



AGENDA

Taney County Health Department
Board of Trustees Meeting
320 Rinehart Road, Branson, Missouri
January 27, 2022
2:30 pm

Call to order	Robert Griffith, Chair
Approve Agenda	Robert Griffith, Chair
Introduction of Guests	Lisa Marshall, Director
<u>Review of minutes</u> December 21, 2021	Robert Griffith, Chair
<u>Review of Financial Reports</u> December 31, 2021 Financial Reports Disbursements Review	Hugo Huacuz, COO
<u>Director's Report</u> COVID-19 Update 2022 Jurisdictional Contracts Statewide Health Disparities Initiative Employee Handbook Staffing Update	Lisa Marshall, Director
<u>Unfinished Business</u>	Robert Griffith, Chair
<u>New Business</u> Social Media Policy	Robert Griffith, Chair
<u>Division Reports</u> Performance Management Questions?	Division Managers
<u>Announcements</u> Next Board Meeting, February 24, 2022, 2:30	
Adjourn	

News Media Contact for Open Meeting Notice:
Lisa Marshall, Director
15479 US Hwy 160, Forsyth, MO 65653
(417) 546-4725



Taney County Health Department
Board of Trustees Meeting
320 Rinehart Road, Branson, Missouri
January 27, 2022
2:30 PM

ATTENDANCE: Debbie Redford, Secretary Treasurer
Laurie Hayes, Member
Beth Huddleston, Member

EX-OFFICIO: Lisa Marshall, Director
Hugo Huacuz, Finance Division Manager
Tiffany Stevens, Human Resource Coordinator
Pam Priest, Clinical Division Manager
Tammie Drake, WIC Division Manager

Virtual meeting conducted via zoom.

Call to Order

Debbie Redford called the regular meeting of the Board of Trustees to order at 2:40 PM.

Review of Today's Agenda

Motion to approve agenda as presented by Laurie Hayes and seconded by Beth Huddleston. The motion passes unanimously.

Review of Minutes

Motion to approve board minutes for December 21, 2021 by Beth Huddleston and seconded by Laurie Hayes. The motion passes unanimously.

Review of Financial Report by Hugo Huacuz

Financial Reports for December 2021

- YTD revenues are \$313,284 more than budgeted.
- YTD expenditures are \$149,925 less than budgeted.
- At the end of December 2021, the financials reflect \$123,211 positive net position.
- Cash balance increased \$412,255 as compared to 2019 and increased \$ 259,190 compared to 2020.

Hugo reported that the finance department has planned their audit for the end of this February.

Motion to approve the December 2021 financial report, disbursements, and accounts receivable by Laurie Hayes and seconded by Beth Huddleston. The motion passes unanimously.

Director's Report by Lisa Marshall

COVID-19 Update:

Lisa Marshall presented a COVID-19 update to Cox Medical Center Branson's Board of Trustees on the morning of January 27, 2022. Lisa shared that presentation to the board. Lisa reported that Taney county began to have a rise in the number of positive COVID cases in December of 2021 and that the number of positive cases has continued to increase. Lisa reported that there were approximately 590 new COVID cases in Taney county during the week of January 15 – January 21. Lisa shared that she has had conversations with health leaders in other counties, specifically Springfield-Greene county, and that the leaders have reported that they have observed that the number of new cases in their counties have begun to plateau. Lisa is optimistic that our numbers have started to plateau as well. Lisa explained that COVID numbers are underreported for a few reasons, including but not limited to: residents are not getting tested when symptomatic and household members of a COVID positive case are presumed to be positive but not actually tested.

Testing: Lisa reported that the department is still offering free COVID-19 rapid testing to the community. The department can test approximately 20 people per day, and Lisa reported that the testing has been running at capacity for several weeks. Due to the demand in the community for testing and the increase in positive cases, the department is only testing if the client is symptomatic. A client can expect a test result within about 20 minutes. Lisa reported that approximately 230 COVID tests were conducted at the department from January 1 – January 21 and that of those tested during that time frame, approximately 40% were positive. The department had a single day record positivity rate of 70% one-day last week. Lisa reported that Cox has reopened their mobile testing unit.

Sewershed Study: Lisa discussed the most recent findings of the sewershed study with the board. Test samples are taken from two locations in Taney county: Cooper Creek and Compton Drive. Omicron was first detected in the sewage of Taney county around mid-December 2021 and it continues to be the dominant variant in the sewage samples.

Vaccination Efforts: Lisa shared an overview of the vaccination efforts within Taney county with the board. The following data is not specific to those who have been vaccinated with the department. She reported, per the state's COVID-19 dashboard, that 45.8% of Taney county residents have initiated vaccination and that 40.7% have completed a vaccination series. On average, during the last 7 days, 66 vaccines were given each day. The vaccination rate of various age groups was provided and is as follows: 5-17 year olds (17.7%), 18yrs+ (54.4%), and 65yrs+ (72.2%). Lisa also shared an overview of the department's vaccination efforts for the past couple months. In December 2021, the department administered 431 doses of the Pfizer vaccine, 205 doses of the Moderna vaccine, and 35 doses of the pediatric (5-11 years) Pfizer vaccine. In January 2022, the department administered 188 doses of the Pfizer vaccine, 86 doses of the Moderna vaccine, and 32 doses of the pediatric (5-11 years) Pfizer vaccine. The department has observed less of a demand for the Moderna vaccine than Pfizer. The department will continue to administer vaccine if the demand persists.

Website Update: Lisa reported that the department has recently updated the COVID sections of our website and that many links will direct viewers to the CDC as a way to ensure that the information is up to date. A link inquiring about interest in receiving a COVID-19 vaccination will remain on the homepage.

2022 Jurisdictional Contracts:

Lisa reported that she went to the City of Branson's Board of Aldermen meeting on January 11 and that they voted to approve the annual environmental contract for 2022. The aldermen reported that they will be seeking solutions to ensure that the contract amount returns to the original funding amount in 2023. The City of Hollister approved the annual environmental contract for 2022.

Statewide Health Disparities Initiative:

The department increased the requested amount of funding after perhaps underestimating the total cost. If approved, the department will receive funding that will account for a new COVID testing machine, a new van that will allow staff to go and provide services in the community, and staffing time.

Employee Handbook:

Extensive changes have been made to the employee handbook and an overview of the changes will be emailed to the board for review. The employee handbook will be discussed at a future board meeting and the board will vote on the changes.

Staffing Update:

The department is currently seeking applicants for an environmental public health specialist and an accountant. Two environmental health specialists have given their resignations. The second environmental health specialist position will not be posted at this time. Interviews are to begin soon for the environmental health specialist position. Debbie Redford inquired about seeking graduates from nearby colleges to fill the vacant accountant position. Tiffany Stevens reported that when there is a job opening at the department, she reaches out to professors and career centers at the colleges.

Unfinished Business

There was no unfinished business to review.

New Business

Social Media Policy: The department asked the board for approval to turn off the comments section of the department's posts on Facebook. Motion to turn off the comments section by Laurie Hayes and seconded by Beth Huddleston. The motion passes unanimously.

Division Reports

There were no division reports.

Announcements

Next board meeting is February 24th at 2:30PM. The decision will be made in the coming weeks if it is to be a virtual meeting or an in-person meeting.

Adjourn

Motion to adjourn at 3:17 PM by Beth Huddleston and seconded by Laurie Hayes. The motion passes unanimously.

Minutes prepared by Lindsay Lawver



AGENDA

Taney County Health Department
Board of Trustees Meeting
320 Rinehart Road, Branson, Missouri
February 24, 2022
2:30 pm

Call to order	Robert Griffith, Chair
Approve Agenda	Robert Griffith, Chair
Introduction of Guests	Lisa Marshall, Director
<u>Review of minutes</u> January 27, 2022	Robert Griffith, Chair
<u>Review of Financial Reports</u> January 31, 2022 Financial Reports Disbursements Review Annual Audit Update	Hugo Huacuz, COO
<u>Director's Report</u> COVID-19 Update Vaccine Site Update Legislative Update Statewide Health Disparities Initiative Social Media Update PHAB Update CQI Update	Lisa Marshall, Director
<u>Unfinished Business</u>	Robert Griffith, Chair
<u>New Business</u> Preliminary Capital Expenses	Robert Griffith, Chair
<u>Division Reports</u> Performance Management Questions?	Division Managers
<u>Announcements</u> Next Board Meeting, March 24, 2022, 2:30	
Adjourn	

News Media Contact for Open Meeting Notice:
Lisa Marshall, Director
15479 US Hwy 160, Forsyth, MO 65653
(417) 546-4725



Taney County Health Department
Board of Trustees Meeting
320 Rinehart Road, Branson, Missouri
February 24, 2022
2:30 PM

ATTENDANCE: Debbie Redford, Secretary/Treasurer
Laurie Hayes, Member
Beth Huddleston, Member

EX-OFFICIO: Lisa Marshall, Director
Hugo Huacuz, Finance Division Manager
Tiffany Stevens, Human Resource Coordinator
Pam Priest, Clinical Division Manager
Tammie Drake, WIC Division Manager
Kathryn Metzger, ECOT Manager

Virtual meeting conducted via Zoom.

Call to Order

Debbie Redford called the regular meeting of Board of Trustees to order at 2:38 PM.

Review of Today's Agenda

Motion to approve agenda as presented by Beth Huddleston and seconded by Laurie Hayes. The motion passes unanimously.

Guest(s)

Local area pharmacist, Heather Burney, who will be joining the Board as the newest member in April.

Review of Minutes from January 2022

Motion to approve minutes for January 27, 2022 by Laurie Hayes and seconded by Beth Huddleston. The motion passes unanimously.

Review of Financial Report by Hugo Huacuz

Financial report for January 2022:

- YTD revenues are \$53,707 less than budgeted.
- YTD expenditures are \$53,292 less than budgeted.
- For the month of January 2022, the financials reflect a \$353 negative net position.
- Cash balance increased \$202,793 as compared to 2020 and increased \$100,020 as compared to 2021.

Motion to approve the January 2022 financial report, disbursements, and accounts receivable by Laurie Hayes and seconded by Beth Huddleston. The motion passes unanimously.

Hugo Huacuz reported that the 2021 audit started this past week and is being conducted in a hybrid format this year, which is different than years past, as some of the review is being performed remotely while some is being done on site. Hugo reported that he anticipates to present the 2021 audit report to the Board for approval one month earlier this year than last year.

Hugo reported that the department is interviewing applicants for the vacant accountant position and that the position will be responsible for accounts payable. Although the position can be taught, it is preferred that applicants have experience in accounting.

Director's Report by Lisa Marshall

COVID-19 Update: Lisa Marshall reported that less than 100 positive cases of COVID were reported last week. This number is significantly less than the numbers reported during the peak of the most previous wave, which occurred several weeks earlier. The peak occurred during January 15 – 21 with a record setting 660 cases reported in a single week. Lisa reported that Omicron continues to be the dominant variant detected in the sewage samples. Although the number of cases has decreased and the demand for testing is less, the department still believes there is value in continuing to offer COVID testing, as numbers have been observed to increase in March due to spring breaks and in the summer, typically in late June and early July. PRN nurses have been doing the majority of the COVID testing to allow for the full-time nurses to continue to provide other services.

Vaccine Site Update: The lease for the VF Outlet will expire at the end of March and the department does not plan to continue to offer vaccine at the site. If there is an increase in the demand for vaccine and the department needs to administer vaccine on a larger scale, there are options for a future clinic site. Lisa reported that she expects local news stations, such as KOLR 10 or KY3, to do a story about the department moving the vaccine clinics to the office.

Due to the decrease in the demand for the COVID vaccine, the department has been able to offer the vaccine in the Branson office location the past couple weeks and future COVID shot clinics will be offered every other week. At this time, those clinics will still be offered on the Tuesday (Pfizer), Thursday (Moderna), and Friday (pediatric Pfizer) schedule; however, the department has observed less of a demand for the Moderna vaccine and is consequently considering only offering Pfizer in the near future. The department also wants to use as much vaccine as possible and this would reduce wasting vaccine as Moderna has more doses in a vial (approx. 10 doses) than Pfizer (approx. 6 doses). The department has not received standing orders from the State Health Department regarding the 4th booster dose for immunocompromised individuals, but the department does not anticipate administering many of these doses, if any, as those who are eligible will likely receive the 4th booster dose from their primary care physician. The department is still waiting for more information regarding the infant to 4-year-old vaccine.

Legislative Update: Lisa reported that the department is monitoring bills at the state level that do not favor public health and wellness. Many of these bills are focused on COVID restrictions and vaccine mandates, including those mandated by employers and schools. Lisa reported that professional organizations are advocating on behalf of public health entities and that the department may be asked to send educational material and/or letters. Lisa stressed the importance of being able to make decisions at a local level because what works best for one county may not work well in another.

Statewide Health Disparities Initiative: The department applied for a grant that is being offered through the State Health Department. The application is pending response. The department asked for

approximately \$250,000, which would be applied towards the costs of purchasing a van that would allow staff to provide services out in the community, two more rapid Abbot testing COVID machines (one for the van and one for Forsyth), and health equity and inclusion training for staff. Secretary and Treasurer, Debbie Redford, praised the mobile unit idea.

Social Media Update: After the board voted to approve to turn off the comment section on the department's Facebook posts last month, it was discovered that Facebook does not allow users to turn off comments for all posts. Instead, users can only turn off comments on individual posts. The department is reevaluating how best to utilize social media as the department's posts are on a schedule and as the department shares many posts from other public health organizations. Additionally, since the department is a public agency, it must ensure that it is in compliance with the Freedom of Information Act.

PHAB Update: Tiffany Stevens reported that all documentation has been sent and that the department anticipates to have a response regarding reaccreditation status in April. If requested, the department will have 8 weeks to correct and/or upload additional documentation.

CQI Update: Lisa reported that the CQI process has resumed and that community outreach specialist, Kayla Klein, is leading the CQI teams. The projects are small as they are to be completed in approximately three months after the designated team first convenes. Any staff member can submit an idea for a potential CQI project to their manager; however, many ideas have come from the front line staff. Updates on current CQI projects were given and are as follows:

- Community Outreach (Kathryn) – the team has established a system via Microsoft Excel that prioritizes documents for review and revision based upon different criteria, including the size/difficulty of the project and potential impact for the public. The team is also translating and publishing documents in Spanish.
- Environmental Health (Kathryn) – the team has created a single schedule that includes the on-call schedule, the training and co-inspections schedule, and temporary events.
- Phones (Lisa) – members from each division have been working together to revise the current phone tree as it was discovered that many options are no longer relevant and that many calls are being transferred from one division to another.
- Centralized Office Supplies (Tiffany) – Each division was originally responsible for ordering their own office supplies but now a CQI team is creating a way for office supplies ordering to be centralized.

Board member, Laurie Hayes, inquired about Pool School. Kathryn Metzger reported that the environmental division is working to post the educational material online and that the slides have been approved and that the team is now working on recordings. Laurie requested to be notified when the material is available, as local lodging establishments have started hiring and training staff for the upcoming tourist season.

Unfinished Business

There was no unfinished business to review.

New Business

Preliminary Capital Expenses: The department has not had many capital expenditures the past couple years. The two main most recent capital expenditures were replacing several AC units and the roof of the Branson office. The department proposed several different ideas for possible capital expenditures:

- Transportation – new company vehicles for staff. One vehicle is currently in the shop and another vehicle is out of service.

