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Taney County Health Department  
Board of Trustees Meeting  
320 Rinehart Road, Branson, Missouri  
February 22, 2024  
2:30 PM

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

EX-OFFICIO: Lisa Marshall, Director  
Tiffany Stevens, Human Resource Coordinator  
Erica Craig, Clinical Division Manager  
Tammy Drake, WIC Division Manager  
Kathryn Metzger, ECOT Manager

In Person Meeting

**Call to Order**

Debbie Redford called the regular meeting of the Board of Trustees to order at 2:31 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 Laurie Hayes. There was no discussion. The motion passes.

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

**Review of Minutes from January 2024**

Vice-Chair, Beth Huddleston, inquired if the presented minutes were accurate by not including a motion to approve the previous month's financial report. The board did not make a motion to approve the financials for December 2023 during last month's board meeting.

Motion to approve the minutes for January 25, 2024 by Robert Griffith and seconded by Beth Huddleston. There was no further discussion. The motion passes.

**Review of Financial Report by Lisa Marshall**

Director, Lisa Marshall, provided the financial report for January and prefaced the discussion with the recommendation that the board does not make a motion to approve the report. Lisa displayed a list of all bank account and credit card transactions from the month of January. She stated that a list of credit card transactions used to be routinely presented to the board as part of the financial report but was discontinued in 2021, and that to increase transparency, a list of credit card transactions will be routinely included in the financial report moving forward.

Members of the board inquired about several of the displayed payments. Member, Robert Griffith, asked about the vendor Native Signs. The monthly payments to Native Signs are for the advertisements the department displays on the electronic billboard on HWY 65. Chair, Debbie Redford, inquired about the \$4,900 payment to Premiere Landscapes. The \$4,900 payment was the annual fee for landscaping services for the 2024 season. The board requested for the list of bank account and credit card transactions to be emailed to them.

Vice-Chair, Beth Huddleston, asked if the presented transactions are manually entered. The presented transactions were manually entered on a spreadsheet for record keeping and will be manually entered in the accounting software after staff have been trained on how to utilize it. Payments were manually entered in the software in the past too. Director, Lisa Marshall, added that the department will be conversing with the accounting firm, Elliot Robinson, regarding how to present the financial reports in the future. Additionally, the department will also ask for input from Elliot Robison about a formal approval process for the financial reports from previous months.

Director, Lisa Marshall, informed the board that the department has expanded its work with Elliot Robinson and that a representative from Elliot Robinson works at the department one day a week to print checks and to work on accounts receivable. Human Resource Coordinator, Tiffany Stevens, and Administrative Clerk, Lindsay Lawver, are currently responsible for accounts payable from January 1<sup>st</sup> of this year to current. Lisa commented that Tiffany has been working to change most routine payments to auto debit as their form of payment rather than checks.

Director, Lisa Marshall, mentioned that staff have been putting effort toward the billing for grant funding and that the Department is working to catch up on grant invoicing and anticipate recouping a large number of grant dollars in the upcoming year.

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

**Legislative Update:** Director, Lisa Marshall, provided the legislative update. She stated that there is not much to report and that the state legislature will break in March. The board discussed the lack of bills passing committees.

The board asked if Lisa received any feedback regarding her attendance at Hollister's legislative meeting. She mentioned that several items were discussed but that none were surprising.

**Priority Project Update:** Director, Lisa Marshall, informed the board that the department's leadership team recently had their quarterly, offsite leadership meeting and that during this meeting, the leadership team identified several projects to either complete and/or start this quarter. Lisa informed the board of the identified projects: clean the garage and declare items and/or pieces of equipment that are either broken or no longer utilized as surplus, have the department's medical billing specialist attend trainings, identify deliverables of current grants and catch up on grant billing, update signage in the department's lobby, and update the department's Administrative Policy Manual. Lisa commented that the Administrative Policy Manual currently reads more as procedural than as policy. She also added that she does not anticipate that the financial portions of the manual will be updated when the other updates are presented to the board.

**Facility Update:** Director, Lisa Marshall, provided the facility update. She informed the board that the previously discussed study session to tour Dr. Bridges' office is no longer pressing; however, Lisa stated that she would still like to host a study session in the future to strategically discuss the long-term planning of the department's facilities. Lisa also mentioned several maintenance items that have been discovered at the Forsyth office.

Secretary/Treasurer, Laurie Hayes, volunteered to walk both buildings to help identify any possible maintenance items.

Director, Lisa Marshall, informed the board that a leak has been identified in a HVAC unit at the Branson office and that the department will present the estimated cost to repair the leak to the board once the quote is received. Lisa notified the board that the cost is estimated to be approximately \$29,000 and that the repair cannot be included as a permissible expense under the ELC ED Expansion Grant. Lisa also mentioned that it was brought to the department's attention that the Branson office can operate sufficiently with fewer HVAC units than it currently possesses and that the department wrote in the purchase of three new HVAC units as part of the ELC ED Expansion Grant in order to replace the old units.

