



Taney County Health Department  
Board of Trustees Meeting  
320 Rinehart Road, Branson, Missouri  
June 22, 2023  
2:30 PM

ATTENDANCE: Debbie Redford, Chair  
Beth Huddleston, Vice-Chair  
Laurie Hayes, Secretary/Treasurer  
Robert Griffith, Member (absent)  
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 2:33 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 May 2023**

Motion to approve minutes for May 25, 2023 by Laurie Hayes and seconded by Heather Burney. The motion passes unanimously.

### **Review of Financial Report by Hugo Huacuz**

Summary of the financial report for May 2023:

- YTD revenues are \$71,653 less than budgeted.
- YTD expenditures are \$234,014 less than budgeted.
- At the end of May 2023, the financials reflect a \$166,306 positive net position.
  - Finance Division Manager, Hugo Huacuz, commented that this year's net position is trending similar to the net positions of 2020 and 2022.
- Cash balance decreased \$95,171 as compared to 2021 and decreased \$99,514 as compared to 2022.

- Finance Division Manager, Hugo Huacuz, commented that the cash balance trended downward this past month due to the department not yet billing a couple contracts that the department is anticipating receiving funds from.

Secretary/Treasurer, Laurie Hayes, praised the progress on the accounts receivable report. Finance Division Manager, Hugo Huacuz, mentioned that the environmental and finance divisions reviewed outstanding fees and removed any that were no longer relevant, such as those where businesses closed or changed ownership.

Chair, Debbie Redford, inquired about businesses operating without current business licenses and permits in Branson. Director, Lisa Marshall, informed the board that the department has been invited to attend a study session next week with the City of Branson regarding the development of a plan to hold businesses accountable if they are operating without proper licensing and are not in compliance with applicable codes, including building code, fire code, and health code.

Motion to approve the May 2023 financial report, disbursements, and accounts receivable by Laurie Hayes and seconded by Beth Huddleston. The motion passes unanimously.

**Audit Update:** Finance Division Manager, Hugo Huacuz, informed the board that historically the department presents the audit report during this month's board meeting; however, the department is currently a week behind schedule due to scheduling conflicts. The department will send the draft of the audit report for review once the department receives it, and the audit report will be on next month's agenda for a vote.

#### **Director's Report by Lisa Marshall**

**WIC Farmer's Market Program:** WIC Manager, Tammy Drake, provided the update on the Farmer's Market Program. The WIC division began issuing a one-time benefit of \$20 to families last week. The \$20 must be used before October 31<sup>st</sup> and must be used at participating locations. The WIC division is able to offer the one-time benefit to up to 434 families.

Vice-Chair, Beth Huddleston, asked which locations are participating in the program. The Branson Farmer's Market and McKenna Family Farm are the two locations that are currently participating in the program. The department has reached out to Hollister's Farmer's Market and Forsyth's Farmer's Market about participating in the program.

**Mobile Unit Update:** The department has taken the mobile sprint unit to several locations to provide services. The WIC division takes the mobile sprint unit to the Penleigh Apartment Complex and the White River Mountain Apartment Complex once a month to provide WIC services to participating families. The department has taken the mobile sprint unit to a couple career day events at Branson Public Schools. The clinical division has taken the mobile unit to a community event to offer vaccines.

The board inquired if the mobile unit requires a chauffeur license to operate. The mobile sprint unit does not require a special/additional license to operate.

The board asked if appointments are scheduled. Divisions do utilize a separate calendar to schedule appointments that occur on the mobile sprint unit; however, the department does also work to accommodate any individuals and/or families that might walk-up to the mobile unit at the various locations to request services.

**Staffing Update:** Human Resource Coordinator, Tiffany Stevens, provided the staffing update. The department has hired a current temporary pool inspector as a full-time, permanent environmental health

specialist. The department is still seeking to hire one more full-time environmental health specialist. The department has received applications for the open environmental health administrative clerk position and interviews will be scheduled for the near future. The department will be posting the maintenance technician position soon.

The board asked approximately how long it takes to train an environmental health specialist. The department informed the board that it typically takes about a year to train across the programs; however, the department anticipates that the training will take longer due to the availability of staff who are able to train and due to current workloads. The new health inspectors are currently training on the pool program as this is the most urgent need due to it being the outdoor pool season.

