



# Cape Girardeau County Public Health Center

## Board Meeting Minutes

Tuesday, July 22, 2025

12:00 p.m., 1121 Linden St, Cape Girardeau, MO 63703

### Present:

Dr. John Freeze, Chairperson  
Georganne Syler, Vice Chairperson  
Nancy Johnson, Secretary  
Diane Howard  
Gary Tinsley

### Staff:

Director Autumn Grim  
Assistant Director Natalie Govreau

### Absent:

Agenda	Discussion	Tasks/Conclusion	Responsibility
<b>Call to Order</b>	Dr. John Freeze, Chairperson, called the meeting to order at 12:00 p.m.		
<b>Approval of minutes</b>	A request for a motion to approve the minutes of June 24, 2025 Board Meeting was made.	Georganne Syler made the motion, seconded by Nancy Johnson, the motion passed.	Filed with the minutes
<b>Ratification of Expenditures</b>	<p>Director Autumn Grim presented the Ratification of Expenditures: the list of electronic payments and financial transactions for the period June 1 – June 30.</p> <p>A request for a motion to approve the Ratification of Expenditures: the list of electronic payments and financial transactions for the period June 1 – June 30, 2025.</p>	Nancy Johnson made the motion, seconded by Georganne Syler, the motion passed.	Filed with the minutes
<b>Monthly Services Report</b>	The monthly services report for June 2025 was reviewed.		
<b>Communicable Disease Report</b>	Director Autumn Grim presented the monthly communicable disease report.		
<b>Environmental Health Report</b>	Director Autumn Grim presented the monthly environmental health report.		
<b>HVAC Repair &amp; Health Center Updates</b>	Director Autumn Grim presented the board with the HVAC Operational Action plan for the first week of August when the HVAC is being replaced. The health center will be able to relocate staff and operate out of the west wing of the building with minimal disruption.		

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<b>FIMR Contract Update</b>	A new staff member has been hired for the position and will start on July 28 <sup>th</sup> .		
<b>Administrative Policies</b>	A motion was made to accept Vital Records: 22.1 Filing Birth and Death Certificates, 22.2 Issuance of Certified Birth and Death Certificates, 22.3 Verification of Information for Agencies, 22.4 Genealogical Research, and 22.5 Employee Responsibilities as presented.	Georganne Syler made the motion, seconded by Nancy Johnson, the motion passed.	
<b>Public Comments</b>	The board received no comments from the public.		
<b>Next Meeting</b>	<b>Next Board meeting is Tuesday, August 26 at 12:00 p.m. at the Cape County Public Health Center, Conference Room B.</b>		
<b>Closed Session</b>	<p>A request for a motion to move into Closed Session was made pursuant to section 610.021 RSMO for the purposes relating to the hiring, firing, disciplining, or promotion of employees by a public governmental body.</p> <p>Roll call to Open the Closed Session: John Freeze, yes, Georganne Syler, yes, Nancy Johnson, yes, Diane Howard, yes, Gary Tinsley, yes</p> <p>No voting action was taken</p> <p>A request for a motion to return to Public Session was made.</p> <p>Roll call to return to Public Session: John Freeze, yes, Georganne Syler, yes, Nancy Johnson, yes, Diane Howard, yes, Gary Tinsley, yes</p>	<p>Nancy Johnson made the motion, seconded by Diane Howard, the motion passed.</p> <p>Session began at 12:21 p.m.</p> <p>Diane Howard made the motion, seconded by Georganne Syler, the motion passed.</p> <p>Session ended at 1:00 p.m.</p>	
<b>Adjournment</b>	There being no further business, a motion was made to adjourn.	Georganne Syler made the motion, seconded by Nancy Johnson, the motion passed.	
<b>Meeting adjourned at: 1:06 p.m.</b>			

Submitted by:

  
Nancy Johnson, Secretary - Treasurer

Cape Girardeau County Public Health Center Board of Trustees

Date:

8-26-2025