- IT infrastructure – new laptops/computers. Some of the department’s computers are becoming obsolete and are not capable of running the new Windows 11 software.
- Upgrade technology capabilities in the Branson conference room to allow for easier access for those who may need to attend meetings remotely.
- Storage – install drawers in the lobbies, as many customers still prefer to be serviced through the windows.
- Storage – add a shed near the dumpsters at the Branson office location. This shed can be storage for the supplies that have been at the VF Outlet.
- Security – add additional security cameras at both office locations.

Lisa reported that the department will provide a priority ranking, with approximate costs, for the possible expenditures at the next month’s board meeting.

Division Reports

There were no division reports.

Miscellaneous

Board member, Beth Huddleston, thanked the department for welcoming her and several of her students to the department to learn more about the services provided by the different divisions.

Secretary and Treasurer, Debbie Redford, praised environmental public health specialist, Ashton King, for being named Employee of the Quarter.

Announcements (Lisa Marshall)

The Community Health Assessment process is to begin in March and community development specialist, Jamie Orlando, is leading it. She will be sending meeting invitations to board members soon.

The department is preparing for National Public Health Week, the first full week in April, and the department may reach out to the Board for assistance.

Next Board Meeting is March 24, 2022 at 2:30PM.

Adjourn

Motion to adjourn at 3:40 PM by Laurie Hayes and seconded by Beth Huddleston. The motion carries unanimously.

Minutes prepared by Lindsay Lawver



AGENDA

Taney County Health Department
Board of Trustees Meeting
320 Rinehart Road, Branson, Missouri
March 24, 2022
2:30 pm

Call to order	Robert Griffith, Chair
Approve Agenda	Robert Griffith, Chair
Introduction of Guests	Lisa Marshall, Director
<u>Review of minutes</u> February 24, 2022	Robert Griffith, Chair
<u>Review of Financial Reports</u> February 28, 2022 Financial Reports Disbursements Review	Hugo Huacuz, COO
<u>Director's Report</u> COVID-19 Update Grant Update Community Health Assessment Staffing Update Public Health Week Environmental Health Food Permit Update Professional Organization Update New Board Member PHAB Update	Lisa Marshall, Director
<u>Unfinished Business</u> Capital Budget Proposal	Robert Griffith, Chair
<u>New Business</u>	Robert Griffith, Chair
<u>Division Reports</u> Performance Management Questions?	Division Managers
<u>Announcements</u> Next Board Meeting, April 28, 2022, 2:30	
Adjourn	

News Media Contact for Open Meeting Notice:
Lisa Marshall, Director
15479 US Hwy 160, Forsyth, MO 65653
(417) 546-4725



Taney County Health Department
Board of Trustees Meeting
320 Rinehart Road, Branson, Missouri
March 24, 2022
2:30 PM

ATTENDANCE: Robert Griffith, Chair
Debbie Redford, Secretary and Treasurer
Laurie Hayes, Member
Beth Huddleston, Member (joined virtually)

EX-OFFICIO: Lisa Marshall, Director
Hugo Huacuz, Finance Division Manager
Tiffany Stevens, Human Resource Coordinator
Pam Priest, Clinical Division Manager
Tammie Drake, WIC Division Manager
Kathryn Metzger, ECOT Manager

In Person Meeting

Call to Order

Dr. R Griffith called the regular meeting of Board of Trustees to order at 2:40PM at the Taney County Health Department, Branson location.

Approval of Today's Agenda

Motion to approve today's agenda as presented by Laurie Hayes and seconded by Debbie Redford. The motion passes unanimously.

Guest(s):

Heather Burney, local area pharmacist, who will be joining the board after the elections in April.

Review of Minutes from February 2022

Motion to approve minutes for February 24, 2022 by Debbie Redford and seconded by Laurie Hayes. The motion passes unanimously.

Review of Financial Report by Hugo Huacuz

The department emailed copies of the accounts receivable report and disbursements report to the board for review prior to the meeting.

Summary of the financial report for February 2022:

- YTD revenues are \$98,783 less than budgeted.
- YTD expenditures are \$110,951 less than budgeted.
- At the end of February 2022, the financials reflect a \$12,251 positive net position.
 - The board discussed that there is often an increase in net position in March due to environmental's billing for annual restaurant permits.

- Cash balance increased \$303,444 as compared to 2020 and increased \$244,791 as compared to 2021.
 - Manager of the financial division, Hugo Huacuz, attributed the increase in cash balance to vaccine billing and to the lack of capital expenditures the past couple years.

Motion to approve the February 2022 financial report, disbursements, and accounts receivable by Laurie Hayes and seconded by Debbie Redford. The motion passes unanimously.

Director's Report by Lisa Marshall

COVID-19 Update: Director, Lisa Marshall, reported that Taney County is now considered, according to the Centers for Disease Control and Prevention, a low transmission county and that the county's daily number of new COVID-19 cases reflects this, as the number of new cases is remaining low. At this time the department is still receiving new positive COVID-19 case notifications daily and is conducting those case investigations via Teletask. Lisa reported that discussions are happening at the state level regarding the pandemic and the next phase of it, including changing the phrasing from pandemic to endemic and making changes to the individual case investigations. Chair, Dr. Griffith, inquired about possible explanations for the low case count. Lisa stated that, anecdotally speaking, a possible explanation is that many Taney County residents had contracted the Omicron variant during the most recent wave. Lisa also noted that around 40% of Taney County residents are vaccinated. ECOT Manager, Kathryn Metzger, added that many positive at home COVID-19 test results are not being reported and that residents could be asymptomatic and not know that they have COVID. Board member, Laurie Hayes, commented that tourist season has just begun and that town has not been as busy the past several weeks.

The lease with the Branson Meadows Mall for the VF Outlet expires at the end of this month, and the department has finished vacating the vaccine site. Extra supplies from the site have been placed in several storage units. COVID-19 vaccines are now being offered at both office locations. The department has not heard any information regarding vaccines for 0-4 year olds but if approved, the department anticipates that these vaccinations will be given by pediatricians. Chair, Dr. Griffith, commended the staff and their professionalism and effort during the vaccination clinics. Treasurer, Debbie Redford, added that she believed that the department's COVID-19 vaccine clinics were the epitome of good planning within the community.

Treasurer, Debbie Redford, asked about 4th doses of the vaccine. The second booster dose has been approved for immunocompromised individuals.

Grant Update: The department's application for the Health Equity Contract has been accepted. The department does not have the contract in hand yet. The most expensive expenditure that will be provided through this grant is the mobile unit that will allow staff to provide services out in the community. The department is still unsure of the exact services that will be provided in a mobile format but the services will be from the WIC and clinical divisions. The mobile unit is considered a sprinter van and does not require a special license to drive. The grant will also provide a couple more rapid Abbott COVID-19 testing machines and allow for more training opportunities for staff. The department will be partnering with HealthierMO for these trainings.

Community Health Assessment: The Community Health Assessment (CHA) began yesterday and is being led by Community Development Specialist, Jamie Orlando. Chair, Dr. Griffith, commended Jamie and her ability to lead and facilitate discussion after attending a presentation. The survey is ready and will be sent to residents via different methods. Approximately 1,700 surveys were received during the last Community Health Assessment, and the department is discussing the best ways to reach certain populations to ensure that the entire county is represented.

Staffing Update (Tiffany): Human Resource Coordinator, Tiffany Stevens, reported that the vacant accountant position has been filled by an internal hire. The department is currently interviewing for several open positions, including an environmental public health specialist, a WIC administrative clerk, a clinical administrative clerk, and a public health nurse. The two pool intern positions have been posted. The clinical manager position will be posted in approximately a week as the requirements and job description are currently being reviewed. The board thanked clinical manager, Pam Priest, for her service to the department for the past 30+ years. The data analyst/epidemiologist position will be posted after the other positions have been filled.

Public Health Week: National Public Health Week is the week of April 4 – April 8 and a committee is working on things to do for staff during that week to thank them for all they have done the past year. The department requested that board members write letters of encouragement and thanks for the staff. The department will inform the board of any possible events that week in which they will be invited to attend.

Environmental Health Food Permit Update: Fees for annual restaurant permits have been billed to facilities. A facility will not receive their annual permit if they have any outstanding health department fees and if they do not pay their annual permit fee.

Board member, Laurie Hayes, inquired about resuming letter ratings for restaurants. Food grading system activities are currently on hold but the environmental division is discussing restarting the marketing aspect of it.

Professional Organization Update: Members of leadership gave updates on their memberships of professional organizations and elaborated on the missions of the organizations. Director, Lisa Marshall, is on the board of the Missouri Senate for Public Health Excellence, and ECOT manager, Kathryn Metzger, is on the board for the Missouri Public Health Association. WIC manager, Tammy Drake, is on the Missouri WIC Board. Community Outreach Specialist, Kayla Klein, is secretary for the Missouri Council for Public Health Nursing. Environmental Public Health Specialist, Laura Jahn, is the President of the Missouri Board of Certification.

New Board Member: Heather Burney will officially be joining the board next month as the newest member. After she is sworn in, the members of the Board of Trustees will be Dr. Robert Griffith, Debbie Redford, Beth Huddleston, Laurie Hayes, and Heather Burney. An election will occur for different positions on the board.

PHAB Update: PHAB is officially reviewing the department's documentation and the department anticipates to have a response within a couple weeks. The department was the first rural local public health department to be accredited.

Unfinished Business

Capital Budget Proposal: A list of proposed capital expenditures and their approximate associated costs was presented to the board and is as follows:

- Vehicles –
 - Replace the 7 Cobalts with 5 2022 Escapes (would reduce the size of our fleet of vehicles by 2)
 - Each inspector will still have their own vehicle
 - The Cobalts will be auctioned
- Technology –
 - Upgrade department's website
 - Upgrade network servers
 - Upgrade the technological capabilities in both conference rooms

- Upgrade computers and laptops as many are becoming obsolete
 - Upgrade SQL software
- Branson Facility –
 - Replace three A/C units
 - Add a reception area/desk behind the WIC counter
 - Re-stripe and seal the parking lot
 - Convert the lighting to LED lighting
 - Upgrade security cameras
- Forsyth Facility –
 - Replace three rooftop A/C units
 - Replace the front awning
 - Remodel the office space where dental services were provided
 - Convert the lighting to LED lighting

Motion to approve the capital expenditures as presented by Laurie Hayes and seconded by Debbie Redford. The motion passes unanimously.

New Business

There was no new business to discuss. Member, Laurie Hayes, inquired about creating stickers for lodging establishments that state that service animals are welcome but family pets are not. Laurie also commented that the state legislature is considering adopting the international pool code and asked which pool code the department enforces. The City of Hollister and the City of Branson each have their own pool and spa ordinances.

Division Reports

Division reports were emailed to members of the board prior to the meeting. Treasurer, Debbie Redford, complimented the format of the division reports and inquired about the increase in Syphilis cases in Taney County, specifically the prevalence among different age groups. Clinical manager, Pam Priest, replied that the increase is largely among those under the age of 40.

Miscellaneous

Chair, Dr. Griffith, asked about debt resolution. The health department currently has no debt after paying off the Branson office location last year. Dr. Griffith recommended considering the overall plans for both buildings, as space is limited, technology is advancing, and public health is ever changing.

Announcements

Due to scheduling conflicts, the next board meeting will be moved to April 29, 2022 at 2:30 PM.

Motion to change the date of the next scheduled board meeting from April 28 to April 29 at 2:30 PM by Debbie Redford and seconded by Laurie Hayes. The motion passes unanimously.

Future staff meetings will now be at the OTC Table Rock campus.

Adjourn

Motion to adjourn at 4:12 PM by Laurie Hayes and seconded by Debbie Redford. The motion carries unanimously.



AGENDA

Taney County Health Department
Board of Trustees Meeting
320 Rinehart Road, Branson, Missouri
April 29, 2022
2:30 pm

Call to order	Robert Griffith, Chair
Approve Agenda	Robert Griffith, Chair
Introduction of Guests	Lisa Marshall, Director
<u>Review of minutes</u> March 24, 2022	Robert Griffith, Chair
<u>Review of Financial Reports</u> March 31, 2022 Financial Reports Disbursements Review	Hugo Huacuz, COO
<u>Director's Report</u> COVID-19 Update Health Disparities Grant Update Community Health Assessment Update Lagers Update NNESO Grant Application Capital Expense Update	Lisa Marshall, Director
<u>Unfinished Business</u>	Robert Griffith, Chair
<u>New Business</u> Board Officers Employee Handbook Compensation and Salary Study Amended 2022 Budget	Robert Griffith, Chair
<u>Division Reports</u> Performance Management Questions?	Division Managers
<u>Announcements</u> Next Board Meeting, May 26, 2022, 2:30	

Convene Executive Closed Session

Notice is hereby given that the Taney County Health Department Board of Trustees having duly voted to close its upcoming meeting, as authorized by Section 610.021, Subsection 3 regarding personnel, will conduct a closed meeting on April 29, 2022, at the Taney County Health Department, Branson location at the end of the regular board meeting.

Adjourn

News Media Contact for Open Meeting Notice:

Lisa Marshall, Director
15479 US Hwy 160, Forsyth, MO 65653
(417) 546-4725



Taney County Health Department
Board of Trustees Meeting
320 Rinehart Road, Branson, Missouri
April 29, 2022
2:30 PM

ATTENDANCE: Robert Griffith, Chair
Debbie Redford, Secretary/Treasurer
Laurie Hayes, Member
Beth Huddleston, Member
Heather Burney, Member

EX-OFFICIO: Lisa Marshall, Director
Hugo Huacuz, Finance Division Manager
Tiffany Stevens, Human Resource Coordinator

In Person Meeting

Call to Order

Dr. R Griffith called the regular meeting of Board of Trustees to order at 2:36 PM at the Taney County Health Department, Branson location.

Approval of Agenda

Motion to approve agenda as presented by Laurie Hayes and seconded by Heather Burney. The motion passes unanimously.

Guests: There were no guests in attendance.

Review of Minutes from March 2022

Motion to approve minutes for March 24, 2022 by Debbie Redford and seconded by Laurie Hayes. The motion passes unanimously.

Review of Financial Report by Hugo Huacuz

Summary of the financial report for March 2022:

- YTD revenues are \$63,083 more than budgeted.
 - Finance Division Manager, Hugo Huacuz, mentioned that there is often an increase in revenue in March due to environmental's annual billing for restaurant permits. Permits for restaurants in Branson and the county expire April 30th.
- YTD expenditures are \$138,913 less than budgeted.
- At the end of February 2022, the financials reflect a \$202,185 positive net position.
 - Finance Division Manager, Hugo Huacuz, noted that this year's net position trajectory is similar to that of the years 2019 and 2020.

- Cash balance increased \$265,438 as compared to 2020 and increased \$163,080 as compared to 2021.

Motion to approve the March 2022 financial report, disbursements, and accounts receivable by Laurie Hayes and seconded by Beth Huddleston. The motion passes unanimously.

Director's Report by Lisa Marshall

COVID-19 Update: The county's COVID-19 numbers are remaining low. The county is not seeing more than 20 new positive cases per week. In March, there were over 90 new COVID-19 cases, and for the month of April and at the time of this meeting, there were over 30 new COVID-19 cases. The department has observed an increase in the number of people requesting COVID-19 testing for travel purposes and less of a demand from symptomatic clients.