The board asked what is leaking from the HVAC unit. The unit is leaking Freon.

Member, Robert Griffith, recommended utilizing the department's cash reserves for maintenance items.

**Operations Update:** Director, Lisa Marshall, provided the operations update. She informed the board that the Cobalts are up for auction on Purple Wave's website and that bidding ends on March 5<sup>th</sup>. Additionally, the department continues to work with Elliot Robinson regarding the restructuring of the department's financials for the past couple years. Elliot Robinson informed the department that they restructure financials in a two-step process. The first step is to ensure that records are complete, and the second step is to ensure that the records are accurate. The department has notified Elliot Robinson that Abacus CPAs LLC will be conducting the department's audit this year and that Abacus CPAs LLC has contacted KPM CPAs for the department's audit reports from previous years.

**2024 Capital Expense Plan:** Director, Lisa Marshall, advised the board that the department is not yet in a position to make formal recommendations of possible capital expenditures for this year; however, she stated that the purchase of additional fleet vehicles will be the first priority, as the department is already short one vehicle and as once they are hired, each of the three new environmental health inspectors will need a vehicle. Lisa added that the next priority will be to seal the leak in a HVAC unit at the Branson office.

**Strategic Planning:** Director, Lisa Marshall, commented that the department recommends contracting out the updating of the department's strategic plan, as the department included funding for a consultant as part of one of the grants pertaining to accreditation. Vice-Chair, Beth Huddleston, asked which company the consultant will be from. The department will seek quotes. Secretary/Treasurer, Laurie Hayes, commented that the department contracted with People Centric last time.

**DHSS Lodging Program Updates:** Director, Lisa Marshall, provided the lodging update. She informed the board that MODHSS contacted the Taney County Health Department (TCHD) in January and informed the department that they were going to give 30-day to closure notices to many local lodging establishments. However, after conversations with the TCHD, MODHSS is now focused on 15 local lodging establishments. Lisa mentioned that many of these facilities do not have local health permits and/or state lodging licenses; however, the Taney County Health Department does not have jurisdiction over some of the violations that are prohibiting lodging facilities from receiving their state lodging licenses, such as the payment of taxes. Lisa assured the board that the Taney County Health Department is adhering to its contract with MODHSS.

Additionally, the department informed MODHSS of the City of Branson's lodging safety initiative and will assist in scheduling a meeting between all three entities.

Chair, Debbie Redford, inquired if the recent media reporting was correct by stating that six lodging facilities have been closed. The reporting was accurate.

Secretary/Treasurer, Laurie Hayes, asked if the department has heard any reasoning for MODHSS's recent interest in closing lodging facilities. Prior to COVID-19, MODHSS would refer facilities that did not have applicable licensure for prosecution; however, the timeline was not as expedited as it currently is. Additionally, Lisa added that from a historical perspective, the local health department is the inspection aspect and the state health department is the enforcement aspect. MODHSS does have the authority to close facilities.

**Staffing Update:** Human Resource Coordinator, Tiffany Stevens, provided the staffing update. The department is currently advertising several vacant positions: a public health nurse, a maintenance/custodial technician, an environmental health administrative clerk, and several environmental public health specialists. Interviews will be scheduled in the very near future for each position. Tiffany stated that the next position to be posted will be the bilingual health educator position and that three vacant positions are currently being re-evaluated, including an accountant position, a chief financial officer position, and a community development specialist position. Director, Lisa Marshall, informed the board that the accountant and chief financial officer positions will be restructured prior to advertising and that this includes removing overseeing operations from the chief financial officer's position description, as a staff member was recently promoted to operations coordinator. The board discussed possible reasons to expedite the posting of the accountant and chief financial officer positions. Human Resource Coordinator, Tiffany Stevens, added that she anticipates that the positions will be posted in March.

**Public Health Week:** Director, Lisa Marshall, reminded the board that National Public Health Week is the first full week in April and that one way the department celebrates the week is by awarding an organization and/or an individual the Public Health Champion Award. This award seeks to recognize an organization and/or an individual who contributes to public health efforts in the community. The deadline is approaching for nominations and the winner is selected by department leadership and a group of staff members. Lisa invited the board to compose emails that can be shared with the department's staff that celebrate the staff's work this past year.

### **Unfinished Business**

There was no unfinished business.

