



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

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

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 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 Beth Huddleston. The motion passes unanimously.

**Guests:** No guests were in attendance.

**Review of Minutes from June 2023**

Motion to approve minutes for June 22, 2023 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 June 2023:

- YTD revenues are \$132,432 less than budgeted.
- YTD expenditures are \$272,917 less than budgeted.
- At the end of June 2023, the financials reflect a \$140,485 positive net position.
  - Finance Division Manager, Hugo Huacuz, noted that this is comparable to the net position of June 2022.
- Cash balance increased \$65,717 as compared to 2021 and increased \$130,526 as compared to 2022.

- Finance Division Manager, Hugo Huacuz, commented that the cash balance will be less next month due to the purchase of the new fleet vehicles, two of which have been received.

Chair, Debbie Redford, asked if the department has a market around the old fleet vehicles. The department will work with the company, Purple Wave, to sell the vehicles. The company is utilized by the City of Branson and the City of Hollister. The purchaser will pay the company and the company will then provide the money to the department. The department will give the company the car titles, who will give them to the purchaser. The department will contact the company when all of the new vehicles are in the department's possession and when all are ready to be on the road, as the new vehicles still need GPS devices, license plates, and department decals installed.

Chair, Debbie Redford, asked if the department has enough parking space for employees' vehicles and for both the old and new fleet vehicles. The old fleet vehicles will be parked at the Forsyth office location.

Finance Division Manager, Hugo Huacuz, informed the board that the presented aging report for June is from the new environmental health software and that this software will be used to print all future aging reports.

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

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

**Staff Update:** Human Resource Coordinator, Tiffany Stevens, provided the staffing update. The department has recently hired a current temporary pool inspector as a part-time environmental public health specialist. This environmental health specialist will work 16 hours per week at the conclusion of outdoor pool season. Another current environmental health specialist will work 24 hours per week at the conclusion of outdoor pool season. The department is still seeking applicants for a full-time environmental health specialist. The department is currently interviewing for the part-time environmental health administrative clerk position. The department will also be hiring a current staff member for the position of community outreach coordinator.

**Contract and Grant Updates:** Director, Lisa Marshall, informed the board that the department will be receiving \$215,000 as part of the CDC's Public Health Infrastructure Grant. The department will be submitting a budget and work plan to the state in August. The grant can be used on items that strengthen public health infrastructure, including training and staffing. Member, Heather Burney, asked if the grant can be applied to construction. The grant cannot be applied to new construction but the department does intend to utilize funds from other grants that can be applied toward renovation costs. The department does not intend to utilize the funds from the Public Health Infrastructure Grant until the end of its 5 year grant cycle.

**Capital Expense and Facilities Update:** Finance Division Manager, Hugo Huacuz, presented the 2023 Operating Reserves and Capital Expenditure Budget to the board. The budget includes the estimated costs of needed repairs of the Branson and Forsyth facilities, as the Branson office is needing to replace three A/C units and re-stripe and repaint the parking lot. The Forsyth office is needing to have the awning replaced and repairs made to the roof. The budget also includes the estimated costs of technological upgrades, including a website design upgrade and an upgrade of the network servers. The budget includes the estimated cost of the new fleet vehicles, which was approved by the board at a previous meeting. The department informed the board that the department received a better deal for the new fleet vehicles and purchased 5 Chevy Sport Trailblazers. The budget lastly includes the estimated cost of remodeling the Branson office, specifically the estimated costs of converting the garage to office space, expanding the parking lot, and purchasing a portable building for storage.

The department informed the board that there is only one vacant office in the Branson facility and that more space is needed for staff. The department explained that the current idea is to convert the garage to a collaborative workspace and have the environmental division move to the new office space, as they often work collaboratively and are often out of the building at inspections. Supplies that are currently in the garage would be moved to a portable building on the premises unless they are temperature sensitive. This would leave at least three more offices vacant.

