



Taney County Health Department
Board of Trustees Meeting
320 Rinehart Road, Branson, Missouri
March 28, 2024
2:30 PM

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

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

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 Beth Huddleston and seconded by Robert Griffith. There was no discussion. The motion passes.

Guests: Director, Lisa Marshall, introduced the guests: Jean Mueller, who will be joining the board as the newest member at next month's meeting, and Tiffany Bayer with MODHSS.

DHSS Board Update: Tiffany Bayer hosted a public health training for the board.

Review of Minutes from February 2024

Motion to approve minutes for February 22, 2024 by Laurie Hayes and seconded by Beth Huddleston. There was no discussion. The motion passes.

Review of Financial Report by Lisa Marshall

Director, Lisa Marshall, provided the financial report for February and prefaced the discussion with the recommendation that the board does not make a motion to approve the report. A list of credit card and bank account transactions from February was emailed to the board prior to the meeting and was displayed during the meeting for review. Secretary/Treasurer, Laurie Hayes, asked if the displayed list includes the checks printed during the previous month. The list does not include the printed checks. Director, Lisa Marshall, stated that a list of printed checks will be emailed to the board after the meeting.

Director, Lisa Marshall, informed the board that the department has scheduled its annual audit for April 29th. She stated that Elliot Robinson & Company is still reviewing and preparing financials from 2023 but that they are aware of the audit deadline. She stated that after Elliot Robinson & Company is finished with reviewing the financials, financial reports from October 2023 to current will be presented to the board for approval. Secretary/Treasurer, Laurie Hayes, requested for these reports to be emailed as soon as the department is ready to present them.

Director's Report by Lisa Marshall

Staffing Update: Human Resource Coordinator, Tiffany Stevens, provided the staffing update. Interviews, including second round interviews, are ongoing for the environmental public health specialist positions and the environmental health administrative clerk. The department has hired a public health nurse, who starts next week, and has offered the custodial/maintenance technician position to an applicant. Recently posted positions include the bilingual health educator, the WIC nutritionist, and the temporary pool inspectors. The department is currently reviewing the accounting manager and the community development specialist positions.

Chair, Debbie Redford, asked if the department has had many applications. Human Resource Coordinator, Tiffany Stevens, stated that the department has had fewer applications for the positions that require a degree than those that do not.

Member, Robert Griffith, asked where available positions are posted. Positions are posted on Indeed, Handshake, MoJobs, the department's website, and the department's social media. The department also posts on Friday Facts, which is sent to all public health workers in Missouri.

Public Health Week: Director, Lisa Marshall, reminded the board that next week is National Public Health Week. To celebrate the week, the department will be providing staff with snacks and will be posting educational material on its social media. Lisa invited members of the board to compose an email that can be shared with department staff that thanks them for their work. Additionally, the department will award an individual and/or an organization the Public Health Champion Award.

Vice-Chair, Beth Huddleston, asked if the department had nominations for the Public Health Champion Award. The department did receive nominations and a winner has already been selected.

Chair, Debbie Redford, inquired if the department will be hosting the winner of the award. The department will be visiting the winner's facility to present the award.

Operations Update: Director, Lisa Marshall, provided the operations update. She informed the board that the department is almost finished with catching up on grant billing. She also mentioned several, newer grants that will be included in future billing cycles. One of the grants is the Public Health Infrastructure Grant, which will pay for the department's collaboration with the accounting companies and the new environmental health administrative clerk position. The Next50 Grant (Healthy Aging Grant) begins in April and will allow for the department to provide chronic condition screenings to adults over 50. This grant is through a private funder, and the department is already in possession of the funding. The ELC-ED Expansion Grant is funding the garage renovation and the storage building, and the department has removed the surplus items from the garage and is brainstorming solutions to potential issues that may arise during the renovation, including staff parking.

Director, Lisa Marshall, informed the board that the leadership team had their quarterly, offsite leadership meeting last week and that during this meeting, department leadership identified and discussed priority projects for this quarter. One project is to update the Administrative Policy Manual.

Lisa commented that this involves bringing the manual current, including in language. She advised that this includes updating the language of the board's by-laws, such as making the language gender neutral, and that because there are changes to the by-laws, the board will have 30 days to review the proposed changes. Another project is to update InSperity, which tracks staff time and grant codes. A third project is to continue making progress on the garage renovation and the installation of a storage building. A fourth priority project is to begin work on the department's Strategic Plan because it is due at the end of this year. The department is seeking to contract this out. A fifth identified project is to update the signage in the department's lobby, as the clerical staff have observed clients express confusion when they first enter the lobby. Additionally, the department will be including signage that states that filming and photography are prohibited due to patient privacy and confidentiality. The final project is to invest in the department's communicable disease team infrastructure, including streamlining processes involved in case investigation. The department identified this as a need after experiencing staff turnover and after the recent outbreak of Tuberculosis in the county.

Chair, Debbie Redford, inquired if there have been any observed cases of Measles in the county. The department is having discussions with local entities regarding planning for this.

Unfinished Business

There was no unfinished business.

New Business

Postage Meter Quote: Human Resource Coordinator, Tiffany Stevens, presented a quote for a new postage meter to the board. The department's current postage meter is over 10 years old and has been malfunctioning, as the scale does not always register items and as the label printer periodically gets stuck. Additionally, the current postage meter will be out of compliance at the end of the year. Human Resource Coordinator, Tiffany Stevens, added that the department calculated renting the machine on a monthly basis versus purchasing a machine outright and determined that renting a machine would cost more money.