The department is offering COVID-19 vaccines on a rotating schedule basis, as clinics are being offered at both office locations, Branson and Forsyth, and as the number of clinics offered each week depends on that specific week. Approximately 50 doses of the vaccine were administered last week, and the majority of those were clients seeking the second booster dose. Secretary/Treasurer, Debbie Redford, inquired about the attendance rate at vaccine clinics for children. The department is still offering pediatric COVID-19 vaccine (Pfizer) based on demand but the interest is declining.

Chair, Dr. Griffith, asked about the hospitalization rate among Taney County residents due to COVID-19. Hospitalizations have rapidly declined and Cox Hospital has closed their COVID-19 unit at the Branson location. Member, Heather Burney, mentioned that her clinic has seen very few mild symptomatic cases.

Member, Heather Burney, asked if the department has heard anything from the schools regarding mandating the COVID-19 vaccine. Director, Lisa Marshall, reported that she has not heard anything from the local school districts regarding vaccine mandates and that school vaccine mandates are currently a contentious topic among state legislatures.

Health Disparities Grant Update: The department's application for the Health Equity Contract was approved and the department will be receiving approximately \$220,000 - \$230,000 in funding as part of the grant. The majority of the funding will be spent on a sprinter van that will allow the department to take services out to the community, primarily to those who might not be able to access transportation. A schematic of the van was displayed and presented to the board. The current cost of the vehicle as is with the medical grade fridge that would allow for the safe storage of vaccines, the two workstation areas, and the storage units would be around \$150,000 and would take approximately 6-8 weeks to receive. If the department requests customizations, it could take up to 9 months to receive. The department is discussing adding a hand sink. There is an option to have an exam table in the van; however, the department does not think an exam table will be necessary for the services that are going to be offered. The department is having conversations with Missouri WIC and the Department of Vital Records about taking those services mobile and if it is permissible to do so. The department might be a pilot location for taking vital records services mobile.

In addition to funding a vehicle, the grant will also fund health equity training for staff, two new COVID-19 testing machines (one for the vehicle and one for the Forsyth location), and marketing.

Secretary/Treasurer, Debbie Redford, inquired if more than one client will be served at the same time. Only one client/family will be allowed inside the van at a time to ensure confidentiality.

Members of leadership and the board discussed the possibility of seeing if there is a local ambulance manufacturing company that might be able to make customizations after the van is received.

Community Health Assessment Update: The Community Health Assessment is currently underway and surveys have been sent to local partners in the community for distribution. Although the department has not received as many surveys this year than the total number received during the previous assessment, the department has received responses from across the county, which ensures an accurate representative sample of Taney County. The total number of surveys received during the last assessment was an outlier, as the department had partnered with Elevate Branson during their Thanksgiving meal. Director, Lisa Marshall, also offered that many members of the community are survey weary, as many organizations have been sending surveys to residents.

Overseer of the Community Health Assessment, Jamie Orlando, has reported preliminary findings. Among those findings are the top four areas of concern for residents: safe and affordable housing, child abuse and neglect, mental health, and substance abuse.

The next Community Health Assessment meeting is May 11th.

Lagers Update (Hugo): Employees now have a new option regarding their Lagers plan and that is the “80 and Out” option. This option considers years of service in addition to age, so an employee can begin to draw retirement when their age + their years of service at a Lagers institution equals 80. The department was contributing 14.6% to Lagers but is now contributing 17.1%. Employees do not match the contribution.

NNESO Grant Application: ECOT Division Manager, Kathryn Metzger, is currently writing a grant application that is being offered through the Missouri Foundation for Health that will provide funding for outreach efforts among the non-native English speaking community and will help fund medical training for Spanish-English Bilingual Liaison, Omar Perez.

Capital Expense Update (Hugo): The department presented the capital expenditures for 2022 at the last board meeting. The department partnered with K & R Electric Company and Loyd’s Electric Supply to convert the Branson office location to LED lighting. The department might be able to receive a grant from Empire Electric to convert the Forsyth location to LED lighting. The department has contacted Tri-Lakes Ford about selling the Cobalts and is currently waiting for a response.

Director, Lisa Marshall, reported that the leadership team is beginning to heavily think about a master plan for the department, as the Branson office location is running out of office space for staff and as the Forsyth facility does not see as many clients as the Branson location. Different ideas were discussed, including: purchasing the land adjacent to the Branson location, consolidating both offices into one main office, and subletting the vacant office at the Forsyth location to a community entity that contributes to public health. An important consideration was raised and that is to consider the population growth of the county over the next 5-10 years and to think about where population clusters might be.

Unfinished Business

There was no unfinished business.

New Business

Board Officers: The board nominated and voted on new positions on the board. Member, Beth Huddleston, nominated current Secretary/Treasurer, Debbie Redford, to become Chair. Member, Laurie Hayes, volunteered to be appointed as Secretary/Treasurer, and member, Beth Huddleston, volunteered to be appointed to Vice-Chair. There was no discussion.

Motion to approve new positions on the board by Heather Burney and seconded. The motion passes unanimously.

Employee Handbook: The department has recently made changes to the employee handbook and emailed a copy of those changes to the board for review prior to the meeting. Chair, Dr. Griffith, noted that there was no philosophical change but rather that the changes were simply an update to reflect the current personnel and services of the department.

Motion to approve the changes to the Employee Handbook by Debbie Redford and seconded by Laurie Hayes. The motion passes unanimously.

Compensation and Salary Study: The department has not conducted a compensation and salary study since 2011 and would like to put out a RFQ.

Motion to send out an RFQ by Laurie Hayes and seconded by Beth Huddleston. The motion passes unanimously.

Amended 2022 Budget: The department presented changes to the 2022 Budget, the most notable of which were the removal of the election cost as newest member, Heather Burney, ran unopposed and an increase in the allotment of funds for contracting services, specifically to provide for the RFQ.

Motion to approve the amended 2022 budget by Laurie Hayes and seconded by Beth Huddleston. The motion passes unanimously.

Division Reports

Reports from division managers were emailed to members of the board prior to the meeting.

Treasurer/Secretary, Debbie Redford, commented that many of the positions that were open last month are still available and inquired if the department is receiving applications and/or if the applicants are not fit for the position being sought. Human Resource Coordinator, Tiffany Stevens, reported that the department has had several interviews for the available positions, specifically the public health nurse position, but that the applicants were not a good fit for the department. The department places an emphasis on being a good fit over experience, as new employees can be trained and experience can be gained in their new role over time. The department has received applications for the clinical manager position and is waiting to receive others. The job description for the epidemiologist/data analyst is currently being written and edited.

Secretary/Treasurer, Debbie Redford, asked if the increase in Spanish-speaking clients seeking services from WIC and clinical is a response of Omar Perez being hired as the Spanish-English Bilingual Liaison. Director, Lisa Marshall, replied that Omar has been instrumental in getting the word out to the Spanish-speaking community by translating social media posts and attending events in the community.

Member, Beth Huddleston, asked if the department has heard anything back from PHAB. The department's application is currently under review and anticipates a response soon.

Member, Heather Burney, questioned if international students on work visas (J-1 students) utilize the department's services. Director, Lisa Marshall, reported that over the past couple years the department has not had much interest from recipients of J-1 visas due to COVID-19 traveling guidelines and that the department has attended the orientation event for the J-1 students in the past but will likely need to work on promotion.

Announcements

Next board meeting is May 26, 2022 at 2:30PM.

Adjourn

Motion to adjourn the regular Board of Trustees meeting at 3:40 PM by Laurie Hayes and seconded by Debbie Redford to convene an executive closed session as authorized by Section 610.021, Subsection 3. The motion carries unanimously.

Minutes prepared by Lindsay Lawver



AGENDA

Taney County Health Department
Board of Trustees Meeting
320 Rinehart Road, Branson, Missouri
May 26, 2022
2:30 pm

Call to Order	Debbie Redford, Chair
Approve Agenda	Debbie Redford, Chair
Introduction of Guests	Lisa Marshall, Director
<u>Review of Minutes</u> April 29, 2022	Debbie Redford, Chair
<u>Review of Financial Reports</u> April 30, 2022 Financial Reports Disbursements Review	Hugo Huacuz, COO
<u>Director's Report</u> PHAB Update Legislative Update Staffing Update Environmental Health Update Clinical Update Formula Shortage Update	Lisa Marshall, Director
<u>Unfinished Business</u>	Debbie Redford, Chair
<u>New Business</u> Health Disparity Grant Purchase Healthier MO Subcontract Capital Expense Vehicle Quotes Roof Quotes	Debbie Redford, Chair
<u>Division Reports</u> Performance Management Questions?	Division Managers
<u>Announcements</u> Next Board Meeting, June 23, 2022, 2:30	
Adjourn	

News Media Contact for Open Meeting Notice:
Lisa Marshall, Director
15479 US Hwy 160, Forsyth, MO 65653
(417) 546-4725



Taney County Health Department
Board of Trustees Meeting
320 Rinehart Road, Branson, Missouri
May 26, 2022
2:30 PM

ATTENDANCE: Debbie Redford, Chair
Beth Huddleston, Vice-Chair
Laurie Hayes, Secretary/Treasurer
Robert Griffith, Member
Heather Burney, Member

EX-OFFICIO: Lisa Marshall, Director
Hugo Huacuz, Finance Division Manager
Pam Priest, Clinical Division Manager
Tammie Drake, WIC Division Manager
Kathryn Metzger, ECOT Manager

In Person Meeting

Call to Order

Vice-Chair, Beth Huddleston, called the regular meeting of the Board of Trustees to order at 2:33PM at the Taney County Health Department, Branson location.

Approval of Today's Agenda

Motion to approve agenda as presented by Laurie Hayes and seconded by Heather Burney. The motion passes unanimously.

Guests: There were no guests in attendance.

Review of Minutes from April 2022

Motion to approve minutes for April 29, 2022 by Dr. Griffith and seconded by Laurie Hayes. The motion passes unanimously.

Review of Financial Report by Hugo Huacuz

Summary of the financial report for April 2022:

- YTD revenues are \$29,360 more than budgeted.
- YTD expenditures are \$166,183 less than budgeted.
 - Finance Division Manager, Hugo Huacuz, reported that the next major expenditure will be the purchasing of new vehicles for the department. The mobile sprint unit cost is covered by a grant, and the roof repair for the Branson office location will be covered by insurance.
- At the end of April 2022, the financials reflect a \$195,795 positive net position.
- Cash balance increased \$266,023 as compared to 2020 and increased \$163,080 as compared to 2021.

Motion to approve the April 2022 financial report, disbursements, and accounts receivable by Laurie Hayes and seconded by Dr. Griffith. The motion passes unanimously.

Director's Report by Lisa Marshall

PHAB Update: PHAB has sent requests for additional documentation and revisions to the department after reviewing the department's application. The team is working diligently to make the corrections and to upload the additional needed documents. The final deadline to send revised measures and additional documents to PHAB is June 18th. After the revised measures and additional documents have been sent, PHAB will contact the department to schedule a virtual site visit. The previous site visit was an in-person visit, so the department is uncertain as to what to expect during the virtual site visit.

Legislative Update: Director, Lisa Marshall, reported on the Missouri State Legislature's most recent legislative session that adjourned earlier this month. The core of funding of the public health budget was not cut. There were no concerning bills passed regarding vaccine mandates in schools. A bill addressing patient visitation rights in health care facilities has been passed and is awaiting Governor Parson's signature.

Board member, Heather Burney, added that a bill was passed by the Missouri State Legislature that bars pharmacists from questioning prescriptions for Hydroxichloroquine and Ivermectin.

Staffing Update: Several of the most recent job openings at the department have been filled. Within the past month, a WIC clerk, a clinical clerk, a temporary pool inspector, and an environmental public health specialist have started at the department. The second temporary pool inspector position has been filled. The remaining open positions are a clinical manager, an environmental public health specialist, and a public health nurse. The department is rebranding the open positions.

Environmental Health Update: Director, Lisa Marshall, informed the board that the department is working with the City of Branson to approve a lodging facility to continue to operate on a floor-by-floor basis while other floors in the same building are undergoing renovations. The facility of discussion is currently performing cosmetic renovations (e.g. replacing carpeting, painting, etc.). Director, Lisa Marshall, and ECOT Manager, Kathryn Metzger, accompanied two environmental public health specialists on a visit to the facility. All believe that the facility is operating safely. For the past several years, the department and the City of Branson have worked together to approve lodging facilities to operate on a building by building basis. This request to be approved on a floor-by-floor basis has caused the department to evaluate its policies, and the department is working to develop a procedure to allow other facilities to do the same and operate on a floor by floor basis if others are under renovation. The department wants to be business friendly and allow facilities to make renovations without losing revenue while also ensuring that employees and guests of the lodging facilities are remaining safe.

Vice-Chair, Beth Huddleston, inquired if the facility has been inspected for structure. Code enforcement and Branson Fire have inspected the facility to ensure that it is in compliance with their respective codes/ordinances. Secretary/Treasurer, Laurie Hayes, asked how the fees are going to be assigned. The department is still discussing fees but is anticipating that there will be a pre-open fee for each floor and possibly a permit fee for each floor.

Environmental Health and Community Outreach Program Manager, Kathryn Metzger, informed the board that the environmental health team has been working quickly and diligently over the past several days to address the JIF peanut butter recall after the product was connected to an outbreak of Salmonella. The recall is one of the largest, if not the largest, recalls the department has handled. The recall is a class 1

recall, which means that the department has two days to contact facilities that carry the item to ensure that the item is not on the shelves and to conduct site visits to ensure that the facility has followed the recall instructions. The department continues to receive alerts from the FDA and expects that this recall will affect any product that contains peanut butter. The FDA is currently working to get brand names and lot numbers of potentially defective products.

Vice-Chair, Beth Huddleston, asked if the potentially contaminated products have been traced to one facility. The potentially contaminated products were manufactured at a facility in Kentucky.

Clinical Update: Clinical Manager, Pam Priest, reported that the department is still hosting COVID-19 vaccine clinics at both office locations. The department hosts six vaccine clinics per month. 88 doses of the COVID-19 vaccine were administered at the department this month. The department has not heard interest in the booster dose for 5-11 year olds from the public. Pam reported that the CDC has changed their guidance on the booster dose for individuals ages 50 and up, specifically that the CDC is no longer recommending the booster dose for 50 and up but is saying that those 50 and up should receive the booster dose.

Regarding recent positive COVID-19 cases in Taney County, the department reported that it has observed a small upward trend in the number of positive cases. At the time of this meeting, 91 positive cases have been added to the COVID-19 positive log so far this month. The department is still offering COVID-19 testing. The department has had four COVID-19 cases confirmed by its machine in May. Vice-Chair, Beth Huddleston, asked if the department is notified when a Taney County resident tests positive for the Coronavirus outside the county. The department is notified of these cases as these cases are reported to the state.

Clinical Manager, Pam Priest, reported that the department is monitoring the current outbreak of Monkeypox in the United States. This disease is spread by close contact with an infected individual for an extended amount of time. Vice-Chair, Beth Huddleston, inquired about the current number of Monkeypox cases in the U.S. At the time of this meeting, there has been one lab confirmed case and seven probable cases. The possible cases under investigation are from different states, and several of the individuals have recently traveled from Europe.

