



Taney County Health Department
Board of Trustees Meeting
320 Rinehart Road, Branson, Missouri
August 22, 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
Erica Craig, Clinical Division Manager
Tammy Drake, WIC Division Manager
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 2:00 p.m. at the Taney County Health Department, Branson location.

Adjourn to Executive Session

Motion to adjourn the regular meeting of the Board of Trustees and convene an executive closed session as authorized by Section 610.021, Subsection 1, regarding legal, at 2:00 p.m. by Beth Huddleston and seconded by Debbie Redford. Voting aye: Beth Huddleston, Jean Mueller, Debbie Redford, Laurie Hayes, Heather Burney. Voting nay: none. Motion carried.

Adjourn Executive Session to Regular Meeting

Motion to adjourn the executive session of the Board of Trustees and convene the public, regular meeting at 2:32 p.m. by Debbie Redford and seconded by Beth Huddleston. Voting aye: Beth Huddleston, Jean Mueller, Debbie Redford, Laurie Hayes, Heather Burney. Voting nay: none. Motion carried.

Public Comment

Chair, Heather Burney, called the public comment session of the meeting regarding the 2024 assessed valuation to order at 2:35 p.m. There were no members of the public in attendance. Chair, Heather Burney, called the public comment session to a close at 2:36 p.m.

Approval of Agenda

Motion to approve agenda as presented by Beth Huddleston and seconded by Laurie Hayes. There was no further discussion. The motion passes.

Guests: Director, Lisa Marshall, introduced the guests: Sabrena Shipley and Jordan Reynolds from Abacus CPAs, LLC and Stephanie Rice from Elliott, Robinson & Company, LLP.

Review of Minutes from July 2024

Motion to approve minutes for July 18, 2024 by Laurie Hayes and seconded by Debbie Redford. There was no further discussion. The motion passes.

Review of Financial Report by Lisa Marshall

2023 Audit: Representatives from Abacus CPAs, LLC, Sabrena Shipley and Jordan Reynolds, presented an overview of the department's 2023 audit to the board. The department received a clean opinion, as Abacus CPAs, LLC did not identify any deficiencies in internal control over financial reporting, did not identify any instances of noncompliance that might affect financial statements, and did not identify any findings. Jordan Reynolds also provided a brief overview of the financial analysis, noting that the department's net position decreased by \$59 between 2022 and 2023, that the department's total assets slightly decreased between 2022 and 2023, and that both total revenues and total expenses decreased between 2022 and 2023.

Motion to approve the 2023 Audit Report by Laurie Hayes and seconded by Debbie Redford. There was no further discussion. The motion passes.

Once the report is finalized, the board requested to receive bound copies.

July 31, 2024 / Disbursements Review: A list of disbursements and bank account statements from July were provided to the board prior to the meeting. Secretary/Treasurer, Laurie Hayes, inquired about the payments to Language Line. Language Line is an interpreting service provided via phone call. Vice-Chair, Beth Huddleston, asked which language the department most utilizes Language Line for. The department largely utilizes Language Line to communicate with clients in Spanish. Director, Lisa Marshall, informed the board that the number of calls made to Language Line is going to decrease as the new interpreter starts tomorrow.

Financial Reports January - June 2024: Stephanie Rice, from Elliot, Robinson & Company, LLP, presented the financial reports from January - June 2024. Stephanie informed the board that Elliot, Robinson & Company, LLP was waiting on the conclusion of the audit before presenting financial reports so that the beginning numbers for January 2024 are definitive. She additionally noted that the presented financial reports are not comparative as Elliot, Robinson & Company, LLP only has numbers for 2024 in their system.

The board praised the format of the new financial reports, noting that each division is able to see their own budget and that there is more detail. The board discussed that because the financial reports are presented differently, descriptions of what is included in each line item would be beneficial to better match the annual budget. Director, Lisa Marshall, informed the board that the department can amend the current budget to account for the new line items. The board recommended to plan next year's budget in accordance with the new format of the financial reports.

The board noted that the department's expenses are currently less than budgeted and that the revenues are higher than budgeted.

The board inquired about the negative amounts recorded in expense categories. Stephanie Rice attributed this to checks that were printed in 2023 but never cleared the bank and to credit card transactions that occurred in one month but were refunded the next month.

Stephanie Rice informed the board that financial reports, including journal entries, can now be completed monthly rather than quarterly. The board asked when a journal entry might need to be completed. Journal entries need to be completed when adjusting receivables and expenses. She provided the example that if a check needs to be written off, a journal entry needs to be completed.

Motion to approve the financial reports from January 1, 2024 to June 30, 2024 by Laurie Hayes and seconded by Beth Huddleston. There was no further discussion. The motion passes.

Director's Report by Lisa Marshall

Emergency Operations Plan Update: Director, Lisa Marshall, provided the emergency operations plan update. During the previous meeting, the board had voted to contract with Scott Stoermer Consulting, a sub-contractor of the Missouri Center for Public Health Excellence (MOCPE), to revise and update the department's Emergency Operations Plan. However, the department has learned that Scott Stoermer is no longer working with MOCPE, and the department will now be working with Liz House, who has experience in emergency operations. The department is currently finalizing the language of the contract with MOCPE.

