



Taney County Health Department
Board of Trustees Meeting
320 Rinehart Road, Branson, Missouri
September 21, 2023
2:30 PM

ATTENDANCE: Debbie Redford, Chair
Beth Huddleston, Vice-Chair
Laurie Hayes, Secretary/Treasurer (absent)
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 (absent)
Tammy Drake, WIC Division Manager (absent)
Kathryn Metzger, ECOT Manager

In Person Meeting

Call to Order

Debbie Redford called the regular meeting of the Board of Trustees to order at 2:34 pm 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.

Guests: Member, Heather Burney, introduced her guests: Bailey, a resident pharmacist at Alps Pharmacy; Dawson, a 4th-year pharmacy student at UMKC; and Jenny, a 4th-year pharmacy student at UMKC. The department introduced a recent hire, Christa Szabo, a new environmental public health specialist.

Review of Minutes from August 2023

Motion to approve minutes for August 24, 2023 with the suggested edit of changing the word “decorum” to “quorum” by Beth Huddleston and seconded by Heather Burney. The motion passes.

Review of Financial Report by Hugo Huacuz

Summary of the financial report for August 2023:

- YTD revenues are \$193,430 less than budgeted.
- YTD expenditures are \$285,660 less than budgeted.
- At the end of August 2023, the financials reflect a \$92,541 positive net position.
 - Finance Division Manager, Hugo Huacuz, noted that the net position for August trended downwards, which differs from years past, and he informed the board that this is due to the billing of lodging facilities for their respective permits occurring a little later this year due

to the transition to the new inspection software. The invoicing of lodging facilities will be reflected in this month's financial report at the next meeting.

- Cash balance decreased \$100,046 as compared to 2021 and decreased \$87,651 as compared to 2022.
 - Finance Division Manager, Hugo Huacuz, commented that the presented cash balance is reflective of all the new vehicles being paid for. Director, Lisa Marshall, also reminded the board that the department has not had many capital expenditures the past couple years.

Motion to approve the August 2023 financial report, disbursements, and accounts receivable by Heather Burney and seconded by Beth Huddleston. The motion passes.

Director's Report by Lisa Marshall

2024 Jurisdiction Contracts: Director, Lisa Marshall, informed the board that this item will likely remain on the agenda as the end of the year approaches and as local city governments begin working on their budgets for the upcoming year. She informed the board that she and Finance Division Manager, Hugo Huacuz, met with representatives from the City of Branson last month regarding the need for additional funding for the environmental health program. She stated that the representatives were receptive toward the need for additional funding and that they will advocate for the requested amount in the new contract.

Member, Heather Burney, asked if the representatives specified how they would advocate for the additional funding. The amount the department is requesting will be included in the City of Branson's budget formula.

Director, Lisa Marshall, mentioned that the department informed the City of Hollister that the cost analysis is scheduled to be completed in 2024.

Director, Lisa Marshall, noted that the requested changes to the fee structures for the environmental health program would need to be approved by the respective city council, as each city council (Hollister and Branson) has adopted its own health ordinance, which includes the fee structure for that jurisdiction.

Capital Expense Updates: Director, Lisa Marshall, provided the capital expense update. The department has received all of the new fleet vehicles and all are on the road. The department is waiting to meet with the architect regarding the garage buildout.

Clinical Update: Director, Lisa Marshall, provided the clinical update. She informed the board that Clinical Manager, Erica Craig, is currently at the Great Plains Leadership Institute in Nebraska. She informed the board that the department has received its shipment of the flu vaccine and is scheduling appointments for those who want the vaccine. The department is still anticipating the arrival of the new Covid booster. The department is anticipating the shipment in October. Lisa reported that Taney County continues to see an increase in the transmission of the Coronavirus.

Chair, Debbie Redford, commented that the federal government is offering shipping Covid tests to households again. Director, Lisa Marshall, informed the board that the department has antigen tests available to provide to the public and that the department now has the capability to test for both Influenza and Covid with the same test.

Member, Robert Griffith, inquired if the new variant of the Coronavirus has been detected in Taney County. The new strain has not been detected in Taney County.

