



Cape Girardeau County Public Health Center
Board Meeting Minutes
Thursday, November 19, 2024
12:00 p.m., 1121 Linden St, Cape Girardeau, MO 63703

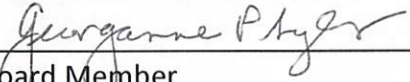
Present:
 Dr. John Freeze, Chairperson (by phone)
 Nancy Johnson, Secretary
 Diane Howard
 Eric Becking

Staff:
 Director Autumn Grim
 Assistant Director Natalie Govreau

Absent:
 Georganne Syler, Vice Chairperson

Agenda	Discussion	Tasks/Conclusion	Responsibility
Call to Order	Nancy Johnson, Secretary, called the meeting to order at 12:00 p.m.		
Approval of minutes	A request for a motion to approve the minutes from the October 24, 2024 Board Meeting was made.	Diane Howard made the motion, seconded by John Freeze, motion passed.	Filed with the minutes
Financial Report	Director Autumn Grim presented the Accountants Fiscal Report for October 2024.		Filed with the minutes
Ratification of Expenditures	<p>Director Autumn Grim presented the Ratification of Expenditures: the list of electronic payments and financial transactions for the period October 1 – October 31, 2024.</p> <p>A request for motion to approve the Ratification of Expenditures: the list of electronic payments and financial transactions for the period October 1 – October 31, 2024.</p>	Diane Howard made the motion, seconded by John Freeze, motion passed.	Filed with the minutes
Monthly Services Report	The monthly services report for October 2024 was reviewed.		
Communicable Disease Report	Director Autumn Grim presented the monthly communicable disease report.		
Environmental Health Report	Assistant Director Natalie Govreau presented the monthly environmental health report.		
Building Improvements	Director Autumn Grim advised the board that when we had to have some repairs made to the HVAC system, it was discovered that our system is so old that parts were hard to find. We were able to complete the repairs needed currently but we should consider replacing the unit		

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Building Improvements (cont'd)	<p>before we have an issue can't be repaired. A rough estimate was provided from Premium Mechanical who made the repairs so that we would have an idea of the cost.</p> <p>A motion was made to start the bid process for replacing the system.</p>	Diane Howard made the motion, seconded by John Freeze, motion passed.	
FY2025 Draft Budget	<p>Director Autumn Grim presented the board with the FY2025 Draft Budget. Replacement of the HVAC system was included in the budget based on rough estimate we had received.</p> <p>A motion was made to accept the budget knowing that changes would be made to it once actual cost is determined.</p>	Diane Howard made the motion, seconded by John Freeze, motion passed.	
Administrative Policies	<p>A motion was made to accept Administration: 4.8 Retention of Records as presented.</p> <p>New Employees policies: 7.2 Evaluation of Personnel and 7.6 Staff Development Training were tabled so that the manual can be checked to make sure there isn't a separate section that includes these items.</p>	Diane Howard made the motion, seconded by John Freeze, motion passed.	
Public Comments	The board received no comments from the public.		
Next Meeting	Next Board meeting is Tuesday, December 17 at 12:00 p.m. at the Cape County Public Health Center, Conference Room B.		
Adjournment	There being no further business, a motion was made to adjourn.	Diane Howard made the motion, seconded by Nancy Johnson, motion passed.	
Meeting adjourned at: 12:46 p.m.			

Submitted by: 
Board Member
Cape Girardeau County Public Health Center Board of Trustees

Date: Dec 17, 2025