COVID-19.
- Jefferson County Health Department monitors all reportable disease cases year-round. Figures 1. and 2. include detailed views of diseases or conditions that may be of importance during the time of year this report is published. Variables such as outbreaks or the seasonality of communicable diseases may affect the number of cases per month and call for a more in-depth look. Seasonal change in the incidence of infectious diseases is common.

#### Additional Sources of Information:

Jefferson County Health Department's Covid-19 Data Dashboard <https://www.jeffcohealth.org/covid19-data>  
 Jefferson County Health Department's Influenza Data Dashboard <https://www.jeffcohealth.org/flu-season-info>  
 Missouri Department of Health and Senior Services, Communicable Disease Investigation Reference Manual: <https://health.mo.gov/living/healthcondiseases/communicable/communicabledisease/cdmanual/index.php>

**Table 1. Number of Enteric Cases by Month, Jefferson County, Missouri**

Disease or Condition	Five Previous Months					Year to Date Comparison		
	May 2023	June 2023	July 2023	August 2023	September 2023	YTD 2023	YTD 5 Previous Year Mean	YTD Alert <sup>1</sup>
Campylobacteriosis	3	2	8	6	3	33	21.6	*
Cryptosporidiosis	0	0	0	0	0	0	4.4	
Cyclosporiasis	0	0	2	0	0	2	3.4	
E. Coli O157:H7	0	0	0	0	0	0	1.2	
E. Coli Shiga Toxin +	0	0	0	0	0	0	0	
Giardiasis	0	0	0	0	1	1	1.2	
Hepatitis A Acute	0	0	0	0	0	0	3.8	
Listeriosis	0	0	0	0	0	0	0.4	
Salmonellosis	8	2	3	6	4	29	27.2	*
Shigellosis	0	0	1	0	0	1	0.6	
Yersiniosis	0	0	1	1	0	3	2	
<b>Enteric Totals</b>	<b>11</b>	<b>4</b>	<b>15</b>	<b>13</b>	<b>8</b>	<b>69</b>	<b>65.8</b>	

<sup>1</sup> Year- to- Date alerts represent an increase of at least one standard deviation for total cases in the current year compared to the same time period in the five previous years.

**Table 2. Number of Respiratory and Systemic Disease Cases by Month, Jefferson County, Missouri**

Disease or Condition	Five Previous Months					Year to Date Comparison		
	May 2023	June 2023	July 2023	August 2023	September 2023	YTD 2023	YTD 5 Previous Year Mean	YTD Alert
Coccidioidomycosis	0	0	0	0	0	0	0	
Haemophilus Influenzae, Invasive	0	0	0	0	0	3	4.6	
Legionellosis	0	0	0	2	0	2	3	
Measles	0	0	0	0	0	0	0.2	
Pertussis	0	0	0	0	0	2	11.2	
Staph Aureus, VISA	0	0	0	0	0	0	1.8	
Streptococcus Pneumoniae, Invasive	1	0	1	0	1	12	18	
Streptococcal Toxic Shock Syndrome	1	0	0	0	0	1	0.2	
Varicella	0	0	0	0	0	2	2.2	
<b>Respiratory and Systemic Totals</b>	<b>2</b>	<b>0</b>	<b>1</b>	<b>2</b>	<b>1</b>	<b>22</b>	<b>41.2</b>	

**Table 3. Number of Vector-Borne Cases by Month, Jefferson County, Missouri**

Disease or Condition	Five Previous Months					Year to Date Comparison		
	May 2023	June 2023	July 2023	August 2023	September 2023	YTD 2023	YTD 5 Previous Year Mean	YTD Alert
Anaplasma Phagocytophilum	0	0	0	0	0	0	0	
Babesiosis	0	0	0	0	0	0	0.2	
Ehrlichia Chaffeensis	1	6	4	7	0	19	20	
Ehrlichia Ewingii	0	0	0	0	0	0	0.8	
Ehrlichiosis Anaplasmosis Undetermined	1	1	0	0	0	2	1.8	
Lyme	0	0	0	1	0	1	0	
Malaria	0	0	0	0	0	0	0	
Rocky Mountain Spotted Fever	0	2	1	0	0	3	8	
Tularemia	0	0	0	1	0	1	0	
<b>Vector-Borne Totals</b>	<b>2</b>	<b>9</b>	<b>5</b>	<b>9</b>	<b>0</b>	<b>26</b>	<b>30.8</b>	

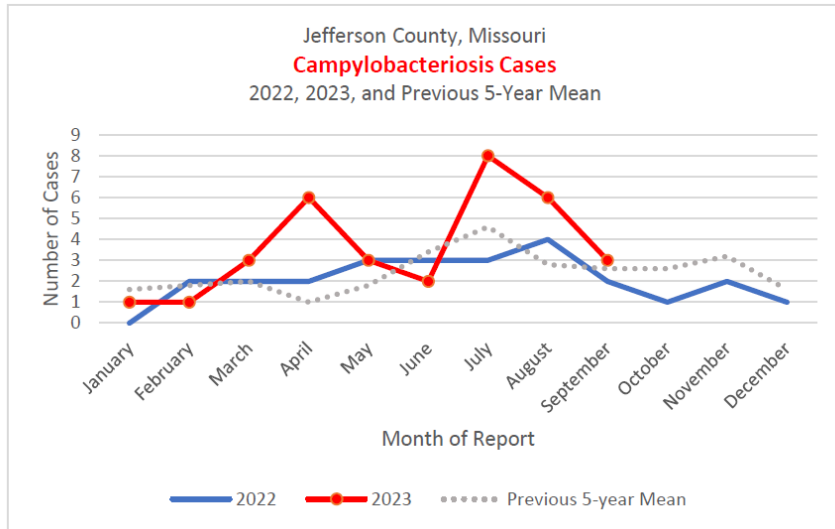
**Table 4. Number of Other/Miscellaneous Cases by Month, Jefferson County, Missouri**

Disease or Condition	Five Previous Months					Year to Date Comparison		
	May 2023	June 2023	July 2023	August 2023	September 2023	YTD 2023	YTD 5 Previous Year Mean	YTD Alert
Animal Bites	22	12	18	15	5	161	114.8	*
MOTT	1	4	2	5	1	23	17.4	*
Rabies Animal	0	0	0	0	0	0	1.2	
Rabies Post Exposure Prophylaxis	5	0	2	1	0	14	7	*
TB Disease	0	0	0	1	0	1	1	
TB Infection	3	3	3	6	3	24	33.8	
<b>Other/Miscellaneous Totals</b>	<b>31</b>	<b>19</b>	<b>25</b>	<b>28</b>	<b>9</b>	<b>223</b>	<b>175.2</b>	

