



AGENDA

Taney County Health Department
Board of Trustees Meeting
320 Rinehart Road, Branson, Missouri
<https://us02web.zoom.us/j/87560123125>
January 26, 2023
2:30 pm

Call to Order	Debbie Redford, Chair
Approve Agenda	Debbie Redford, Chair
Introduction of Guests	Lisa Marshall, Director
<u>Review of Minutes</u> December 22, 2022	Debbie Redford, Chair
<u>Review of Financial Reports</u> December 31, 2022 Financial Reports Disbursements Review	Hugo Huacuz, COO
<u>Director's Report</u> MO 2023 Legislative Update City of Hollister 2023 Legislative Reception Facility Update Vehicle Update 2023 Performance Management	Lisa Marshall, Director
<u>Unfinished Business</u>	Debbie Redford, Chair
<u>New Business</u> March Study Session	Debbie Redford, Chair
<u>Division Reports</u> Performance Management Questions?	Division Managers
<u>Announcements</u> Next Board Meeting, February 23, 2023, 2:30	
Adjourn	
 <u>News Media Contact for Open Meeting Notice:</u> Lisa Marshall, Director 15479 US Hwy 160, Forsyth, MO 65653 (417) 546-4725	



Taney County Health Department
Board of Trustees Meeting
320 Rinehart Road, Branson, Missouri
January 26, 2023
2:30 PM

ATTENDANCE: Debbie Redford, Chair
Beth Huddleston, Vice-Chair (absent)
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
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 2:38 p.m. at the Taney County Health Department, Branson location.

Approval of Agenda

Motion to approve agenda as presented by Heather Burney and seconded by Robert Griffith. The motion passes unanimously.

Guests: There were three guests in attendance. The department introduced Cassandra Henne, a current public health intern. Member, Heather Burney, introduced her two guests: Molly and Jessica.

Review of Minutes from December 2022

Motion to approve minutes for December 22, 2022 by Robert Griffith and seconded by Heather Burney. The motion passes unanimously.

Review of Financial Report by Hugo Huacuz

Summary of the financial report for December 2022:

- YTD revenues are \$315,994 less than budgeted.
 - Finance Division Manager, Hugo Huacuz, added that it is typical to accrue less revenue in December compared to other months of the year.
- YTD expenditures are \$421,277 less than budgeted.
- At the end of December 2022, the financials reflect a \$106,040 positive net position.
 - Finance Division Manager, Hugo Huacuz, commented that the trend of the net position, displayed graphically and by month to the board, for this year is similar to that of 2021. He

added that the ending net position of 2020 was an outlier due to the receipt of COVID-19 grants.

- Cash balance increased \$249,604 as compared to 2020 and decreased \$9,586 as compared to 2021.
 - Finance, Division Manager, Hugo Huacuz, commented that the cash balance for December and January is dependent upon when the department receives its property tax.

Members of the board expressed concern of lodging facilities that are within the city limits of Branson that have outstanding debt and are consequently operating without current health permits. The board expressed concern for the safety of the guests and the employees of these establishments as a disaster could have devastating consequences. The board inquired if the department has approached the City of Branson about revoking business licenses from these establishments. The issuing and revoking of business licenses is not within the department's jurisdiction, but the department assured the board that its environmental division works in tandem with the City of Branson to inspect the facilities and to approve lodging establishments to apply for their lodging licenses from the state. The department is the last entity to approve a lodging facility to apply for its state lodging license, as the department cannot issue a current health permit to a lodging facility until the facility has passed its annual inspection from the health department, has passed its annual inspections from Code Enforcement and City Fire, and until after fees have been paid. The board asked if facilities receive notification of outstanding balances routinely. The department sends a statement every month to the City of Branson to notify them which facilities have outstanding fees.

The department offered to annotate which lodging facilities do not have current health permits in next month's financial report.

Motion to approve the December 2022 financial report, disbursements, and accounts receivable by Heather Burney and seconded by Robert Griffith. The motion passes unanimously.

Director's Report by Lisa Marshall

MO 2023 Legislative Update: The 2023 Missouri Legislative session has begun and the department is monitoring several proposed bills. Over the past few years, the department has monitored the progression of bills in the Missouri Legislature that would have challenged the authority of public health functions; however, the department has not observed any of this type this year. The current bills that are of interest to the department focus on school vaccination requirements (specifically the COVID-19 vaccine), unpasteurized milk products, and on the exclusion of teaching the social determinants of health in school curriculum.

City of Hollister 2023 Legislative Reception: The department informed the board that this reception occurs every year and that the department has been allocated several minutes to discuss any priorities the department has for this year. Director, Lisa Marshall, commented that she typically discusses items pertaining to health inspections. She asked the board if there is anything they would like her to discuss. Member, Heather Burney, recommended promoting the mobile sprint unit.

Facility Update: The Branson office location recently experienced a broken water pipe during a bout of cold weather. The majority of the damage was limited to one of the two main lobby bathrooms; however, water was observed in the main lobby, several WIC offices, and the front clerical area. The department recently had an insurance adjuster onsite to assess the damage. The department contacted three restoration companies after the incident to inquire about repairs. The department received a quote from only one of the three vendors. The cost to repair the damage is the deductible. The repairs will include replacing sheetrock and insulation, ceiling tiles, cabinets (located in the affected bathroom), and flooring. The department is anticipating that more damage will be discovered after repairs begin, and the

department has not yet been given a start date for the repairs. The department did lose one computer monitor to damage.

Vehicle Update: The department has sent several requests for proposals to different car dealerships throughout the state for new fleet vehicles. The department has not yet received all quotes from these vendors.

The mobile sprint unit has been wrapped. The board complimented the appearance of the mobile sprint unit.

The department informed the board that two fleet vehicles have sustained hail damage and that the department is coordinating with its insurance company about repairs. The board asked if these two vehicles are among those that will be replaced by the new fleet vehicles. The two damaged vehicles are two of the three newer vehicles and will not be placed up for auction with the other vehicles.

2023 Performance Management: The department presented the 2023 performance management goals of each division to the board. The divisions are leadership, accounting/IT, WIC, clinical, environmental health, community outreach, and human resources. Chair, Debbie Redford, inquired about the 3 HR manuals that need to be updated. Human Resource Coordinator, Tiffany Stevens, clarified that the manuals are not strictly pertaining to HR policies but that the term was used as a blanket term and includes the Administrative Policy Manual, the Employee Handbook, etc. Director, Lisa Marshall, informed the board that several policies will be revised and presented to the board for approval later this year.

Unfinished Business

There was no unfinished business.

New Business

March Study Session: Director, Lisa Marshall, and Chair, Debbie Redford, recently had a meeting to discuss the ongoing salary study and possible revisions to the current compensation schedule. The department would like to host a study session with the board to present different changes that the department is considering making to the current compensation schedule. The department recommended that this meeting be in late March to allow time to work on proposals and that the meeting be a maximum of 4 hours in duration. The department's salary schedule was compared to 7 other health departments, and the department is particularly interested in the findings from 3 of those, as those 3 are most comparable to the department. The department has not changed the current compensation structure since 2011. Preliminary findings from the study indicate that the department's current salaries are typically lower than the salaries of competitors, and salary has been identified as a variable that is impacting the hiring process. The board and department proposed a tentative date for the study session and will discuss this date with those who were not able to attend this meeting to see if it works for all schedules.

Division Reports

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

Miscellaneous

Chair, Debbie Redford, applauded the WIC staff, as they continue to increase the number of participants receiving WIC services. She expressed concern over the WIC team no longer offering services at a particular satellite location. The department is having conversations with the facility about offering WIC services from the mobile sprint unit in the parking lot of the facility. The WIC team is also discussing other possible locations to offer services in the mobile format, including locations in the eastern side of

the county. The WIC team is still having discussions with the state about taking services mobile, and the state is creating policies to regulate the practice.

Announcements

Next board meeting is February 23, 2023 at 2:30 p.m.

Adjourn

Motion to adjourn at 3:33 p.m. by Heather Burney and seconded by Robert Griffith. The motion carries unanimously.