Vice-Chair, Beth Huddleston, asked if the department would need to purchase anything additional. The only additional cost would be postage.

Chair, Debbie Redford, inquired if the department mails many certified letters. The department's clinical team mails certified letters as part of follow-up for communicable disease investigations.

Motion to approve the purchase of a new postage meter from the vendor Summit by Laurie Hayes and seconded by Robert Griffith. There was no further discussion. The motion passes.

Staffing Plan Update: Director, Lisa Marshall, presented proposed changes to the department's current staffing plan to the board. One of the two proposed changes is to change the current chief operating officer / finance division manager position to an accounting manager position. The department would like to remove the operations piece from the position because the department now has an operations coordinator. Additionally, the department would like to remove HR processes, including payroll, from the position because Human Resource Coordinator, Tiffany Stevens, has been handling these items for quite some time. The other proposed change is to change two administrative clerk positions to executive assistant positions and to change one of these positions from a .5 FTE to a .6 FTE. The other position would remain a 1.0 FTE. These two positions have routinely filled in when clerical staff have been absent; however, leadership has identified a need for assistance to complete tasks.

Motion to approve the updates to the department's staffing plan by Robert Griffith and seconded by Laurie Hayes. There was no further discussion. The motion passes.

Concrete Quote: Operations Coordinator, Rick White, presented the three received quotes for the pouring of a concrete pad behind the Branson office. The bids include leveling the ground and constructing a retaining wall, slicing the curb and pouring a concrete walkway from the parking lot to the concrete pad, and pouring a concrete pad that is 30' x 50' to 30' x 60' in size. He recommended accepting the bid from the company Weathered Oak LLC because the company has been responsive throughout the bidding process and is able to begin work sooner than the other companies.

Chair, Debbie Redford, asked where the pad will be installed. The pad will be installed where the picnic tables are currently located.

Motion to approve the bid from Weathered Oak LLC by Laurie Hayes and seconded by Beth Huddleston. There was no further discussion. The motion passes.

Storage Building Quote: Operations Coordinator, Rick White, presented the three received quotes for the installation of a storage building on top of the concrete pad. The storage building will be 30'x30' in size and will include a 10'-15' awning that will cover the picnic tables. The building will be utilized to store items that were stored in the garage. The board discussed the total prices of the quotes, including with and without insulation, and the proximity of the vendors. Operations Coordinator, Rick White, clarified that the vendors are not local because they manufacture the buildings.

Motion to approve the bid that includes the cost for insulation from Powerbilt Steel Buildings Inc. by Laurie Hayes and seconded by Robert Griffith. There was no further discussion. The motion passes.

Renovation Quote: Director, Lisa Marshall, informed the board that either an electronic vote will be requested before next month's meeting or the vote will occur at next month's meeting, as the department is still gathering quotes for the garage renovation.

HVAC Quote: Operations Coordinator, Rick White, presented the three received quotes to install three new HVAC units at the Branson office with the recommendation that the board approve the bid from Knight Heating & Air Conditioning. The board noted that the quotes are similar in price and that the sales tax would need to be removed from the quote from D&B HVAC Systems LLC.

Member, Robert Griffith, asked for a defensible reason to accept a bid that is not the cheapest. The department is recommending for the board to accept the bid from Knight Heating & Air Conditioning because the department has been pleased with the company's thoroughness and customer service throughout the bidding process.

Motion to accept the bid from Knight Heating & Air Conditioning by Beth Huddleston and seconded by Laurie Hayes. There was no further discussion. The motion passes.

Clinical Storage: Director, Lisa Marshall, displayed the three received quotes for the cabinets that will be utilized to store clinical supplies to the board. Lisa reminded the board that the department recommended purchasing the cabinets from the vendor Grooms Office Environments because the cabinets are 80" high and the department would be able to customize the height of the shelves. The board voted prior to the meeting, via email, to approve the purchase from the recommended vendor. Director, Lisa Marshall, requested an in person vote to reaffirm the electronic vote as the expenditure exceeds \$5,000.

The board inquired if the total cost includes installation. Receiving and installation costs an additional \$525. The total cost, with installation, is \$7,397.40.

Chair, Debbie Redford, asked if this purchase will be billed toward a grant. Director, Lisa Marshall, clarified which purchases will be grant funded. The garage renovation, the installation of a concrete pad, the purchase and installation of a storage building, the purchase and installation of the new HVAC units, and this purchase will all be billed toward the ELC-ED Expansion Grant. The purchase of a new postage meter and the new executive assistant positions will not be billed toward a grant.

Motion to reaffirm the electronic vote and approve the purchase of storage cabinets from the vendor Grooms Office Environments by Robert Griffith and seconded by Beth Huddleston. There was no further discussion. The motion passes.

Division Reports

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

Chair, Debbie Redford, thanked the department's managers for their hard work.

Miscellaneous

Director, Lisa Marshall, thanked outgoing board member, Robert Griffith, for his support of the department and his service to the department's board the past several years. Member, Robert Griffith, mentioned that it has been an honor and that he has been moved by the work of the department, especially during the pandemic.

Announcements

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

Adjourn

Motion to adjourn at 4:15 p.m. by Laurie Hayes and seconded by Beth Huddleston. There was no further discussion. The motion passes.

Minutes prepared by Lindsay Lawver