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Taney County Health Department  
Board of Trustees Meeting  
320 Rinehart Road, Branson, Missouri  
July 18, 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, Health Operations Manager (absent)  
Erica Craig, Clinical Division Manager (absent)  
Tammy Drake, WIC Division Manager (absent)  
Kathryn Metzger, Environmental Health Division Manager  
Kayla Klein, Community Outreach Division Manager  
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 Debbie Redford. Hearing further discussion, the motion was not seconded. Secretary/Treasurer, Laurie Hayes, recommended the removal of the agenda item March 31, 2024 from the financial report section, as Director, Lisa Marshall, notified the board that the department does not yet have preliminary numbers from that month ready to present.

Motion to modify the motion on the floor to include the approval of the agenda with the removal of the March 31, 2024 agenda item by Debbie Redford and seconded by Laurie Hayes. There was no further discussion. The motion passes.

**Guests:** MPH Intern and Environmental Public Health Specialist, Samuel Durham, was in attendance. Director, Lisa Marshall, informed the board that the last day of his internship is tomorrow and that he will become a full-time environmental public health specialist. Director, Lisa Marshall, introduced the new Community Outreach Division Manager, Kayla Klein, to the board. Kayla is the department's former community outreach specialist.

**Review of Minutes from June 2024**

Motion to approve minutes for June 27, 2024 by Laurie Hayes 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. She stated that the accounting company, Elliot, Robinson & Company, recommended to not approve the presented financial reports until after the annual audit is completed.

Director, Lisa Marshall, displayed the preliminary financial reports for January 2024 and February 2024 to the board. Each report included a list of checks and ACH disbursements, an income statement, a list of assets and amounts, and a liabilities and fund balance. Pertaining to the presentation of the income statements, Director, Lisa Marshall, elaborated on different categories. She noted that the professional fees category includes the accounting fees and that the department started to receive grant funding in February and that this is reflected in the grant revenue category. Additionally, she reminded the board that the department's income is largely seasonal, as it is heavily impacted by the billing of establishments for health permits.

Chair, Heather Burney, inquired if the department anticipates that this year's financials will be similar to last year's financials. Director, Lisa Marshall, anticipates that this year's financial reports will look different due to the back-billing of grants and due to the purchase of IT equipment to support new staff. Secretary/Treasurer, Laurie Hayes, requested to view a yearly comparison.

Director, Lisa Marshall, informed the board that she will request for the accounting company to review the private insurance billing amount. Secretary/Treasurer, Laurie Hayes, requested for the accounting company to review the advertising – community outreach amount presented as part of the January income statement.

A list of disbursements and bank account statements from June were both provided to the board prior to the meeting. Director, Lisa Marshall, displayed both during the meeting and asked if the board had any questions.

The board inquired about the payment to the Missouri State Troopers Association. The payment was for a staff member to attend the annual SEMA Conference.

The board inquired about the payments to Ebay. The payments were for pieces of IT equipment and for a protection plan.

The board appreciated viewing the bank statements. Member, Debbie Redford, inquired about the HealthSpace transfers on one statement. HealthSpace is the environmental health inspection software and businesses are able to submit payments through the software.

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

**Joint Public Health Conference, September 17-19:** Director, Lisa Marshall, informed the board that Chair, Heather Burney, has volunteered to attend the conference, which will fulfill a grant deliverable. Director, Lisa Marshall, and Community Outreach Division Manager, Kayla Klein, will also be attending the conference. Lisa commented that the conference will have a track geared toward board members of public health agencies.

**Accreditation Grant:** Director, Lisa Marshall, informed the board that the department has been invited by the Missouri Department of Health and Senior Services (MODHSS) to re-apply for the Accreditation Grant, which the department did not receive last year. The grant is for one year. Community Outreach Division Manager, Kayla Klein, completed the budget piece, and the department has requested \$140,000 in funding. The written items include annual PHAB fees (approximately \$56,000), salaries of

department staff who are actively involved in the PHAB reaccreditation process, half the cost of contracting out the writing of the department's Emergency Operations Plan, and the full cost of contracting out the writing of the department's Strategic Plan. The current ELC ED Expansion Grant will fund the other half of contracting out the writing of the Emergency Operations Plan. Director, Lisa Marshall, added that the ELC ED Expansion Grant can fund half the cost of contracting out the writing of the Strategic Plan but that the department would prefer to spend those grant dollars on other items.

**Bond Update:** Director, Lisa Marshall, informed the board that she and Secretary/Treasurer, Laurie Hayes, are now bonded and that the bond policy is through the insurance company Higginbotham. The policy includes \$100,000 of coverage and covers three positions/roles: the controller, the health director, and the treasurer of the board.

**Property Insurance Update:** Director, Lisa Marshall, provided the property insurance update. The department contacted Higginbotham after it was recommended during last month's meeting to have both buildings and the contents appraised. The Forsyth office building is insured for 1.7 million dollars and there is approximately \$300,000 of coverage of the contents. The Branson building is insured for 3.6 million dollars and there is approximately \$500,000 of coverage of the contents. The total insured amount is approximately 6.4 million dollars.

Director, Lisa Marshall, stated that she believes that there is value in getting an appraisal for the Branson office after the renovations are completed.