## Figure 1. Campylobacteriosis

### Jefferson County, Missouri

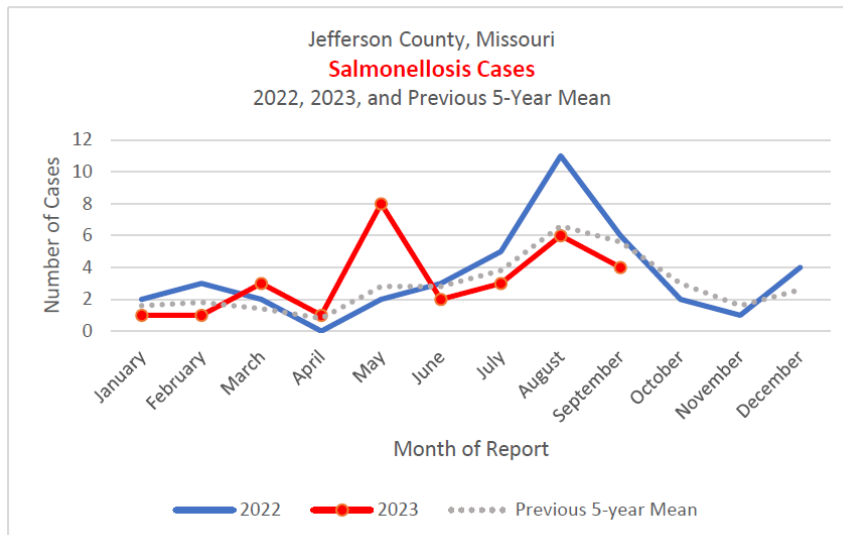
Campylobacter infection, or campylobacteriosis, is caused by Campylobacter bacteria. Campylobacteriosis is one of the most common causes of diarrheal illness in the United States. There are 21 Campylobacter species; however, Campylobacter jejuni and Campylobacter coli are the two species that most often infect humans. Almost all persons infected with Campylobacter recover without any specific treatment. Antimicrobial therapy is warranted only for patients with severe disease or those at high risk for severe disease, such as those with immune systems severely weakened by medications or other illnesses. There were 3 cases of Campylobacteriosis reported during September 2023 in Jefferson County. During the previous 5 years, the number of cases has ranged from 0 to 8 per month. A year-to-date alert has been noted for Campylobacteriosis. Year-to-date alerts are present when the total cases in the current year are more than one standard deviation above the mean for the same time period in the previous five years.



## Figure 2. Salmonellosis

### Jefferson County, Missouri

Salmonella are a gram-negative, rod-shaped bacteria which can cause illness in both animals and humans. Nontyphoidal salmonellosis (NTS) refers to illnesses caused by all serotypes of Salmonella (S.) except for S. Typhi, S. Paratyphi A, S. Paratyphi B, and S. Paratyphi C. There were 4 cases of Salmonellosis reported during September 2023 in Jefferson County. During the previous 5 years, the number of cases reported has ranged from 0 to 11 per month. Two nationwide outbreaks of Salmonella remain active. An outbreak of Salmonella linked to small turtles was updated September 29, 2023. Cases have been reported in 18 states, including Missouri. An outbreak of Salmonella linked to backyard poultry was updated July 20, 2023. Cases have been reported in 47 states, including Missouri. A year-to-date alert has been noted for Salmonellosis. Year-to-date alerts are present when the total cases in the current year are more than one standard deviation above the mean for the same time period in the previous five years.



# Environmental Public Health

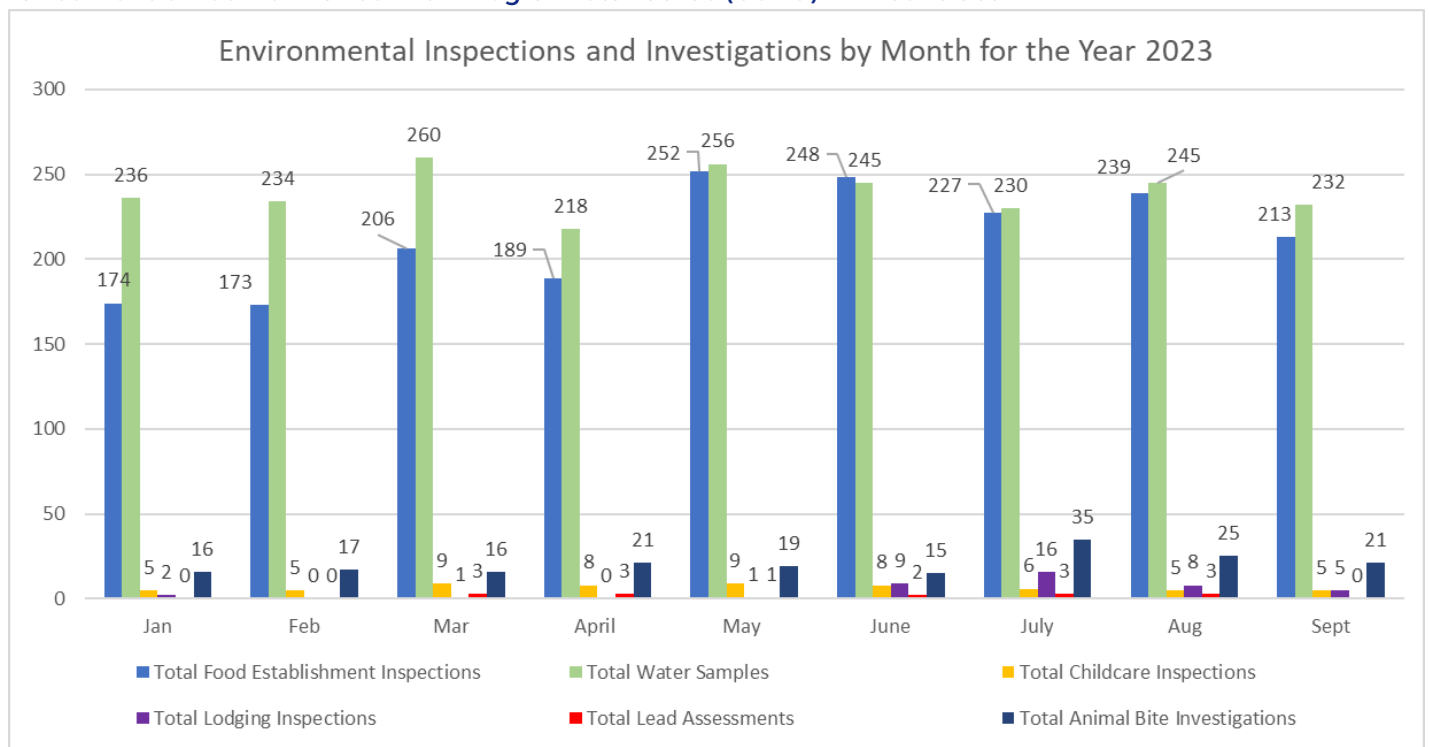
## Environmental Public Health:

- 4 mosquito sampling tests were positive for West Nile Virus. All areas with a positive test are immediately treated with adulticide to reduce the mosquito population. JCHD mosquito control program sprays unincorporated Jefferson County along with the Jefferson County Parks. Any positive tests collected within a municipality are reported to the city for treatment.
- 1 bat tested positive for rabies. There were no Jefferson County residents at risk for exposure. A press release was issued on September 22, 2023.
- We will begin the FY2024 Food and Beverage Permit renewal process in October. All renewals requests will be emailed to facilities through CitizenServ, the JCHD Environmental Inspection Software program. Emails will be sent the last week of October. All renewals are due by December 31, 2023. A \$75 late fee will be added to all renewals not paid as of January 1, 2024.

**Mission:** Capacity to reduce harmful exposures and foster safe and health environments that protect communities.

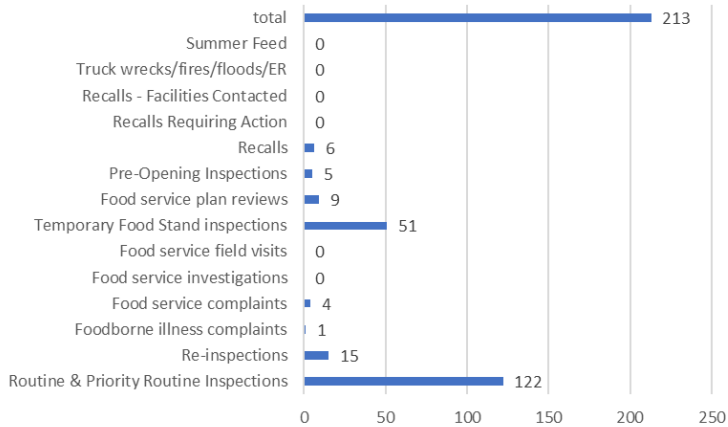
**Programs:** Food Program (Jefferson County Food Code, Food and beverages Permits, Temporary Permits, Farmers Market Master Training, and ServSafe Certifications), Water Sample Laboratory Services (Private and Public Water and Wells), Childcare Sanitation Inspections (CCSI), Lead Assessment and Education, and Lodging.