Minutes prepared by Lindsay Lawver



AGENDA

Taney County Health Department
Board of Trustees Meeting
320 Rinehart Road, Branson, Missouri
February 23, 2023
2:30 pm

Call to Order	Debbie Redford, Chair
Approve Agenda	Debbie Redford, Chair
Introduction of Guests	Lisa Marshall, Director
<u>Review of Minutes</u> January 26, 2023	Debbie Redford, Chair
<u>Review of Financial Reports</u> January 31, 2023 Financial Reports Disbursements Review	Hugo Huacuz, COO
<u>Director's Report</u> Legislative Update Health Disparities Grant CQI Update Narcan Update Staffing Update Priority Project Update Intern Presentation	Lisa Marshall, Director
<u>Unfinished Business</u>	Debbie Redford, Chair
<u>New Business</u> HIPAA Policy Manual	Debbie Redford, Chair
<u>Division Reports</u> Performance Management Questions?	Division Managers
<u>Announcements</u> Next Board Meeting, March 23, 2023, 2:30 Study Session March 24, 2023, 8:30	
Adjourn	

News Media Contact for Open Meeting Notice:
Lisa Marshall, Director
15479 US Hwy 160, Forsyth, MO 65653
(417) 546-4725



Taney County Health Department
Board of Trustees Meeting
320 Rinehart Road, Branson, Missouri
February 23, 2023
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
Hugo Huacuz, Finance Division Manager (absent)
Tiffany Stevens, Human Resource Coordinator (absent)
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 2:30 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 Robert Griffith. The motion passes unanimously.

Guests: There were two guests in attendance. Board member, Heather Burney, introduced her guest, Cory, a 4th year pharmacy student at UMKC. Current Taney County Health Department intern, Cassandra, was also in attendance.

Review of Minutes from January 2023

Motion to approve minutes for January 26, 2023 by Laurie Hayes and seconded by Robert Griffith. The motion passes unanimously.

Review of Financial Report by Lisa Marshall

Summary of the financial report for January 2023:

- YTD revenues are \$43,056 less than budgeted.
- YTD expenditures are \$56,005 less than budgeted.
- At the end of January 2023, the financials reflect a \$12,988 positive net position.
 - Director, Lisa Marshall, commented that the department anticipates to observe an increase in the net position next month due to the annual billing for health permits for local food establishments.

- Cash balance increased \$217,282 as compared to 2021 and increased \$117,262 as compared to 2022.
 - Director, Lisa Marshall, informed the board that the department is anticipating purchasing new fleet vehicles this year and that the department will also be presenting its 2023 capital expense budget to the board at an upcoming meeting.

The department and board discussed lodging facilities with outstanding debt. The department informed the board of the permitting status of different lodging facilities with outstanding debt. The department informed the board that Finance Division Manager, Hugo Huacuz, has recently spoken with members of City of Branson's Finance Department about collecting unpaid fees for businesses that are seeking to renew business licenses and health permits during the upcoming permit cycle. The board asked if a facility's financial report is accessible to the public. The department does not disclose facilities' balances to the public but inspection reports of restaurants, pools/spas, and tattoo establishments are available on the department's website.

Motion to approve the January 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

Legislative Update: The Missouri General Assembly is currently in the midst of its legislative session. Director, Lisa Marshall, informed the board of a proposed bill, Senate Bill No. 168, that is of interest to the department. The bill has been introduced and is geared toward communicable disease, specifically toward the authority of Missouri's Department of Health and Senior Services (MODHSS) to create and enforce orders to prevent the spread of diseases. This act would reverse current law and revoke the authority of MODHSS to create and enforce orders. At a local level, this would consequently limit the authority of local public health departments to enforce quarantines. The department informed the board that this bill would mainly impact its communicable disease investigations.

Health Disparities Grant: The mobile sprint unit has been wrapped. WIC Manager, Tammy Drake, continues to have conversations at the state level with MOWIC about taking the department's WIC services mobile. The department has learned that a health department in another county has been approved to take their WIC services mobile, establishing a precedent. The department is seeking to install a sink in the mobile sprint unit. The sink would be able to fold and would have exterior access. The purchase would be covered by the grant. Additionally, the grant is providing 30 hours' worth of technical assistance with HealthierMO and trainings have been scheduled for staff in the near future.

CQI Update: The department has resumed the CQI (Continuous Quality Improvement) process after pausing it during the pandemic. The department has formed the CQI Council, which is comprised of members of leadership and staff. The CQI Council selects which ideas are to become projects and assists the CQI team that has been assigned to that project with the process. Any staff member can submit an idea for a project to the CQI Council. The department provided examples of current CQI projects to the board. The clinical team is currently working on two projects. The team has started to send appointment reminders to clients in an attempt to reduce the no-show rate, and the clinical team is also currently revising their billing process. The team has created a financial hardship policy waiver as part of this project but is waiting for the vacant medical billing specialist position to be filled before beginning the next phase of the project. The environmental division is preparing to start a project regarding the billing of vendors who attend temporary events, as many of the same mobile vendors attend multiple temporary events throughout the year.

Narcan Update: The department has acquired more Narcan from the Missouri Institute of Mental Health (MIMH) and has revised its distribution policies. The department is also able to assist other organizations

with securing Narcan for distribution. Secretary/Treasurer, Laurie Hayes, stated that the Branson Area Lodging Association is partnering with Cox Health to train staff of local lodging establishments how to administer Narcan. Member, Robert Griffith, inquired about the shelf-life of Narcan. Member, Heather Burney, commented that Narcan expires after several years and even though the potency decreases over time, it is encouraged to administer Narcan even if expired.

Staffing Update: A staffing update was not provided.

Priority Project Update: The department provided an update on leadership's progress on current projects. Leadership is currently reviewing and editing all position descriptions. Additionally, the salary study is ongoing, and a study session with the board is scheduled for late March. Leadership is preparing to evaluate and revise the department's current branding for recruitment. The leadership team is also discussing changing email platforms; however, a final decision has not been made. The leadership team will have their quarterly leadership meeting next month and will discuss the projects.

Intern Presentation: Current TCHD Intern, Cassandra Henne, gave a presentation on what she has been working on during her time at the department. She and others have created drafts of forms for reporting an overdose incident (can be self-reported) and for intake (to be completed by a medical provider) as a way to ensure that agencies are collecting similar data. She presented these drafts to the board.

Unfinished Business

There was no unfinished business.

New Business

HIPPA Policy Manual: The department has recently changed its HIPPA consulting company and is now contracted with Compliancy Group. The department has to adopt the new company's HIPPA policy and security manuals within 60 days. The manuals are similar to those of the previous company. The main difference is that the new company includes the procedural aspect (e.g. the procedure to follow if there were to be a breach) within the manuals. The department will have to provide trainings to the staff regarding the procedural and policy differences between this company and the previous company. Motion to approve the manuals supplied by Compliancy Group by Robert Griffith and seconded. The motion passes.

Division Reports

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

Miscellaneous

Chair, Debbie Redford, inquired about the timeline of the distribution of funding from the infrastructure contract. The department is not sure when they will receive the funding, but once received, the department will determine how to best utilize the funding.

Chair, Debbie Redford, praised the WIC staff for their continued success at increasing the total number of participants enrolled in the WIC program.

The board extended congratulations to Community Outreach Specialist, Kayla Klein, on her election to the chair position on the Missouri Nursing Council, which has a voting seat on the Missouri Public Health Association's board.

Secretary/Treasurer, Laurie Hayes, praised ECOT Program Manager, Kathryn Metzger, and Health Educator, Omar Perez, on their work with the Hispanic Workforce Coalition and on the department's efforts to ensure that forms and published materials are available in both English and Spanish.

Announcements

Next board meeting is March 23, 2023 at 2:30 p.m.

Board study session is March 24, 2023 at 8:30 a.m.

Adjourn

Motion to adjourn at 3:43 p.m. by Laurie Hayes and seconded by Heather Burney. The motion carries unanimously.

Minutes prepared by Lindsay Lawver



AGENDA

Taney County Health Department
Board of Trustees Meeting
320 Rinehart Road, Branson, Missouri
March 23, 2023
2:30 pm

Call to Order	Debbie Redford, Chair
Approve Agenda	Debbie Redford, Chair
Introduction of Guests	Lisa Marshall, Director
<u>Review of Minutes</u> February 23, 2023	Debbie Redford, Chair
<u>Review of Financial Reports</u> February 28, 2023 Financial Reports Disbursements Review	Hugo Huacuz, COO
<u>Director's Report</u> Staffing Update Public Health Week Environmental Health Food Permit Update SB 168 City of Branson Fluoride Update Health Insurance Upcoming Bidding Process Missouri Foundation Diverting to Care Conference and Grant NOFO	Lisa Marshall, Director
<u>Unfinished Business</u>	Debbie Redford, Chair
<u>New Business</u> TCHD Employee Handbook Updates	Debbie Redford, Chair
<u>Division Reports</u> Performance Management Questions?	Division Managers
<u>Announcements</u> Board Study Session, March 24, 2023, 8:30 am Next Board Meeting, April 27, 2023, 2:30 pm	
Adjourn	

News Media Contact for Open Meeting Notice:
Lisa Marshall, Director
15479 US Hwy 160, Forsyth, MO 65653
(417) 546-4725



Taney County Health Department
Board of Trustees Meeting
320 Rinehart Road, Branson, Missouri
March 23, 2023
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 – via zoom
Hugo Huacuz, Finance Division Manager
Erica Craig, Clinical Division Manager
Tammy Drake, WIC Division Manager
Kathryn Metzger, ECOT Manager – via zoom
Tiffany Stevens, HR Coordinator – via zoom

In Person Meeting

Call to Order

Debbie Redford called the regular meeting of Board of Trustees to order at 2:31 pm at the Taney County Health Department, Branson location.