Back to School Update: Clinical Division Manager, Erica Craig, presented the back to school update. The clinical division has administered over 1,000 vaccinations in the months of July and August. This is an increase compared to last year. Additionally, the clinical division recently hosted a vaccine clinic at Branson Junior High School and provided services to approximately 100 students.

Vice-Chair, Beth Huddleston, inquired which age group the division has been providing the most vaccines to. The clinical division has mostly been providing vaccines to students in kindergarten, 8th grade, and 12th grade due to the vaccination schedule.

Environmental Health Update: Environmental Health Division Manager, Kathryn Metzger, provided the environmental health update. The environmental health division has performed 921 inspections this year and 301 of the 921 inspections were performed in July. These numbers include all inspection types; however, most were completed in the pool program. Environmental Health Manager, Kathryn Metzger, attributed this to the revision of the training program and to the addition of more health inspectors. The department will be presenting these inspection numbers with local community partners, including the City of Branson.

Secretary/Treasurer, Laurie Hayes, inquired about the progress of lodging inspections as annual health permits from the department and state lodging licenses expire on September 30th. Inspectors who are trained on the lodging program have been removed from the training schedule to allow them to perform lodging inspections.

Environmental Health Division Manager, Kathryn Metzger, commented that there has been an observed increase in the number of temporary events hosted this year, specifying that many have been hosted at Thunder Ridge.

Operations Update: Director, Lisa Marshall, provided the operations update. The department's mobile unit is currently having another wrap installed as the previous wrap had started to bubble and tear. The department has replaced security cameras at both office locations. Additionally, the renovation of the environmental health office space is complete. The department is only waiting on an interior door to be installed for the new conference room space.

Director, Lisa Marshall, informed the board that the department is currently gathering quotes to repair the roof and the interior of the Forsyth office building after the recent water damage. The department does not have to replace the entire roof. The leaks are occurring from where the HVAC units have been installed, and the units need to be removed before a new layer of sealant can be placed. The department is currently waiting on a quote to remove and reinstall the HVAC units, and a third company is visiting the office building tomorrow regarding repairing the roof. The department is unable to address the damage to the inside of the building until the roof has been repaired. Director, Lisa Marshall, informed the board that the department does not anticipate for the repair of the interior portion of the building to be too expensive and that only two areas of the building need to be repaired by a different company, specifically one of the bathrooms and one wall of the breakroom.

Director, Lisa Marshall, informed the board that one of the department's Ford Escapes has sustained significant hail damage and that the adjustor of the department's insurance company perceives the vehicle as a total loss. Operations Coordinator, Rick White, discussed several different options the department has regarding the vehicle, including repairing the vehicle or processing a claim through the department's insurance company and receiving a salvage title and payment for the vehicle. Rick clarified that if the department elects to fix the vehicle, the vehicle would not have full insurance coverage until all repairs are complete. The board recommended to process the claim and to take the money and place it toward the purchase of a new vehicle.

Unfinished Business

2023 Audit Report: The vote to approve the 2023 Audit Report occurred during the "Review of Financial Reports" agenda item.

Strategic Plan Bids: Director, Lisa Marshall, presented the three received quotes to update the department's Strategic Plan. The received quotes were from Habitat Communication and Culture, the Missouri Center for Public Health Excellence (MOCPHE), and Jaci McReynolds from Impact Advantage. The department recommended to accept the bid from Habitat Communication and Culture, noting that Habitat Communication and Culture has worked with several county health departments, is familiar with the Public Health Accreditation Board's guidelines, is familiar with Taney County, and utilizes a process that mirrors the department's performance management system.

Motion to accept the proposed bid from Habitat Communication and Culture (valued at \$12,500) by Laurie Hayes and seconded by Beth Huddleston. There was no further discussion. The motion passes.

New Business

Pro Forma Tax Levy: Director, Lisa Marshall, presented the department's 2024 assessed valuation numbers, received from the County Clerk's office, to the board. Director, Lisa Marshall, noted that the maximum tax rate of .1328 is the same as 2023. The department anticipates an additional \$12,000 in revenue compared to last year.

Motion to approve 2024's assessed valuation and to set the tax levy at .1328 by Laurie Hayes and seconded by Debbie Redford. There was no further discussion. The motion passes.

Roof Repair Quote: The department is currently gathering quotes. This was included on the agenda to inform the board that a vote will be requested either electronically or at next month's meeting.

Gutter Quote: The department is currently gathering quotes. This was included on the agenda to inform the board that a vote will be requested either electronically or at next month's meeting.

Forsyth Interior Quote: The department is currently gathering quotes. This was included on the agenda to inform the board that a vote will be requested either electronically or at next month's meeting.

Division Reports

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

The board requested for abbreviations used in division reports to be written out.

The board praised the total number of vaccinations provided by the clinical division.

Member, Debbie Redford, inquired if the department has received the recently approved Covid-19 vaccine. The department anticipates to receive a shipment in September.

Announcements

Next board meeting is September 26, 2024 at 2:30 p.m.

Director, Lisa Marshall, informed the board that the department will request to reschedule the date of the October meeting to an earlier date to allow staff time to review insurance plans before open enrollment.

Adjourn

Motion to adjourn at 3:45 p.m. by Laurie Hayes and seconded by Beth Huddleston. There was no further discussion. The motion carries.

Minutes prepared by Lindsay Lawver, Executive Assistant