**Funding Sources:** Childcare Sanitation Inspections (CCSI) MO DHSS Contract, Summer Food Services Program (SFSP) MO DHSS Contract, Children's Health Insurance Program (CHIP) Health Services Initiative (HSI)-LEAD MO DHSS Contract, CORE MO DHSS Contract, Superfund Lead Health Education and Voluntary Institutional Control Program (VICP) MO DHSS contract, Environmental Implementation of Grading System and Advancement on Conformance with Program Standards (GSAC) FDA contract

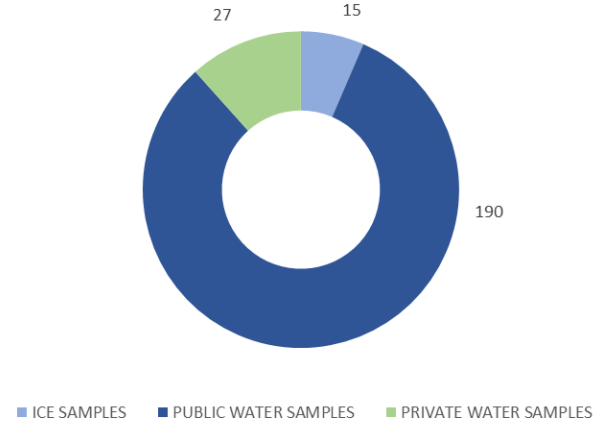


# Environmental Public Health

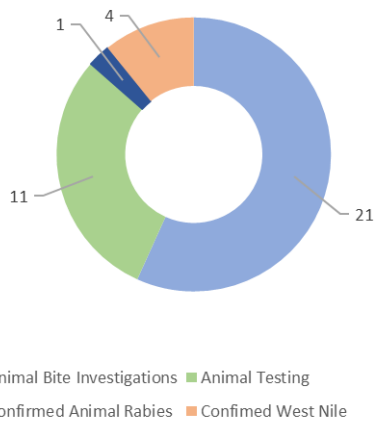
Total Food Establishment Inspections - September 2023



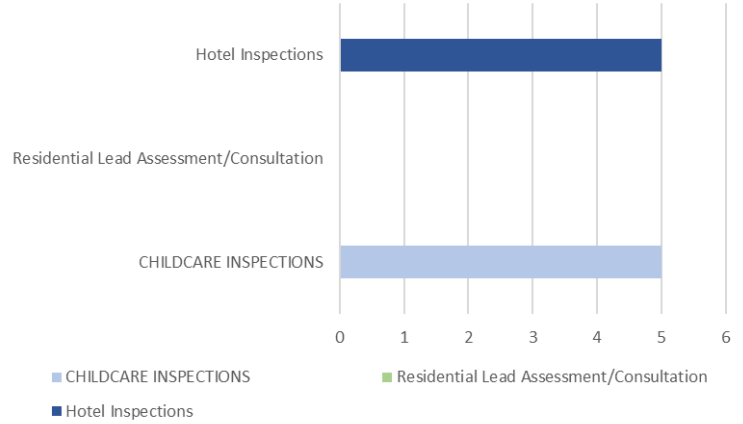
Total Ice and Water Samples Tested - September 2023



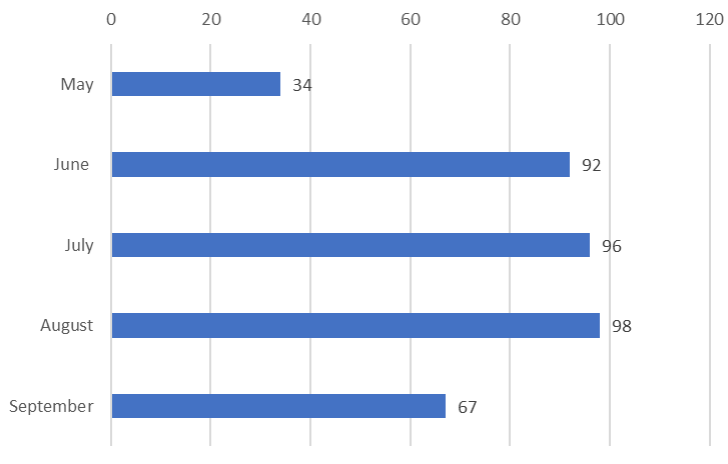
Total Animal Bite Investigations - September 2023



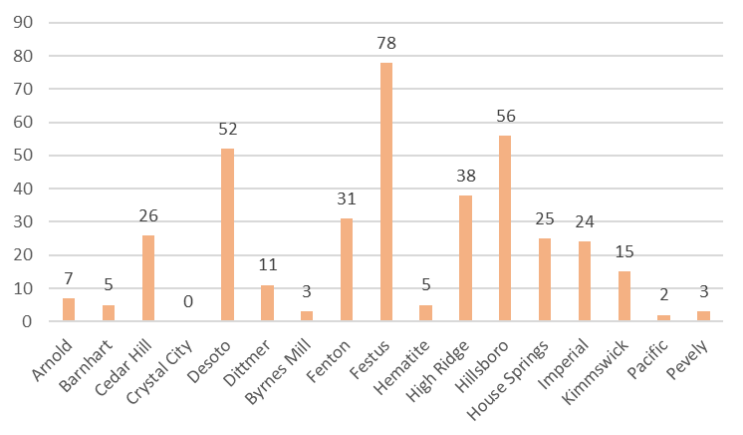
Total Additional Inspections - September 2023



Completed Mosquito Spray Requests by Month - 2023



Mosquito Spray Requests by City - 2023



# Public Health Preparedness and Special Healthcare Needs

## Public Health Preparedness (PHP) - Emergency Preparedness and Response:

- During the month of September 2023, the JCHD Planner participated in the following:
  - FEMA Incident Command System - 300 course.
  - Missouri Crisis Intervention Team (CIT) meeting.
    - The Crisis Intervention Team (CIT) program is a community partnership of law enforcement, mental health and addiction professionals, individuals who live with mental illness and/or addiction disorders, their families, and other partners to improve community responses to mental health crises.
  - Project Homeless Connect
  - Completed updates to the Jefferson County Health Department Emergency and Evacuation Plan. Updates include adding a Home Visit Safety Plan and See Something Say Something information.

**Mission:** Capacity to promote ongoing community resilience and preparedness, issue and enforce public health orders, share information with key partners and the general public, and lead the health and medical response to emergencies

**Programs:** Public Health Preparedness Planning and Response, Training and Exercises, and Project Public Health Ready (PPHR) Accreditation

**Funding Sources:** Public Health Emergency Preparedness (PHEP) MO DHSS Contract, Cities Readiness Initiative (CRI) MO DHSS Contract, Epidemiological and Laboratory Capacity Enhancing Detection Expansion (ELC-EXP) MO DHSS Contract.

**Linkage to Medical, Behavioral, and Community Resources:** Examples of resource navigation and case management provided to participants for both programs in the month of August:

- Annual contract monitoring for Children and Youth with Special Healthcare Needs (CYSHCN) was conducted on September 13, 2023. Financial reports for the month of July 2023 and 20 individual cases were audited. On September 27, the program was provided a letter stating there were no areas of concerns found during the contract monitoring.

