



Taney County Health Department
Board of Trustees Meeting
320 Rinehart Road, Branson, Missouri
February 23, 2023
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 (absent)
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 2:30 p.m. at the Taney County Health Department, Branson location.

Approval of Agenda

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

Guests: There were two guests in attendance. Board member, Heather Burney, introduced her guest, Cory, a 4th year pharmacy student at UMKC. Current Taney County Health Department intern, Cassandra, was also in attendance.

Review of Minutes from January 2023

Motion to approve minutes for January 26, 2023 by Laurie Hayes and seconded by Robert Griffith. The motion passes unanimously.

Review of Financial Report by Lisa Marshall

Summary of the financial report for January 2023:

- YTD revenues are \$43,056 less than budgeted.
- YTD expenditures are \$56,005 less than budgeted.
- At the end of January 2023, the financials reflect a \$12,988 positive net position.
 - Director, Lisa Marshall, commented that the department anticipates to observe an increase in the net position next month due to the annual billing for health permits for local food establishments.

- Cash balance increased \$217,282 as compared to 2021 and increased \$117,262 as compared to 2022.
 - Director, Lisa Marshall, informed the board that the department is anticipating purchasing new fleet vehicles this year and that the department will also be presenting its 2023 capital expense budget to the board at an upcoming meeting.

The department and board discussed lodging facilities with outstanding debt. The department informed the board of the permitting status of different lodging facilities with outstanding debt. The department informed the board that Finance Division Manager, Hugo Huacuz, has recently spoken with members of City of Branson's Finance Department about collecting unpaid fees for businesses that are seeking to renew business licenses and health permits during the upcoming permit cycle. The board asked if a facility's financial report is accessible to the public. The department does not disclose facilities' balances to the public but inspection reports of restaurants, pools/spas, and tattoo establishments are available on the department's website.

Motion to approve the January 2023 financial report, disbursements, and accounts receivable by Laurie Hayes and seconded by Heather Burney. The motion passes unanimously.

Director's Report by Lisa Marshall

Legislative Update: The Missouri General Assembly is currently in the midst of its legislative session. Director, Lisa Marshall, informed the board of a proposed bill, Senate Bill No. 168, that is of interest to the department. The bill has been introduced and is geared toward communicable disease, specifically toward the authority of Missouri's Department of Health and Senior Services (MODHSS) to create and enforce orders to prevent the spread of diseases. This act would reverse current law and revoke the authority of MODHSS to create and enforce orders. At a local level, this would consequently limit the authority of local public health departments to enforce quarantines. The department informed the board that this bill would mainly impact its communicable disease investigations.

Health Disparities Grant: The mobile sprint unit has been wrapped. WIC Manager, Tammy Drake, continues to have conversations at the state level with MOWIC about taking the department's WIC services mobile. The department has learned that a health department in another county has been approved to take their WIC services mobile, establishing a precedent. The department is seeking to install a sink in the mobile sprint unit. The sink would be able to fold and would have exterior access. The purchase would be covered by the grant. Additionally, the grant is providing 30 hours' worth of technical assistance with HealthierMO and trainings have been scheduled for staff in the near future.

CQI Update: The department has resumed the CQI (Continuous Quality Improvement) process after pausing it during the pandemic. The department has formed the CQI Council, which is comprised of members of leadership and staff. The CQI Council selects which ideas are to become projects and assists the CQI team that has been assigned to that project with the process. Any staff member can submit an idea for a project to the CQI Council. The department provided examples of current CQI projects to the board. The clinical team is currently working on two projects. The team has started to send appointment reminders to clients in an attempt to reduce the no-show rate, and the clinical team is also currently revising their billing process. The team has created a financial hardship policy waiver as part of this project but is waiting for the vacant medical billing specialist position to be filled before beginning the next phase of the project. The environmental division is preparing to start a project regarding the billing of vendors who attend temporary events, as many of the same mobile vendors attend multiple temporary events throughout the year.

Narcan Update: The department has acquired more Narcan from the Missouri Institute of Mental Health (MIMH) and has revised its distribution policies. The department is also able to assist other organizations

with securing Narcan for distribution. Secretary/Treasurer, Laurie Hayes, stated that the Branson Area Lodging Association is partnering with Cox Health to train staff of local lodging establishments how to administer Narcan. Member, Robert Griffith, inquired about the shelf-life of Narcan. Member, Heather Burney, commented that Narcan expires after several years and even though the potency decreases over time, it is encouraged to administer Narcan even if expired.

Staffing Update: A staffing update was not provided.

Priority Project Update: The department provided an update on leadership's progress on current projects. Leadership is currently reviewing and editing all position descriptions. Additionally, the salary study is ongoing, and a study session with the board is scheduled for late March. Leadership is preparing to evaluate and revise the department's current branding for recruitment. The leadership team is also discussing changing email platforms; however, a final decision has not been made. The leadership team will have their quarterly leadership meeting next month and will discuss the projects.

Intern Presentation: Current TCHD Intern, Cassandra Henne, gave a presentation on what she has been working on during her time at the department. She and others have created drafts of forms for reporting an overdose incident (can be self-reported) and for intake (to be completed by a medical provider) as a way to ensure that agencies are collecting similar data. She presented these drafts to the board.

Unfinished Business

There was no unfinished business.

New Business

HIPPA Policy Manual: The department has recently changed its HIPPA consulting company and is now contracted with Compliancy Group. The department has to adopt the new company's HIPPA policy and security manuals within 60 days. The manuals are similar to those of the previous company. The main difference is that the new company includes the procedural aspect (e.g. the procedure to follow if there were to be a breach) within the manuals. The department will have to provide trainings to the staff regarding the procedural and policy differences between this company and the previous company. Motion to approve the manuals supplied by Compliancy Group by Robert Griffith and seconded. The motion passes.

Division Reports

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

Miscellaneous

Chair, Debbie Redford, inquired about the timeline of the distribution of funding from the infrastructure contract. The department is not sure when they will receive the funding, but once received, the department will determine how to best utilize the funding.

Chair, Debbie Redford, praised the WIC staff for their continued success at increasing the total number of participants enrolled in the WIC program.

The board extended congratulations to Community Outreach Specialist, Kayla Klein, on her election to the chair position on the Missouri Nursing Council, which has a voting seat on the Missouri Public Health Association's board.

Secretary/Treasurer, Laurie Hayes, praised ECOT Program Manager, Kathryn Metzger, and Health Educator, Omar Perez, on their work with the Hispanic Workforce Coalition and on the department's efforts to ensure that forms and published materials are available in both English and Spanish.

Announcements

Next board meeting is March 23, 2023 at 2:30 p.m.

Board study session is March 24, 2023 at 8:30 a.m.

Adjourn

Motion to adjourn at 3:43 p.m. by Laurie Hayes and seconded by Heather Burney. The motion carries unanimously.

Minutes prepared by Lindsay Lawver