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Taney County Health Department  
Board of Trustees Meeting  
320 Rinehart Road, Branson, Missouri  
January 25, 2024  
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  
Tiffany Stevens, Human Resource Coordinator  
Erica Craig, Clinical Division Manager  
Tammy Drake, WIC Division Manager (absent)  
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 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 Heather Burney. The motion passes unanimously.

**Guests:** Member, Heather Burney, introduced her guest: Alicia, a 4<sup>th</sup> year pharmacy student at UMKC.

**Review of Minutes from December 2023**

Motion to approve minutes for December 28, 2023 by Beth Huddleston and seconded by Heather Burney. The motion passes unanimously.

**Review of Financial Report by Lisa Marshall**

Director, Lisa Marshall, provided the financial report for the month of December. She prefaced the discussion of the report with the recommendation that the board not motion to approve the financial report until after Elliot Robinson reviews financials. She stated that Elliot Robinson has access to the department's software and is in possession of all applicable documents; however, collaboration has been slightly delayed due to holidays and inclement weather. Lisa informed the board that she visited the department's bank today to rekey the department's safe deposit box and that she and Human Resource Coordinator, Tiffany Stevens, have access to it. She stated that the department has received three disbursements from the payment of property taxes and that the majority of it has likely been received. Additionally, she stated that staff have been putting a lot of effort toward the billing of grant funding.

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

**MO 2024 Legislative Session:** Director, Lisa Marshall, informed the board that the department is not currently monitoring any pieces of legislation in Missouri's legislature as the department has not observed any challenges to public health authority this year. Secretary/Treasurer, Laurie Hayes, commented that this is likely due to it being an election year and that there have been many filibusters to prevent legislation from advancing prior to election.

**City of Hollister 2024 Legislative Reception:** Director, Lisa Marshall, informed the board that she will be attending the reception next Friday, February 2<sup>nd</sup>. She reminded the board that this is an annual event hosted by the City of Hollister in which local legislators and government entities meet to introduce their agencies and discuss any introduced bills circulating in legislature that are of concern to their agencies. Lisa asked if there are any topics the board would like her to mention at the reception. The board recommended discussing the mobile spring unit and progress on the health priorities that were identified after the most recent Community Health Assessment.

Vice-Chair, Beth Huddleston, inquired if the department has taken the mobile sprint unit south toward the state border. The department has not yet taken the mobile sprint unit toward Ridgedale.

**Facility Update:** Director, Lisa Marshall, provided the facility update. She reported that the department received three bids regarding the surveying of the department's land for the garage buildout. All bids were below \$5,000, and the department selected one of the bids based on its overall price and the services offered by the company. The company designing the garage conversion, Treat Architects, is currently working on construction plans. Director, Lisa Marshall, reminded the board that a grant will fund up to \$150,000 of the renovation.

She reported that the department is working on a couple minor maintenance items, including replacing batteries in an alarm system and monitoring several HVAC units after three units froze during the recent inclement weather.

Vice-Chair, Beth Huddleston, asked if the department has received any applications for the vacant custodial/maintenance technician position. Human Resource Coordinator, Tiffany Stevens, stated that the department was ready to interview for the position prior to a staff member's resignation in November and that she has contacted those applicants to inquire if they are still interested in interviewing for the position.

**Environmental Health Update:** Environmental and Community Outreach Program Manager, Kathryn Metzger, provided the environmental health update. She informed the board that both the City of Branson and the Missouri Department of Health and Senior Services (MODHSS) are beginning to take action against lodging establishments that are operating without proper licensure. Kathryn informed the board that the department is aware of which facilities have been identified by the City of Branson and MODHSS and that many of the facilities that have been identified by the City of Branson are on MODHSS's radar. She informed the board that a couple lodging facilities have closed and that a couple are scheduled to be shut down next week. The emergency housing closure group was able to rehouse individuals that were displaced due to these recent closures. She mentioned that she spoke with representatives from MODHSS and informed them that the department is unable to perform the revisits within the requested 30 days due to staffing bandwidth.

Chair, Debbie Redford, inquired if there are issues identifying the owners of these establishments. The City of Branson has had difficulty identifying proper representatives of the lodging establishments to whom to give the closure notices to.

Member, Heather Burney, inquired if there is enough housing for families who might be displaced as a result of the impending closures. Environmental and Community Outreach Program Manager, Kathryn Metzger, stated that not all of the identified lodging facilities are extended stay facilities; however, if all the identified extended stays were to close, there would not be enough housing nor resources to rehouse all displaced individuals.

Environmental and Community Outreach Program Manager, Kathryn Metzger, provided an environmental health staffing update. She reported that four health inspectors are currently in training. Three of the health inspectors are being trained in the food program, and two are expected to be released to perform inspections on low risk food establishments in the very near future. The other health inspector is being trained in the lodging program and is expected to be released prior to the lodging inspection season. She reported that four health inspectors are fully trained in the food program and that three are fully trained in the lodging program.