Approval of Agenda

Motion to approve agenda as presented by Robert Griffith and seconded by Laurie Hayes. The motion passes unanimously.

Guests: none

Review of Minutes from February 2023

Motion to approve minutes for February 2023 by Laurie Hayes and seconded by Beth Huddleston. The motion passes unanimously.

Review of Financial Report by Hugo Huacuz

Summary of the financial report for February 2023

- YTD revenues are \$105,137 less than budgeted.
- YTD expenditures are \$122,240 less than budgeted.
- At the end of February 2023, the financials reflect a \$17,181 positive net position.
- Cash balance increased \$236,697 as compared to 2021 and decreased \$8094 as compared to 2022.

Members of the board recommended having a letter sent, or meeting in person with the Branson Mayor or City of Branson Administrator, regarding safety concerns with lodging facilities. Development of policy regarding lodging fees for facilities under new management or ownership was discussed.

Motion to approve the February 2023 financial report, disbursements, and accounts receivable by Laurie Hayes and seconded by Heather Birney. The motion passes unanimously.

Director's Report by Lisa Marshall

1. Staffing Update
 - a. WIC Breastfeeding Peer Counselor – Elizabeth Chrouser
 - b. Medical Billing Specialist – Niccole Cottone
 - c. Two other positions – Epi & Accountant to be filled soon
 - d. Maintenance Worker
 - e. Temporary Pool Inspectors for the summer
2. Public health week
 - a. First week of April 3-7
 - b. Lisa asked if the board would send letter/email of gratitude to staff
 - c. Social Media Campaign & newspaper ads
 - d. National Accreditation – Banners for each campus
 - e. Showcase community partners
 - f. Celebrate TCHD team
3. Environmental Health food permit update
 - a. We are currently in food permitting season
 - b. The Billing process has begun, with the assistance from Lindsay. Invoices are to be sent out in near future.
4. SB168
 - a. Spoke with Senator Karla Eslinger regarding concerns. She is aware of our concerns as local public health department authorities.
 - b. Community partners appreciative of health department, and provided recognition
5. City of Branson fluoride update
 - a. Working with office of dental health – local dentists regarding the fluoride concern
 - b. Working on contract to city council to keep fluoride in city water for at least two years.
 - c. Lisa asked for a letter of support from TCHD signed by Debbie Redford, Board Chair
6. Health insurance – upcoming bidding process
 - a. Connell Insurance is our current broker
 - b. This is an every 3 year process and usually completed in the summer
7. MO Foundation Diverting to Care Conference and Grant NOFO
 - a. Lisa at this meeting today
 - b. Mental & substance use/abuse – usually end up in jail
 - c. Is this grant good for Taney County? What is working across the state?

Unfinished Business - None

New Business

1. TCHD Employee Handbook Updates

There are three updates to the TCHD Handbook. These include adding Juneteenth as a holiday, a wording change to the nursing mothers break policy and dress code policy regarding jeans (dress

for your day). It was recommended by the Board to edit wording on page 79 from customer to clients, and on clarification on the appropriate and inappropriate dress columns.

A motion to approve the handbook changes with clarification by Robert Griffith and seconded by Laurie Hayes. The motion passes unanimously.

Division Reports

Chair, Debbie Redford, inquired about plan reviews and the number of staff that are part of plan review. There is a designated person for plan review, with one back-up person. It was also asked if there were any plans that we have been late with. And the answer was no. The WIC staff was also praised for WIC participation numbers for the month of February.

The board inquired about the TOP Club, as to the number of students participating. It was mentioned that Bradleyville Schools are no longer participating in the TOP Club.

Announcements

Board Study Session March 24, 2023 at 8:30 am

Next Board Meeting is April 27, 2023 at 2:30pm

Adjourn

Motion to adjourn at 3:17 pm by Laurie Hayes and seconded by Beth Huddleston. The motion carries unanimously.

Minutes prepared by Tammy Drake, WIC Program Manager



AGENDA

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

Call to Order	Debbie Redford, Chair
Approve Agenda	Debbie Redford, Chair
Introduction of Guests	Lisa Marshall, Director
<u>Review of Minutes</u> March 23, 2023	Debbie Redford, Chair
<u>Review of Financial Reports</u> March 31, 2023 Financial Reports Disbursements Review	Hugo Huacuz, COO
<u>Director's Report</u> Contract for Deed Legislative Update Grant/Contract Updates Benefit and Insurance Broker RFQ Staffing Update	Lisa Marshall, Director
<u>Unfinished Business</u>	Debbie Redford, Chair
<u>New Business</u> Compensation and Salary Study Van Policy 2023 Staffing Plan	Debbie Redford, Chair
<u>Division Reports</u> Performance Management Questions?	Division Managers
<u>Announcements</u> Next Board Meeting, May 25, 2023, 2:30	

Convene Executive Closed Session

Notice is hereby given that the Taney County Health Department Board of Trustees having duly voted to close its upcoming meeting, as authorized by Section 610.021, Subsection 3 regarding personnel, will conduct a closed meeting on April 27, 2023, at the Taney County Health Department, Branson location at the end of the regular board meeting.

Adjourn

News Media Contact for Open Meeting Notice:

Lisa Marshall, Director
15479 US Hwy 160, Forsyth, MO 65653
(417) 546-4725



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 4th 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 5th. 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



AGENDA

Taney County Health Department
Board of Trustees Meeting
320 Rinehart Road, Branson, Missouri
May 25, 2023
2:30 pm

Call to Order	Debbie Redford, Chair
Approve Agenda	Debbie Redford, Chair
Introduction of Guests	Lisa Marshall, Director
<u>Review of Minutes</u> April 27, 2023	Debbie Redford, Chair
<u>Review of Financial Reports</u> April 30, 2023 Financial Reports Disbursements Review	Hugo Huacuz, COO
<u>Director's Report</u> Legislative Update Staffing Update Environmental Health Update DHSS Health Equity Stakeholder Meeting Right Time Grant Xylazine Capital Expense Vehicle Update	Lisa Marshall, Director
<u>Unfinished Business</u>	Debbie Redford, Chair
<u>New Business</u> Staffing Plan Update	Debbie Redford, Chair
<u>Division Reports</u> Performance Management Questions?	Division Managers
<u>Announcements</u> Next Board Meeting, June 22, 2023, 2:30	
Adjourn	

News Media Contact for Open Meeting Notice:
Lisa Marshall, Director
15479 US Hwy 160, Forsyth, MO 65653
(417) 546-4725



Taney County Health Department
Board of Trustees Meeting
320 Rinehart Road, Branson, Missouri
May 25, 2023
2:30 PM

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

EX-OFFICIO: Lisa Marshall, Director
Hugo Huacuz, Finance Division Manager (absent)
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 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 recent hires to the board: Eric Walters, a temporary pool inspector; Nicholas Walker, an environmental public health specialist; and Cassandra Henne, an epidemiologist/data analyst.

Review of Minutes from April 2023

Motion to approve minutes for April 27, 2023 by Laurie Hayes and seconded by Robert Griffith. The motion passes unanimously.

Review of Financial Report by Lisa Marshall

Summary of the financial report for April 2023:

- YTD revenues are \$35,848 less than budgeted.
- YTD expenditures are \$200,730 less than budgeted.
 - Director, Lisa Marshall, commented that the expenses category is due to the vacant positions and the lack of spending money on traveling for trainings, as many trainings have been hosted virtually.
- At the end of April 2023, the financials reflect a \$165,038 positive net position.

- Cash balance increased \$100,663 as compared to 2021 and decreased \$32,417 as compared to 2022.

The department presented the aging report by date to the board. The department commented that the facilities with an invoice date of 4/7/2023 are those who were included in the recent billing cycle for annual health permits. The board inquired about the statuses of businesses with outstanding fees from 2022 and 2021. Several businesses are currently not operating, some are operating without health permits, and some are operating without business licenses. The board asked if new owners of establishments have to pay outstanding fees accumulated during the previous ownership. New owners do not have to pay fees that were accumulated during the previous ownership.

