



Taney County Health Department
Board of Trustees Meeting
320 Rinehart Road, Branson, Missouri
September 26, 2024
2:30 PM

ATTENDANCE: Heather Burney, Chair
Beth Huddleston, Vice-Chair (joined virtually)
Laurie Hayes, Secretary/Treasurer
Debbie Redford, Member (joined virtually)
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 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 Jean Mueller. There was no discussion. The motion passes.

Guests: There were no guests in attendance.

Review of Minutes from August 2024

Motion to approve minutes for August 22, 2024 by Laurie Hayes and seconded by Debbie Redford. There was no discussion. The motion passes.

Review of Financial Report by Lisa Marshall

November 30, 2023: Director, Lisa Marshall, presented the financial reports from November 30, 2023 and December 31, 2023 to the board and inquired if the board had any questions.

Director, Lisa Marshall, clarified that the board has observed the presented information but that a motion to approve the financial reports has never been introduced because the department had not yet started its engagement with Elliot, Robinson & Company when the reports were first presented. Additionally, Director, Lisa Marshall, stated that there is not any new information in the presented reports and that the annual audit for 2023 has been completed.

Motion to approve the financial reports from November 30, 2023 and December 31, 2023 by Laurie Hayes and seconded by Beth Huddleston. There was no further discussion. The motion passes.

December 31, 2023: The vote to approve the financial report from December 31, 2023 occurred in the motion in the above agenda item.

Adjusted January 31, 2024: Director, Lisa Marshall, presented an amended financial report for January 31, 2024 and informed the board that as the annual audit was finalized, Elliot, Robinson & Company discovered a reversal that should have been made, which consequently impacted the payroll and fringe totals.

Motion to approve the amended financial report from January 31, 2024 by Laurie Hayes and seconded by Debbie Redford. There was no discussion. The motion passes.

July 31, 2024: Director, Lisa Marshall, presented the financial report from July 31, 2024 to the board and opened the floor for discussion and/or questions. Director, Lisa Marshall, informed the board that the department has requested clarification from Elliot, Robinson & Company regarding what is included in the group health insurance category, the other insurance category, and the dues and subscriptions category. The department suspects that the group health insurance category includes insurance coverage of family members and dental insurance. Additionally, the department suspects that the dues and subscriptions category was a catchall category but is waiting for a more detailed explanation.

Motion to approve the financial report from July 31, 2024 by Laurie Hayes and seconded by Jean Mueller. There was further discussion.

Member, Debbie Redford, inquired if the board should motion to approve the report when the department is waiting for clarification. Secretary/Treasurer, Laurie Hayes, stated that she is comfortable approving the report because the totals will not change as the department is only seeking clarification regarding categorization.

There was no further discussion. The motion passes.

August 31, 2024: Director, Lisa Marshall, presented the financial report from August 31, 2024 to the board.

Motion to approve the financial report from August 31, 2024 by Laurie Hayes and seconded by Jean Mueller. There was no further discussion. The motion passes.

Director, Lisa Marshall, informed the board that the department learned from Abacus CPAs that if an entity expends more than \$750,000 in federal grant funds in a single fiscal year, an additional type of audit, a single audit, needs to be completed. The department did not exceed that threshold in 2023; however, the department has already expended more than one million federal grant dollars this year and will need to complete a single audit for 2024.

Director, Lisa Marshall, informed the board that members of the department met with Elliot, Robinson & Company today and will begin its expanded engagement with the company. Elliot, Robinson & Company will assist the department with the 2025 budget. Secretary/Treasurer, Laurie Hayes, requested for clarification regarding what is included in each line item on the budget. Health Operations Manager, Tiffany Stevens, stated that the department will also be reviewing its ledger codes.

Disbursements Review: Director, Lisa Marshall, presented a list of disbursements from the month of August. There were no questions.

Director's Report by Lisa Marshall

Strategic Plan Update: Director, Lisa Marshall, informed the board that the department will be closed on November 5th, as the department will be hosting an all-day meeting between representatives from Habitat Communication & Culture and department staff to discuss strategic planning. The meeting will be held at Golden Corral. Director, Lisa Marshall, invited the board to attend the morning portion of the meeting as this will be focused on the department's overall vision and the afternoon portion will be focused on how to meet the developed goals in day-to-day operations. Director, Lisa Marshall, advised the board that there will be more information to come and that Habitat Communication & Culture will contact them and staff to complete a few items before the meeting.

