



Taney County Health Department  
Board of Trustees Meeting  
320 Rinehart Road, Branson, Missouri  
April 27, 2023  
2:30 PM

ATTENDANCE: Debbie Redford, Chair  
Beth Huddleston, Vice-Chair (absent)  
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  
Kathryn Metzger, ECOT Manager

In Person Meeting

**Call to Order**

Debbie Redford called the regular meeting of the 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 Laurie Hayes and seconded by Robert Griffith. The motion passes unanimously.

**Guests:** The department introduced two new employees to the board: Niccole Cottone, the new medical billing specialist, and Lee Ann Elder, the new accountant. Member, Heather Burney, introduced a current 4<sup>th</sup> year pharmacy student with UMKC, Evan Burdett.

**Review of Minutes from March 2023**

Motion to approve minutes for March 23, 2023 by Robert Griffith and seconded by Laurie Hayes. The motion passes unanimously.

**Review of Financial Report by Hugo Huacuz**

Summary of the financial report for March 2023:

- YTD revenues are \$17,428 more than budgeted.
  - Finance Division Manager, Hugo Huacuz, commented that revenues are routinely higher in March due to the environmental division's annual billing for health permits expiring in April, such as those of food establishments.
- YTD expenditures are \$154,545 less than budgeted.
- At the end of March 2023, the financials reflect a \$172,090 positive net position.

- Cash balance increased \$57,530 as compared to 2021 and decreased \$45,550 as compared to 2022.

Finance Division Manager, Hugo Huacuz, informed the board that the aging reports will soon look different, as the finance division will be transitioning to the environmental division's new inspection software that launches on June 5<sup>th</sup>. The new software will have billing capabilities. Hugo also commented that more facilities are listed on the presented aging report than normal due to the billing that just went out for health permits.

Secretary/Treasurer, Laurie Hayes, asked if the aging reports can be sorted by invoice date rather than by customer name. The department will sort the report by invoice date in the future.

The board commented that the current expense amount for the repairs and maintenance category is higher than budgeted. The department informed the board that this is due to the recent painting of the exterior of the Forsyth office.

Motion to approve the March 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**

**Contract for Deed:** Director, Lisa Marshall, informed the board that there is a company that is currently purchasing land in Taney County and is misleading prospective buyers about amenities. Many buyers are purchasing these pieces of land "sight unseen." The department has heard reports of people living on these properties without utilities, such as sewer and electric, and some without structure. The department recently met with other leaders of community partners in the county to discuss these properties and learned that the county complaint investigator is unable to investigate unless a complaint is received from an adjoining property. The department stated that although this is a public health concern as human waste is not being disposed of properly, the department itself has no jurisdiction. The department informed the board that if they hear any complaints to refer the complainant(s) to the Taney County Commissioner's Office.

**Legislative Update:** Director, Lisa Marshall, provided the legislative update. She informed the board that Senate Bill 168 is still being discussed and that she does not foresee the bill passing both chambers as the current legislative session is about to end. She reminded the board that this bill is intended to regulate authority over the control of the spread of communicable diseases; however, she and other public health officials are concerned that it could interfere with environmental health specialists enforcing local health ordinances.

**Grant/Contract Updates:** The department has taken the mobile sprint unit, funded by the Health Disparity Grant, out in the community. The WIC division recently provided services at the Penleigh, and members of the WIC staff had commented that members of the public, not just WIC clients, approached the mobile sprint unit and inquired about the services the health department provides. The WIC division also added several new families to the program after the new clients had seen them parked at the site. The WIC division will be providing services at the Penleigh on the first Thursday of every month. Additionally, the department will begin to offer the empathy training that staff received as part of the Health Disparity Grant to local community partners.

The department will also be receiving additional funding through the adult immunization contract. Member, Heather Burney, inquired if the department still has funding for the Shingles vaccine. The department still has funding for the vaccine.

**Benefit and Insurance Broker RFQ:** The department informed the board that the department will be posting a RFQ next week regarding broker services for benefits and insurance. The department will provide the received proposals during the June board meeting.

**Staffing Update:** The department informed the board that two environmental health inspectors have recently resigned. Members of the department just met with members of the state health department to inform them of the staffing changes and learned that the state has loosened the position requirements for health inspectors, specifically the number of credit hours in science-related coursework. The department is currently hiring for a couple environmental health inspectors, a pool inspector, and a maintenance technician. The maintenance technician position is not yet posted on the department's webpage. The new data analyst/epidemiologist is joining the department in May.

Member, Heather Burney, asked if other local county health departments are experiencing similar issues with staffing. Other county health departments are experiencing similar staffing issues, and the department has contacted several other local health departments about allowing their health inspectors to work temporarily in Taney County.

### **Unfinished Business**

There was no unfinished business.

### **New Business**

**Compensation and Salary Study:** The department reviewed the proposed changes, discussed during last month's board study session, to the department's current compensation structure with the board. The department will do away with the current level system and instead implement a scale system for each position, with each scale having 20 steps. To account for employees who are capped on the current compensation structure, the department has created what will be called a "level 2." Level 2s have been standardized across the department so that each position can obtain the qualification. Requirements to meet the qualification include length of tenure with the department, leadership experience within the department, and level of experience in the specific job position.

Secretary/Treasurer, Laurie Hayes, inquired if the current budget for 2023 accounts for the transition to the new compensation structure. The current budget does include the change and there will still be excess money.

Member, Heather Burney, asked how often the department revises the job descriptions of each position. The department is currently in the process of revising the descriptions for all members of staff.

Motion to adopt the new compensation package by Laurie Hayes and seconded by Heather Burney. The motion passes unanimously.

**Van Policy:** The department presented the policy for operating the mobile sprint unit to the board. The department explained that this policy is in addition to the current vehicle policy outlined in the department's employee handbook and provided a few examples of what is included specifically in the van policy. This includes that the mobile sprint unit be staffed by two health department employees when providing services and that cash is not to be accepted as a form of payment for services rendered from the mobile sprint unit.

The board inquired if there are signs displayed on the van that state that no valuables, cash, and/or controlled substances are located inside the van. There is a sign that states that no cash is carried on the van.

Motion to approve the department's Van Policy by Laurie Hayes and seconded by Heather Burney. The motion carries.

**2023 Staffing Plan:** The department presented updates to the 2023 Staffing Plan, including the formal removal of the full-time public health nursing position and the part-time public health educator position. The department also informed the board that there are two WIC breastfeeding peer counselors on staff – both are part-time positions.

Motion to approve the 2023 Staffing Plan by Robert Griffith and seconded by Laurie Hayes. The motion passes unanimously.

### **Division Reports**

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

### **Announcements**

Next board meeting is May 25, 2023 at 2:30 p.m.

### **Adjourn**

Motion to adjourn the regular meeting of the Board of Trustees and convene the executive closed session as authorized by Section 610.021, Subsection 3 regarding personnel at 3:34 PM by Robert Griffith and seconded by Heather Burney. The motion carries unanimously.

Minutes prepared by Lindsay Lawver