

**Ste, Genevieve County Health Department  
Public Meeting of Board of Trustees  
Minutes of April 25, 2023**

**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, April 25, 2023, at 4:01 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, James Brochtrup, Leigh McNail, and Carl Kinsky, constituting a quorum. Jennifer Mueller, health department administrator, was also present.

**3. Swearing in newly elected board members.** Sue Wolk, Ste. Genevieve County Clerk, swore in the newly elected board members, James Brochtrup, Leigh McNail, and Carl Kinsky. All three executed their required oaths.

**4. Election of officers.** Dr. Bosner nominated Robert Bach for chairman of the board. He was elected unanimously by all board members present. Mr. Kinsky nominated James Brochtrup for vice chairman. He was elected unanimously by all members present. Dr. Bosner nominated Carl Kinsky for secretary. He was elected unanimously by all board members present. Mr. Bach nominated Dr. Matthew Bosner for treasurer. He was elected unanimously by all board members present.

**5. Approval of agenda:** Dr. Bosner moved to approve the agenda, with the motion seconded by Mr. Kinsky. The motion passed unanimously.

**6. Closed session:** Dr. Bosner moved to enter into a closed session pursuant to Section 610.021(1), RSMo., relating to legal actions, causes of action, and litigation and confidential and privileged communications between a governmental body or its representatives and its attorneys. The motion was seconded by Mr. Brochtrup. Upon roll call vote, all members present voted to enter into the closed session.

**7. Consent agenda:** After adjournment of the closed session, the public meeting resumed. Mr. Brochtrup 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 Dr. Bosner, and passed unanimously by vote of all members present.

**8. Director's report:** The Director's report included the following:

**Covid cases:** There were 31 covid cases for April to date.

**Flu cases:** There was 1 Flu B reported for April to date.

**Possible remodeling:** There was discussion of considering remodeling portions of the existing building. The Director indicated she would contact other health departments

or governmental entities that did remodeling to see how they got design specifications so that bids could be solicited.

**9. Old Business:**

**Certificates of Deposit.** There was discussion regarding certificate of deposit interest rates. Mr. Brochtrup moved to exercise the one-time bump up in the MRV Certificate of Deposit interest rate to 4.75%. The motion was seconded by Dr. Bosner, and passed by unanimous voice vote of all members present.

**Recognition Leigh McNail as Member of Board for purposes of bank transactions:** Jennifer Mueller indicated that the minutes should specifically recognize that Leigh McNail was now a member of the board for purposes of bank transactions, and additionally to specify that David Woods was no longer a board member. Accordingly, and with the consent of all board members present, the minutes so reflect.

**10. New Business:**

**Administrative Manual Revisions, Sections 6 through 8:** After discussion, on motion by Dr. Bosner, seconded by Mr. Brochtrup, the Board members present voted unanimously to approve proposed revisions to Sections 6 through 8 of the administrative manual.

**Removal of item from inventory:** Ms. Mueller discussed the need to remove from inventory an HP laptop computer (#996), a docking station (#997) and a cordless drill (#596). On motion of Mr. Brochtrup, seconded by Dr. Bosner, the foregoing items were removed from inventory by unanimous vote of all members present.

**11. Public Forum:** No member of the public being present, no public forum was held.

**12. Next scheduled meeting:** The next scheduled regular board meeting is May 23, 2023 at 4:00 PM.

**13. Adjournment:** Ms. McNail made a motion to adjourn the meeting, seconded by Mr. Brochtrup, which passed by unanimous vote of all members present. Mr. Bach adjourned the meeting at 5:21 PM.

Respectfully submitted,

  
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Carl Kinsky, Secretary