Motion to approve the April 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

Legislative Update: The state legislative session has ended. Senate Bill No. 168, which would have limited the rulemaking authority of the Missouri Department of Health, did not pass. The bill that would have legalized the selling of raw milk in retail stores did not pass. The bills that would have limited academic institutions from teaching social determinants of health did not pass. Director, Lisa Marshall, commented that the functions of public health were relatively unaffected by this legislative session.

Staffing Update: Human Resource Coordinator, Tiffany Stevens, provided the staffing update. The two temporary pool inspector positions have both been filled. One of the employees has started their training and the other pool inspector will be starting next month. The department currently has two full-time environmental public health specialist positions and a maintenance technician position open. An intern with Missouri State University will start an internship at the department early next month.

Environmental Health Update: The environmental division recently concluded its billing for annual health permits ending on April 30th, such as those of food establishments. Additionally, the environmental division is gearing up for the outdoor pool season and is scheduling pre-open inspections with facilities. After receiving feedback from local establishments, the environmental division is planning to revise their inspection schedule of outdoor pools/spas by limiting the conduction of routine inspections to Monday-Thursday, so as to limit the possibility of closing a pool and/or a spa before a weekend. Thus, revisit inspections could be performed on Fridays to approve a pool and/or spa to reopen before a weekend. The environmental division is also preparing for the transition to the new version of the inspection software, HealthSpace, and is in trainings today and tomorrow. The inspectors will not be able to perform inspections for a couple days while the data transfer occurs between the two versions of the software. The official launch date of the new web version has been postponed and is to be determined.

DHSS Health Equity Stakeholder Meeting: The Missouri Department of Health is creating a health equity stakeholder task force. The task force is planned to launch toward the end of this year, and the Taney County Health Department has been offered a position on the task force.

Right Time Grant: The health department has been asked to participate in a grant that is being offered by the Missouri Foundations of Health. The grant would provide additional funding for the currently offered family planning services. As part of the grant, the department would have to offer two additional types of birth control, IUD implants and Plan B pills. Both of these options have been requested in the past by both family planning clients and non-family planning clients, and the department has had to make referrals for the services. The department and board discussed the science of Plan B pills and how the distribution of it by the department might be perceived by the public. The department commented that it would be required to list the form of birth control with the others on advertisements but that it would

likely not publicize it on a larger scale. Members of the board recommended contacting other local organizations and requesting their opinions, as this could be a way to hear arguments of possible opposition. The department could then address the concerns of opposition in its messaging. Members of the board commented that the ultimate goal of the health department is to serve the needs of the community.

The board inquired about minors seeking family planning services and the involvement of legal guardians. The department informed the board that minors can receive family planning services confidentially and without parental consent.

Xylazine: The department informed the board of a new drug that has made its way to Missouri, Xylazine, a horse sedative. In humans, the drug causes tissue decay and is referred to as the “zombie drug.” At this time, there is no treatment options for this addiction as the use of it by humans is a newer development and Narcan is not effective. The Missouri Department of Health is recording deaths attributed to the drug and is beginning to issue press releases to warn of the dangers. The department informed the board that the coroner in Taney County is currently not testing for the presence of it but that the coroner in Springfield-Greene County is. The department and board discussed partnering with local community partners, including law enforcement, to do community outreach and inform locals of the drug.

Capital Expense Vehicle Update: The department informed the board that it will likely request a vote via email or at the next board meeting to approve the new quote for the purchase of new fleet vehicles. The department has been informed that each vehicle will likely cost a couple more thousand dollars. The department is seeking 5 new vehicles.

Unfinished Business

There was no unfinished business.

New Business

Staffing Plan Update: The department has requested a change to the current staffing plan, specifically the addition of a second environmental health administrative clerk that will work 24-32 hours per week. The environmental division was originally staffed with two administrative clerks; however, after one of the clerks retired, the position was not filled, and it has been discussed that the workload is often substantial.

Motion to approve the addition of a second environmental health administrative clerk by Laurie Hayes and seconded by Robert Griffith. The motion passes unanimously.

Division Reports

Reports from division managers were emailed to members of the board prior to the meeting.

Miscellaneous

The board inquired if the department is hosting conversations with the city aldermen regarding keeping fluoride in city water. The department has sent a letter of support.

The board asked if the department has publicized its reaccreditation status by the Public Health Accreditation Board. The department publicized its reaccreditation status heavily during public health week with press releases and has displayed banners outside both office locations that inform the public of the accomplishment.

The board praised the clinical division’s offering of mass testing for sexually transmitted infections among at-risk populations.

Announcements

Next board meeting is June 22, 2023 at 2:30 p.m.

Adjourn

Motion to adjourn at 3:50 PM by Laurie Hayes and seconded by Robert Griffith. The motion carries unanimously.

Minutes prepared by Lindsay Lawver



AGENDA

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

Call to Order	Debbie Redford, Chair
Approve Agenda	Debbie Redford, Chair
Introduction of Guests	Lisa Marshall, Director
<u>Review of Minutes</u> May 25, 2023	Debbie Redford, Chair
<u>Review of Financial Reports</u> May 31, 2023 Financial Reports Disbursements Review Audit Update	Hugo Huacuz, COO
<u>Director's Report</u> WIC Farmer's Market Program Mobile Unit Update Staffing Update Environmental Health Update Clinical Update	Lisa Marshall, Director
<u>Unfinished Business</u>	Debbie Redford, Chair
<u>New Business</u> 2023 Ethics Resolution Upcoming Board Dates 2022 Annual Report Insurance Broker RFQ	Debbie Redford, Chair
<u>Division Reports</u> Performance Management Questions?	Division Managers
<u>Announcements</u> Next Board Meeting, July 27, 2023, 2:30	
Adjourn	

News Media Contact for Open Meeting Notice:
Lisa Marshall, Director
15479 US Hwy 160, Forsyth, MO 65653
(417) 546-4725



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 31st 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 16th. 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 19th.

Motion to reschedule the October board meeting to October 19th and the November board meeting to November 16th 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



AGENDA

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

Call to Order	Debbie Redford, Chair
Approve Agenda	Debbie Redford, Chair
Introduction of Guests	Lisa Marshall, Director
<u>Review of Minutes</u> June 22, 2023	Debbie Redford, Chair
<u>Review of Financial Reports</u> June 30, 2023 Financial Reports Disbursements Review	Hugo Huacuz, COO
<u>Director's Report</u> Staff Update Contract & Grant Updates Capital Expense & Facilities Update Legislative Update Fluoride Update City of Branson Lodging Study Session Update	Lisa Marshall, Director
<u>Unfinished Business</u> Audit Report Update	Debbie Redford, Chair
<u>New Business</u> Preliminary Assessed Valuation 2023 Capital Expenses	Debbie Redford, Chair
<u>Division Reports</u> Performance Management Questions?	Division Managers
<u>Announcements</u> Next Board Meeting, August 24, 2023, 2:30 pm	
Adjourn	

News Media Contact for Open Meeting Notice:
Lisa Marshall, Director
15479 US Hwy 160, Forsyth, MO 65653
(417) 546-4725



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



AGENDA

Taney County Health Department
Board of Trustees Meeting
320 Rinehart Road, Branson, Missouri
August 24, 2023
2:30 pm

Public Comment	Debbie Redford, Chair
Call to Order	Debbie Redford, Chair
Approve Agenda	Debbie Redford, Chair
Introduction of Guests	Lisa Marshall, Director
<u>Review of Minutes</u> July 27, 2023	Debbie Redford, Chair
<u>Review of Financial Reports</u> July 31, 2023 Financial Reports Disbursements Review	Hugo Huacuz, COO
<u>Director's Report</u> Grant and Contract Update 2024 Jurisdiction Contracts COVID Update Legislative Updates Lodging Safety Initiative Update Priority Project Update	Lisa Marshall, Director
<u>Unfinished Business</u> Assessed Valuation Audit Report	Debbie Redford, Chair
<u>New Business</u> September Board Meeting Vehicle Surplus	Debbie Redford, Chair
<u>Division Reports</u> Performance Management Questions?	Division Managers
<u>Announcements</u> Next Board Meeting, September 28, 2023, 2:30	
Adjourn	

News Media Contact for Open Meeting Notice:
Lisa Marshall, Director
15479 US Hwy 160, Forsyth, MO 65653
(417) 546-4725



Taney County Health Department
Board of Trustees Meeting
320 Rinehart Road, Branson, Missouri
August 24, 2023
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
Hugo Huacuz, Finance Division Manager
Tiffany Stevens, Human Resource Coordinator (absent)
Erica Craig, Clinical Division Manager (absent)
Tammy Drake, WIC Division Manager (absent)
Kathryn Metzger, ECOT Manager (absent)

In Person Meeting

Public Comment Session

Chair, Debbie Redford, called the public comment session of the meeting regarding the 2023 assessed valuation to order at 2:31 p.m. There were no members of the public in attendance. Motion to close the public comment session at 2:33 p.m. by Robert Griffith and seconded by Heather Burney. The motion passes.