Clinical Manager, Pam Priest, stated that the Forsyth office location passed their inspection from the state regarding the storage of vaccines.

Formula Shortage Update: WIC Division Manager, Tammy Drake, provided an update regarding the formula shortage. WIC has expanded their waivers to allow WIC participants to purchase other brands of formula. More specialized formula is shipped to the department. The department has recently sent some formula to local area food banks, as the department cannot distribute formula. The department is sending recalled formula back to Abbott.

Unfinished Business

There was no unfinished business.

New Business

Health Disparity Grant Purchase: The board voted, via email, all in favor of purchasing the mobile sprint unit prior to the board meeting. The department will purchase the vehicle and then will be reimbursed for the purchase through the grant.

Motion to ratify the purchase of the mobile sprint unit by Dr. Griffith and seconded by Beth Huddleston. The motion passes unanimously.

The department has contacted the manufacturer to inquire about shipping. The department is going to request to have the vehicle shipped here and expects that it will be delivered in a few weeks. The department is going to have the vehicle wrapped locally. The manufacturer will host virtual trainings with members of the department who will be operating the vehicle.

Healthier MO Subcontract: The trainings being offered through the Healthier MO Initiative is part of the Health Disparity Grant. Healthier MO will provide staff with training on diversity and on the foundational public health services model, which has been adopted by the state health department. The trainings include a virtual training and a half-day training. Motion to sign the Healthier MO subcontract by Dr. Griffith and seconded by Beth Huddleston. The motion passes unanimously.

Board member, Heather Burney, asked if the training comes with data analytics to determine how the department has improved over a period of time. The training does not come with software but there is a portion in the training workbook that provides a way to assess progress.

Capital Expense Vehicle Quotes: The department has heard back from Tri-Lakes Ford in regard to purchasing new vehicles for the department. Finance Division Manager, Hugo Huacuz, displayed the purchasing agreement to the board. It will take approximately 110-140 days to receive the new vehicles after the order has been placed. Once the new vehicles have been received, the department will ask the board to have the Cobalts placed up for sale.

Chair, Debbie Redford, asked about the type of vehicle. The new vehicles will be Ford Escapes. Vice-Chair, Beth Huddleston, asked how many new vehicles will be purchased. The department will purchase 5 Ford Escapes.

Motion to sign the purchasing agreement by Laurie Hayes and seconded by Heather Burney. The motion passes unanimously.

Roof Quotes

Finance Division Manager, Hugo Huacuz, displayed several bids from different contractors to repair the roof of the Branson location. All are similar in price and all offer a 5-year warranty. However, one contractor offers to work after hours, including on the weekends. Hugo and the board discussed that this would minimize disruption of daily operations at the department. Hugo reiterated that the cost is covered by insurance. Chair, Debbie Redford, asked how severe the leak is. The leak is mainly affecting the WIC offices.

Motion to take Hugo's recommendation to contract with the contractor who is able to work after hours by Dr. Griffith and seconded by Beth Huddleston. The motion passes unanimously.

Division Reports

Division reports were emailed to the board prior to the meeting.

Miscellaneous

Secretary/Treasurer, Laurie Hayes, inquired about pool school videos. One video has still not been uploaded but other pool school videos have been uploaded and are accessible to the public.

Announcements

Next Board Meeting is June 23, 2022 at 2:30PM.

Adjourn

Motion to adjourn at 3:36PM by Dr. Griffith and seconded by Beth Huddleston. The motion carries unanimously.

Minutes prepared by Lindsay Lawver



AGENDA

Taney County Health Department
Board of Trustees Meeting
320 Rinehart Road, Branson, Missouri
June 23, 2022
2:30 pm

Call to Order	Debbie Redford, Chair
Approve Agenda	Debbie Redford, Chair
Introduction of Guests	Lisa Marshall, Director
<u>Review of Minutes</u> May 26, 2022	Debbie Redford, Chair
<u>Review of Financial Reports</u> May 31, 2022 Financial Reports Disbursements Review Audit Presentation	Hugo Huacuz, COO
<u>Director's Report</u> PHAB Update CHA Update Health Disparity Grant Update Narcan Update Clinical Update WIC Farmer's Market Program	Lisa Marshall, Director
<u>Unfinished Business</u>	Debbie Redford, Chair
<u>New Business</u> Emergency Response Plan	Debbie Redford, Chair
<u>Division Reports</u> Performance Management Questions?	Division Managers
<u>Announcements</u> Next Board Meeting, July 28, 2022, 2:30	
Adjourn	

News Media Contact for Open Meeting Notice:
Lisa Marshall, Director
15479 US Hwy 160, Forsyth, MO 65653
(417) 546-4725



Taney County Health Department
Board of Trustees Meeting
320 Rinehart Road, Branson, Missouri
June 23, 2022
2:30 PM

ATTENDANCE: Debbie Redford, Chair
Beth Huddleston, Vice-Chair
Laurie Hayes, Secretary/Treasurer
Heather Burney, Member

EX-OFFICIO: Lisa Marshall, Director
Hugo Huacuz, Finance Division Manager
Pam Priest, Clinical Division Manager
Tammie Drake, WIC Division Manager
Kathryn Metzger, ECOT Manager

In Person Meeting

Call to Order

Debbie Redford called the regular meeting of Board of Trustees to order at 2:30 PM at the Taney County Health Department, Branson location.

Approval of Agenda

Motion to add discussion regarding the salary study to the agenda as part of the director's report by Heather Burney and seconded by Beth Huddleston. The motion passes unanimously.

Guests: The department introduced several new hires to the board: Jacob Williams, temporary pool inspector; Chase Woods, public health intern; Lisa Schwarz, clinical administrative clerk; and Traci Canote, WIC administrative clerk. Board member, Heather Burney, introduced her guests: two 4th-year pharmacy students and a 1st-year resident at Cox.

Review of Minutes from May 2022

Motion to approve minutes for May 26, 2022 by Beth Huddleston and seconded by Laurie Hayes. The motion passes unanimously.

Review of Financial Report by Hugo Huacuz

Summary of the financial report for May 2022:

- YTD revenues are \$44,434 less than budgeted.
 - Finance Division Manager, Hugo Huacuz, commented that revenue will increase after the second round of billing for lodging.
- YTD expenditures are \$214,951 less than budgeted.
- At the end of May 2022, the financials reflect a \$170,832 positive net position.
 - Finance Division Manager, Hugo Huacuz, noted that the net position trend is decreasing and is mirroring the trend of 2020.

- Cash balance increased \$380,090 as compared to 2020 and increased \$104,293 as compared to 2021.

Motion to approve the May 2022 financial report, disbursements, and accounts receivable by Laurie Hayes and seconded by Beth Huddleston. The motion passes unanimously.

Audit Report Presentation: Finance Division Manager, Hugo Huacuz, presented the 2021 Audit Report to the board. The department received an unmodified opinion, which is the highest opinion an organization can receive. This means that the audited financial statements were free from any misstatements and that the financial records have been maintained according to GAAP and GASB standards. The department has received this type of opinion for the past 10 years.

Hugo added that the auditor recommended putting an internal policy on medical billing into writing, as the department has been following guidelines but lacks a written policy. Chair, Debbie Redford, asked how this policy would look. There are codes for clinical services and each code has a fee associated with it. Board member, Heather Burney, asked if the department will need to hire an additional staff member for medical billing. The department does not anticipate needing to hire an additional accountant at this time as the most recently filled accounting position was originally a part-time position but is now a full-time position to meet the demands of billing.

Motion to accept 2021's Audit Report by Laurie Hayes and seconded by Beth Huddleston. The motion passes unanimously.

Director's Report by Lisa Marshall

PHAB Update: Director, Lisa Marshall, provided an update regarding the department's progress in the reaccreditation process. The department initially sent its application and accompanying documentation to the Public Health Accreditation Board (PHAB) in August of 2021; however, it did not hear a response on its application until a couple months ago. After review, PHAB sent back several measures that needed revising and made requests for additional documentation. The department had six weeks to correct the measures and send the additional documentation back to PHAB, which the department submitted this past Thursday (June 16th). This concluded the pre-site visit review, and the next step is to schedule the site visit, which will be held virtually. This visit will either be two-half days or one-half day. After the visit, a team will review the site visit notes and the application and either approve reaccreditation status or the department will have six months to make any needed corrections and/or revisions.

The department is the only rural health department in the state of Missouri that holds accreditation status and was among the first of 76 health departments, nationally, to obtain accreditation status.

Chair, Debbie Redford, requested for praise to be extended to the staff members who are part of the PHAB team for their work and effort.

CHA Update: Community Development Specialist, Jamie Orlando, provided an update on the Community Health Assessment. The assessment is a five-step process, and the department has completed the visioning, assessment(s), and health prioritization steps. The department is now working on action planning for the chosen health prioritizations, which were voted on by members of the department and community partners after reviewing nearly 700 surveys from the community and identifying several prominent health concerns. These concerns included substance use and misuse, obtainable housing, mental health, child abuse and neglect, local workforce, unity and collaboration, and diverging health experiences. Among these concerns, the selected health prioritizations are obtainable housing, substance use and misuse, and mental health. There are upcoming meetings scheduled in September in which these

topics will be discussed with community partners. Community Development Specialist, Jamie Orlando, is currently writing a draft of the report.

Chair, Debbie Redford, inquired if the survey is still available online. The survey is still available online, as the department cannot close it until all paper surveys have been collected and entered electronically. However, the department is no longer advertising the Community Health Assessment.

Health Disparity Grant Update: The mobile sprint unit has been purchased and the department is working with the manufacturing company to schedule a delivery date. The department is having conversations with the Missouri Department of Health and Senior Services (MODHSS) about taking WIC services mobile. The department will have conversations with MODHSS about taking vital records mobile next, as the state health department has several IT related questions.

As part of the grant, the department was originally going to purchase two additional COVID-19 testing machines (one for the mobile sprint unit and one for the Forsyth office location); however, the price of the machines has doubled and the department will only purchase one of the machines to place it at the Forsyth office. The department plans to stock the mobile sprint unit with COVID-19 antigen tests.

Narcan Update: Environmental Health and Community Outreach Program Manager, Kathryn Metzger, provided the board with an update on the department's distribution of Narcan to the community. Prior to the department receiving Narcan, the department had been contacted by a couple lodging facilities that had inquired if the department had Narcan available for distribution. Upon retrieval of Narcan, the department contacted these facilities and other extended stay facilities to inquire if they had a need for Narcan. Staff members delivered Narcan to lodging facilities who requested some, and the department also distributed some to first responders and community members. The department has distributed all available Narcan.

Vice-Chair, Beth Huddleston, asked if anyone can carry Narcan. In the state of Missouri, there is a standing order that allows anyone to carry Narcan.

Board member, Heather Burney, asked if the department provided educational materials along with the Narcan. The department did provide educational material along with the Narcan in both English and Spanish. The material included signs of an overdose and contact information for recovery services.

Clinical Update: Clinical Division Manager, Pam Priest, provided an update on COVID-19 in Taney County. The COVID numbers in Taney County are increasing, and the current number of COVID-19 cases reported this month has doubled the total number of COVID-19 cases reported last month. Reported cases do not include positive results from at-home test kits. Additionally, Pam reported that the department does have COVID vaccine in stock for ages six months – 4 years; however, the department has not had much interest from the public for pediatric COVID vaccine.

Board member, Heather Burney, asked if the sewer shed study is still ongoing. The sewer shed study is still being conducted, and the viral load in the sewer is reflecting the increase of COVID-19 in the county.

The department has resumed offering its outpatient lab services to the public after temporarily discontinuing this service due to COVID-19. The department requires a physician order, and the lab fees must be paid in cash.

The department has scheduled a back to school vaccination clinic with Branson Schools for August 11th.

WIC Farmer's Market Program: WIC Division Manager, Tammy Drake, reported that WIC staff began handing out Farmer's Market coupons to WIC participants on June 1st and that approximately 220 families have received these coupons. The department does not have any more coupons to distribute at this time and is waiting to see if the Department of Agriculture receives more funding for the Farmer's Market program. The department does have families on a waiting list for these coupons.

Salary Study: The department has had one bid to perform the salary study; however, the bid was over budget. The department and the board discussed possible options, including conducting the salary study internally, hiring an intern, and/or putting the request back out to vendors. The department thinks it is best to send the request back to vendors.

Unfinished Business

There was no unfinished business.

New Business

Emergency Response Plan: As the department was working on PHAB, it was discovered that the department needed to add a document to its emergency response plan. Due to the deadline to resubmit documentation to PHAB and the need for the board's approval to make the change to the emergency response plan, the board voted via email prior to the meeting to add the needed document to the emergency response plan.

Motion to ratify the vote of adding the required document to the emergency response plan by Heather Burney and seconded by Laurie Hayes. The motion passes unanimously.

Division Reports

Division reports were emailed to members of the board prior to the meeting.

Miscellaneous

Chair, Debbie Redford, commented that she thinks it is a great idea to have three health educators work in the Wise Woman Program rather than only one. Debbie also praised the community outreach team for working on a grant that is geared towards preventing water-borne illness.

Announcements

Next Board Meeting is July 28, 2022 at 2:30PM.

Adjourn

Motion to adjourn at 4:10 PM by Laurie Hayes and seconded by Beth Huddleston. The motion carries unanimously.

Minutes prepared by Lindsay Lawver



AGENDA

Taney County Health Department
Board of Trustees Meeting
320 Rinehart Road, Branson, Missouri
July 28, 2022
2:30 pm

Call to Order	Debbie Redford, Chair
Approve Agenda	Debbie Redford, Chair
Introduction of Guests	Lisa Marshall, Director
<u>Review of Minutes</u> June 23, 2022	Debbie Redford, Chair
<u>Review of Financial Reports</u> June 30, 2022 Financial Reports Disbursements Review	Hugo Huacuz, COO
<u>Director's Report</u> Staff Update Health Disparities Update PHAB Update WIC Updates Monkeypox Capital Expense & Facilities Update	Lisa Marshall, Director
<u>Unfinished Business</u>	Debbie Redford, Chair
<u>New Business</u> Annual Reports* Preliminary Assessed Valuation	Debbie Redford, Chair
<u>Division Reports</u> Performance Management Questions?	Division Managers
<u>Announcements</u> Next Board Meeting, August 25, 2022, 4:00 Board Training August 25, 2022, 1:30 – 4:00 pm PHAB Virtual Site Visit, August 26, 2022, 8:30am – 12:30 PM	
Adjourn	

News Media Contact for Open Meeting Notice:
Lisa Marshall, Director
15479 US Hwy 160, Forsyth, MO 65653
(417) 546-4725



Taney County Health Department
Board of Trustees Meeting
320 Rinehart Road, Branson, Missouri
July 28, 2022
2:30 PM

ATTENDANCE: Debbie Redford, Chair
Beth Huddleston, Vice-Chair
Robert Griffith, Member
Heather Burney, Member

EX-OFFICIO: Lisa Marshall, Director
Hugo Huacuz, Finance Division Manager
Tiffany Stevens, Human Resource Coordinator
Pam Priest, Clinical Division Manager
Tammy Drake, WIC Division Manager
Kathryn Metzger, ECOT Manager

In Person Meeting

Call to Order

Debbie Redford called the regular meeting of Board of Trustees to order at 2:34 PM at the Taney County Health Department, Branson location.

