

CAPE GIRARDEAU COUNTY PUBLIC HEALTH CENTER

Minutes of the Board of Trustees Meeting

March 22, 2022

The Board of Trustees of the Cape Girardeau County Public Health Center met at Shawnee Park Center, 835 South West End Blvd., Cape Girardeau, Missouri on Tuesday, March 22, 2022 at 12:00 p.m. Present were, Chair John Freeze, Vice Chair Georganne Syler, Secretary-Treasurer Eric Becking, Diane Howard, Philip Taylor, Director Jane Wernsman, Assistant Director Autumn Grim, and Environmental Health Supervisor Amy Morris. The agenda was distributed via email prior to the meeting.

John Freeze, Chair, called the meeting to order.

Approval of Minutes

A motion was made by Georganne Syler, seconded by Philip Taylor, to approve the minutes of the February 22, 2022 Board of Trustees meeting. Motion carried.

2021 Audit Report

Jeff Stroder, CPA with Beussink, Hey, Roe & Stroder, L.L.C. provided the Board with a report of the 2021 Audit and provided each a bound audit report. A motion was made by Georganne Syler, seconded by Philip Taylor to approve and accept the 2021 Audit Report as presented. Motion carried.

Driveway Project Bid Opening

A total of one (1) bid was received by the deadline for the Concrete Driveway Project. The sealed bid was opened during by the Chair. A bid along with the project proposal was received from Lappe Cement Finishing, Inc. in the amount of \$18,438.75. After review of all documents by all Board members, a motion was made by Diane Howard, seconded by Eric Becking to award the concrete driveway project to Lappe Cement Finishing, Inc. contingent upon a satisfactory reference check with the two of the most recent completed projects. Motion carried unanimously.

Reports

- (1) ACCOUNTANTS FINANCIAL Report for February 2022 was reviewed.
- (2) RATIFICATION OF EXPENDITURES. The list of electronic payments for the period February 1, 2022 – February 28, 2022 was reviewed.

A motion was made by Georganne Syler, seconded by Eric Becking to approve the Electronic Payments / Transactions Report. Motion carried unanimously.

Levi Olson with First State Financial Management provided a review of investment performances.

- (3) Monthly Services: the monthly services report was reviewed
- (4) Assistant Director Autumn Grim reviewed the monthly Communicable Disease Report.

A motion was made by Philip Taylor for the Cape Girardeau County Public Health Center to formally rescind its' current recommendations in regards to masking and COVID-19 vaccinations and to replace that recommendation with the February 25, 2022 guidelines

published by the Centers for Disease Control (CDC). Following a discussion of the February 25, 2022 CDC guidelines, the motion was seconded by Georganne Syler. Motion carried.

- (5) Environmental Health Supervisor Amy Morris reviewed the monthly Environmental Health Services Report.

Administrative Policy Review

A motion was made by Georganne Syler, seconded by Diane Howard to approve the following Administrative Policies:

- 4.13 Client Rights and Responsibilities
- 4.16 Client complaint Procedure
- 4.30 Investment Policy
- 5.3 Personnel Files
- 5.6 Provision of services Policy (EEO)
- 5.7 Interpretive Services
- 6.2 Non-discrimination

Public Comments

The Board received comments from the public

Adjournment

A motion was made by Georganne Syler, seconded by Diane Howard, to adjourn the meeting. Motion carried unanimously. Meeting adjourned at 1:24 p.m.

