

**Ste Genevieve County Health Department
Public Meeting of Board of Trustees
Minutes of February 25, 2025**

1. Call to order for regular session: A regular session of the Sainte Genevieve County Health Department was called to order by Robert Bach on Tuesday, February 25, 2025, at 4:23 PM at the Sainte Genevieve County Health Department located at 115 Basler Drive, Sainte Genevieve, MO 63670.

2. Roll call: Board members answering the roll call were Robert Bach, Dr. Matthew Bosner, and Carl Kinsky, constituting a quorum. Jennifer Mueller, Health Department administrator was also present.

3. Approval of agenda: After discussion, Mr. Kinsky moved that the agenda be amended to add discussion of amending Section 12.1 of the Personnel Policy Manual. Dr. Bosner seconded the motion. The motion to so amended passed unanimously by vote of all members present. Dr. Bosner moved to approve the agenda, with the motion seconded by Mr. Kinsky. The motion passed unanimously by vote of all members present.

4. Amendment of Section 12.1 of Personnel Policy Manual: After discussion, Dr. Bosner moved to amend Section 12.1 of the Personnel Policy Manual to add the following language:

Employees are required to use their personal vehicle to travel to such events and carry their own auto insurance. Employees are also required to wear their seat belt while driving and refrain from personal cell phone use.

5. Consent agenda: Dr. Bosner moved to approve the consent agenda, consisting of the minutes of the previous meeting, financial statements, and transactions by account. The motion was seconded by Mr. Kinsky and passed unanimously by vote of all members present.

6. Director's Report: The Administrator's report was presented by Ms. Mueller and included the following:

Covid and flu cases: There were 17 confirmed covid cases so far this month. There have been 164 influenza A cases and 1 influenza B case confirmed so far this month.

Remodel update: The flooring has been fixed and the bill has been paid to Brockmiller accordingly.

7. Old Business: There was no old business. However, the Board agreed to place on the agenda for the March meeting what steps to take when a certificate of deposition expires in March 2025.

8. New Business:

Review of Ordinance 07252022: The board reviewed the ordinance relating to silica sand setbacks and decided to make no changes to same.

Review of Sunshine Law Policy: The board reviewed the policy for Sunshine Law requests, set forth in Section 4.9 of the Administrative Policy Manual. Ms. Mueller indicated that it largely is the same as the policy used by other health departments. The board decided to make no changes to the policy at the present time.

Flood Insurance: Ms. Mueller provided the board with quotes on flood insurance. After discussion, Dr. Bosner moved to proceed with Coverage Option A, with \$500,000 coverage for the building, and \$441,000 for contents.

The Board also agreed to review the general insurance coverage at the March meeting to determine if it was sufficient given the remodeling of the building.

9. Public forum: As no member of the general public was present, there was no public forum.

10. Next scheduled meeting: The next scheduled regular board meeting is scheduled for March 25, 2025, at 4:00 pm.

11. Adjournment: Mr. Kinsky made a motion to adjourn the meeting, seconded by Dr. Bosner, which passed by unanimous vote of all members present. Mr. Bach adjourned the meeting at 4:37 pm.

Respectfully submitted,

Carl Kinsky, Secretary