JCHD contracts with MO Department of Health and Senior Services (MO DHSS) to provide resource navigation to connect participants to providers. MO DHSS reimburses providers for services and JCHD for staffing expenses through the ABI and CYSHCN contracts. No JCHD funds are utilized for this program.

**Mission:** Capacity to develop a strong network of partners with diverse expertise and resources to build a strong foundation for community health.

**Programs:** Adult Brain Injury and Children and Youth with Special Healthcare Needs Service Coordination and Public Health Preparedness inclusion planning

**Funding Sources:** Adult Brain Injury Program Service Coordination (ABI) Missouri Regions F and G, Children and Youth with Special Healthcare Needs Service Coordination (CYSHCN) Missouri Regions 10 and 11, and Epidemiological and Laboratory Capacity Enhancing Detection Expansion (ELC-EXP) MO DHSS Contract





Jefferson County Health Department will champion positive health outcomes and behaviors through innovative programs and community engagement.

## Health Communications Board Report- October 2023

(Analytics from September 2023)

**Project Homeless Connect Event:** Held at the Peace Pantry in Cedar Hill. JCHD team members helped to organize the event and coordinate all the services and vendors who attended. Several team members worked the event including providing services and education, helped attendees navigate the event, gather essential resources.

- Provided 30 boxes (60 units) of Narcan

**Foundational Areas:** Chronic Disease Prevention, Injury Prevention, Linkage to Resources, Maternal, Child, & Family Health

**Foundational Capabilities:** Communications, Community Partnership Development, Emergency Preparedness & Response

**Community Engagement:** Several members of health comms team were out in the community at various events and locations working with the public directly providing services, learning more about specific population needs, develop new programs, etc.

- **Things That Go Event:** Attended the event and provided bike safety education as well as free helmets for youth.
  - 76 helmets provided.
- **Monthly KJFF Radio Show:** Discussed new building process updates, upcoming respiratory season information, and cyber bullying as a concern among youth and adults along with sharing harm reduction strategies.
- **Crisis intervention Team Presentation:** Presentation to bring awareness to JCHD/JCDPC programs and services. Also provided Narcan for personal use.

**Foundational Areas:** Chronic Disease Prevention, Injury Prevention, Maternal, Child, & Family Health, Linkage to Resources

**Foundational Capabilities:** Communications, Community Partnership Development, Emergency Preparedness & Response

**Community Awareness Survey:** Launched community awareness survey in line with grant deliverables for funding source. Survey is focused on what the community knows about substance use in the community, possible stigma surrounding the issue, and best ways to educate the community about substance use, overdose, and the resources available.

- As of October 18th, 495 survey submissions have been received.

**Foundational Areas:** Injury Prevention, Maternal, Child, & Family Health, Linkage to Resources

**Foundational Capabilities:** Communications, Emergency Preparedness & Response, Assessment & Surveillance, Organizational Administrative Competencies, Community Partnership Development



## Updates (continued)

**Car Seat Program:** A total of 4 car seats were given out at the offices and at community events. An additional 3 car seats were checked for proper installation by our certified car seat technician.

**Foundational Areas:** Maternal, Child, & Family Health, Injury Prevention

**Foundational Capabilities:** Communications, Organizational Administrative Competencies

**Adult Immunization Grant:** Began promoting education and awareness of recommended adult immunizations including flu, covid, and Tdap. Outreach included print ads, social media ads, app notifications, clinical education in office, and radio show topic of discussion.

**Foundational Areas:** Communicable Disease Prevention, Maternal, Child, & Family Health, Linkage to Resources

**Foundational Capabilities:** Communications

**Public Health Core Competencies Project:** Reviewing updates 2021 Public Health Core Competencies from the Public Health Foundation. Completed first draft of survey to measure current competency levels among all staff members. This information will be utilized to create agency, position, and employee training plans to enhance our workforce.

**Foundational Capabilities:** Communications, Organizational Administrative Competencies, Accountability & Performance Management, Assessment and Surveillance

**Workforce Development:** Managed recruiting, interviewing, and onboarding process for new employees. Coordinated and facilitated the quarterly staff professional development day and conducted after event staff survey. Began drafting ideas for improving onboarding processes, project management processes, and quality improvement projects within agency teams.

**Foundational Capabilities:** Communications, Community Partnership Development, Organizational Administrative Competencies, Accountability & Performance Management, Assessment and Surveillance, Policy Development & Support

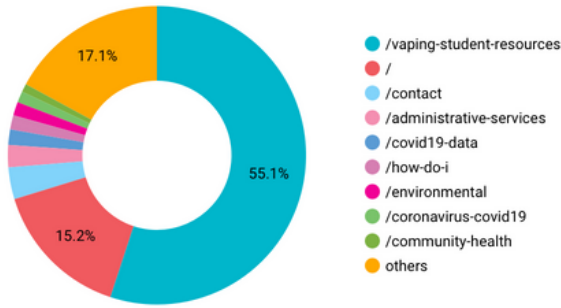
# Social Media Analytics



<p><b>f</b> Fans</p> <p><b>17K</b> fans</p> <p>↗ 5 from 17K</p>	<p><b>f</b> Received PMs</p> <p><b>15</b> PMs</p> <p>↗ 9 from 6</p>	<p><b>f</b> Page engagement rate</p> <p><b>1.32%</b> engagement rate</p> <p>↘ 0.35 from 1.67%</p>	<p><b>f</b> Post engagement rate</p> <p><b>1.23%</b> engagement rate</p> <p>↘ 1.39 from 2.62%</p>
<p><b>@</b> Followers</p> <p><b>1.5K</b> followers</p> <p>↗ 1 from 1.5K</p>	<p><b>@</b> Inbound messages</p> <p><b>2</b> messages</p> <p>↘ 7 from 9</p>	<p><b>@</b> Post engagement rate</p> <p><b>2.63%</b> engagement rate</p> <p>↘ 2.25 from 4.88%</p>	<p><b>@</b> Post engagement</p> <p><b>3</b> engagements</p> <p>🔒 ↘ 15 from 18</p>
<p><b>t</b> Followers</p> <p><b>1.7K</b> followers</p> <p>↘ 1 from 1.7K</p>	<p><b>t</b> Inbound messages</p> <p><b>0</b> messages</p> <p>0 from 0</p>	<p><b>t</b> Post engagement rate</p> <p><b>0%</b> engagement rate</p> <p>0 from 0%</p>	<p><b>t</b> Post engagements</p> <p><b>0</b> engagements</p> <p>0 from 0</p>

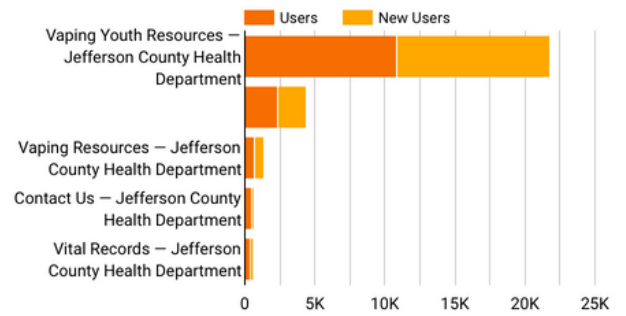
# Website Analytics

Which page is the most popular?