Call to Order

Debbie Redford called the regular meeting of the 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 Robert Griffith. The motion passes unanimously.

Guests: Board Member, Heather Burney, introduced her guest, Ethan Hickey, a 4th year pharmacy student at UMKC.

Review of Minutes from July 2023

Motion to approve minutes for July 27, 2023 by Laurie Hayes and seconded by Beth Huddleston. The motion passes unanimously.

Review of Financial Report by Hugo Huacuz

Summary of the financial report for July 2023:

- YTD revenues are \$160,875 less than budgeted.
- YTD expenditures are \$265,500 less than budgeted.
- At the end of July 2023, the financials reflect a \$104,898 positive net position.
- Cash balance decreased \$91,757 as compared to 2021 and decreased \$107,502 as compared to 2022.
 - Finance Division Manager, Hugo Huacuz, commented that the cash balance is less than years past due to the purchasing of items included in the 2023 Capital Expenditure Budget, which includes the purchase of the new fleet vehicles. Hugo informed the board that they will observe a decrease in the cash balance amount in next month's financial report because the department has been paying the dealership after each vehicle is received and the last vehicle was recently delivered.

Motion to approve the July 2023 financial report, disbursements, and accounts receivable by Laurie Hayes and seconded by Robert Griffith. The motion passes unanimously.

Director's Report by Lisa Marshall

Grant and Contract Update: Director, Lisa Marshall, provided the grant and contract update. She commented that the department is anticipating receiving more funding from the ELC ED grant and that this funding can be applied toward converting the existing garage space into a communal office space as this renovation does not involve more than 50% of the building. The department will meet with an architect next month.

Chair, Debbie Redford, asked if any of the items currently stored in the garage are susceptible to extreme temperatures. The items that are temperature sensitive will be stored at the Forsyth office location as there are two vacant offices that can be utilized for storage.

Member, Robert Griffith, inquired if another garage space will be constructed. The department does not plan to build an additional garage. The existing garage was constructed during the previous building expansion that allowed for the additional offices upstairs after the environmental health team relocated from Branson City Hall to the health department.

Director, Lisa Marshall recently received information on additional funding available to encourage health department to move toward and maintain accreditation status. She commented that although the health department is already accredited, both at the state level and at the national level, there are two deliverable items that the department needs to complete to receive the grant. This includes the department's Board of Trustees participating in DHSS board training and having at least two of the three county commissioners attend a public health 101 course offered through Missouri Association of Counties (MAC). All other deliverables have been or will be met by the grant deadline.

2024 Jurisdiction Contracts: Director, Lisa Marshall, informed the board that she and Finance Division Manager, Hugo Huacuz, met with City of Hollister this past week regarding the 2024 Environmental Health Contract. She informed the board that the difference between City of Hollister's and City of Branson's fee structures was discussed and that the department will be expediting a cost analysis to determine how much it cost to adequately operate the environmental health program. The most previous cost analysis was conducted in 2017. She reported that the department has a meeting with the City of Branson tomorrow to discuss the 2024 contract and need for additional funding for the environmental health program.

COVID Update: Director, Lisa Marshall, informed the board that there has been an influx in the number of COVID-19 cases reported in the county and that this is mirrored in the observed increase in the viral load in the county's wastewater. Staff have reported an increase in the number of calls concerning requests for testing and inquiries from potential travelers to the county regarding the prevalence rate of the virus. She informed the board that the department has been distributing antigen tests to the public and that the department will resume testing for COVID-19 with the Abbott machine next week. The department is anticipating the delivery of tests that allow for the testing of both influenza and COVID-19 at the same time. Lisa reported that the department is concerned about the privatization of the COVID-19 vaccine as many clients are uninsured and that the source of funding that allowed the vaccine to be given at no cost has been cut substantially.

Legislative Update: Director, Lisa Marshall, informed the board that the discussion regarding keeping fluoride in the city of Branson's water is ongoing and that the dental health group is still meeting. She informed the board that she sent an email to Branson's mayor and Board of Aldermen regarding the public health concerns if fluoride was to be removed from the water.

Lodging Safety Initiative Update: Director, Lisa Marshall, informed the board that the City of Branson's lodging safety initiative is ongoing and that the department recommended several other community partners to be invited to the meetings. Secretary/Treasurer, Laurie Hayes, commented that the Branson Area Lodging Association and the State Lodging Association are both advocating for extended stay facilities to be placed in their own category in the state lodging code. If this occurs, the City of Branson would presumably have to re-evaluate its lodging ordinance as the City of Branson adopted the state lodging code (with modifications) as a local ordinance in order to have enforcement capabilities at the local level.

Priority Project Update: Director, Lisa Marshall, provided an update on a couple of the department's priority projects, one of which involves the department's branding. She informed the board that the department will soon be designing a new logo. She informed the board that the Missouri Department of Health and Senior Services and the Public Health Accreditation Board have both recently updated their logos. She also informed the board that the department is revising position descriptions so that they are less complex and are instead a summary of the overarching expected duties of that particular job position. She informed the board that they will have to review her position description.

Chair, Debbie Redford, inquired about replacing the logos on the vehicles. The new logo will replace the old logo on the vehicles and vehicle signage is not too expensive.

Unfinished Business

Assessed Valuation: The department received 2023's assessed valuation numbers from the county clerk's office and presented these to the board.

Motion to approve the 2023 assessed valuation by Laurie Hayes and seconded by Heather Burney. The motion passes.

Audit Report: Finance Division Manager, Hugo Huacuz, informed the board that the audit report will be presented at next month's board meeting after it was discovered that needed files for review were mistakenly uploaded to the incorrect folder. Hugo reported that preliminary numbers have been sent to the state auditor.

New Business

September Board Meeting: Director, Lisa Marshall, informed the board that she has a scheduling conflict with next month's board meeting date of September 28th. Members of the board and the department discussed their availability on September 21st at 2:30 p.m. and determined that they would have quorum. Motion to reschedule next month's regular meeting of the Board of Trustees from September 28, 2023 to September 21, 2023 at 2:30 p.m. by Beth Huddleston, seconded by Heather Burney, and thirded by Robert Griffith. The motion passes.

Vehicle Surplus: The department informed the board that all 5 of the new fleet vehicles have been delivered and that the department consequently has an excess of 7 vehicles. The department reported that these 7 vehicles are Chevrolet Cobalts and are all in various stages of mechanical and structural condition. The department recommended to the board that these vehicles be declared surplus so that they may be auctioned at a later date. Motion to declare the 7 Chevrolet Cobalts as surplus and to partner with Purple Wave for the auction by Laurie Hayes and seconded by Robert Griffith. The motion passes.

Division Reports

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

Announcements

Next board meeting is September 21, 2023 at 2:30 p.m.

Adjourn

Motion to adjourn at 3:43 p.m. by Robert Griffith and seconded by Beth Huddleston. The motion carries.

Minutes prepared by Lindsay Lawver



AGENDA

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

Call to Order	Debbie Redford, Chair
Approve Agenda	Debbie Redford, Chair
Introduction of Guests	Lisa Marshall, Director
<u>Review of Minutes</u> August 24, 2023	Debbie Redford, Chair
<u>Review of Financial Reports</u> August 31, 2023 Financial Reports Disbursements Review	Hugo Huacuz, COO
<u>Director's Report</u> 2023 Jurisdiction Contracts Capital Expense Updates Clinical Update Staffing Update The Growth Coach Lodging Safety Initiative Update	Lisa Marshall, Director
<u>Unfinished Business</u> Audit Report	Debbie Redford, Chair
<u>New Business</u> Garage Surplus	Debbie Redford, Chair
<u>Division Reports</u> Performance Management Questions?	Division Managers
<u>Announcements</u> Next Board Meeting, October 19, 2023, 2:30	
Adjourn	

News Media Contact for Open Meeting Notice:
Lisa Marshall, Director
15479 US Hwy 160, Forsyth, MO 65653
(417) 546-4725



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



AGENDA

Taney County Health Department
Board of Trustees Meeting
320 Rinehart Road, Branson, Missouri
October 26, 2023
2:30 pm

Call to Order	Debbie Redford, Chair
Approve Agenda	Debbie Redford, Chair
Introduction of Guests	Lisa Marshall, Director
<u>Review of Minutes</u> September 28, 2023	Debbie Redford, Chair
<u>Review of Financial Reports</u> September 30, 2023 Financial Reports Disbursements Review	Hugo Huacuz, COO
<u>Director's Report</u> Clinical Update Lodging Safety Initiative Update Environmental Health Update Senior Tax Board Application Annual Jurisdiction Contracts	Lisa Marshall, Director
<u>Unfinished Business</u>	Debbie Redford, Chair
<u>New Business</u> Annual Health Insurance Recommendations	Debbie Redford, Chair
<u>Division Reports</u> Performance Management Questions?	Division Managers
<u>Announcements</u> Next Board Meeting, November 23, 2023, 2:30 Holiday Meeting	
Adjourn	

News Media Contact for Open Meeting Notice:
Lisa Marshall, Director
15479 US Hwy 160, Forsyth, MO 65653
(417) 546-4725



Taney County Health Department
Board of Trustees Meeting
320 Rinehart Road, Branson, Missouri
October 19, 2023
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
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 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.