Director, Lisa Marshall, commented that the department will be requesting funding in this year's capital expense budget to purchase additional fleet vehicles and laptops for the three new health inspector positions that were approved by the board and as the department is already short one vehicle for the current environmental health staff.

Secretary/Treasurer, Laurie Hayes, mentioned that the luncheons hosted by the Branson Area Lodging Association will be transitioning to a more educational format this year and that next month's luncheon topic is regarding what facilities can expect when they are being inspected.

**Clinical Update:** Clinical Manager, Erica Craig, provided the clinical update. She informed the board that the department is about to launch a patient portal that would allow clients to access their vaccine records and lab results remotely. The department is now able to test for Influenza A, Influenza B, and COVID-19 with a single test and on a rapid basis. The department has observed positive test results for both viruses. Additionally, the department is now able to offer the RSV and COVID-19 vaccines to both insured and uninsured individuals. She informed the board that the department has scheduled its first client for an IUD insertion appointment as part of the department's participation in the Right Time Grant.

Director, Lisa Marshall, praised the clinical team's efforts on the recent outbreak of Tuberculosis in the county.

Chair, Debbie Redford, inquired how many individuals had to be followed up with. At the beginning, over 50 individuals had to be followed up with; however, the current follow-up is manageable.

Member, Heather Burney, inquired if the clinical division has any plans for the mobile sprint unit. Clinical Division Manager, Erica Craig, commented that the clinical division plans on taking the mobile sprint unit out when the weather is better and that the team will be having conversations with Christian Action Ministries regarding following their route.

**Operations Update:** Director, Lisa Marshall, provided the operations update. She informed the board that this will be a regular item on the agenda moving forward.

The department has a contract with the company Purple Wave to auction off the department's Cobalt vehicles. The decals have been removed from the vehicles. Director, Lisa Marshall, stated that there has been a delay in the process because the department needs to order new titles for the vehicles prior to being able to auction them.

Director, Lisa Marshall, informed the board that the department is currently short staffed. Administrative Clerk, Leslie Stricklin, announced her retirement after serving at the department for 21 years. The department's accountant resigned their position yesterday, and the accountant was mainly responsible for accounts receivable. The department has requested assistance from Elliot Robinson. Human Resource Coordinator, Tiffany Stevens, and Administrative Clerk, Lindsay Lawver, have been assisting with accounts payable. The community outreach division is currently short two staff members after two resignations in December. Additionally, the department currently has two positions posted: a public health nursing position and a maintenance/custodial technician position. The department will reevaluate the recently resigned positions prior to posting them and will also be posting the newly approved environmental health inspector positions in the future.

Lisa reminded the board of the need to participate in a board of health training in order to meet a grant deliverable and informed the board that this training will be during the March meeting.

### **Unfinished Business**

There was no unfinished business.

### **New Business**

**Study Session:** Director, Lisa Marshall, informed the board that she met with a realtor at the Forsyth office location to evaluate the value of the building.

Director, Lisa Marshall, discussed the need for a study session in the near future that would involve long term strategic planning for the facilities and Department.

**Audit Services:** Director, Lisa Marshall, provided the update regarding the department's search for a new auditing company. The department received only two bids, one from Abacus CPAs LLC and one from Miles CPA & Associates LLC, and both bids were displayed to the board. Lisa mentioned that she contacted a third auditing company but did not hear back. The board discussed the two received proposals, including their perceived professionalism, their timeliness of response, and their utilization by other local health departments and government entities.

Motion to engage Abacus CPAs, LLC for three years by Laurie Hayes and seconded by Robert Griffith. There was no further discussion. The motion passes.

Chair, Debbie Redford, asked where Abacus CPAs is located. Abacus CPAs has offices in Branson and Springfield.

### **Division Reports**

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

Chair, Debbie Redford, inquired if the department has received any applications for the current, posted positions. Human Resource Coordinator, Tiffany Stevens, stated that she has not received any applications for the public health nursing position and requested for the board to refer any possible applicants to the department. Member, Heather Burney, asked if applicants need to have a RN license. Applicants must have a RN license, and it is preferred for applicants to have a BSN in nursing – though not required. Member, Robert Griffith, stated that he will invite the health department to be present at OTC's career nursing fair in the future.

Chair, Debbie Redford, asked how broadly the department posts available positions. Human Resource Coordinator, Tiffany Stevens, stated that the department posts on Indeed, LinkedIn, Handshake, its Facebook page, and its website. Vice-Chair, Beth Huddleston, asked if the department posts available

positions on Friday Facts. The department has posted vacant positions on Friday Facts in the past. Director, Lisa Marshall, added that the concern about utilizing Friday Facts is that Friday Facts are only sent to those currently in the public health field in Missouri.

**Announcements**

Next board meeting is February 22, 2024 at 2:30 p.m.

**Adjourn**

Motion to adjourn at 3:34 p.m. by Laurie Hayes and seconded by Heather Burney. There was no further discussion. The motion passes.

Minutes prepared by Lindsay Lawver