Approval of Agenda

Motion to approve agenda as presented by Dr. Griffith and seconded by Heather Burney. The motion passes unanimously.

Guests: The department introduced several recent hires to the board: Brenda Seewald, environmental public health specialist; Sharon Turney, public health nurse; Caren White, public health nurse; Melissa Edge, clinical administrative clerk; Delesa Harrison, clinical administrative clerk; and Lesley Harris, public health nurse. Current clinical coordinator and public health nurse, Erica Craig, is also in attendance, and the department informed the board that she will soon be joining the leadership team as the new clinical division manager after Pam Priest, current clinical division manager, retires at the end of next month.

Review of Minutes from June 2022

Motion to approve minutes for June 23, 2022 by Dr. Griffith and seconded by Beth Huddleston. The motion passes unanimously.

Review of Financial Report by Hugo Huacuz

Summary of the financial report for June 2022:

- YTD revenues are \$112,181 less than budgeted.
- YTD expenditures are \$255,180 less than budgeted.
- At the end of June 2022, the financials reflect a \$143,377 positive net position.

- The net position for 2022 is trending closely with the net position of 2020. An increase in the net position will be observed after lodging facilities are billed for their annual permits.
- Cash balance increased \$451,376 as compared to 2020 and increased \$95,191 as compared to 2021.
 - The cash balance will increase once the department is reimbursed for the purchase of the mobile sprint unit.

Finance Division Manager, Hugo Huacuz, informed the board that the payments for the new department vehicles and for the new AC units are not reflected in this financial report.

Member, Heather Burney, asked if the increase in cash balance at the end of the year is typical. It is typical to see an increase at the end of the year in cash balance because the department begins to receive tax dollars in December.

Director, Lisa Marshall, added that the current open job positions also impact financials.

Motion to approve the June 2022 financial report, disbursements, and accounts receivable by Beth Huddleston and seconded by Dr. Griffith. The motion passes unanimously.

Director's Report by Lisa Marshall

Staffing update: Human resource coordinator, Tiffany Stevens, provided a staffing update. Current open positions include a clinical coordinator and an epidemiologist/data analyst. The department will be onboarding a new environmental public health specialist in August.

Chair, Debbie Redford, asked about the specific degree requirements for the epidemiologist/data analyst position. The department is seeking candidates with degrees in epidemiology and with experience in data analysis.

Health Disparities Grant Update: The department has received the mobile sprint unit and invited the board to view the vehicle after the meeting. The department held its first van meeting today (7/28) with members from each division in attendance, and the attendees discussed different services the department can provide in a mobile format. As part of the grant, the department is required to offer COVID-19 vaccinations and testing in the mobile sprint unit. Additionally, the department is required to add two new COVID-19 testing locations. To meet this grant deliverable, the department will be purchasing a second Abbott COVID-19 testing machine to place in the Forsyth office and will be stocking the mobile sprint unit with COVID-19 rapid antigen tests. The department is also having conversations with local area vendors about wrapping the mobile sprint unit. The department informed the board that if the cost to wrap the vehicle exceeds a certain amount, a request for a vote of approval from the members of the board will be sent via email. WIC manager, Tammy Drake, is currently working on an application to take WIC services mobile, and the department is currently brainstorming possible options to take vital record services mobile.

PHAB Update: Human resource coordinator, Tiffany Stevens, provided the PHAB update. The virtual site visit will be on August 26 from 8:30 AM – 12:30 PM. The department has not yet received an agenda for the visit but requested if members of the board could be available for the visit. The department will email board members an agenda once it is received.

WIC Update: WIC manager, Tammy Drake, provided an update on WIC services. Each year, the department applies for the Breastfeeding Friendly Clinic Award and for the funding. The department was awarded both of these for this calendar year. Additionally, the WIC team received an additional 70 benefit vouchers as part of the Senior & WIC Farmers' Market Nutrition Program. The WIC team had compiled a

waiting list for these vouchers and is currently contacting and scheduling appointments for those on the list so that they may receive a voucher.

Monkeypox Update: The department has purchased the supplies necessary to test for Monkeypox and has started to test for the disease in the community. If a client tests positive, the department will be working in collaboration with local area providers. The department is currently working on educational material for the public about Monkeypox, including signs and symptoms, and will be promoting the material soon.

Chair, Debbie Redford, inquired about the procedure for testing for Monkeypox. If the department determines that someone has been in contact with a high risk group and observes that the individual has developed a rash, the department must send a photo of the rash, along with risk factors, to the state. If the state grants approval for the test to be performed, the department can perform the test. The department has test kits on site.

Capital Expenses and Facilities Update: Finance Division Manager, Hugo Huacuz, provided the capital expenses and facilities update. The new vehicles for the environmental inspectors and for other members of the department staff have been purchased. The department has not yet heard a delivery date. The roof of the Branson office location has been replaced, and no water leaks have been observed after the recent rain. The department has observed several areas of possible concern on the roof and has contacted the roofing company to ensure that it is only a cosmetic issue. The department has started to request bids to repair the AC units at the Forsyth office location; however, the department has heard from vendors that it is difficult to provide an accurate quote, as the prices of materials are changing rapidly. Thus, a quote might only be accurate for 1-2 weeks. The department has also requested bids from vendors to repair several pieces of equipment that were damaged during a power outage at the Branson location several weeks ago. A vaccine freezer is no longer functioning properly and the automatic door function of the front doors is no longer working. The department will start the process to upgrade the security cameras in the near future. Additionally, the department debuted new technology in both conference rooms during the meeting.

Unfinished Business

There was no unfinished business.

New Business

Annual Reports: The department printed copies of the 2019 and 2020 Annual Reports for the board to review. The department will present the 2021 Annual Report at the next board meeting.

Member, Dr. Griffith, asked if the health department hosts the P4 Conference. The health department hosted the conference in 2019 but did not in 2020 nor 2021 due to the pandemic. The department is working to put the educational material online.

Chair, Debbie Redford, recommended that the department tallies the total number of people who visit with members of the department at area events, as this can be an additional way to present data in future reports rather than list the total number of attendees at an event.

Motion to approve the 2019 and 2020 Annual Reports by Heather Burney and seconded by Dr. Griffith. The motion passes unanimously.

Preliminary Assessed Valuation: The department has received the preliminary numbers from the clerk's office. These numbers were presented to the board. The actual numbers will be presented at next month's board meeting. There will be time allocated for public comment.

Division Reports

Division reports were emailed to members of the board prior to the board meeting.

Chair, Debbie Redford, asked what the pros are for the department to convert to having its own email system rather than using the state's email system. The new email system would have more features and tools available and would allow for the department to manage it independently of the state. The total cost would also be dependent upon the number of users.

Chair, Debbie Redford, inquired about the pediatric COVID-19 clinics, particularly the clinics for those 6 months – 4 years. The department has recently averaged about 10-15 clients at the vaccine clinics. Clinical manager, Pam Priest, also added that the department has ordered the new COVID-19 vaccine that is protein based rather than mRNA based.

The board praised the decision to extend the hours of clinical services on Mondays.

Announcements

Next Board Meeting is August 25, 2022 at 4:00PM. This will be a condensed meeting.

Adjourn

Motion to adjourn at 3:44 PM by Dr. Griffith and seconded by Beth Huddleston. The motion carries unanimously.

Minutes prepared by Lindsay Lawver



AGENDA

Taney County Health Department
Board of Trustees Meeting
320 Rinehart Road, Branson, Missouri
August 25, 2022
1:30 pm

Board Study Session	Debbie Redford, Chair
4:00 pm, Public Comment Regarding 2022 Assessed Valuation	Debbie Redford, Chair
Call to Order	Debbie Redford, Chair
Approve Agenda	Debbie Redford, Chair
Introduction of Guests	Lisa Marshall, Director
<u>Review of Minutes</u> July 28, 2022	Debbie Redford, Chair
<u>Review of Financial Reports</u> July 31, 2022 Financial Reports Disbursements Review	Hugo Huacuz, COO
<u>Director's Report</u> Health Disparities Grant Update	Lisa Marshall, Director
<u>Unfinished Business</u> Assessed Valuation	Debbie Redford, Chair
<u>New Business</u> October Board Meeting 2021 Annual Report Staffing Plan Compensation Schedule	Debbie Redford, Chair
<u>Division Reports</u> Performance Management Questions?	Division Managers
<u>Announcements</u> Next Board Meeting, September 22, 2022, 2:30 PHAB Re-Accreditation Site Visit, August 26, 2022, 12:20	
Adjourn	

News Media Contact for Open Meeting Notice:
Lisa Marshall, Director
15479 US Hwy 160, Forsyth, MO 65653
(417) 546-4725



Taney County Health Department
Board of Trustees Meeting
320 Rinehart Road, Branson, Missouri
August 25, 2022
4:00 PM

ATTENDANCE: Debbie Redford, Chair
Beth Huddleston, Vice-Chair
Laurie Hayes, Secretary/Treasurer
Heather Burney, Member

EX-OFFICIO: Lisa Marshall, Director
Hugo Huacuz, Finance Division Manager
Tiffany Stevens, Human Resource Coordinator
Pam Priest, Clinical Division Manager
Tammy Drake, WIC Division Manager
Kathryn Metzger, ECOT Manager

In Person Meeting

Public Comment Session

Chair, Debbie Redford, called the public comment session of the meeting regarding the 2022 assessed valuation to order at 4:00 PM. There were no members of the public present. Chair, Debbie Redford, called the public comment session to a close at 4:01 PM.

Call to Order

Debbie Redford called the regular meeting of Board of Trustees to order at 4:02 PM at the Taney County Health Department, Branson location.

Approval of Agenda

Motion to approve agenda as presented by Laurie Hayes and seconded by Beth Huddleston. The motion passes unanimously.

Guests: There were no guests in attendance.

Review of Minutes from July 2022

Motion to approve minutes for July 28, 2022 by Heather Burney and seconded by Beth Huddleston. The motion passes unanimously.

Review of Financial Report by Hugo Huacuz

Summary of the financial report for July 2022:

- YTD revenues are \$174,135 less than budgeted.
- YTD expenditures are \$288,919 less than budgeted.
- At the end of July 2022, the financials reflect a \$115,225 positive net position.

- Finance Division Manager, Hugo Huacuz, commented that the net position will increase as the annual billing for lodging will occur next month.
- Cash balance increased \$416,319 as compared to 2020 and increased \$15,745 as compared to 2021.
 - Finance Division Manager, Hugo Huacuz, added that the department has not yet purchased the new vehicles for the department.

The department and board discussed several facilities with outstanding debt. These facilities do not have current health permits.

Motion to approve the July 2022 financial report, disbursements, and accounts receivable by Laurie Hayes and seconded by Heather Burney. The motion passes unanimously.

Director's Report by Lisa Marshall

Health Disparities Grant Update: The department is in possession of the mobile sprint unit and is currently working to get the vehicle wrapped. The department is requesting quotes from several local vendors, and the cost to wrap the vehicle is currently ranging from \$4,000 to \$8,000. Director, Lisa Marshall, informed the board that if the cost exceeds \$5,000, she will request a vote via email for the board to approve the purchase.

Chair, Debbie Redford, inquired if the department has a particular design for the vehicle wrap. The department does not have a specific design for the wrap but does have several ideas and the quotes include design time fees, as the vendors have graphic designers on staff to help design the wrap.

Unfinished Business

Assessed Valuation: The department presented 2022's assessed valuation numbers received from the county clerk's office to the board.

Motion to accept the 2022 assessed valuation by Laurie Hayes and seconded by Beth Huddleston. The motion passes unanimously.

New Business

October Board Meeting: The department requested to move the October board meeting to the third Thursday of the month, October 20th, to allow time for employees to think about any changes they would like to make to their health insurance plans as open-enrollment begins on November 1st and as the board must vote to approve the department's health insurance plan.

Motion to move October's board meeting to October 20th by Beth Huddleston and seconded by Heather Burney. The motion passes unanimously.

2021 Annual Report: The department printed copies of the 2021 Annual Report and presented them to the board. The format is similar to the annual reports of years prior; however, this report presents data and information more heavily in written format rather than graphically.

Motion to approve the 2021 Annual Report by Beth Huddleston and seconded by Laurie Hayes. The motion passes unanimously.

Staffing Plan: The English Spanish Bilingual Liaison is currently working 36 hours per week, and WIC Division Manager, Tammy Drake, has been able to write-in two additional hours for this position. Additionally, the department believes that the position can be a 40 hours per week position.

The department requested to move the English Spanish Bilingual Liaison from a .9 to 1.

Motion to change the English Spanish Bilingual Liaison from a .9 to a 1 by Laurie Hayes and seconded by Heather Burney. The motion passes unanimously.

Chair, Debbie Redford, commended this decision.

Compensation Schedule: The Breastfeeding Peer Counselor position is currently a level 2 position on the department's compensation schedule. The department requested to change the position from a level 2 to a level 3, same level as the administrative clerks, as the department believes that the position is undercompensated for the required skill set and training. Additionally, the position is a grant-funded position, and the department has the funding to make the change.

Motion to change the Breastfeeding Peer Counselor position from a level 2 to a level 3 by Laurie Hayes and seconded by Heather Burney.

Division Reports

Division reports were emailed to members of the board prior to the meeting.

Miscellaneous

Chair, Debbie Redford, inquired about November's board meeting, as it is scheduled for Thanksgiving Day. Discussion regarding rescheduling November's board meeting will be on the agenda at next month's board meeting.

Vice-chair, Beth Huddleston, inquired if the department prefers to have members of the board present at tomorrow's virtual PHAB site visit. The department requested that members be available to join, particularly during the time of the exit portion of the visit.

The department reminded the board of clinical manager's, Pam Priest, retirement celebration next week.

Announcements

Next board meeting is September 22, 2022 at 2:30PM.

Adjourn

Motion to adjourn at 4:26 PM by Beth Huddleston and seconded by Heather Burney. The motion carries unanimously.

Minutes prepared by Lindsay Lawver



AGENDA

Taney County Health Department
Board of Trustees Meeting
320 Rinehart Road, Branson, Missouri

<https://us02web.zoom.us/j/86980506032?pwd=U21pQmdrODcvdnhGTzFya0tJdlZMQT09>

September 22, 2022

2:30 pm

Call to Order	Debbie Redford, Chair
Approve Agenda	Debbie Redford, Chair
Introduction of Guests	Lisa Marshall, Director
<u>Review of Minutes</u> August 25, 2022	Debbie Redford, Chair
<u>Review of Financial Reports</u> August 31, 2022 Financial Reports Disbursements Review	Hugo Huacuz, COO
<u>Director's Report</u> 2023 Jurisdiction Contracts Health Disparity Grant Update Environmental Health Update Clinical Update Community Health Assessment Update PHAB Update	Lisa Marshall, Director
<u>Unfinished Business</u>	Debbie Redford, Chair
<u>New Business</u> Mobile Unit Wrapping Strategic Plan Update Salary Study Vendor	Debbie Redford, Chair
<u>Division Reports</u> Performance Management Questions?	Division Managers
<u>Announcements</u> Next Board Meeting, October 20, 2022, 2:30	

Adjourn

News Media Contact for Open Meeting Notice:
Lisa Marshall, Director
15479 US Hwy 160, Forsyth, MO 65653
(417) 546-4725



Taney County Health Department
Board of Trustees Meeting
320 Rinehart Road, Branson, Missouri
September 22, 2022
2:30 PM

ATTENDANCE: Beth Huddleston, Vice-Chair
Robert Griffith, Member
Heather Burney, Member

EX-OFFICIO: Lisa Marshall, Director
Hugo Huacuz, Finance Division Manager
Tiffany Stevens, Human Resource Coordinator
Erica Craig, Clinical Division Manager
Tammy Drake, WIC Division Manager
Kathryn Metzger, EHS Manager

In Person Meeting

Call to Order

Beth Huddleston called the regular meeting of Board of Trustees to order at 2:32 PM at the Taney County Health Department, Branson location.

