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Taney County Health Department  
Board of Trustees Meeting  
320 Rinehart Road, Branson, Missouri  
May 23, 2024  
2:30 PM

ATTENDANCE: Heather Burney, Chair  
Beth Huddleston, Vice-Chair  
Laurie Hayes, Secretary/Treasurer  
Debbie Redford, Member  
Jean Mueller, 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 (absent)  
Rick White, Operations Coordinator

In Person Meeting

**Call to Order**

Heather Burney 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 Laurie Hayes and seconded by Debbie Redford. There was no discussion. The motion passes.

**Guests:** The Taney County Health Department introduced several new staff members: Chelsea Osbourn, a WIC nutritionist; Jack Tremain, a temporary pool inspector; Pam Moody, an environmental health administrative clerk; Michelle Hopper, a public health nurse; Seth Klein, an administrative clerk; and Samuel Durham, an environmental public health specialist. Human Resource Coordinator, Tiffany Stevens, added that Samuel Durham is also completing his internship for his MPH program and that Chelsea Osbourn will oversee the WISEWOMAN (Well-Integrated Screening and Evaluation for Women Across the Nation) program.

Environmental Public Health Specialist, Cailin Dawley, was also in attendance and shared that the department received praise from the organizers of the events at Thunder Ridge for its opening week.

**Review of Minutes from April 2024**

Motion to approve minutes for April 25, 2024 by Laurie Hayes and seconded by Jean Mueller. There was no discussion. The motion passes.

### **Review of Financial Report by Lisa Marshall**

Director, Lisa Marshall, prefaced the presentation of the financial report for April with the recommendation that the board does not make a motion to approve the report. The department continues to work with Elliot, Robinson & Company, LLP and Abacus CPAs, LLC. Elliot, Robinson & Company, LLP has informed the department that they are nearing the end of their review of the financials for 2023, and the department has requested for them to present financial reports for November 2023 to current to the board.

Director, Lisa Marshall, presented a list of credit card transactions, bank account transactions, and printed checks to the board. Lisa informed the board that the department will continue to present a list of printed checks as part of the financial report in future meetings and will continue to note checks that have been voided. Secretary/Treasurer, Laurie Hayes, added that the department will need to update who is able to sign checks to include new Board Member, Jean Mueller.

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

**Legislative Update:** Director, Lisa Marshall, provided the legislative update. She informed the board that the Missouri House of Representatives had passed a budget that decreased the funding of MODHSS; however, the Missouri State Senate added the funding back in the budget. Director, Lisa Marshall, does not anticipate any changes to the department's core funding.

Vice-Chair, Beth Huddleston, inquired if the proposed bill pertaining to the sale of tobacco and law preemption passed. Director, Lisa Marshall, does not think the bill passed because it would have affected an ordinance from the City of Branson and she has not heard anything about it in the local news.

**Staffing Update:** Human Resource Coordinator, Tiffany Stevens, provided the staffing update. The department introduced the most recently hired staff members at the beginning of the meeting: Pam Moody, environmental health administrative clerk; Chelsea Osbourn, WIC nutritionist; Jack Tremain, temporary pool inspector; and Samuel Durham, environmental public health specialist and MPH intern. Human Resource Coordinator, Tiffany Stevens, informed the board that Branden Topka has joined the department as the maintenance/custodial technician and that he has been busy cleaning the garage and power washing the Branson building. A new environmental public health specialist, Raven Puckett, will start at the department on Tuesday, May 28<sup>th</sup>. Interviews will begin for the vacant accounting manager and executive assistant positions next week. The recently rebranded interpreter position has not yet been posted but will be soon.

**Annual Audit Update:** Director, Lisa Marshall, provided an update on the progress of the annual audit. The auditing company, Abacus CPAs, has been onsite several times and has reviewed the department's procedures and policies and has conducted interviews with department staff. Abacus CPAs has requested the department's audit reports from previous years from KPM CPAs. The department is currently waiting for a list of items that Abacus CPAs would like to have pulled for review. Abacus CPAs is aware of reporting deadlines and will request for an extension from the state auditor, if needed. The department has requested for Abacus CPAs to present their report, once completed, to the board. Chair, Heather Burney, inquired if the department thinks the report will be ready by the next meeting. Director, Lisa Marshall, does not anticipate that it will be ready by the next regular meeting.

**Grant Updates:** Director, Lisa Marshall, provided the update on grant billing. The department recently billed 8 months' worth of applicable expenses to the Workforce Contract. Three more months still need to be billed for. The Health Disparity Grant concludes at the end of this month, and the department did not accept the offered extension. Director, Lisa Marshall, commented that the department has done the work for the Workforce Contract and the Health Disparity Grant. The work only needs to be invoiced. The ELC

ED Expansion Grant is funding the current garage renovation. The ELC ED Expansion Grant covered the installation of the new storage building.