**Environmental Health Update:** Environmental Health and Community Outreach Program Manager, Kathryn Metzger, provided the environmental health update. The environmental division is currently training three new health inspectors on the pool program. The new environmental health inspection software has also launched, and the division has switched to the new program to write inspection reports and create and send invoices.

**Clinical Update:** Clinical Division Manager, Erica Craig, provided the clinical update. The clinical division has hosted a couple STI screening events in the past month and has tested approximately 100 individuals at these events. Clinical Division Manager, Erica Craig, commented that a current goal of the clinical division is to reduce the prevalence of syphilis in Taney County and by hosting these events, the clinical division is able to detect sexually transmitted infections and schedule and/or refer positive individuals for treatment. The clinical division has observed positive results for hepatitis C, and the division is partnering with the Hepatitis C Alliance to ensure that positive individuals receive case management and treatment.

The board inquired about the observed increase in the number of people with tuberculosis (TB). Clinical Division Manager, Erica Craig, noted that the observed TB cases are latent and not active and that the increase is most likely due to the increase of testing for the disease, specifically among those who are travelling and among refugees.

Director, Lisa Marshall, informed the board that the department has been invited to attend a study session next week with the City of Branson regarding keeping fluoride in the city water.

### **Unfinished Business**

Secretary/Treasurer, Laurie Hayes, requested an update on the department's progress on the purchasing of new fleet vehicles. The department presented a received quote from Joe Machens Ford in Columbia, MO. The quote included two different types of vehicles (2023 Bronco Sports and 2023 Escape Active), their available colors, and their pricing. The included vehicles in the quote are on the lot and can be received within 7 days. The department and members of the board discussed the color schemes of the available vehicles and the department's branding (i.e. logo). The board inquired about how long it would take to receive all the vehicles in the same color scheme. It would take approximately 45 days to receive the vehicles in the specific requested color. The cost of delivery is included in the quote.

Motion to purchase 5 2023 Escape Actives in white by Laurie Hayes and seconded by Heather Burney. The motion passes unanimously.

### **New Business**

**2023 Ethics Resolution:** The department presented the 2023 Ethics Resolution to the board. This resolution establishes a procedure for disclosure of potential conflicts of interest that may come before the board.

Motion to approve the 2023 Ethics Resolution by Laurie Hayes and seconded by Beth Huddleston. The motion passes. The resolution will be signed by Chair, Debbie Redford, and Secretary/Treasurer, Laurie Hayes, at the conclusion of the meeting.

**Upcoming Board Dates:** The board and department discussed rescheduling a couple upcoming board meeting dates due to scheduling conflicts. The November board meeting tentatively would have been scheduled for Thanksgiving Day, but after discussion, the department and board decided to reschedule the November board meeting to November 16<sup>th</sup>. The board and department discussed rescheduling the October board meeting, as the department historically requests that this meeting be moved to a week prior due to the review of insurance plans and open-enrollment. The board and department discussed rescheduling October's meeting date to October 19<sup>th</sup>.

Motion to reschedule the October board meeting to October 19<sup>th</sup> and the November board meeting to November 16<sup>th</sup> by Laurie Hayes and seconded by Heather Burney. The motion passes.

**2022 Annual Report:** Prior to the meeting, the department had sent a draft of the 2022 Annual Report to members of the board for review. The department presented a new draft of the report, with a different color scheme, to the board after heeding to a suggestion made by a member of the board. The department and board reviewed the new draft of the report. The board suggested a couple corrections, specifically changing the word "millions" to "over 10 million visitors" in the "Brief Overview of Taney County" section and changing the number 55,000 to 56,000 in the opening paragraph of the report.

Motion to approve the 2022 Annual Report with the suggested corrections by Laurie Hayes and seconded by Beth Huddleston. The motion passes.

**Insurance Broker RFQ:** Every three years the department is required, per policy, to post a request for quote (RFQ) regarding the brokering of the department's insurance companies. The department posted the RFQ in early May and only received one bid. The received bid was from the department's current broker, Connell Insurance. Human Resource Coordinator, Tiffany Stevens, commented that the department has been pleased with Connell's customer service and their provided trainings, as the trainings have been utilized as part of the department's Workforce Development Plan.

Motion to accept Connell Insurance's bid by Laurie Hayes and seconded by Beth Huddleston. The motion passes unanimously.

### **Division Reports**

Division reports from managers will be emailed to members of the board after the meeting.

### **Announcements**

Next board meeting is July 27, 2023 at 2:30 pm.

### **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