### **New Business**

**ELC ED Expansion Quotes:** Director, Lisa Marshall, presented the received quotes for the intended purchases as part of the ELC ED Expansion Grant. Lisa reminded the board that the department is intending to apply the funding from this grant toward the garage expansion, the installation of a storage building behind the Branson office, the pouring of a concrete pad behind the Branson office, and the installation of three new HVAC units at the Branson office. The grant allows for \$150,000 in funding to be applied toward renovation of an existing building as long as the space being renovated is less than 25% of the building space. She informed the board that because these purchases are for larger items, the department must submit a letter of justification to the grant manager with at least one bid for each item; however, the department is not obligated to contract with the vendor that is on the submitted bid. The department is seeking at least three bids for each of the items. Director, Lisa Marshall, presented the preliminary numbers of these received bids. The department has received one bid for the installation of the new HVAC units with a proposed price of approximately \$30,000. The department is seeking two more quotes. The department has received two quotes for the garage renovation, and both quotes are around \$75,000. The department is arranging a date for a third company to view the garage. The department has received three bids for the pouring of a concrete pad and the installation of a storage

building on top of the pad; however, the department has sent these bids back to the companies as it is believed that there is a misunderstanding about the intended design of the storage building.

Vice-Chair, Beth Huddleston, asked if there will be one or two new buildings. There will be one new building. A retaining wall will need to be built for leveling purposes.

Chair, Debbie Redford, asked if the department will be purchasing additional security measures to secure the new storage building. The new storage building will be enclosed in a fence.

Director, Lisa Marshall, informed the board that the department has also asked the grant manager if the installation of cabinets for storage of clinical supplies would be a permissible expense under the grant. A quote for the installation of the cabinetry was presented to the board. If the purchase would not be funded by the grant, Lisa informed the board that the purchase will be brought before the board for approval as the estimated cost is over \$5,000. Vice-Chair, Beth Huddleston, asked where the cabinetry would be located. The cabinets would be located along a wall near the elevator in the Branson office and a water fountain has been removed to provide space for the cabinets. Chair, Debbie Redford, asked if the cabinets would impede walking space. Although the cabinets are large enough to store vaccine travel coolers, the cabinets would not impede walking.

Director, Lisa Marshall, advised the board to expect to vote via email on the bids for the various items, as the grant is expected to not cover renovation costs after a future update.

**Ozarks DynaCom Annual Contract:** Director, Lisa Marshall, presented the Ozarks DynaCom annual contract to the board. She stated that this contract is with the local radio station in town and that the department is able to air monthly advertisements on the station, KOMC-FM, and participate in the “At Your Service Podcast” with Scott McCaulley.

Chair, Debbie Redford, asked how often the department participates in the “At Your Service Podcast.” The podcast is once a month.

Director, Lisa Marshall, added that this contract is a budgeted expense.

Motion to approve the Ozarks DynaCom Annual Contract at the amount of \$7,200 by Robert Griffith and seconded by Beth Huddleston. There was no further discussion. The motion passes.

**Surplus Items:** Director, Lisa Marshall, presented an updated list of items that the department is requesting for the board to declare as surplus so that the department can either auction or dispose of the items. Lisa commented that many of the presented items have already been declared as surplus; however, the quantities of the previously approved items have increased. She also mentioned that several items were not included in the previously approved list. The items include whirlpool refrigerators (x2), a chest freezer, a five drawer lateral file cabinet, a wall cabinet, a media projection cart, a rolling office chair, a 9’ van step, a wood desk, six drawer lateral file cabinets (x3), Lenovo W541 laptops (x3), Lenovo T440 laptops (x3), Lenovo T430 laptops (x9), Lenovo all-in-one computers (x22), computer monitors (x12), tower PCs (x3), network switches (x8), TVs (x2), and video cameras (x2).

Chair, Debbie Redford, asked if Purple Wave will auction the items. The department can auction the items on Purple Wave; however, Director, Lisa Marshall, advised that some of the items should be discarded due to their condition.

Motion to declare the presented items as surplus by Heather Burney and seconded by Laurie Hayes. There was no further discussion. The motion passes.

### **Division Reports**

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

Secretary/Treasurer, Laurie Hayes, praised Environmental Health and Community Outreach Program Manager, Kathryn Metzger's, presentation at the Branson Area Lodging Association's luncheon.

Chair, Debbie Redford, praised the caseload of the department's WIC team.

### **Announcements**

Next board meeting is March 28, 2024 at 2:30 p.m.

### **Adjourn**

Motion to adjourn the regular meeting of the Board of Trustees and convene an executive closed session as authorized by Section 610.021, Subsection 3, regarding personnel, at 3:49 p.m. by Beth Huddleston and seconded by Robert Griffith. Voting aye: Beth Huddleston, Robert Griffith, Debbie Redford, Laurie Hayes, Heather Burney. Voting nay: none. Motion carried.

Minutes prepared by Lindsay Lawver