Page	Pageviews
1. /vaping-student-resources	33,173
2. /	9,154
3. /contact	2,080
4. /administrative-services	1,453
5. /covid19-data	1,005
6. /how-do-i	932
7. /environmental	881
8. /coronavirus-covid19	736
9. /community-health	532
10. /mobile-health-center	472

Most popular pages with title breakdown

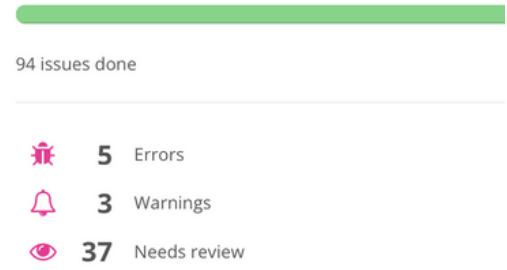


Page Title	Keyword	Pageviews
1. Vaping Youth Resour...	(not set)	33,161
2. Jefferson County He...	(not provided)	5,521
3. Jefferson County He...	(not set)	3,804
4. Vaping Resources - ...	(not set)	2,812
5. Contact Us - Jeffers...	(not provided)	1,501
6. Vital Records - Jeff...	(not provided)	1,130
7. COVID-19 Data - Jef...	(not provided)	812
8. How do I...? - Jeffer...	(not provided)	753
9. Environmental - Jeff...	(not provided)	736
10. Contact Us - Jeffers...	(not set)	580

Query	Impressions	Clicks
jefferson county health department	7,678	403
syphilis treatment	1,211	0
use of folic acid	958	1
jefferson county health center	702	2
jchd	624	13
aspen jefferson county	533	4
syphilis stages	484	0
jefferson county department of health	450	11
importance of folic acid	422	0
folic acid use	399	0
jefferson county public health	388	1

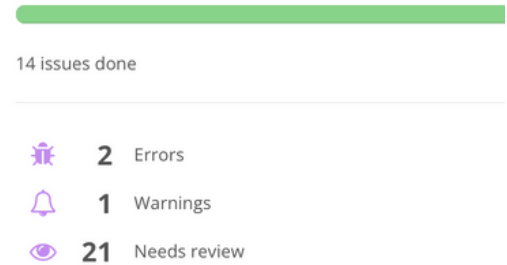
## A Level A Compliance

Issues (154,354 issues affecting 508 pages)

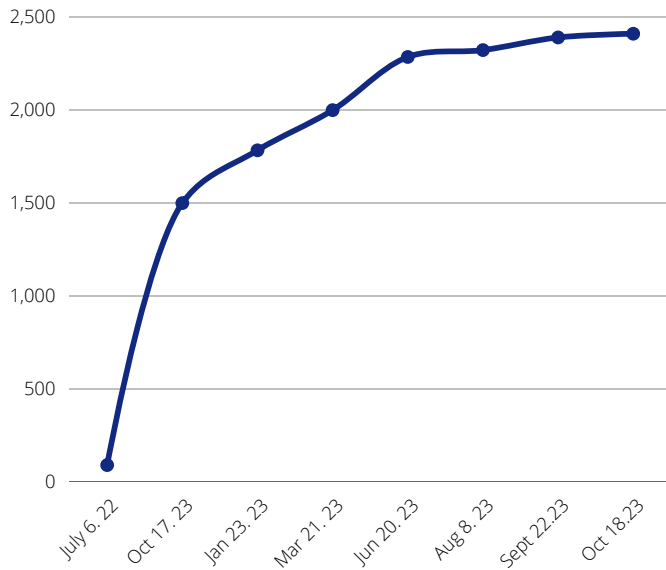


## AA Level AA Compliance

Issues (125,450 issues affecting 508 pages)



# JCHD Mobile App Analytics



**2,410  
DOWNLOADS**

**0 PUSH  
NOTIFICATIONS**

# Google Business Profile Analytics

## Hillsboro Office: 997 Interactions

Your performance at a glance

**575**  
calls  
-29%

**1**  
message  
No change

**182**  
people asked for  
directions  
-16%

**234**  
website visits from  
profile  
-27%

**3,099**  
profile views  
-21%

**1,719**  
searches  
-28%

## Arnold Office: 1,351 Interactions

Your performance at a glance

**662**  
calls  
-28%

**5**  
messages  
-16%

**324**  
people asked for  
directions  
-13%

**355**  
website visits from  
profile  
-17%

**4,017**  
profile views  
-25%

**2,161**  
searches  
-31%

**JEFFERSON COUNTY HEALTH CENTER (DBA AS JEFFERSON COUNTY HEALTH DEPARTMENT)**  
**DIRECTIVE ON UPDATE AND INFORMATION REPORT FROM DIRECTOR OR HER DESIGNEE**

**WHEREAS**, the Jefferson County Health Center (“JCHC”) Trustees need to have timely information on the vast and varied programs and process; and

**WHEREAS**, the time between Board Meetings allows for a deficient of this timeliness; and

**WHEREAS**, this information will assist all Trustees in the performance of their duties; and

**WHEREAS**, any information in these reports will be considered confidential and a work product given to the Trustees to ensure they have knowledge of issues, which may be forthcoming at a meeting; and

**WHEREAS**, this report shall not contain any legal / real-estate information, nor shall it contain any personnel matters; and

**WHEREAS**, this report will be sent to the Trustees via email by the end day six (6:00) pm on the second (2<sup>nd</sup>) Thursday of each month; and

**WHEREAS**, Trustees are acknowledging that such information may or may not come to fruition (realization) and that as such, this information will not be released to anyone else or made public and that any such release of information shall be at the discretion of the Director and / or as is reported at the Board of Trustees meetings.

**FURTHER**, any release of information by a Trustee to anyone wherein the information is obtained through this Confidential Trustee Report will revoke the Trustee’s ability to get such reports in the future and they may be held in legal contempt.

**THEREFORE**, be it resolved the Board of Trustees (IN WHOLE – all sign) (“JCHC”) hereby adopts this DIRECTIVE, which shall be updated and signed by each Trustee at each April’s Board Meeting.

\_\_\_\_\_  
CHAIRPERSON; Timothy J. Pigg

\_\_\_\_\_  
DATE

\_\_\_\_\_  
VICE CHAIRPERSON, Dennis M. Diehl

\_\_\_\_\_  
DATE

\_\_\_\_\_  
SECRETARY, Tammy Stidem

\_\_\_\_\_  
DATE

\_\_\_\_\_  
Trustee, Amber Henry

\_\_\_\_\_  
DATE

\_\_\_\_\_  
Trustee, Susan (Suzy) L. Davis

\_\_\_\_\_  
DATE

**Jefferson County Health Department**  
*Draft Budget Summary*

	2023 Approved Budget	2024 Proposed Preliminary Budget	Difference
<b>Operating Revenue</b>			
Contributions	-	5,000	5,000
Foundation/Trust Grants	681,492	200,000	(481,492)
Nonprofit Organization Grants	-	-	-
County Health MIL Tax	4,258,447	4,399,995	141,548
Federal Contracts/Fees	3,181,978	3,069,387	(112,591)
State Contracts/Fees	63,060	201,763	138,703
Local Government Contracts/Fees	-	-	-
Medicare/Medicaid Payments	234,000	501,526	267,526
Program Service Fees	723,122	762,629	39,507
Private Insurance Payments	149,540	277,371	127,831
Rent - Outside Organizations	13,800	13,800	-
Dividends & Interest	-	42,000	42,000
Indirect/Admin Fees	227,305	245,978	18,673
<b>TOTAL OPERATING REVENUE</b>	<b>9,532,744</b>	<b>9,719,449</b>	<b>186,705</b>
<b>Operating Expenditures</b>			
Salaries & Benefits	6,165,662	6,087,297	(78,365)
Contractual Fees	473,108	227,035	(246,073)
Advertising & Promotion	91,174	43,538	(47,636)
Office Supplies	12,387	4,789	(7,598)
Program and Medical Supplies	804,622	784,349	(20,273)
Telephone & Telecommunications	132,816	341,197	208,381
Postage & Shipping	7,048	5,815	(1,233)
Printing & Copying	4,328	2,000	(2,328)
Books, Subscriptions, References	142,863	208,473	65,610
Rent, Parking, Other Occupancy	264,847	20,236	(244,611)
Utilities	48,060	40,576	(7,484)
Fleet	152,074	162,140	10,066
Equipment	213,069	325,000	111,931
Equipment Rental & Maintenance	52,305	44,283	(8,022)
Travel	60,797	12,976	(47,821)
Trainings/Conferences/Meetings	202,657	84,042	(118,615)
Capital Project Fund	300,000	830,000	530,000
Election Expense	100,000	125,000	25,000
Insurance	46,370	97,725	51,355
Direct Client Service - Program Support 23-24	31,250	27,000	(4,250)
Indirect/Administrative Expense	227,305	245,978	18,673
<b>TOTAL OPERATING EXPENDITURES</b>	<b>9,532,744</b>	<b>9,719,449</b>	<b>186,705</b>
<b>Non-Operating Revenue</b>			
Reserves	-	350,000	
<b>TOTAL NON-OPERATING REVENUE</b>	<b>-</b>	<b>350,000</b>	
<b>Non-Operating Expenditures</b>			
Equipment - Wellness Van	-	250,000	
Contractual - Unforeseeable Legal Expenses	-	100,000	
<b>TOTAL NON-OPERATING EXPENDITURES</b>	<b>-</b>	<b>350,000</b>	