Vice-Chair, Beth Huddleston, asked if the presented coverage includes vehicles. The presented coverage does not include the department's vehicles, only the office buildings and contents.

**Operations Update:** Director, Lisa Marshall, provided the operations update, including the update of the progress of the department's renovations. The new environmental health office space is anticipated to be completed by the end of the day tomorrow. The remaining items to be completed are trim work and IT-related items. After the remaining tasks are completed, the department will clean the space before moving staff.

Director, Lisa Marshall, informed the board that the department's Forsyth office location sustained significant damage from the recent rain. Custodial/Maintenance Technician, Branden Topka, was on the premises early in the morning and contacted a restoration company. The restoration company had to remove pieces of wall in order to access and dry insulation. The department contacted a roofing company, and the company will visit the office tomorrow to seal the cracks in the roof. The department is going to repair the existing damage and then will obtain a quote to repair the entire roof. Director, Lisa Marshall, advised the board that an electronic vote might be requested prior to next month's meeting to approve any quotes related to the repairs. The department has filed a claim with MOPERM.

Chair, Heather Burney, inquired if any of the department's equipment sustained damage. Operations Coordinator, Rick White, stated that the damage is mostly structural.

Director, Lisa Marshall, told the board that the department is replacing the air conditioner in the mobile unit as the compressor went out. Member, Debbie Redford, asked if the mobile unit is still covered under a warranty. The warranty was only for one year.

Additionally, the department confirmed that the water heaters at the Forsyth office location are commercial. The "residential" designation on the invoice displayed during last month's meeting was an error.

## **Unfinished Business**

**Van Wrap Quote:** The department presented the received quotes to rewrap the department's mobile unit to the board. Director, Lisa Marshall, informed the board that the quotes have been updated since last month's meeting to include the warranties. The department also contacted each company to confirm that each quote includes the cost to remove the existing wrap. The department did not make a recommendation to approve a specific quote. The board discussed the various prices and the lengths of the warranties.

Motion to accept the bid from Sho-Me Tint by Beth Huddleston and seconded by Debbie Redford. There was no further discussion. The motion passes.

## **New Business**

**Surplus List:** Director, Lisa Marshall, presented an updated list of items that the department would like for the board to declare as surplus and noted that the presented items are either broken or are no longer of use.

Motion to declare the presented list of items as surplus by Debbie Redford and seconded by Beth Huddleston. There was no further discussion. The motion passes.

Member, Jean Mueller, inquired where the department will dispose of the items. The location of disposal depends on the specific item. Operations Coordinator, Rick White, added that the department prefers to donate surplus items to local non-profits, if the items are still in working condition. If the item is not in working condition, the department recycles the item, if able.

**EOP Bids:** Director, Lisa Marshall, informed the board that the department has been speaking with consultants regarding the rewriting of the department's Emergency Operations Plan. Lisa commented that the department's current plan has not been updated for quite some time and that this update is needed to meet a requirement of the PHAB reaccreditation process. A list of three bids was presented to the board. Community Outreach Division Manager, Kayla Klein, discussed her conversations with and impressions of the consultants with the board. Kayla discussed which consultants are familiar with PHAB requirements and with Taney County. The board discussed the qualifications and experience of the presented consultants.

Motion to approve the quote from Scott Stoermer Consulting by Debbie Redford and seconded by Beth Huddleston. There was no further discussion. The motion passes.

**Strategic Plan Quote:** Director, Lisa Marshall, informed the board that the department is actively receiving quotes to contract out the writing of the department's Strategic Plan. The department has met with one group, and the group provided a variety of price points based on their level of engagement. Lisa commented that the department would like to have a revised, completed plan by the end of the year, as this is a priority project of the department's leadership team this quarter. The department will have three quotes to present at next month's meeting.

## **Division Reports**

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

The board praised the department's WIC division, specifically how many families the division provided services to in May.

The board praised that Public Health Nurse, Sharon Turney, was selected by NACCHO to attend a STI prevention training in Washington D.C.

The board inquired how many of the reported food complaints were founded in the preceding month. Environmental Health Division Manager, Kathryn Metzger, stated that a greater number of complaints were verified than normal; however, she stated that it is difficult to verify the validity of food complaints as that particular scenario has passed. She attributed the observed increase in complaints to the recent heat wave and to the difficulty of cooling equipment to maintain temperature.

The board inquired about the Charis Group at the Penleigh Apartment Complex. The Charis Group hosts a fun event at the Penleigh Apartments once a month to foster community, and the department has been able to partner with the group to provide needed supplies as part of the department's participation in the Maternal and Child Health Grant.

### **Miscellaneous**

Member, Debbie Redford, extended received praise from the City of Hollister regarding the department's response in the recent flash flooding. Member, Debbie Redford, requested for the department to describe their response in yesterday's flash flooding. The environmental division contacted suspected impacted facilities to determine if an inspection would be required and shared resources pertaining to flooding with facilities. The community outreach division shared pertinent information on the department's social media.

### **Announcements**

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

Director, Lisa Marshall, reminded the board that next month's meeting will have time for public comment regarding the setting of the tax levy.

### **Adjourn**

Motion to adjourn at 4:03 p.m. by Laurie Hayes and seconded by Debbie Redford. There was no further discussion. The motion passes.

Minutes prepared by Lindsay Lawver, Executive Assistant