Approval of Agenda

Motion to approve agenda as presented by Robert Griffith and seconded by Heather Burney. The motion passes unanimously.

Guests: There were no guests in attendance.

Review of Minutes from August 2022

Motion to approve minutes for August 25, 2022 by Robert Griffith and seconded by Heather Burney. The motion passes unanimously.

Review of Financial Report by Hugo Huacuz

Summary of the financial report for August 2022:

- YTD revenues are \$115,689 less than budgeted.
- YTD expenditures are \$309,883 less than budgeted.
- At the end of August 2022, the financials reflect a \$194,698 positive net position.
 - Finance Division Manager, Hugo Huacuz, noted that this aligns with the trajectories of the past couple years; however, the department is slightly ahead this year as the department sent out environmental billing a couple weeks earlier this calendar year.
- Cash balance increased \$346,106 as compared to 2020 and decreased \$32,395 as compared to 2021.
 - Finance Division Manager, Hugo Huacuz, commented that the department has not yet received the cash reimbursement for the mobile sprint unit, as it was grant-funded, and the

department has not yet purchased the new fleet vehicles and the new AC units for Forsyth. The department anticipates that these expenditures will cost approximately \$200,000.

Member, Robert Griffith, commented that these next two capital expenses, the fleet vehicles and the AC units, are among the last of the deferred maintenance items from previous years and to consequently consider future capital expenditures that will further advance the mission of public health.

Vice-chair, Beth Huddleston, inquired if the department has had more discussions of merging the Branson and Forsyth offices and creating a single-unit facility. The department has had some discussions, as the Branson office is running out of space; however, the department believes that its presence in the eastern side of the county is appreciated by those who seek services at the Forsyth office. The department will seek to determine if the mobile sprint unit will be enough of a presence on this side of the county if the department were to have a single facility located in the western side.

Motion to approve the August 2022 financial report, disbursements, and accounts receivable by Robert Griffith and seconded by Heather Burney. The motion passes unanimously.

Director's Report by Lisa Marshall

2023 Jurisdiction Contracts: The department is preparing on presenting the 2023 jurisdictional contracts to the City of Branson and to the City of Hollister. The department needs to send Hollister's 2023 jurisdictional contract to their city council, and Director, Lisa Marshall, recently met with a leader from the City of Branson about Branson's 2023 jurisdictional contract. The City of Branson has their first budget session on Tuesday, September 27th, and Director, Lisa Marshall, will be presenting at the regular City Hall meeting that evening. These contracts are 4-year contracts that renew annually.

Health Disparity Grant Update: The department is currently working to get the mobile sprint unit wrapped and stocked with needed supplies and equipment. Staff had their second training with HealthierMo at this past staff meeting, and this training focused on operationalizing the newest public health model. This training was well-received by staff.

Vice-chair, Beth Huddleston, inquired if this grant is federally funded or state funded. This grant is state funded.

Environmental Health Update: Environmental Health and Community Outreach Program Manager, Kathryn Metzger, provided an update on this year's lodging inspections, as lodging permits expire at the end of this month. Approximately 40 routine lodging inspections still need to be performed, approximately 40 lodging facilities have failed their routine inspections and need to be re-inspected, and approximately 24 lodging facilities have passed their routine lodging inspections from the health department but are pending a passing inspection from City of Branson Code Enforcement and/or City of Branson Fire. Among the 40 establishments who have not yet had their annual routine lodging inspection, several have not paid annual permit fees for last year. The department is prioritizing the lodging facilities who have paid their annual permit fees in full and/or those facilities who have requested inspection. Three environmental public health specialists are performing the lodging inspections: Erica Logsdon, Laura Jahn, and Cailin Dawley.

Member, Robert Griffith, asked how many lodging facilities are in Taney County. There are approximately 150 lodging facilities in Taney County.

Member, Robert Griffith, asked about the properties that have not paid last year's permit fees, specifically the status of these facilities. Environmental Health and Community Outreach Program Manager, Kathryn Metzger, commented that some of these facilities are closed for renovations and that some are operating

without a current health permit. Among those who are operating without a current permit, some have passed the required inspections but have not paid the associated fees while others have paid their fees but have not passed the required inspections. The health department does not have jurisdiction to shut down lodging facilities that are operating without a current health permit.

Environmental public health specialists, Christiana Argilagos and Brenda Seewald, are conducting restaurant inspections.

The environmental health team has recently welcomed a new inspector, Tanner Patton, who is currently training on low and medium risk restaurant facilities.

Clinical Update: Clinical Manager, Erica Craig, provided a vaccine update. The department has received the new bivalent COVID-19 booster shot. This vaccine promotes immunity against the Omicron variant in addition to the Delta variant of the Coronavirus. The department has seen a renewed interest from the public in the booster dose vaccine clinics after offering this specific booster. Additionally, the department has received some private flu vaccine and is offering this vaccine to those who qualify at the COVID-19 booster dose clinics. Member, Heather Burney, commended this offering. The clinical division has welcomed nursing students back to the department.

Member, Robert Griffith, asked which program/school the nursing students are from. The current nursing students are in their public health track training and are from Cox Health.

Community Health Assessment Update: The department and community partners have selected the top three health priorities, which were determined after analyzing survey results from members of the community. The three health priorities are mental health, substance abuse, and affordable housing. These priorities will be addressed through the Community Health Improvement Plan, and three meetings have been scheduled. Each meeting will focus on one of the priorities. The department invited the board to these meetings.

PHAB Update: The department had its virtual site visit with members of PHAB last month, and the visit went well. The department has received its reaccreditation report, and Human Resource Coordinator, Tiffany Stevens, read part of this report to the board. The department met all 5 domains. The department will hear from the PHAB board in November regarding its decision on reaccreditation. If the department is reaccredited, the department will be reaccredited for the next 5 years.

Unfinished Business

There was no unfinished business.

New Business

Mobile Unit Wrapping: The department has received four quotes from local area vendors to wrap the mobile sprint unit and presented a comparison of these quotes to the board. The quotes range in price from \$4,500 to over \$8,000. All vendors include a warranty. The main differences are overall price and location of the vendors, as each vendor has a graphic designer on staff to assist the department with the design and the department considers the appearances of previous works from the vendors to be comparable.

Motion to accept the cheapest bid by Robert Griffith and seconded by Heather Burney. The motion passes unanimously.

Strategic Plan Update: The department emailed changes to the Strategic Plan to members of the board prior to the meeting for review. These changes were mainly to dates/timelines and not to priorities nor objectives. This plan is a 3.5 years plan.

Motion to accept changes to the Strategic Plan by Robert Griffith and seconded by Heather Burney. The motion passes unanimously.

Salary Study Vendor: The department has sent out two separate requests for proposals to vendors for the compensation study but only received one bid. The department had discussions with the Missouri Center for Public Health Excellence (MOCphe) and inquired if they are able to perform a compensation study. The department received a quote from MOCphe for the compensation study and presented the quote to the board. The department clarified with the board that MOCphe will only complete the salary piece and will not complete the benefits and training portions of the study. The department will seek another vendor to complete the training and benefits portions.

Motion to accept MOCphe's bid to complete the salary portion of the compensation study by Robert Griffith and seconded by Heather Burney. The motion passes unanimously.

Division Reports

Division reports were emailed to members of the board prior to the board meeting.

Miscellaneous

Member, Robert Griffith, requested an update on Monkeypox in the county. The department has testing capability and asks screening questions at all STI appointments. At this time, there have been no positive cases in Taney County.

Announcements

Next board meeting is October 20, 2022 at 2:30PM. This meeting is scheduled for one week earlier than normal to allow time for staff to review the health insurance plan options, which needs board approval.

Adjourn

Motion to adjourn at 3:42 PM by Robert Griffith and seconded by Heather Burney. The motion carries unanimously.

Minutes prepared by Lindsay Lawver



AGENDA

Taney County Health Department
Board of Trustees Meeting
320 Rinehart Road, Branson, Missouri
October 20, 2022
2:30 pm

Call to Order	Debbie Redford, Chair
Approve Agenda	Debbie Redford, Chair
Introduction of Guests	Lisa Marshall, Director
<u>Review of Minutes</u> September 22, 2022	Debbie Redford, Chair
<u>Review of Financial Reports</u> September 30, 2022 Financial Reports Disbursements Review	Hugo Huacuz, COO
<u>Director's Report</u> Health Disparity Grant Update Annual Jurisdiction Contracts Update Clinical Update Mental Health Update	Lisa Marshall, Director
<u>Unfinished Business</u>	Debbie Redford, Chair
<u>New Business</u> Annual Health Insurance Recommendations Hardship Policy and Waiver Staffing Plan Change Capital Expense Quotes – Forsyth AC Units City of Branson Contract Upcoming Board Meeting Dates	Debbie Redford, Chair
<u>Division Reports</u> Performance Management Questions?	Division Managers
<u>Announcements</u> Next Board Meeting, November 24, 2022, 2:30 Holiday Meeting December 8, 2022	
Adjourn	

News Media Contact for Open Meeting Notice:

Lisa Marshall, Director
15479 US Hwy 160, Forsyth, MO 65653
(417) 546-4725



Taney County Health Department
Board of Trustees Meeting
320 Rinehart Road, Branson, Missouri
October 20, 2022
2:30 PM

ATTENDANCE: Debbie Redford, Chair
Beth Huddleston, Vice-Chair
Robert Griffith, Member
Heather Burney, Member

EX-OFFICIO: Lisa Marshall, Director
Hugo Huacuz, Finance Division Manager
Tiffany Stevens, Human Resource Coordinator
Erica Craig, Clinical Division Manager
Tammy Drake, WIC Division Manager
Kathryn Metzger, ECOT Manager

In Person Meeting

Call to Order

Debbie Redford called the regular meeting of Board of Trustees to order at 2:31 PM at the Taney County Health Department, Branson location.

Approval of Agenda

Prior to the board meeting, an amended agenda, with the correct date of the meeting, was sent to the board.

Motion to approve amended agenda as presented by Robert Griffith and seconded by Heather Burney. The motion passes unanimously.

Guests: One guest was in attendance: 4th year pharmacy student with UMKC, Allie Lanker.

Review of Minutes from September 2022

Motion to approve minutes for September 22, 2022 by Robert Griffith and seconded by Beth Huddleston. The motion passes unanimously.

Review of Financial Report by Hugo Huacuz

Summary of the financial report for September 2022:

- YTD revenues are \$90,471 less than budgeted.
- YTD expenditures are \$346,585 less than budgeted.
- At the end of September 2022, the financials reflect a \$256,681 positive net position.
 - Finance Division Manager, Hugo Huacuz, commented that the net position peaks every year in September due to the billing of lodging establishments for annual health permits.

- Cash balance increased \$178,328 as compared to 2020 and decreased \$65,929 as compared to 2021.

Chair, Debbie Redford, asked if the cost of the mobile sprint unit is reflected in the financials. The purchase of the mobile sprint unit is reflected in the revenues portion but is not reflected in the cash balance, as the department has not yet been reimbursed for the purchase. Additionally, the financials do not reflect the cost of the wrap for the mobile sprint unit but this cost will also be reimbursed through the grant. Director, Lisa Marshall, also added that the department has not yet paid for the new fleet vehicles and that this is consequently not reflected in the financial report as well.

Member, Robert Griffith, inquired about the aging report and if facilities are paying their fees. The finance team has been making progress on the aging report as the team has been calling facilities with outstanding debt. Finance Division Manager, Hugo Huacuz, also commented that prior to the COVID-19 pandemic, the department charged a late fee on payments that were received after a certain number of days but that the department waived the fee during the pandemic. The department has been discussing reinstating these late fees to encourage facilities to pay on time and to decrease the number of facilities with outstanding debt. The reinstatement of these fees will be discussed at a future board meeting. If these fees are reinstated, the department will give the owners of facilities a couple months' notice.

Motion to approve the September 2022 financial report, disbursements, and accounts receivable by Beth Huddleston and seconded by Heather Burney. The motion passes unanimously.

Director's Report by Lisa Marshall

Health Disparity Grant Update: The department received three wrap design options for the mobile sprint unit from the vendor and presented these to the board. The options are similar in design. The difference is in color scheme. The utilized colors and fonts are from the department's website. The designs do not include any pictures, as the designs are abstract. This will ensure that the design does not look dated and is more modern. The department prefers option #3 and has asked the vendor to make one change to the design, specifically to the color of the shadow of the medical cross.

Member, Heather Burney, commented that she likes the color scheme and that the words are readily visible against their background.

Vice-chair, Beth Huddleston, asked if the back of the van will be wrapped, as the back of a vehicle is easily visible to drivers, specifically to those directly behind the vehicle, and can serve as a way to present information. The department has not received a design that includes wrapping the back of the van but the department will ask the vendor.

The department will first provide COVID-19 services from the van, as the vehicle was funded by a COVID-19 grant. The van will be stocked with rapid Antigen tests. The department has also purchased a portable STI testing machine and a lead testing machine to take on the van.

Annual Jurisdiction Contracts Update: Director, Lisa Marshall, provided an update on the 2023 jurisdictional contracts, specifically for Branson and Hollister. The department sent an edited version of the contract to the City of Branson but has not yet received feedback. The changes were mainly to keep the contract up-to-date with regard to environmental services provided by the department and current procedures. The department will present this to Branson's Board of Aldermen on either October 25th or November 8th. The department's board will need to vote on the final version of the contract, and this will likely occur via email and in between board meetings. This contract is a 4-year contract and is renewed annually. The contract has not been reviewed in its entirety for several years.

The department needs to send Hollister's jurisdictional contract to their City Hall. This contract has also not been reviewed in its entirety for several years and the department foresees that changes will need to be made soon, particularly because Hollister is growing in size.

Clinical Update: Clinical Manager, Erica Craig, provided the clinical update. The clinical division has administered over 300 doses of the bivalent COVID-19 booster shot since the beginning of October. There was a COVID-19 vaccine clinic today in Forsyth and 96 doses were administered. The flu vaccine is being offered at these clinics as well. The department will begin to offer the pediatric COVID-19 vaccine at regularly scheduled pediatric immunization appointments. The department continues to offer COVID-19 testing but has observed a downward trend in the number of positive cases.

The department continues to monitor for Monkeypox. At this time, no positive cases of the virus have been reported in the county.

The department received more doses of the Shingles vaccine for underinsured and uninsured members of the community. The clinical team has been compiling a waitlist for this vaccine and will begin calling those on the list to schedule appointments. The department has also requested more funding from the Senior Tax Board to provide for more Shingles vaccine for those who reside in Taney County and are over the age of 60.