Guests: Member, Heather Burney, introduced her guest: Mikayla, a 4th year pharmacy student.

Review of Minutes from September 2023

Motion to approve minutes for September 21, 2023 by Beth Huddleston and seconded by Heather Burney. The motion passes.

Review of Financial Report by Hugo Huacuz

Summary of the financial report for September 2023:

- YTD revenues are \$257,601 less than budgeted.
 - Finance Division Manager, Hugo Huacuz, noted that the monthly revenue amount increased for the month of September due to the annual billing of lodging establishments for their health permits. He also commented that the total revenue amount will trend downward for the rest of the year, as the department has received most of its routine revenue for the year.
- YTD expenditures are \$493,984 less than budgeted.
- At the end of September 2023, the financials reflect a \$236,734 positive net position.

- Finance Division Manager, Hugo Huacuz, commented that the current net position is around \$30,000 less than previous years and that this is due to less grant dollars.
- Cash balance decreased \$154,986 as compared to 2021 and decreased \$89,057 as compared to 2022.

Secretary/Treasurer, Laurie Hayes, asked about the increase in the postage expense category, specifically what the department mailed. The department purchased 1,500 credits.

Member, Heather Burney, inquired about the increase in the fees for service revenues category. The increase is due to the billing of lodging establishments.

Motion to approve the September 2023 financial report, disbursements, and accounts receivable by Laurie Hayes and seconded by Robert Griffith. The motion passes unanimously.

Director's Report by Lisa Marshall

Clinical Update: Clinical Manager, Erica Craig, provided the clinical update. The department has purchased its first order of the commercialized Covid-19 vaccine. The department is purchasing the vaccine based on the demand from the public so as to reduce the risk of wasting the vaccine (has a short use by date) and due to the cost. The minimum number of doses required in an order recently changed from 100 doses to 50 doses. To ensure that there is a demand for the vaccine before more orders are placed, the clinical staff is maintaining a list of those who have called and requested the vaccine. The clinical staff then calls those on the list to schedule appointments as the vaccine arrives. The department has learned that many health care entities, including other local health departments, are not offering the new privatized Covid-19 vaccine due to the cost of purchase and billing concerns. Member, Heather Burney, mentioned that Faith Community Health will be receiving Covid-19 vaccine for uninsured individuals but is unsure of when the vaccine will arrive.

Erica informed the Board that representatives from Missouri's Department of Vital Records recently visited the health department to host a training with health department staff regarding the printing of vital records. Erica mentioned that the Board might hear that the department has changed the process of printing vital records from members of the public.

Erica reported that the first case of Influenza in Taney County has been recorded. The department does have Influenza vaccine in stock. Secretary/Treasurer, Laurie Hayes, mentioned that she liked the department's "wild to mild" advertisement regarding the Influenza vaccine.

Director, Lisa Marshall, informed the Board that the clinical staff is investigating cases of active Tuberculosis in the county. The Missouri Department of Health and Senior Services is involved and offering support and The Centers for Disease Control and Prevention has been notified. Clinical staff are performing contact tracing and are testing exposed individuals. If an individual has a positive skin test, the department is referring for additional bloodwork and chest x-rays. Anyone who has active TB is isolated and the treatment is being provided by the State. The Board asked if individuals isolate at home. It is preferred for individuals to isolate at home; however, other arrangements can be made and the State pays for it.

The Board asked if other local entities have been notified. The department has contacted KY3, the City of Branson, and the Branson Chamber of Commerce.

The Board asked if any cases have been reported in local schools. At this time, there has not been an active TB case reported in any local school.

Director, Lisa Marshall, stated that the department is not “sounding the alarm” as the clinical staff has a good grasp on the investigations and that the cases have been reported among a specific population.

Lodging Safety Initiative Update: The department informed the Board that the City of Branson sent letters to three separate lodging facilities on Monday and hand-delivered them on Tuesday. The department has notified local community partners how it would respond. The facilities have 5 days to notify the City of Branson if lodging licensure would be pursued or if the facility will stop housing guests. If there is no response, closure of the lodging establishment will occur in 10 days. If to occur, the department does not anticipate that all three facilities would be closed at the same time so as to allow for community partners to assist any individuals who may be displaced.

Chair, Debbie Redford, asked if the letter is given to the owner or manager. The department presumes that it is given to whomever is on file with the City of Branson for that facility.

Environmental Health Update: Environmental and Community Outreach Program Manager, Kathryn Metzger, provided the environmental health update. The environmental health division has responded to two separate fire incidents this past month. One fire occurred at the Country Mart in Forsyth and another at Roadhouse 165 in Branson. Kathryn reported that Country Mart sustained heavy smoke damage and that Roadhouse 165 sustained extensive damage to the building. At both locations, all food had to be documented, discarded, and accompanied to transfer stations. Both facilities will require health inspections prior to re-opening. She informed the Board that the environmental public health inspectors will perform an inspection at Country Mart tomorrow.

Senior Tax Board Application: The department has historically applied for \$16,000 from the Senior Tax Board to fund Shingles vaccine; however, Medicaid has recently started covering the Shingles vaccine and as a result, the department has changed its request from the Senior Tax Board. The department has changed its application to include funding for services provided from the mobile sprint unit and to include chronic condition screenings for older individuals, including blood pressure screenings and routine lab work.

The Board requested for an invite to be sent to them for the Senior Tax Board’s next meeting and for the department to send a list of the members on that board.

Annual Jurisdiction Contracts: Director, Lisa Marshall, provided the update on 2024’s jurisdictional contracts. She reported that the City of Branson typically has its first read of annual contracts at the end of November or first part of December. She reminded the Board that the department has requested more funding for this upcoming year. The department requested the Board’s support at these meetings and will keep them updated on meeting dates.

Unfinished Business

There was no unfinished business.

New Business

Annual Health Insurance Recommendations: The department received the 2024 health insurance plan recommendations back from Connell Insurance/Higginbotham. The rate of the department’s current health plan, Cox Health – P80 Gold 1000, has an increase of 6.35% (\$16,734) for the next year. The department presented a similar health plan, Anthem ACA Blue Preferred Gold, to the Board. This plan would be within Cox Health’s network and the rate increased by 2.5% (\$6,592.32). The department recommended renewing with Anthem ACA Blue Preferred Gold.

Chair, Debbie Redford, asked if this plan includes dental and vision. The plan does not include dental and vision. Kansas City Life is the insurance provider of those.

Motion to renew with Anthem ACA Blue Preferred Gold 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.

Announcements

Next board meeting is November 16, 2023 at 2:30 pm.

The department invited the Board to its annual holiday staff meeting in December.

Adjourn

Motion to adjourn at 3:23 p.m. by Laurie Hayes and seconded by Robert Griffith. The motion carries.

Minutes prepared by Lindsay Lawver



AGENDA

Taney County Health Department
Board of Trustees Meeting
320 Rinehart Road, Branson, Missouri
November 16, 2023
2:30 PM

Call to Order Debbie Redford, Chair

Approve Agenda Debbie Redford, Chair

Introduction of Guests Lisa Marshall, Director

Review of Minutes
October 19, 2023 Debbie Redford, Chair

Review of Financial Reports

Director's Report Lisa Marshall, Director
2024 Jurisdictional Contracts
Senior Tax Board Application
2024 Candidate Filing Date
Facility Update

Unfinished Business Debbie Redford, Chair

New Business Debbie Redford, Chair
Liability and Property Insurance
Workman's Compensation Policy Renewal
QI Plan
2024 Draft Budget
2024 Draft Staffing Plan

Division Reports Division Managers
Performance Management
Questions?