The department also elaborated on the plan to expand the parking lot. The current idea is to create parking spaces along the hill that leads to the back of the building. These spaces would be on an incline.

Secretary/Treasurer, Laurie Hayes, proposed placing the portable building within the fence in the parking lot.

Vice-chair, Beth Huddleston, asked if the department has ordered the new AC units. The department has not ordered the new units, as the board has not yet approved the department to request quotes.

**Legislative Update:** Director, Lisa Marshall, informed the board of Senate Bill 190, which was passed during this past legislative session and signed by Governor Parson. This bill allows counties to freeze property taxes for seniors who are eligible for Social Security retirement benefits. Director, Lisa Marshall, informed the board that this would affect taxed based entities, such as public schools and the health department. The bill is to go in effect on August 28 of this year. Taney County has not yet decided whether or not to adopt this new law.

**Fluoride Update:** Director, Lisa Marshall, informed the board that she recently attended a study session with Branson's Board of Aldermen regarding the discussion of keeping fluoride in the city's water. She sent an email to the aldermen today about the importance of fluoride from a public health perspective and intends to have a discussion with the mayor. Missouri's Office of Dental Health continues to lead the discussion and local pediatricians and dentists have submitted letters to the aldermen in support of keeping fluoride in city water. The aldermen have requested to hear from more residents. If the aldermen vote to remove fluoride, there will be a 90-day notification period to alert residents.

**City of Branson Lodging Study Session Update:** Director, Lisa Marshall, informed the board that she and Environmental and Community Outreach Program Manager, Kathryn Metzger, recently attended the City of Branson's study session regarding the enforcement of ordinances of non-compliant lodging facilities. Director, Lisa Marshall, spoke about the department's processes during the study session. This is a city initiative and the department is a supporting partner.

### **Unfinished Business**

**Audit Report Update:** The audit report is currently in a draft format and will be presented at next month's board meeting.

### **New Business**

**Preliminary Assessed Valuation:** The department has received the preliminary numbers from the County Clerk's office. These numbers are prior to the review from the Board of Equalization. The department is anticipating \$50,000-\$60,000 more in tax revenue next year. Public comment will be held prior to next month's board meeting, in which the board will set the tax levy.

Vice-chair, Beth Huddleston, asked what the current tax levy is. The current tax levy is 13.9%.

**2023 Capital Expenses:** The 2023 Operating Reserves and Capital Expenditure Budget was presented earlier in the meeting. Motion to approve the 2023 Operating Reserves and Capital Expenditure Budget and request bids by Laurie Hayes and seconded by Beth Huddleston. There was further discussion.

Vice-chair, Beth Huddleston, inquired if the department would need to request designs prior to bids.

Motion to amend the prior motion on the floor to include requesting designs by Laurie Hayes and seconded by Beth Huddleston. The motion passes.

### **Division Reports**

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

Chair, Debbie Redford, praised the WIC team as they continue to increase their caseload.

The board inquired about the training that several members of staff recently attended. Members of leadership and staff recently attended ICS 300, a FEMA course that focuses on the management of emergencies utilizing the national incident command system. Human Resource Coordinator, Tiffany Stevens, commented that all members of staff are required to take 4 courses on emergency management within 30 days of hire.

### **Miscellaneous**

Director, Lisa Marshall, reminded the board that candidate filing for next year's general municipal election will be in December. Two members are up for re-election, Secretary/Treasurer Laurie Hayes and Member Robert Griffith.

Chair, Debbie Redford, informed the board and department that she will not be present at next month's board meeting.

Director, Lisa Marshall, informed the board that she has a scheduling conflict with the date of September's board meeting. The date of September's board meeting will be on next month's meeting agenda.

### **Announcements**

Next board meeting is August 24, 2023 at 2:30 p.m.

### **Adjourn**

Motion to adjourn at 3:58 p.m. by Laurie Hayes and seconded by Beth Huddleston. The motion carries unanimously.

Minutes prepared by Lindsay Lawver