Member, Heather Burney, inquired if the department is offering the high-dose of the flu vaccine for seniors. The department has been administering this particular vaccine and is running out.

Mental Health Update: Human Resource Coordinator, Tiffany Stevens, provided a mental health update of the staff. This became a concern during the pandemic and staff support was added to address this. The department has created a Zen area in the Branson office location that is accessible to staff, has allowed for sick time to be utilized for mental health, and has partnered with Burrell Behavioral Health and their "Be Well" initiative. Members of Burrell Behavioral Health gave presentations at two recent staff meetings, and these presentations were received well by staff. Burrell will be giving one more presentation at next month's staff meeting. These presentations have been tailored to the needs of the staff. The department mentioned to the board that a desire is to purchase a "Be Well Bell" as part of Burrell's "Be Well" movement. These bells are painted by local artists and include a QR code that would direct people to mental health resources. Mental health was identified as a health priority after the recent community health assessment, and the department believes that this could serve as a resource for the community and can help address the priority. The bell would be the first in Taney County. Chair, Debbie Redford, asked what the cost would be to receive a bell. The estimated cost is \$5,000, and this cost would also provide more trainings to staff. The department is currently working on a proposal with Burrell Behavioral Health for this.

Unfinished Business

There was no unfinished business.

New Business

Annual Health Insurance Recommendations: The department received the 2023 insurance renewal options back from Connell Insurance. The health insurance renewal plan rate increase for 2022 is 6%. The department covers 100% of short term disability, life/accident insurance, and the employee assistance program (EAP) for employees. The department also pays 100% of the Cox Health Gold Plan for employees. The department noted that there was a substantial increase in total cost of the dental plan through the current carrier, Metlife, and the department consequently sought another comparable carrier, Kansas City Life. The department presented a comparison of these two carriers to the board. Both

carriers cover 95% of the cost for a dental visit; however, Kansas City Life's EAP is more robust, as it provides more counseling sessions and also provides for marriage counseling.

The department recommended to change carriers from Metlife to Kansas City Life and to stay with Cox Health Insurance.

Motion to approve the insurance recommendations of Cox Health Insurance and Kansas City Life by Robert Griffith and seconded by Heather Burney. The motion passes unanimously.

Hardship Policy and Waiver: Clinical Manager, Erica Craig, has drafted a hardship policy and waiver for when the costs of services might pose as a financial barrier to accessing those services. The draft was presented to the board. The department explained that the policy was created for a couple reasons, including inconsistencies in accounting and including the lack of a written policy for when a client is unable to pay for services. This policy outlines the core functions of public health the department provides and the procedures that are to be followed if a client is unable to pay for one of these core function services. The health director and the clinical manager are the only two who can make exceptions to this policy.

Member, Robert Griffith, recommended to add the word "only" before "services" so that the sentence reads "only services defined as a core function of public health may be eligible for reduced or waived service fee."

Motion to approve the draft of the hardship policy and waiver with the recommended edit by Beth Huddleston and seconded by Heather Burney. The motion passes unanimously.

Staffing Plan Change: The department informed the board that an accountant has recently resigned and that after evaluating the duties of the vacant accounting position and considering the needs of the department, the department would like to change the vacant accounting position to a medical billing specialist. The requirements for both positions are different and the department wishes to hire someone with experience in medical billing. From a cost perspective, the accountants are level 5 and the medical specialists are level 4. The medical billing specialist position will not require a Bachelor's degree.

Motion to approve the revised staffing plan by Robert Griffith and seconded by Beth Huddleston. The motion passes unanimously.

Capital Expense Quotes – Forsyth AC Units: The department only received two bids from local contractors to replace the AC units of the Forsyth location, as the current units were installed when the building was constructed. These two quotes were presented to the board. The two quotes are comparable in price and both contractors offered similar warranties: a 1-year labor warranty and a 5-year warranty for the compressor. The two notable differences are the brand, as one is American Standard and the other is Heil/Carrier, and the department is familiar with the work of one of the companies, as the department has worked with them in the past.

The quotes expire after 30 days.

Motion to accept the bid of the contractor with the lowest price and who is familiar with the department by Robert Griffith and seconded by Heather Burney. The motion passes unanimously.

City of Branson Contract: Director, Lisa Marshall, informed the board that she does not currently have the 2023 jurisdictional contract with the City of Branson in her possession to present to them. This contract will be voted on via email in between board meetings.

Upcoming Board Meeting Dates: The department and members of the board discussed the dates of the next two upcoming board meetings, as next month's meeting currently is scheduled for Thanksgiving Day and December's meeting is currently scheduled a few days before Christmas. The department and board agreed to reschedule November's meeting to Friday, November 18th at 11:00 AM.

The board did not have any scheduling conflicts with the meeting in December. The date of the December board meeting remains Thursday, December 22nd at 2:30 PM.

Division Reports

Reports from division managers were emailed to the board prior to the meeting.

Announcements

Next board meeting is November 18, 2022 at 11:00 AM.

The department invited the members of the board to attend the department's holiday staff party on December 8th.

Adjourn

Motion to adjourn at 3:49 PM by Heather Burney and seconded by Beth Huddleston. The motion carries unanimously.

Minutes prepared by Lindsay Lawver



AGENDA

Taney County Health Department
Board of Trustees Meeting
320 Rinehart Road, Branson, Missouri
November 18, 2022
11:00 am

Call to order	Debbie Redford, Chair
Approve Agenda	Debbie Redford, Chair
Introduction of Guests	Lisa Marshall, Director
<u>Review of minutes</u> October 20, 2022	Debbie Redford, Chair
<u>Review of Financial Reports</u> November 30, 2022 Financial Reports Disbursements Review	Hugo Huacuz, COO
<u>Director's Report</u> 2023 Jurisdictional Contracts Priority Projects Clinical Update DHSS Workforce Contract DHSS Health Disparity Contract Update Capital Expense Update	Lisa Marshall, Director
<u>Unfinished Business</u>	Debbie Redford, Chair
<u>New Business</u> Liability and Property Insurance Workman's Compensation Policy Renewal 2023 Draft Budget 2023 Draft Staffing Plan 2022 Employee Retention Incentive Holiday Schedule City of Hollister Contract EH Late Fee Reinstatement	Debbie Redford, Chair
<u>Division Reports</u> Performance Management Questions?	Division Managers
<u>Announcements</u> Next Board Meeting, December 22, 2022, 2:30 Holiday Meeting, December 8, 2022, at OTC Tablerock Campus	
Adjourn	
<u>News Media Contact for Open Meeting Notice:</u> Lisa Marshall, Director 15479 US Hwy 160, Forsyth, MO 65653 (417) 546-4725	



Taney County Health Department
Board of Trustees Meeting
320 Rinehart Road, Branson, Missouri
November 18, 2022
11:00 AM

ATTENDANCE: Debbie Redford, Chair
Beth Huddleston, Vice-Chair
Laurie Hayes, Secretary/Treasurer
Robert Griffith, Member
Heather Burney, Member

EX-OFFICIO: Lisa Marshall, Director
Hugo Huacuz, Finance Division Manager
Tiffany Stevens, Human Resource Coordinator (absent)
Erica Craig, Clinical Division Manager
Tammy Drake, WIC Division Manager
Kathryn Metzger, ECOT Manager

In Person Meeting

Call to Order

Debbie Redford called the regular meeting of Board of Trustees to order at 11:04 AM at the Taney County Health Department, Branson location.

Approval of Agenda

Motion to approve agenda as presented by Heather Burney and seconded by Beth Huddleston. The motion passes unanimously.

Guests: Two guests were in attendance, Megan and Katie, both 4th year pharmacy students at UMKC.

Review of Minutes from October 2022

Motion to approve minutes for October 20, 2022 by Robert Griffith and seconded by Beth Huddleston. The motion passes unanimously.

Secretary/Treasurer, Laurie Hayes, requested for board minutes to be sent to members of the board earlier after each board meeting.

Review of Financial Report by Hugo Huacuz

Summary of the financial report for October 2022:

- YTD revenues are \$171,134 less than budgeted.
- YTD expenditures are \$365,112 less than budgeted.
- At the end of October 2022, the financials reflect a \$193,358 positive net position.
- Cash balance increased \$310,354 as compared to 2020 and decreased \$78,187 as compared to 2021.

Chair, Debbie Redford, asked if the department has been reimbursed for the mobile sprint unit and for the vehicle wrap. The department was reimbursed earlier this month, and this reimbursement will be reflected in this month's financial report at next month's board meeting.

Member, Robert Griffith, asked what the challenge is for filling the vacant positions. The data analyst/epidemiologist position was just posted, as this position will be part of the ECOT team (environmental health and community outreach team) and the department wanted to fill the vacant environmental health inspector positions first. The challenge of hiring the vacant public health nursing position is largely due to salary.

Member, Robert Griffith, inquired about the status of the compensation study. The department has received preliminary results from the Missouri Center for Public Health Excellence (MOCphe) but is going to request MOCphe to analyze a couple health departments further. The department does believe that a couple of the health departments included in the study are comparable, particularly with regards to location and demographics of clients served.

The department and members of the board discussed a lodging facility with outstanding debt. The department confirmed for the board that this particular establishment does not have a current health permit and consequently does not have a current state-issued lodging license.

Motion to approve the October 2022 financial report, disbursements, and accounts receivable by Laurie Hayes and seconded by Heather Burney. The motion passes unanimously.

Director's Report by Lisa Marshall

2023 Jurisdictional Contracts: Director, Lisa Marshall, and Chair, Debbie Redford, recently attended Branson's Board of Aldermen meeting for the first reading of the 2023 jurisdictional contract with the city. The first reading of the contract passed. There was no comment nor discussion, including from the public, during this reading. The second read is scheduled for this upcoming Tuesday, November 22nd, and the department commented that the second read is typically quick.

Pertaining to City of Hollister's 2023 jurisdictional contract, the department has made edits to bring items of the contract current, specifically with regard to services offered by the health department. The department provided a couple examples to the board of services that the department does not provide but are included in the contract: the department does not have jurisdiction over food manufacturing warehouses and the department does not assist with sewage inspections.

Priority Projects: The department's leadership team began to host quarterly, offsite leadership meetings this past year. The most recent quarterly leadership meeting was held on November 7th. During these meetings, leadership is able to discuss the progress of ongoing projects, and many of these projects are related to the department's Strategic Plan. The department presented a color-coded list, based upon intended completion date, to the board.

Member, Robert Griffith, asked about the reason for wanting to change the department's email provider. The department's email system is through the state and recently, the email system has been crashing frequently. Staff are unable to access their emails and their calendars during these crashes. Switching to a different provider would also allow the department more control over the email system. The department informed the board that there will be a cost to change providers. The department also commented that they have a system in place to inform others of email changes of department staff.

Clinical Update: Clinical Manager, Erica Craig, provided the clinical update. The clinical team has been busy administering the bivalent COVID-19 boosters. These boosters are administered on specific clinic days. Booster dose clinics are scheduled on a weekly basis, and the department conducted 8 booster dose clinics during October. At the end of this month, the team will reassess if weekly clinics are required to meet the demand of the public for the vaccine, as the number of those attending the clinics has dwindled. The department is still offering COVID-19 testing and anticipates observing an increase in those seeking testing around the holidays. The number of new, positive COVID-19 cases remains steady, but the department has observed an increase in the number of flu cases in the county. Chair, Debbie Redford, asked if clients are interested in receiving their flu vaccination at the same time as their COVID-19 booster. The department has observed that those receiving the high-dose flu vaccine are typically opting to receiving their COVID-19 booster at the same time while those receiving the regular flu vaccine typically opt to schedule the immunizations at separate times. The clinical team has formed a group, consisting of clinical staff and IT staff, to test a new feature of the electronic charting system, Patagonia. This new feature would allow clients to access their charts and to schedule appointments via an app. The clinical team hopes to launch the app in 2023.

DHSS Workforce Contract: The department is anticipating receiving another workforce contract pertaining to COVID-19. This will be an 18-month grant. The state is currently determining how the funds can be used but the department is anticipating using the funds toward trainings, after action reports, and emergency response reports.

DHSS Health Disparity Contract Update: The department has been notified that the vendor who is wrapping the mobile sprint unit is behind schedule and does not anticipate being able to wrap the van until January 2023. The next step is for the department to pay the vendor a deposit to apply the wrap to the van. The van has been equipped with a vaccine freezer and a wider entry step.

Capital Expense Update: Finance Division Manager, Hugo Huacuz, provided the capital expense update. He informed the board that he received a call from Tri-Lakes Ford earlier this week about the new fleet vehicles. He was informed that the 2022 models are no longer available and that there will be a price readjustment for 2023 models. The car dealership is not sure of how long it will take to obtain 2023 models.

Member, Robert Griffith, inquired if the department has a policy in place for when the board has already approved the price of a purchase and the purchase does not materialize, and therefore, the price might increase to purchase the same item. The department does not have a policy in place for percentage change between two costs of an item after board approval has been granted for the purchase of that item. The department can look in to developing a policy for this situation.

Members of the board and the department discussed contacting other vendors to inquire if they would be able to provide the new fleet vehicles, as the current vendor has broken their agreement. Members of the board expressed concern of the integrity of the bidding process.

Finance Division Manager, Hugo Huacuz, assured the board that he will contact other vendors.

Unfinished Business

There was no unfinished business.

New Business

Liability and Property Insurance: The insurance for the department's buildings, content, automobiles, and premise liability is provided by the Missouri Public Entity Risk Management Fund (MOPERM). The department presented a comparison of this year's insurance rates with next year's rates. The property

insurance increased due to the addition of the mobile sprint unit. The general liability insurance increased due to rates.

Motion to renew coverage from MOPERM for next year by Laurie Hayes and seconded by Beth Huddleston. Motion carried.

Workman's Compensation Policy Renewal: The department's current insurance provider for workers' compensation is provided by Missouri Employers Mutual (MEM). The department presented a comparison of this year's insurance rate with next year's. The premium amount is based on an experience modifier, and the department's experience modifier increased between 2022 and 2023 due to an increase in the number of claims the past couple years.

Chair, Debbie Redford, inquired if the department reviewed safety procedures after the injuries. The department has reviewed safety procedures and assured the board that the injuries were accidental.

Secretary/Treasurer, Laurie Hayes, recommended receiving a quote from a different vendor to compare and compete.

Motion to approve a bid up to the amount of MEM's projected 2023 renewal rate by Laurie Hayes and seconded by Robert Griffith. Motion passes.

2023 Draft Budget: The department presented a draft of the budget for 2023 to the board and discussed reasons for the projected budgets for the different categories. The amount allocated toward the fees for service category increased based upon medical billing and the changing of ownership of establishments. Secretary/Treasurer, Laurie Hayes, commented that she would prefer to see grants separated from fees for services within the budget. The amount allocated toward public relations in the budget increased due to the addition of the billboard on Highway 65. The amount allocated toward office supplies increased because the department has observed that after returning to the offices after lifting internal COVID-19 regulations, the staff have been utilizing and requesting more supplies. Chair, Debbie Redford, inquired where the department receives office supplies from. The department has business accounts with several vendors, including Staples and Amazon. Finance Division Manager, Hugo Huacuz, commented that he believes the budget for 2023 is balanced. The board will vote on the 2023 budget at next month's board meeting.