Jefferson County Health Department will champion positive health outcomes and behaviors through innovative programs and community engagement.

## 2024 Budget Preliminary

OPERATING REVENUE	
Grants & Donations	\$ 3,764,606
Tax Revenue	4,258,447
Earned Revenue	1,339,599
Dividends & Interest	<u>42,000</u>
TOTAL OPERATING REVENUE	<u>\$ 9,719,449</u>
OPERATING EXPENSE	
Wages & Benefits	\$ 6,087,297
Contractual	227,035
Program Supplies	1,272,589
Telecommunications	341,197
Postage & Shipping	5,815
Facility & Equipment	527,820
Fleet	162,140
Travel	12,976
Professional Development	84,042
Marketing	43,538
Election Expense	125,000
Capital Improvements	<u>830,000</u>
TOTAL OPERATING EXPENSE	<u>\$ 9,719,449</u>
NON-OPERATING REVENUE	
Reserves	<u>\$ 350,000</u>
TOTAL NON-OPERATING REVENUE	<u>\$ 350,000</u>
NON-OPERATING EXPENSE	
Equipment	\$ 250,000
Contractual	<u>100,000</u>
TOTAL NON-OPERATING EXPENSE	<u>\$ 350,000</u>
REVENUE Over/(Under) EXPENSE	<u>\$ 0</u>



Jefferson County Health Department  
405 Main Street, Hillsboro, MO 63050  
Phone: 636-797-3737 Fax: 636-797-4631  
[www.jeffcohealth.org](http://www.jeffcohealth.org)



**Public Health**  
Prevent. Promote. Protect.

**Jefferson County Health Department**  
**2024 Preliminary Budget Drilldown**

	<u>2024 Proposed Budget</u>
<b>Operating Revenue</b>	
Donations	5,000
<i>General Clinical Donations</i>	
Foundation/Trust Grants	200,000
<i>The Right Time (TRT) \$48,000</i>	
<i>Program Support \$152,000</i>	
County Health MIL Tax	4,399,995
Federal Contracts/Fees	3,069,387
<i>CCSI \$10,000</i>	
<i>ABI Region F Contract \$5,675</i>	
<i>ABI Region G Contract \$5,675</i>	
<i>CYSHCN Region 10 Contract \$47,210</i>	
<i>CYSHCN Region 11 Contract \$35,510</i>	
<i>CORE Contract \$230,975</i>	
<i>COVID-19 &amp; Adult Vaccination Contract \$137,640</i>	
<i>Cities Readiness Initiative Contract \$43,706</i>	
<i>Public Health Emergency Preparedness \$161,761</i>	
<i>Workforce Contract \$453,332</i>	
<i>Show Me Healthy Women \$6,899</i>	
<i>Maternal Child Health Services \$69,417</i>	
<i>TITLE X Contract \$186,272</i>	
<i>Overdose Data to Action \$64,457</i>	
<i>Local Public Health Agency Infrastructure \$166,506</i>	
<i>Improving Oral Health Teledentistry Sealants \$28,700</i>	
<i>Implementing Overdose Strategies at the Local Level \$149,000</i>	
<i>Epidemiology &amp; Lab Capacity ED \$1,036,843</i>	
<i>Implem. of Grading System &amp; Advmt on Conformance w/ the Pgm Std \$52,963</i>	
<i>Superfund Lead \$176,846</i>	
State Contracts/Fees	201,763



<i>ABI Region F Contract</i>	\$61,125	
<i>ABI Region G Contract</i>	\$61,125	
<i>CYSHCN Region 10 Contract</i>	\$32,790	
<i>CYSHCN Region 11 Contract</i>	\$29,490	
<i>Child Care Health Consultation Contract</i>	\$14,132	
<i>Show Me Healthy Women</i>	\$3,101	
Medicare/Medicaid Payments		501,526
Program Service Fees		762,629
<i>Vital Records</i>	\$315,000	
<i>2024 Food &amp; Beverage Permits</i>	\$250,000	
<i>Dental Patient Payments</i>	\$47,500	
<i>Spraying Fees</i>	\$10,000	
<i>Clinial Patient Payments</i>	\$45,000	
<i>Lab Fee - Environmental</i>	\$46,000	
<i>Family Planning</i>	\$49,129	
Private Insurance Payments		277,371
Rent - Outside Organizations		13,800
Interest & Investment Income		42,000
Indirect/Admin Fees		245,978
<i>ABI Region F Contract</i>	\$4,608	
<i>ABI Region G Contract</i>	\$4,997	
<i>CYSHCN Region 10 Contract</i>	\$7,273	
<i>CYSHCN Region 11 Contract</i>	\$5,909	
<i>COVID-19 &amp; Adult Vaccination Contract</i>	\$14,237	
<i>Cities Readiness Initiative Contract</i>	\$3,973	
<i>Child Care Health Consultation Contract</i>	\$673	
<i>Public Health Emergency Preparedness</i>	\$14,706	
<i>Workforce Contract</i>	\$41,212	
<i>Maternal Child Health Services</i>	\$5,123	
<i>Maternal Child Health Services 40</i>	\$1,188	
<i>Overdose Data to Action</i>	\$5,860	
<i>Local Public Health Agency Infrastructure</i>	\$15,137	
<i>Epidemiology &amp; Lab Capacity ED</i>	\$51,663	
<i>Superfund Lead</i>	\$12,482	