Announcements
Holiday Meeting December 14, 2023
Next Board Meeting, December 28, 2023, 2:30

Convene Executive Closed Session

Notice is hereby given that the Taney County Health Department Board of Trustees having duly voted to close its upcoming meeting, as authorized by Section 610.021, Subsection 3 regarding personnel, will conduct a closed meeting on November 16, 2023, at the Taney County Health Department, Branson location at the end of the regular board meeting.

Adjourn

News Media Contact for Open Meeting Notice:
Lisa Marshall, Director
15479 US Hwy 160, Forsyth, MO 65653
(417) 546-4725



Taney County Health Department
Board of Trustees Meeting
320 Rinehart Road, Branson, Missouri
November 16, 2023
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 (joined via conference call)

In Person Meeting

Call to Order

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

Guests: Member, Heather Burney, introduced her guests, both are 4th-year pharmacy students at UMKC: Kari Nolan and Charles Morris.

Review of Minutes from October 2023

The board did not perform a vote to approve the minutes from the regular meeting on October 19, 2023.

Review of Financial Report by Lisa Marshall

A review of the financial report for the month of October was not provided.

Director's Report by Lisa Marshall

2024 Jurisdictional Contracts: Director, Lisa Marshall, reported that there is not a significant update pertaining to the department's contracts with local jurisdictions for environmental health services for 2024. The department typically presents to the City of Branson at a city council meeting in December but has not been requested to attend yet. The City of Branson has recently started to host budget discussions this past Tuesday. The department does not anticipate that there will be any changes to the contract with the City of Hollister for 2024, as the department will not be able to complete a cost analysis by January.

Senior Tax Board Application: Historically, the department has requested funding for the Shingles vaccine from the Senior Tax Board; however, due to other sources of funding for the vaccine, the department changed its application this year to include funding for health screenings for older individuals. Director, Lisa Marshall, informed the board that the department's application did not receive approval from the Senior Tax Board. She commented that the Senior Tax Board was hesitant to fund a new program and requested for data, gathered from the program, to be shared next year. However, she informed the board that the department did receive a national level grant that would be able to fund the health screening program. The department plans to offer low-cost screenings for those 50 and older from the mobile sprint unit at various locations throughout the county, and the screening would include performing lab work (e.g. lipid panel, A1C), taking height and weight measurements, and performing a blood pressure check. As a result of the program, the department would be able to refer high risk individuals and would hopefully be able to offer glucose monitors.

Vice-Chair, Beth Huddleston, asked if the department would allow appointments on a walk-in basis. The department is planning to work with local community partners so that they know approximately how many people to expect.

2024 Candidate Filing Date: Director, Lisa Marshall, reminded the board that the first day for candidate filing for next year's general municipal election is in a couple weeks. She will email members of the board the exact date. Member Robert Griffith and Secretary/Treasurer Laurie Hayes are up for re-election.

Facility Update: Director, Lisa Marshall, informed the board that she recently had a conversation with Dr. Rachelle Bridges regarding her interest in possibly leasing and/or purchasing the department's Forsyth office location as her clinic has outgrown its current building. The department's Forsyth location, in return, would relocate to Dr. Bridges' current office location.

Chair, Debbie Redford, asked how many staff members are stationed at the Forsyth office. On a routine basis, five to seven staff members are present at the Forsyth office.

Vice-Chair, Beth Huddleston, asked if WIC still provides services from the Forsyth office. WIC provides services on Mondays at the Forsyth office. Based on demand, the WIC division decreased the number of days they are available in Forsyth from two days to one day earlier this year.

Vice-Chair, Beth Huddleston, inquired if this would impact the Branson office. This would not impact the Branson office. The garage buildout will still occur as planned.

Director, Lisa Marshall, informed the board that she will request a study session at next month's meeting and that she will request for the board to be able to tour Dr. Bridges' office location.

Director, Lisa Marshall, reminded the board that the department still seeks to be able to host the family planning clinics in Branson as most clients are from the area.

Unfinished Business

There was no unfinished business.

New Business

Liability and Property Insurance: The department presented the received renewal rate for general liability and auto insurance for next year - \$23,292. The department compared this renewal rate with the current rate. The department is waiting to hear back from MOPERM regrading property and crime insurance. The department is marketing out cyber insurance.

Member, Robert Griffith, suggested asking for an explanation regarding the increase in the annual rate for general liability insurance as it is a 20% increase.

Secretary/Treasurer, Laurie Hayes, recommended determining if the old vehicles are still on the policies, and if they are, determining how the policies will be impacted once the vehicles are removed.

Workman's Compensation Policy Renewal: The workman's compensation policy renewal is not due until March. The department has not yet received a quote.

QI Plan: The department presented the new QI Plan. The new plan is more current and is aligned with PHAB requirements. Chair, Debbie Redford, commented that the new plan is easier to understand, and Member, Heather Burney, commented that the new plan is more organized.

Motion to approve the department's new QI Plan by Laurie Hayes and seconded by Beth Huddleston. The motion passes.

2024 Draft Budget: The department does not have a draft budget for 2024 ready to present. The budget will be similar to those of previous years with 75-80% of it being staffing. The department will present the draft at next month's meeting and/or Director, Lisa Marshall, will email the draft to members of the board for review prior to the next meeting.

Secretary/Treasurer, Laurie Hayes, asked if the draft budget will include the capital expenditure budget. The draft budget will not include the capital expenditure budget.

2024 Draft Staffing Plan: The department presented the 2024 draft staffing plan to the board. Human Resource Coordinator, Tiffany Stevens, commented on a few proposed changes: the addition of a third environmental health clerk, promote a current IT specialist to a new operations coordinator position, and add a new 32 hours per week nursing position. The 32 hours per week permanent nursing position would replace the 32 hours PRN nursing position; however, the department will still request a PRN as needed.

Human Resource Coordinator, Tiffany Stevens, commented that the operations coordinator position will be a salaried position and that there would be a \$26,000 increase in pay. Additionally, the current IT specialist position is 32 hours per week and the operations coordinator position would be 40 hours per week.

The department will present numbers pertaining to the proposed environmental health clerk position at next month's meeting.

Motion to change the current IT specialist position to an operations coordinator position 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.

Miscellaneous

Member, Heather Burney, inquired about the department's vaccination efforts against Influenza and the Coronavirus. The department has hosted 5 flu vaccination clinics at several locations and has had to purchase more vaccine. The department has received a second order of COVID-19 vaccine for those with private insurance.

Announcements

Next board meeting is December 28, 2023 at 2:30 p.m.

Director, Lisa Marshall, invited the members of the board to the department's holiday staff meeting on December 14th.

Secretary/Treasurer, Laurie Hayes, informed the department and other members of the board that she will need to attend the next regular meeting virtually.

Adjourn

Motion to adjourn at 3:05 p.m. by Laurie Hayes and seconded by Heather Burney. The motion carries unanimously.

Minutes prepared by Lindsay Lawver



AGENDA

Taney County Health Department
Board of Trustees Meeting
320 Rinehart Road, Branson, Missouri
December 28, 2023
2:30 pm

Call to Order	Debbie Redford, Chair
Approve Agenda	Debbie Redford, Chair
Introduction of Guests	Lisa Marshall, Director
<u>Review of Minutes</u> October 19, 2023 November 23, 2023	Debbie Redford, Chair
<u>Review of Financial Reports</u> November 30, 2023 Financial Reports Disbursements Review	Lisa Marshall, Director
<u>Director's Report</u> PDMP Annual Audit Staffing Update Contract/Grant Updates	Lisa Marshall, Director
<u>Unfinished Business</u> Liability and Property Insurance Workman's Compensation Policy 2024 Budget 2024 Staffing	Debbie Redford, Chair
<u>New Business</u> City of Hollister Contract City of Branson Contract Accounting Services	Debbie Redford, Chair
<u>Division Reports</u> Performance Management Questions?	Division Managers
<u>Announcements</u> Next Board Meeting, January 25, 2024, 2:30	
Adjourn	

News Media Contact for Open Meeting Notice:
Lisa Marshall, Director
15479 US Hwy 160, Forsyth, MO 65653
(417) 546-4725



Taney County Health Department
Board of Trustees Meeting
320 Rinehart Road, Branson, Missouri
December 28, 2023
2:30 PM

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

EX-OFFICIO: Lisa Marshall, Director
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 2:32 p.m. 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: There were no guests in attendance.