Position Rebrand: Director, Lisa Marshall, informed the board that the department is in the process of rebranding the former community development specialist position to a community relations specialist position, as the department has identified the need for a position that is responsible for communications and public relations. The pay scale for this position will remain the same as the community development specialist position and the position will be part of the community outreach division.

Study Session: Director, Lisa Marshall, informed the board that she would like to request a study session regarding the long-term planning of the department's facilities, as the department continues to hire new staff and is consequently outgrowing the Branson office and as the department continues to identify needed maintenance repairs at the Forsyth office. Director, Lisa Marshall, expressed the need to begin to plan for the future.

Director, Lisa Marshall, commented that the department was going to request to reschedule the date of the October meeting to allow staff time to review health insurance plans; however, the department received the renewal proposals early and has these ready to present at this meeting. Director, Lisa Marshall, commented that the study session could be before the regular meeting or on a different date but requested for the study session to be an in-person meeting because the department will have data to present. Members of the board discussed their availability on the discussed dates and if enough members would be present to have quorum.

Motion to reschedule the date of October's regular board meeting from October 24, 2024 to October 17, 2024 by Laurie Hayes, seconded by Jean Mueller, and thirded by Beth Huddleston. There was no further discussion. The motion passes.

Director, Lisa Marshall, informed the board that an email will be sent after today's meeting to assist with scheduling the study session.

Environmental Health Update: Environmental Health Division Manager, Kathryn Metzger, provided the environmental health update. The environmental health division is on track to complete the annual routine inspection of most lodging facilities by September 30th. There will be a handful of lodging facilities that will not have their routine inspection by this date, and Kathryn specified that these facilities are in failed status from previous licensing years. Many of the inspected lodging establishments require a revisit inspection.

Environmental Health Division Manager, Kathryn Metzger, informed the board that the environmental health division will be revising its inspection schedule of lodging facilities and, per contractual requirements with the state health department, will be revising its revisit inspection procedure of lodging facilities to mirror the procedure in the Environmental Health Operational Guidelines (EHOG).

These changes will be communicated with facilities via letter and will begin on January 1st of the upcoming calendar year.

Environmental Health Division Manager, Kathryn Metzger, notified the board that the City of Branson has contacted the health department regarding a change to their licensing procedure and inquired if the department would be able to make a similar change to its permitting procedure. The City of Branson is implementing a procedure where if the 911 address of a business splits, a business license would need to be issued per address. This change mostly impacts the lodging program. The department contacted the Missouri Department of Health and Senior Services (MODHSS) regarding this request and because the lodging program is a state program implemented at the local level through a contract, MODHSS stated that the department would not be able to issue lodging permits in this way. The department will follow the state's process and will not be issuing health permits to multi-building lodging facilities by the individual address of each of its buildings.

Operations Update: Operations Coordinator, Rick White, provided the operations update.

The department is currently in the process of gathering quotes to repair the roof of the Forsyth office location. The repairs to the inside of the Forsyth office building are anticipated to begin within the next 1-2 weeks.

Operations Coordinator, Rick White, informed the board that staff have observed an odor near the elevator in the Branson office location and that a blockage, largely consisting of hydraulic fluid and grease, has been discovered in a drainage pipe that leads from the elevator shaft. A plumbing company visited the office and attempted to remove the drainage but was unsuccessful. The plumbing company suggested installing a pump and creating a new drainage path. Director, Lisa Marshall, informed the board that the new concrete pad and storage building were placed on top of the drainage line but clarified that this line was not on any blueprints/building plans. The department informed the board that the buckling of the flooring in the break room will be addressed after the blockage in the drainage pipe is resolved.

The department's mobile unit has had a new vehicle wrap placed and it is back in operation.

Unfinished Business

Forsyth Roof Quote: Operations Coordinator, Rick White, presented the three received quotes to repair the roof of the Forsyth office building to the board and commented on the main differences, including that two companies are suggesting adding a new layer of coating, one company is recommending new decking and a new layer of coating, and that one company included the cost of utilizing a crane and installing four new air conditioner units.

