



Cape Girardeau County Public Health Center
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Minutes of the Board of Trustees Meeting
July 26, 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, July 26, 2022 at 12:00 p.m. Present were, Chair John Freeze, Vice Chair Georganne Syler, Secretary-Treasurer Billy Lewis, Eric Becking, Diane Howard, 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 at 12:00 p.m.

Approval of Minutes

A motion was made by Georganne Syler, seconded by Billy Lewis, to approve the minutes of the June 28, 2022 Board of Trustees meeting as corrected. Motion carried.

Reports

- (1) ACCOUNTANTS FINANCIAL Report for June 2022 was reviewed.
- (2) RATIFICATION OF EXPENDITURES. The list of electronic payments for the period June 1, 2022- June 30, 2022 was reviewed.

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

- (3) Monthly Services: the monthly services report was reviewed
- (4) Assistant Director Autumn Grim reviewed the monthly Communicable Disease Report.
- (5) Environmental Health Supervisor Amy Morris reviewed the monthly Environmental Health Services Report.

Old Business

A motion was made by Billy Lewis, seconded by Eric Becking, to place on the table for discussion the Missouri Department of Health and Senior Services Policy / Guidance Manual(s) Review and Adoption. Motion carried. A motion was made by Billy Lewis, seconded by Eric Becking to approve for reference the following Missouri Department of Health and Senior Services Program Guidelines and Manuals:

- (1) The Environmental Health Operations Guidelines
- (2) Communicable Disease Investigation Reference Manual
- (3) Tuberculosis Case Management Manual
- (4) CDC Epidemiology and Prevention of Vaccine Preventable Diseases

New Business

(1) Health Center Communications

Board members discussed the cost / benefits of providing an electronic sign on the Health Center property.

(2) Administrative Policy Review

A motion was made by Georganne Syler, seconded by Eric Becking, to approve the Administrative Policies as presented with corrections / revisions to the following:

- Policy 4.8 Retention of Records with revisions per Missouri Secretary of State Local Records Retention Schedule
- Policy 4.17 Fees for Copies with updates per RSMo 191.227 and RSMo 610.026
- Policy 4.21 Facility Management & Cleaning
- Policy 4.22 Recovery of Records
- Policy 4.29 Independent Audit
- Policy 4.21 Federal Awards Policy

Motion passed unanimously.

Public Comment

The Board received comments from the Public.

Next Meeting

The next meeting of the Board of Trustees was scheduled for August 23, 2022 at 3:30 p.m., location to be determined.

Closed Session

A motion was made by John Freeze, seconded by Diane Howard, to move into Closed Session pursuant to section 610.021 RSMO for the specific issues related to:

- (1) the hiring, firing, disciplining, or promotion of personnel of a public governmental body


The Roll call vote was conducted with the following results:

John Freeze: Yes
 Georganne Syler: Yes
 Billy Lewis: Yes
 Diane Howard: Yes
 Eric Becking: Yes

The Board moved into closed session at 12:51 p.m. The Open Session resumed at 1:08 p.m.

Adjournment

A motion was made by Eric Becking, seconded by Diane Howard, to adjourn the meeting. Motion carried unanimously. Meeting adjourned at 1:08 p.m.


 William Lewis, Secretary-Treasurer
 Cape Girardeau County Public Health Center
 Board of Trustees