2023 Draft Staffing Plan: The department presented a draft of the 2023 Staffing Plan to the board and elaborated on proposed changes. The department would like to add a full-time maintenance technician position on staff, as current maintenance items are mostly delegated to the IT division. The department would also like to change the current English-Spanish Bilingual Liaison position to a health educator position, which will increase the position's compensation level from a level 5 to a level 6. This position is already performing health education, and the department wants to compensate accordingly. The board will vote on the 2023 Staffing Plan at next month's board meeting.

2022 Employee Retention Incentive: The department proposed providing each staff member with a \$500 retention incentive. This incentive would be offered to full-time and part-time staff. This does not include PRNs. The department recognizes that these are challenging times economically and that members of staff have put in extra effort this year due to unfilled positions.

Motion to approve the retention incentive with caution as to how it is presented to staff by Laurie Hayes and seconded by Robert Griffith. The motion passes unanimously.

Holiday Schedule: The department made the board aware of requests from staff to reconsider the current observed holiday schedule at the department, with specific regards to Juneteenth and Veteran's Day. Currently, the department is open on these holidays. The department commented that it was the only government entity in the local area that was open this past year on Juneteenth. The department discussed that it would be able to schedule appointments around those holidays and that the only concern would be if clients were to seek services on a walk-in basis.

Motion to approve Juneteenth and Veteran's Day as observed holidays on the department's holiday schedule by Laurie Hayes and seconded by Heather Burney. There was further discussion.

Members of the board discussed concerns of how the closure of the health department on the two holidays would be perceived by the public, particularly in these polarized and politically contentious times.

A roll call vote was called for the preceding motion. Voting aye: Laurie Hayes, Heather Burney. Voting nay: Robert Griffith, Debbie Redford, Beth Huddleston. The motion does not pass.

Motion to designate Juneteenth as an observed holiday on the department's holiday schedule and to reconsider Veteran's Day at a future date by Robert Griffith and seconded by Beth Huddleston. There was no further discussion. Motion carried.

City of Hollister Contract: The department does not have the 2023 jurisdictional contract with the City of Hollister in hand to present to the board. Director, Lisa Marshall, informed the board that this contract will be sent and voted on via email due to time constraints.

EH Late Fee Reinstatement: The department proposed formally reinstating the late fees associated with environmental billing. These fees were first initiated in 2019; however, the department waived the fees during the COVID-19 pandemic. When these fees were first introduced, the late fee cost was 5% of the invoice fee and the fee was added to the next month's billing period if the invoice was not paid before the due date. If the invoice was not paid on or before 30 days past due, the department then charged a reoccurring 5% late monthly fee. The department presented a comparison of three different potential late fee percentages to be applied toward invoice amounts: 1.5%, 3%, and 5%.

The board and department discussed the proposed amounts and how the fees might impact different businesses. The department and board wants to deter businesses from paying their invoices late while also recognizing potential financial hardship during these times.

Motion to accept reinstating a 1.5% compounding interest late fee by Robert Griffith and seconded by Laurie Hayes. The motion passes unanimously.

Chair, Debbie Redford, commented that she would like the board to reassess the efficacy of the late fees at a later date to determine if the fees deter businesses from paying invoices late or if the fees need to be increased.

Division Reports

Division reports were emailed to members of the board prior to the meeting.

Announcements

Next board meeting is December 22, 2022 at 2:30PM.

The department invited the members of the board to attend the department's holiday staff party on December 8th.

Adjourn

Motion to adjourn at 12:36 PM by Laurie Hayes and seconded by Beth Huddleston. The motion carries unanimously.

Minutes prepared by Lindsay Lawver



AGENDA

Taney County Health Department
Board of Trustees Meeting
320 Rinehart Road, Branson, Missouri
<https://us02web.zoom.us/j/87623429356>
December 22, 2022
2:30 pm

Call to Order	Debbie Redford, Chair
Approve Agenda	Debbie Redford, Chair
Introduction of Guests	Lisa Marshall, Director
<u>Review of Minutes</u> November 18, 2022	Debbie Redford, Chair
<u>Review of Financial Reports</u> November 30, 2022 Financial Reports Disbursements Review	Hugo Huacuz, COO
<u>Director's Report</u> Shingles Vaccine Update 2023 Jurisdictional Contracts Workman's Compensation Policy Burrell Behavioral Health MICH Accreditation	Lisa Marshall, Director
<u>Unfinished Business</u> 2023 Budget 2023 Staffing Capital Expense Follow Up	Debbie Redford, Chair
<u>New Business</u>	Debbie Redford, Chair
<u>Division Reports</u> Performance Management Questions?	Division Managers
<u>Announcements</u> Next Board Meeting, January 26, 2023, 2:30	
Adjourn	

News Media Contact for Open Meeting Notice:
Lisa Marshall, Director
15479 US Hwy 160, Forsyth, MO 65653
(417) 546-4725



Taney County Health Department
Board of Trustees Meeting
320 Rinehart Road, Branson, Missouri
December 22, 2022
2:30 PM

ATTENDANCE: Debbie Redford, Chair
Beth Huddleston, Vice-Chair
Laurie Hayes, Secretary/Treasurer
Robert Griffith, Member
Heather Burney, Member

EX-OFFICIO: Lisa Marshall, Director
Hugo Huacuz, Finance Division Manager
Tiffany Stevens, Human Resource Coordinator
Erica Craig, Clinical Division Manager
Tammy Drake, WIC Division Manager (absent)
Kathryn Metzger, ECOT Manager

Virtual Meeting

Call to Order

Debbie Redford called the regular meeting of the Board of Trustees to order at 2:32PM via Zoom.

Approval of Agenda

Motion to approve agenda as presented by Robert Griffith and seconded by Beth Huddleston. The motion passes unanimously.

Guests: There were no guests in attendance.

Review of Minutes from November 2022

Motion to approve minutes for November 18, 2022 by Beth Huddleston and seconded by Robert Griffith. The motion passes unanimously.

Review of Financial Report by Hugo Huacuz

Summary of the financial report for November 2022:

- YTD revenues are \$240,764 less than budgeted.
- YTD expenditures are \$419,816 less than budgeted.
- At the end of November 2022, the financials reflect a \$179,745 positive net position.
 - Finance Division Manager, Hugo Huacuz, noted that the department will end this year in a similar net position as to that of 2021. He explained that 2020's net position was an outlier due to the receipt of COVID-19-related funding.
- Cash balance increased \$377,737 as compared to 2020 and increased \$91,173 as compared to 2021.

- Finance Division Manager, Hugo Huacuz, commented that the department received the reimbursement for the purchase of the mobile sprint unit and that this reimbursement explains the increase in the cash balance for November. Director, Lisa Marshall, also added that the department, at the beginning of this calendar year, did anticipate the cash balance to look differently than it currently does, as the department had anticipated purchasing new vehicles this year.

Chair, Debbie Redford, asked when the department receives the taxpayer funds from the county. The county makes two deposits in December and one in January. However, the total of each deposit is dependent upon when residents pay their taxes. Finance Division Manager, Hugo Huacuz, mentioned that the largest deposit typically occurs in January.

Motion to approve the November 2022 financial report, disbursements, and accounts receivable by Laurie Hayes and seconded by Robert Griffith. The motion passes unanimously.

Director's Report by Lisa Marshall

Shingles Vaccine Update: Clinical Manager, Erica Craig, provided the update on the Shingles vaccine. She explained to the board that historically speaking, the department has only had one source of funding for the Shingles vaccine, the Senior Citizen Tax Board, but now the department has three different sources. The grant through the Senior Citizen Tax Board provides the Shingles vaccine for those who are residents of Taney County and are 60 or older. Those who qualify for this vaccine receive the vaccine at no cost. Additionally, the state has provided 300 doses of the Shingles vaccine and these doses are for those who are 50 or older, are uninsured or underinsured, and are residents of Missouri. This shipment of vaccine from the state was a one-time shipment, and recipients of this vaccine do not need to pay. It was recently learned that Medicare will begin to cover the Shingles vaccine as well. This means that the department can bill insurance for those who qualify for this source of the vaccine. Recipients of this vaccine must be 50 or older and residents of Missouri. If someone does not qualify for this vaccine, they can pay for it out of pocket. The department will begin ordering this vaccine in January. Director, Lisa Marshall, informed the board that the department wanted the board to be aware of the sources of funding for the Shingles vaccine as the department has been answering calls from the public regarding why some people pay for the vaccine and others do not.

Chair, Debbie Redford, inquired about the demand in the community for the Shingles vaccine. The department has had a waiting list for the vaccine for several months and about 100 people remain on the waiting list.

2023 Jurisdictional Contracts: The department has received the final version of the 2023 jurisdictional contract from the City of Branson, and the contract has already been signed and sent back to the City of Branson. Director, Lisa Marshall, is currently in possession of the 2023 jurisdictional contract with the City of Hollister and needs chair, Debbie Redford's, signature. Hollister's City Council approved the edits the department had made to the contract.

Workman's Compensation Policy: The department was requested to inquire if they could request a discount from their workman's compensation insurance provider during last month's board meeting, and the department reported in today's meeting that they have already received a discount and cannot receive any more. Finance Division Manager, Hugo Huacuz, reported that he recently spoke with a representative of the insurance company, and the representative had shown him several discounts that had already been applied to the department's account. The department assured the board that safety policies are in place and that a safety team meets every month to discuss potential workplace safety hazards.

Burrell Behavioral Health: Director, Lisa Marshall, informed the board that the department was approached approximately a month ago by Burrell Behavioral Health about possibly renting some space in the department's Forsyth office location so that they can provide services to residents on the eastern side of the county. The department met with members of Burrell last week so that they could see the Forsyth office location. The department anticipates that Burrell Behavioral Health will request to rent an office within the Forsyth location. The department is unsure of how often Burrell would like to utilize the office but predicts that Burrell will at least provide services one day a week and then increase frequency based on demand. The department stated that the conversations are only preliminary.

Member, Heather Burney, asked if the department was competitive regarding rent. The department did not discuss price with the members of Burrell Behavioral Health during the site visit but did state that they liked the centrality of the Forsyth office.

MICH Accreditation: The department was reaccredited nationally by the Public Health Accreditation Board last month and informed the board that the department is up for reaccreditation at the state level by the Missouri Institute for Community Health (MICH). To be reaccredited, the department would need to pay \$1,500 and submit a few guiding documents, including the department's strategic plan, community health assessment, and community health improvement plan. The department already submitted these documents during the PHAB reaccreditation process. The department has always held this accreditation.

The department expressed several reservations regarding seeking MICH reaccreditation, including a recent change in leadership of the organization and the perceived lack of benefit to be accredited at both state and national level, particularly since the standards are similar and the department already holds accreditation nationally. Director, Lisa Marshall, informed the board that she is aware of one other local public health department that is currently seeking PHAB accreditation and will not be seeking MICH reaccreditation. She explained to the board that smaller public health departments often seek MICH accreditation instead of PHAB accreditation due to a lack of staff support.

The department inquired if the board would like the department to seek MICH reaccreditation.

Members of the board expressed concern over the changing of the leadership of the organization and the relevancy of being accredited at the state level if already accredited at the national level. Other members of the board discussed being a model organization in the accreditation process and that the department can promote and assist other local public health departments in their accreditation processes, including MICH and/or PHAB accreditation.

Secretary/Treasurer, Laurie Hayes, pointed out that MICH appears to be acknowledging that it is in a transitional period, as the price of accreditation is typically \$8,000.

Motion to seek MICH reaccreditation by Heather Burney and seconded by Beth Huddleston. There was no further discussion. Motion passes unanimously.

Unfinished Business

2023 Budget: The department presented the final version of the 2023 budget to the board. The final version is the same as the draft that was presented in November. The only difference is that the department separated the grants and the contracts.

Secretary/Treasurer, Laurie Hayes, inquired about the data processing category, specifically what it pertains to as the cost keeps increasing. Finance Division Manager, Hugo Huacuz, explained that it is referring to software licensing, as each division uses different software for the entry and storage of data.

The anticipated cost for this category is reflective of the annual subscriptions to these different operating systems.

Motion to approve the 2023 budget by Laurie Hayes and seconded by Heather Burney. The motion passes unanimously.

2023 Staffing: The 2023 staffing plan was presented to the board. The final version of the plan is the same as the draft that was presented to the board in November. The department reminded the board of the changes: the addition of a maintenance technician position and the modification of the current English Spanish Bilingual Liaison position (change to a community health educator position).

Motion to approve the 2023 staffing plan by Laurie Hayes and seconded by Heather Burney. The motion passes unanimously.

The department added that the board will be seeing new job postings in the near future, specifically for the maintenance technician position and the medical billing specialist position. The department encouraged the board to send any possible applicants their way.

Capital Expense Follow Up: Finance Division Manager, Hugo Huacuz, stated that the department has not received an estimated price for the 2023 models of the new fleet vehicles from the current vendor. He stated that the department has reached out to the state for vendor recommendations. The department is going to start the bidding process over again to include these other vendors. These other vendors are from Springfield, Kansas City, and Columbia. Hugo stated that he has contacted several of these vendors to inquire if the desired model is in stock. He stated that the department will work quickly as the environmental health inspectors were looking forward to new vehicles.

Vice-Chair, Beth Huddleston, asked if the vehicles have to be Ford. The vehicles do not have to be Ford, and the department can look for a similar vehicle from different manufacturing companies.

New Business

There was no new business.

Division Reports

Division reports were emailed to members of the board prior to the meeting.

Miscellaneous

Secretary/Treasurer, Laurie Hayes, mentioned that she was recently approached by a lodging establishment about how to acquire Narcan, and she asked the department if it still has a supply of Narcan, as lodging establishments are interested in receiving some. The department had supplied several local area lodging establishments with Narcan but has run out, as the Narcan was supplied via a grant and the grant ended on September 30th. The department is seeking to become a community distributor of Narcan so that it can supply it to members of the community individually. The department has been cautious in its promotion of supplying Narcan over the past several years due to concerns as to how it would be perceived by the public, but the department stated that they will consider providing community education on it. The department and board discussed different ways that the department could promote the distribution of Narcan. The department will inform the board when it is in possession of more Narcan.

Chair, Debbie Redford, asked if the new mobile sprint unit has been utilized. The van has been at the Forsyth office location a couple days a week to provide COVID-19 testing. Only several people were tested during this time, but clients were able to view the van.

Chair, Debbie Redford, inquired if the van would be able to provide COVID-19 testing at other locations on the eastern side of the county, especially with the upcoming holiday season. Clinical Manager, Erica Craig, stated that it would depend upon a location to park the van and staffing availability.

Chair, Debbie Redford, expressed concern regarding the types of violations the environmental health team has been observing on a frequent basis at food establishments. Environmental and Community Outreach Program Manager, Kathryn Metzger, stated that education and tools to address these types of violations have already started to be implemented. Vice-Chair, Beth Huddleston, offered to administer the food handler's class.

Announcements

Next board meeting is January 26, 2023 at 2:30PM.

Adjourn

Motion to adjourn at 3:46PM by Laurie Hayes and seconded by Beth Huddleston. The motion carries unanimously.

Minutes prepared by Lindsay Lawver