Member, Debbie Redford, inquired how much funding the Workforce Contract and Health Disparity Grant provided. The Workforce Contract had approximately \$246,000 in funding, and the Health Disparity Grant had approximately \$174,000 in funding.

**Operations Update:** Director, Lisa Marshall, provided the operations update. The storage building has been installed. The department is going to seek quotes regarding the installation of a fence around the building and the installation of electricity inside of it. The building does have a thin layer of insulation. Member, Debbie Redford, inquired if security cameras will be placed. There is a security camera that has the building within its view.

The garage has been cleared and renovation is underway. Electricians have been working in the garage yesterday and today. It has been discovered that one of the new entry doors will need to be moved from its original planned location after pipework was observed behind the wall where the door was going to be placed. The renovation is still on schedule to be finished by the end of June. Afterward, many staff members will be moving offices. Lisa invited the board to view the garage after the meeting.

The department has had a couple companies inspect the generator at the Branson office. Both companies did not think that the department should replace the generator, as they thought that the way the gas was feeding into the generator was the cause of the issues.

The department is in the process of getting a quote from Weathered Oak LLC to know how much it would cost to repair the flooring in the clinical break room.

New Maintenance/Custodial Technician, Branden Topka, has power washed the Branson building and the surrounding sidewalks. The department will be repainting the sidewalks. Secretary/Treasurer, Laurie Hayes, recommended restriping the parking lot of the Branson office.

### **Unfinished Business**

There was no unfinished business.

### **New Business**

**2023 Annual Report:** Director, Lisa Marshall, presented the final draft of the department's 2023 Annual Report to the board. The board had received a copy of the draft prior to the meeting. Lisa commented that the department made one edit to the draft after it was sent to the board for review, which was the addition of the word "residents" in a sentence in the "Letter from the Director" portion. Director, Lisa Marshall, informed the board that if the report is approved, she will present it formally to the City of Branson in a meeting in June. Member, Debbie Redford, recommended distributing printed copies of the report to local partners.

The board praised the aesthetics and content of the report, stating that "it tells the story of what the health department does." Director, Lisa Marshall, praised Epidemiologist/Community Outreach Coordinator, Cassandra Henne, for her work on the report.

Motion to approve the presented final draft of the 2023 Annual Report with the edit by Jean Mueller and seconded by Beth Huddleston. There was no further discussion. The motion passes.

**Bylaws Updates:** Director, Lisa Marshall, emailed proposed changes to the bylaws of the Taney County Health Department to members of the board prior to the meeting. She informed the board that the

department is currently updating its Administrative Policy and Procedure Manual and that the bylaws are contained within this manual. The proposed changes were displayed and discussed during the meeting. The proposed changes include making the language gender neutral (e.g. changing “chairman” to “chairperson,” etc.), changing the word “insure” to “ensure” in Article 6 of Section 2, and changing the position of “chief financial officer” to “accounting manager” in Article 7 of Section 2. Additionally, the proposed changes include changing the specified date and time of routine board meetings in Article 2 of Section 2 to the current schedule (i.e. fourth Thursday of each month at 2:30 p.m.) and changing the conference call verbiage to virtual meeting verbiage in the same article and section.

Secretary/Treasurer, Laurie Hayes, inquired if “director’s designee” in Article 14 of Section 4 should be changed to “accounting manager.” Director, Lisa Marshall, commented that “director’s designee” allows for leeway, especially if the accounting manager was to be absent during a meeting.

Member, Debbie Redford, inquired if “visitors” should be included in Article 1 of Section 4 or if “inhabitants” includes visitors. Executive Assistant, Lindsay Lawver, explained that the wording matches the language of the state statute.

Motion to approve the proposed changes to the department’s bylaws by Laurie Hayes, seconded by Beth Huddleston, and thirded by Debbie Redford. There was no further discussion. The motion passes.

**Van Wrap:** Director, Lisa Marshall, informed the board that this agenda item will need to be included as unfinished business on next month’s agenda, as the department is gathering three quotes to present to the board regarding the removal of the current wrap and installation of a new wrap on the department’s mobile unit. She added that this would be a grant expense. The company that the department utilized to install the wrap is no longer in business. The board asked how long the wrap has been on the mobile unit. The wrap was placed less than 2 years ago and is starting to bubble. Secretary/Treasurer, Laurie Hayes, recommended contacting Sunshine Signs in Branson and Perfect Signs in Stone County.

### **Division Reports**

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

The board commented on how busy the department’s divisions have been.

### **Announcements**

Next board meeting is June 27, 2024 at 2:30 p.m.

### **Adjourn**

Motion to adjourn the regular meeting of the Board of Trustees at 3:16 p.m. and convene an executive closed session as authorized by Section 610.021, Subsection 3, regarding personnel by Laurie Hayes and seconded by Debbie Redford. Voting aye: Laurie Hayes, Debbie Redford, Jean Mueller, Heather Burney, and Beth Huddleston. Voting nay: none. Motion carried.

Minutes prepared by Lindsay Lawver