CORE Contract \$21,000

**TOTAL OPERATING REVENUE**

**9,719,449**

**Operating Expenditures**

Salaries & Benefits

6,087,297

*Wages \$4,375,452*

*Payroll Taxes & Worker's Compensation Insurance \$371,444*

*Benefits (Health, Dental, Vision, and Life Insurance & Pension) \$1,323,401*

*Employee Assistance Program \$7,000*

*New Hire Uniforms \$1,000*

Contractual Fees

227,035

*Dr. Jostes, \$2,000/mth \$12,000*

*Workforce Contract \$50,000*

*Implementing Overdose Strategies at the Local Level \$55,435*

*Contracted Medical Insurance Biller, 7% of Insurance Collections \$26,500*

*Legal Fees \$62,000*

*Audit Fees \$20,000*

*Translator Fees \$1,100*

Advertising & Promotion

43,538

*CYSHCN Region 10 Contract \$3,350*

*CYSHCN Region 11 Contract \$3,350*

*COVID-19 & Adult Vaccination Contract \$8,000*

*Overdose Data to Action \$6,978*

*Improving Oral Health Teledentistry Sealants \$3,900*

*Implementing Overdose Strategies at the Local Level \$4,960*

*Program Support 23-24 \$5,000*

*Newspaper Advertisement Superfund Lead \$3,000*

*Billboards Superfund Lead \$3,500*

*Social Media Postings Superfund Lead \$1,500*

Office Supplies

4,789

Program and Medical Supplies

784,349

*Medical Expense \$950*

*Program Expense \$213,733*

*Program Supplies \$316,014*

<i>Medical Supplies \$250,652</i>	
<i>Custodial Supplies \$3,000</i>	
Telephone & Telecommunications	341,197
Postage & Shipping	5,815
Printing & Copying	2,000
Books, Subscriptions, References	208,473
<i>Memberships \$15,145</i>	
<i>Software Subscriptions \$193,32</i>	
Rent, Parking, Other Occupancy	20,236
<i>Budget Self Storage \$3,334</i>	
<i>Repair &amp; Maintenance of Buildings &amp; Properties \$16,902</i>	
Utilities	40,576
Fleet	162,140
<i>Fuel \$36578</i>	
<i>Repair &amp; Maintenance \$36,000</i>	
<i>Insurance \$89,562</i>	
Equipment	325,000
<i>Equipment \$320,000</i>	
<i>Software \$ 5,000</i>	
<i>Hardware \$0</i>	
Equipment Rental & Maintenance	44,283
Travel	12,976
Trainings/Conferences/Meetings	84,042
Capital Project Fund	830,000
Election Expense	125,000
Insurance	97,725
Direct Client Service	27,000
Indirect/Administrative Expense	245,978
<i>ABI Region F Contract \$4,608</i>	
<i>ABI Region G Contract \$4,997</i>	
<i>CYSHCN Region 10 Contract \$7,273</i>	
<i>CYSHCN Region 11 Contract \$5,909</i>	
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*Local Public Health Agency Infrastructure \$15,137*  
*Epidemiology & Lab Capacity ED \$51,663*  
*Superfund Lead \$12,482*  
*CORE Contract \$21,000*

**TOTAL OPERATING EXPENDITURES**

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9,719,449

## **AN ORDINANCE PROHIBITING HARASSMENT, DISCRIMINATION AND RETALIATION WITHIN THE JEFFERSON COUNTY HEALTH CENTER**

WHEREAS, the Jefferson County Health Center (JCHC) is committed to maintaining a workplace environment that is free from discrimination, harassment, and retaliation in admission or access to, or treatment or employment in, its programs, services, activities and facilities; and

WHEREAS, the JCHC is committed to providing equal opportunity in all areas of recruiting, hiring, retention, promotion and contracted service; and

WHEREAS, harassment or discrimination because of an individual's race, color, national origin, ancestry, religion, sex, sexual orientation, gender identity, disability, age, genetic information, or any other characteristic protected by law is prohibited by State and Federal Law; and

WHEREAS, a person who files a complaint of discrimination or harassment or participates in an investigation of allegations of harassment or discrimination is protected against retaliation for filing a good-faith complaint; and

WHEREAS, in its programs and activities, the JCHC does not discriminate on the basis of race, color, national origin, ancestry, religion, sex, sexual orientation, gender identity, disability, age, genetic information, or any other characteristic protected by law and as required by Titles VI and VII of the Civil Rights Act of 1964, the Age Discrimination Act of 1975 and Title II of the Americans with Disabilities Act of 1990, and state law; and

WHEREAS, JCHC has the obligation to investigate allegations of harassment, discrimination, and/or retaliation and take appropriate steps reasonably calculated to resolve the situation, eliminate the misconduct, prevent its recurrence and as appropriate, remedy its effects, and

WHEREAS, JCHC has the obligation to take equitable and remedial action within its authority on complaints that come to the attention of the JCHC, either formally or informally.

NOW THEREFORE BE IT RESOLVED, that the Board of Trustees of Jefferson County Health Center governs JCHC's compliance with the laws identified above through this Ordinance, prohibiting discrimination and providing for a complaint procedure to process all complaints of illegal harassment and/or discrimination.

### **Section 1. COMPLIANCE OFFICERS.** The Compliance Officers will:

1. Receive complaints of discrimination or harassment based on an individual's race, color, national origin, ancestry, religion, sex (including sexual orientation and gender identity), disability, age, genetic information, or any other characteristic protected by law.
2. Oversee the investigative process. The Compliance Officers may retain an independent investigator or request Counsel perform the investigation.
3. Assess the training needs of JCHC staff and Board members in connection with the dissemination, comprehension, and compliance with this provision.
4. Arrange for necessary training required for compliance with this provision.

5. Ensure that investigations are conducted by an impartial investigator.
6. In the event the complaint is about the Compliance Officer or his/her immediate supervisor, the Board will consider appointment of an outside investigator.

The following individuals are designated and authorized as JCHC's Compliance Officers to coordinate compliance with the laws identified above, including to handle inquiries or complaints regarding JCHC's non-discrimination policies: Jennifer Pinkley and Steven Sikes.

**Section 2. DEFINITIONS.** For the purpose of this Ordinance, the following terms are defined:

*Compliance Officer:* JCHC employee(s) designated by the Board to coordinate JCHC's compliance with Board policy, Missouri statutes, and federal laws regarding discrimination, harassment and retaliation based on an individual's race, color, national origin, ancestry, religion, sex, sexual orientation, gender identity, disability, age, genetic information, or any other characteristic or any other characteristic that is protected by law.

*Day:* A calendar day. All timeframes and deadlines may be extended by the Board for good cause, including but not limited to Board-approved holiday breaks and building closures.

*Disability:* A physical or mental impairment that substantially limits a major life activity.

*Discrimination:* Adverse conduct directed at an individual or group based on race, color, national origin, ancestry, religion, sex, sexual orientation, gender identity, disability, age, genetic information, or any other characteristic that is protected by law. The encouragement, cooperation, coercing, or support of adverse conduct that is based on race, color, national origin, ancestry, religion, sex, sexual orientation, gender identity, disability, age, genetic information, or any other characteristic that is protected by law is discrimination.

*Harassment:* Harassment is conduct, including but not limited to, intimidation, ridicule or insult, toward an individual or group because of race, color, national origin, ancestry, religion, sex, sexual orientation, gender identity, disability, age, genetic information, or any other characteristic that is protected by law and is so severe or pervasive that it:

- Affects an individual's ability to work in, participate in, or benefit from a program or activity provided by JCHC; and
- Creates an intimidating, threatening, abusive hostile or offensive environment; or
- Has the purpose or effect of substantially or unreasonably altering the work environment.

Examples of conduct that may be considered *harassment* based on an individual's race, color, national origin, ancestry, religion, disability, age, or genetic information, or any other characteristic that is protected by law include, but are not limited to:

- display of drawings, graffiti, cartoons, pictures, symbols or other written material;
- jokes;
- gestures;
- slurs, derogatory stereotypes or remarks, rumors, name-calling, insults, teasing, or

taunting;

- threats or intimidating conduct;
- hostile action, physical aggression or violence; and
- damage or theft of property.

*Retaliation:* Adverse conduct including, but not limited to, conduct of a coercive, intimidating, threatening, discriminatory, or harassing nature because of an individual's good faith complaint, participation in the investigation, testifying, or resolution of discriminatory or harassing conduct based on an individual's race, color, national origin, ancestry, religion, sex, sexual orientation, gender identity, disability, age, genetic information, or any other characteristic that is protected by law.