Review of Minutes from October 2023 and November 2023

Motion to approve minutes for the regular meeting on October 19, 2023 by Beth Huddleston and seconded by Heather Burney. There was no discussion. The motion passes. Motion to approve minutes for the regular meeting on November 16, 2023 by Beth Huddleston and seconded by Heather Burney. There was no discussion. The motion passes.

Review of Financial Report by Lisa Marshall

Director, Lisa Marshall, provided the financial report for the month of November. She prefaced the discussion of the report with the recommendation that the board not motion to approve the financial report until after the accounting firm reviews financials. She presented a list of checks that were disbursed during November and inquired if two members of the board are available to sign checks after the meeting. She informed the board that the department has received three deposits pertaining to the payment of property taxes and has also received \$15,000 from the Menards property tax for 2021 and 2022. She reported that the department's bank account has over one million dollars in it.

Director's Report by Lisa Marshall

PDMP: Director, Lisa Marshall, informed the board that she contacted the Taney County Commission a couple weeks ago regarding the transfer of historical data to the state health department as part of the county's participation in the prescription drug monitoring program (PDMP), which was recently operated by the St. Louis County Department of Public Health. The PDMP has now transitioned operations to the state level. The Taney County Commission voted to approve the transfer of data so that participating providers would not have had to re-register and to preserve historical data.

Annual Audit: Director, Lisa Marshall, informed the board that the department is seeking quotes from different auditing companies to complete the upcoming audit after working with KPM the past several years. She commented that she will likely request a vote via email once the quotes are received, as the department typically starts the auditing process in March in order to meet the reporting deadline in the summer.

Staffing Update: Director, Lisa Marshall, provided the staffing update. She notified the board that there have been two resignations within the past month: Omar Perez, Bilingual Health Educator, and Jamie Orlando, Community Development Specialist. She informed the board that after any staff departure, the department re-evaluates the position and the needs of the department and the community prior to posting the position. The department currently has two vacant positions posted: a public health nursing position and a maintenance/custodial technician position.

The board inquired if any other members of staff are bilingual. No one on staff is bilingual; however, staff have been utilizing iPads and a language interpreting service to provide services. Director, Lisa Marshall, commented that the department is aware of the need for a bilingual person to be on staff. Clinical Manager, Erica Craig, stated that in addition to Spanish, the department is seeing an influx in the number of clients who speak other languages, such as Ukrainian.

The board recommended contacting local colleges after the bilingual position is posted, specifically colleges that offer Spanish as a major.

Contract/Grant Updates: Director, Lisa Marshall, provided the update pertaining to current contracts and grants. She informed the board that the department has applied for several grant opportunities. The department has applied for \$129,000 as part of a grant through the Missouri Department of Health and Senior Services that incentivizes health departments to seek accreditation. The department is currently already accredited at both the state level and the national level, and the department would use this money to fund software and staff time as the department works toward reaccreditation. The department is also gathering and submitting documents to the state health department for another grant that also focuses on the accreditation process. Director, Lisa Marshall, informed the board that one more requirement is needed to fulfill the application requirements for this grant and that is that the board participates in a board of health training. She informed the board that because they attended a training recently, the training would be brief and can be conducted at the next meeting. The department is seeking quotes for another grant, the ELC-ED Expansion Grant. This grant would fund the garage buildout, a new generator for the Branson office, new storage space, and the installation of a concrete pad behind the Branson office. Once the quotes are received, the department will submit them to the state and to the CDC for approval. If approved, this grant would fund items that would typically be included in the department's capital expense budget. Director, Lisa Marshall, displayed a design of the garage buildout to the board. The design includes a communal office space, a conference room, a breakroom area, and space for a copier/fax machine.

Vice-Chair, Beth Huddleston, recommended contacting the Taney County Commission to inform them that the department is planning construction.

Unfinished Business

Liability and Property Insurance: Human Resource Coordinator, Tiffany Stevens, presented a comparison of this year's insurance rates with the renewal rates for next year. She informed the board that the \$6,000 increase in property and crime coverage was standard across the board and that the auto coverage rate increased due to the addition of 4 new vehicles; however, she noted that \$28,000 will be removed when the Cobalts are sold. The department received a discount for workers' compensation coverage. The renewal rate for cyber coverage is the same as this year's rate.

Motion to accept MOPERM's bid by Beth Huddleston and seconded by Heather Burney. There was no further discussion. The motion passes.

Workman's Compensation Policy: The discussion of the renewal rate for workers' compensation insurance coverage occurred during the previous item on the agenda.

2024 Budget: Director, Lisa Marshall, presented the department's 2024 budget to the board. She noted that the budget mirrors that from 2023 and that several grants are not included in the grant revenues category. She commented that the budget will need to be revisited next year. She recommended that the budget be approved with the knowledge that amendments will likely need to be made.

The board asked if the updated contract amount with the City of Branson is included in the budget. The updated funding amount is included in the intergovernmental revenues category.

Motion to approve the 2024 budget with the understanding that amendments will likely be necessary in the future by Heather Burney and seconded by Beth Huddleston. There was no further discussion. The motion passes.

2024 Staffing: Human Resource Coordinator, Tiffany Stevens, presented the 2024 Staffing Plan to the board. She reminded the board that one component was approved at last month's meeting, specifically the promotion of a current IT Specialist to Operations Coordinator. In addition to the promotion, the department is seeking to add a 32-hours per week nursing position, three environmental health inspectors, and an additional environmental health clerk. The additional funding included in the 2024 contract with the City of Branson for environmental health services would fund most of the requested environmental health positions.

The board asked how many environmental health inspectors are currently on staff. If approved, the department would have 8 full-time inspectors on staff.

Motion to approve the 2024 Staffing Plan by Beth Huddleston and seconded by Heather Burney. There was no further discussion. The motion passes.

New Business

City of Hollister Contract: Director, Lisa Marshall, informed the board that there have not been any changes to the department's current contract with the City of Hollister for environmental health services, as the department is not currently able to complete the cost analysis that was requested by the City of Hollister; however, the department needs to continue to provide environmental services to the city and the approval of the current contract would allow for this. The department will complete a cost analysis in the future and consequently revisit budget discussions with the City of Hollister at a later date.

Motion to accept the 2024 jurisdictional contract with the City of Hollister as it currently is by Heather Burney and seconded by Beth Huddleston. There was no further discussion. The motion passes.

City of Branson Contract: Director, Lisa Marshall, informed the board that she has the signed 2024 jurisdictional contract with the City of Branson in hand and that the Board of Aldermen approved the additional funding for environmental health services. The board had voted prior to the meeting, via email, to approve the contract with the City of Branson. Director, Lisa Marshall, requested an in person vote to reaffirm this vote.

Motion to reaffirm the electronic vote and accept the 2024 jurisdictional contract with the City of Branson by Beth Huddleston and seconded by Heather Burney. There was no further discussion. The motion passes.

Chair, Debbie Redford, praised the department's effort to obtain this additional funding. Director, Lisa Marshall, praised Cathy's and Alex's (both with City of Branson) efforts and advocacy for this needed additional funding.

Accounting Services: Director, Lisa Marshall, told the board that members of the department met with representatives from the accounting firm Elliot Robinson earlier this week and that the meeting was productive and informative. She told the board that funding from the public health infrastructure grant would cover their services. She has the current contract with Elliot Robinson in possession and will make a request for signatures; however, she commented that the contract might change if additional services are needed.

Motion to accept the preliminary contract with Elliot Robinson with the understanding that changes are likely by Beth Huddleston and seconded by Heather Burney. There was no further discussion. The motion passes.

Division Reports

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

Miscellaneous

Director, Lisa Marshall, informed the board that there will be two vacant positions on the board at the upcoming election and that two people have filed for candidacy. Thus, there will not be a need to participate in the election. Current member, Laurie Hayes, has filed for re-election. Current member, Robert Griffith, did not file for re-election. Jean Mueller has filed for candidacy.

Chair, Debbie Redford, praised the department for beginning to work on PHAB reaccreditation already although it is not due until 2027.

Chair, Debbie Redford, inquired about the reasoning for the large number of pool revisit inspections. Environmental Health and Community Outreach Program Manager, Kathryn Metzger, commented that this is largely due to staff turnover at inspected facilities and lack of management of pools.

Chair, Debbie Redford, applauded the success of the department's Wise Woman program. Clinical Division Manager, Erica Craig, commented that the program is currently on hold but is expected to resume and that the success of the program was significantly due to Omar's, former Bilingual Health Educator, efforts, specifically among the Spanish speaking population.

Announcements

Next board meeting is January 25, 2024 at 2:30 p.m.

Adjourn

Motion to adjourn at 3:41 p.m. by Heather Burney and seconded by Beth Huddleston. The motion carries.

Minutes prepared by Lindsay Lawver