Staffing Update: Human Resource Coordinator, Tiffany Stevens, provided the staffing update. The department has recently hired a new environmental public health specialist, Christa Szabo, and a part-time environmental health administrative clerk, Lynanne Minton. Current epidemiologist/data analyst, Cassandra Henne, has been promoted to Community Outreach Coordinator. These duties will be in addition to her current responsibilities. The department has posted a vacant administrative clerk position and will be positing a maintenance/custodial position in the near future.

The Growth Coach: As part of a workforce development grant, the department's leadership team will be partnering with Jeff Roberts, a leadership and business coach, for training on leadership skills and professional development. Jeff will be attending the upcoming quarterly leadership meeting with leadership staff. All managers recently took a leadership style assessment.

Lodging Safety Initiative Update: Director, Lisa Marshall, informed the board that City of Branson released a press release within the past two weeks announcing this initiative. She reminded the board that the department is a supporting partner in this initiative but that it is not the department's initiative. The department will continue to enforce the codes and will not alter any operations. If a lodging facility were to close, the department will partner with local non-profits and supporting agencies to assist any individuals who may be displaced.

The board praised the City of Branson for this initiative.

Environmental Health and Community Outreach Program Manager, Kathryn Metzger, informed the board of a recent development regarding lodging inspections that has been brought to the department's attention. Per requirement, facilities that have boilers are to have them inspected; however, the department recently learned that the individual who inspected boilers for this region of the state unexpectedly passed away and the state is unsure of when the vacancy will be filled. As a result, some lodging facilities are unable to pass inspection due to the lack of a passing boiler inspection report. The state informed the department that they are accepting third party inspection reports of boilers to meet this requirement and that they will pass lodging facilities without a third party inspection report on a case by case basis.

Unfinished Business

Audit Report: Finance Division Manager, Hugo Huacuz, presented the 2022 Audit Report. The department received an unmodified opinion, the best opinion an organization can receive.

Summary of the 2022 Audit Report:

- The net position of the department decreased by \$92,653 from the previous year.
- Total revenues decreased by \$347,327 from the previous year.
 - Finance Division Manager, Hugo Huacuz, commented that this is due to a decrease of 9% in charges for services and a decrease of 14% in intergovernmental revenues. He also commented that this is reflective of the department administering fewer Covid vaccines than the previous year.
- Total expenses increased by \$475,740 from the previous year.
 - Finance Division Manager, Hugo Huacuz, commented that this is partly due to an increase of 14% in spending in salaries and benefits and an increase of 12% in program supplies.

Finance Division Manager, Hugo Huacuz, reported that the department had one finding, specifically pertaining to the segregation of duties, as the finance division was understaffed for part of the year and consequently one person was completing multiple accounting duties.

Motion to accept 2022's Audit Report by Robert Griffith and seconded by Beth Huddleston. There was no further discussion. The motion passes.

New Business

Garage Surplus: The department presented a list of pieces of equipment that the department wishes to be declared as surplus so that the department can either, depending on the condition of the equipment, auction the equipment or dispose of the equipment properly. The department informed the board that the pieces of equipment are taking up storage space and are tripping hazards. The department listed the pieces of equipment and the total quantities of each: whirlpool refrigerator (x2), chest freezer (x1), five drawer lateral file cabinet (x1), wall cabinet (x1), media projection cart (x1), rolling office chair (x1), 9' van step (x1), wood desk (x1), 6 drawer lateral file cabinet (x3), Lenovo laptop (x15), Lenovo all-in-one computer (x18), desktop monitor (x11), tower PC (x3), and network switch (x7). The department informed the board that the computers/laptops will not contain hard drives, as the data has been wiped and the hard drives will be disposed of properly.

Chair, Debbie Redford, inquired if Purple Wave will retrieve the items that are to be auctioned. The department will retain the auctioned items until the buyer picks the item(s) up. The purchaser will have a receipt from Purple Wave.

Motion to declare the presented equipment as surplus by Robert Griffith and seconded by Heather Burney. The motion passes.

Division Reports

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

Announcements

Next board meeting is October 19, 2023 at 2:30 p.m. Director, Lisa Marshall, reminded the board that next month's meeting is one week earlier due to the board's review of the department's health insurance plans.

Adjourn

Motion to adjourn at 3:40 pm by Heather Burney and seconded by Beth Huddleston. The motion carries.

Minutes prepared by Lindsay Lawver