*Sexual harassment:* is defined as unwelcome conduct of a sexual nature or based upon sex when a) benefits or decisions are implicitly or explicitly conditioned upon submission to, or consequence is applied for refusing to comply with, unwelcome sexual advances, requests for sexual favors or conduct of a sexual nature; or b) the work environment becomes permeated with intimidation, ridicule or insult that is based on sex or is sexual in nature and that is sufficiently severe or pervasive enough to alter the conditions of participation in JCHC's programs and activities or the conditions of employment. Sexual harassment may include a range of subtle and not-so-subtle behaviors and may involve individuals of the same or different gender. Legitimate, non-sexual physical conduct necessary to avoid physical harm to persons or property, to console an individual, or spontaneous movement during a sporting activity is not sexual harassment. Depending on the circumstances and application of the definitions immediately above in this provision, examples of conduct which may or may not constitute sexual harassment, include, but are not limited to:

- sexual advances;
- request for sexual favors;
- threatening an individual for not agreeing to submit to sexual advancement;
- sexually motivated touching of an individual's intimate parts;
- coercing, forcing, or attempting to coerce or force the touching of an individual's intimate parts;
- display of drawings, graffiti, cartoons, pictures, symbols or other written material of a sexual nature;
- sexual gestures;
- sexual or dirty jokes;
- sexually provocative or explicit speech;
- communications about or rating an individual as to his/her body, sexual activity, or performance; and
- verbal abuse of a sexual nature.

**Section 3. INFORMAL COMPLAINT PROCEDURES.** Anyone may use informal procedures to report and resolve complaints of harassment, discrimination, and retaliation. If a staff member receives an informal complaint of harassment, discrimination, and/or retaliation and the complaint cannot be resolved informally, the staff member shall inform their supervisor. The supervisor may attempt to resolve the matter informally and should inform complainants of this provision. Informal complaints may become formal complaints

at the request of the complainant. Supervisors shall provide information to the Compliance Officer on a regular basis about complaints reported and resolved through the informal process.

**Section 4. FORMAL COMPLAINT PROCEDURES.** When a formal complaint is filed with a Compliance Officer, the investigation and complaint process detailed below will be used, including a possible determination by the Compliance Officer that the incident has been appropriately addressed through the informal process. Reports of discrimination, harassment and/or related retaliation must contain as much specific information as possible to allow for proper assessment of the nature, extent and urgency of preliminary investigative procedures.

In the event informal procedures are ineffective, the complainant may make a formal complaint by filing a written complaint with the Board's Compliance Officer. In the event the complaint is against a Director-Level employee (Director or Deputy Director), or a Trustee, the employee may file his or her complaint directly with the Chairperson of the Board, who will refer such complaint to the Personnel Committee.

At any step in the formal resolution process, where appropriate, JCHC will take interim measures to protect the complainant or alleged victim before the final outcome of the investigation. Additionally, JCHC (through the Personnel Committee) may appoint an outside investigator at any step of the informal or formal resolution process. A subordinate shall not investigate his/her supervisor.

All formal complaints will be in writing and will set forth the specific acts, conditions or circumstances alleged to have occurred and to constitute harassment, discrimination or retaliation. The Compliance Officer may draft the complaint based on the report of the complainant for the complainant to review and approve. The Compliance Officer may also conclude that the Board needs to conduct an investigation based on information in his or her possession, regardless of the complainant's interest in filing a formal complaint.

The Compliance Officer (or Personnel Committee, in the event the subject is a Director-Level employee or a Trustee) will receive and investigate all formal, written complaints of harassment, discrimination or retaliation or will investigate if information in the Officer's possession leads them to believe further investigation is required. The Compliance Officer will delegate his or her authority to participate in this process if such action is necessary to avoid any potential conflicts of interest.

Investigations will be carried out in a manner that is adequate in scope, reliability and impartiality. During the investigation process, the complainant and accused party or parties, if the complainant has identified an accused party, will have an opportunity to identify witnesses and present relevant evidence. When the investigation is completed, the Compliance Officer will compile a written report of the investigation. The report may include a recommendation of appropriate action to remedy the allegations included in the complaint. The Compliance Officer will forward the report and recommendations to the Director. If a Director-level employee or Trustee is the subject of the complaint, the report and recommendations will be forwarded to the Personnel Committee.



Excepting in circumstances in which the subject is a Director-Level employee or Trustee, the Director will review the report completed by the Compliance Officer. The Director will respond in writing with a Letter of Outcome to the complainant and the accused party within thirty (30) calendar days of the Compliance Officer's receipt of the written complaint, unless otherwise agreed to by the complainant or if circumstances related to the complaint require an extension of the time limit. In the event an extension is needed, the Board will notify the complainant in writing of the reason for the extension and the anticipated response date. The Letter of Outcome will include a statement of the outcome of the investigation including whether a preponderance of the evidence establishes that harassment, discrimination, and/or retaliation occurred in violation of this provision. If a violation is found to have occurred, the assurance that JCHC will take steps to prevent recurrence and remedy its effects on the complainant and others, if appropriate must be included. If no violation was found to have occurred, the Letter of Outcome must provide the complainant notice of the right to appeal to the Board of Trustees and the necessary filing information.

Any corrective measures deemed necessary will be instituted as promptly as reasonable.

If the Director is the subject of the complaint, the actions set forth herein to be completed by the Director will be completed by the Board Chairperson.

The complainant or accused party may appeal to the Board of Trustees by filing a written notice of appeal with the secretary of the Board within ten (10) calendar days following receipt of the Letter of Outcome. On receipt of the written appeal, the matter shall be placed on the agenda of the Board for consideration not later than their next regularly scheduled meeting, unless otherwise agreed to by the complainant and the Director or for good cause. The Parties will be allowed to provide comment and information as the Board deems relevant and material. Unless otherwise agreed to by the appealing party, the Board will provide written notice of its determination within thirty (30) calendar days following the filing of the notice of appeal and provide the appealing party with a copy of the determination.

**Section 5. INTERIM MEASURES DURING AN INVESTIGATION.** Appropriate interim measures will be offered and may include, but are not limited to, physical separation, contact limitations, reassignment, alternative work or assignments, altering assignments, additional supervision, counseling, training, warning, conferences, exclusion and employee suspension pending an investigation as permitted by the Board's policies and law. Additional interim measures to prevent retaliation may include, but are not limited to, notification of the retaliation prohibition, confirming the individual knows how to report retaliation, and follow-up contact.

**Section 6. DISCIPLINE.** JCHC will take prompt, effective and appropriate action to address substantiated discrimination, harassment or retaliation, prevent its recurrence and remedy its effects. Engaging in harassment, discrimination, and/or retaliation will result in appropriate discipline or other appropriate sanctions against offending staff, Board Trustees or other third parties involved in JCHC activities. Anyone else who engages in harassment, discrimination, and retaliation on Board property or at JCHC activities will have their access

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to Board property and activities restricted, as appropriate.

**Section 7. PROHIBITION ON RETALIATION.** The Board will take action to protect a complainant or persons subjected to discrimination, harassment, or retaliation as necessary during the course of an investigation.

**Section 8. CONFIDENTIALITY.** JCHC will respect the privacy of the complainant, the individuals against whom the complaint is filed, and the witnesses to the extent possible, consistent with applicable law, JCHC's legal obligations to investigate, to take appropriate action, and to conform with any discovery or disclosure obligations. However, pursuant to JCHC's discretion, information may be disclosed, if necessary, to aid in the investigation, resolution, or appeal of the complaint.

SO ADOPTED this \_\_\_\_\_ day of November, 2023, by a majority vote of the Board of Trustees of the Jefferson County Health Center.

\_\_\_\_\_  
Chairman

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Secretary-Treasurer

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