Member, Debbie Redford, inquired if any of the repairs would be covered by insurance. An adjustor visited the Forsyth office and the insurance claim was denied because the damage to the roof is due to aging.

Director, Lisa Marshall, clarified that there are two separate maintenance items that need to be addressed: the aging roof and the lack of proper fitting of the HVAC units.

The board discussed if a motion should be introduced to approve a quote if the department and the board are going to discuss the long-term planning of the department's facilities in the study session.

The board opted to table the discussion until the study session and requested for the quotes to include more information.

Branson Floor Quote: Director, Lisa Marshall, informed the board that the department has received two quotes to repair the flooring in the clinical break room of the Branson office location but will not request a vote until next month's meeting to allow time to obtain a third quote and time to address the other two maintenance items: the roof of the Forsyth building and the elevator shaft.

New Business

Annual Health Insurance Plan Options: The department received the 2025 annual health insurance plan recommendations back from Higginbotham and presented these to the board. Health Operations Manager, Tiffany Stevens, commented that the department is observing an 9.44% increase in the department's current plan, Anthem Gold 80/20, which would be a yearly increase of \$29,000. Health Operations Manager, Tiffany Stevens, commented that this is still below the average and that the department had observed smaller percentages of increase the past several years. The department recommended to renew with its current plan.

Secretary/Treasurer, Laurie Hayes, commented that the main difference between the presented plans is the change in the deductible.

Chair, Heather Burney, commented that the department has increased its number of staff.

Vice-Chair, Beth Huddleston, inquired if there is a group plan. Director, Lisa Marshall, stated that there is not a group plan because the department is not linked with the county nor city.

Motion to renew the department's current plan, Anthem Gold 80/20, by Debbie Redford and seconded by Jean Mueller. Secretary/Treasurer, Laurie Hayes, dissented. The motion passes.

Health Operations Manager, Tiffany Stevens, presented the short-term disability insurance renewal rate. The department observed an increase of \$371.16 annually.

Motion to renew the department's short-term disability insurance plan by Debbie Redford and seconded by Jean Mueller. There was no further discussion. The motion passes.

Staffing Plan Update: Director, Lisa Marshall, informed the board that the department was approached by the Missouri Department of Health and Senior Services (MODHSS) regarding its interest in hiring a community health worker if MODHSS were to offer funding. This position would assist with connecting individuals to healthcare services and with community outreach and health education. The position would be grant funded and would be advertised as such, and the department would also allocate some of the funding from the Maternal Child Health (MCH) grant to fund this position. The grant funding would cover the cost of benefits. The department is largely utilizing funds from the MCH grant to support mental health efforts in the community and enough funding would remain to continue these efforts. Director, Lisa Marshall, specified that only two health departments were offered this funding from MODHSS.

Secretary/Treasurer, Laurie Hayes, inquired about the length of the grants. The Maternal Child Health grant is a five-year block grant.

Motion to approve the update to the department's Staffing Plan and add the community health worker as a staff position by Laurie Hayes, seconded by Beth Huddleston, and thirded by Debbie Redford. There was no further discussion. The motion passes.

Surplus Vehicle: The department informed the board that the claim for the hail damage sustained by one of the department's fleet vehicles has been processed and that the department would like for the

damaged vehicle to be declared as surplus so that it may be auctioned. Additionally, the department recently purchased three new exam tables and is requesting for the three old exam tables to be declared as surplus.

Motion to declare the damaged Ford Escape and the department's three old exam tables as surplus by Laurie Hayes and seconded by Jean Mueller. There was no further discussion. The motion passes.

Vehicle Purchase: Director, Lisa Marshall, informed the board that the department has identified a new vehicle, a 2025 all-wheel drive Chevy Trailblazer, to replace the Ford Escape and that the local car dealership currently has the vehicle on its lot.

Motion to approve the purchase of the 2025 all-wheel drive Chevy Trailblazer valued at \$26,884 by Laurie Hayes and seconded by Beth Huddleston. There was no further discussion. The motion passes.

Director, Lisa Marshall, inquired if a couple board members could stay after the conclusion of the meeting to sign the check.

Growth Coach Plan: Director, Lisa Marshall, informed the board that the department would like to continue its engagement with Hilton Insight Solutions Strategic Coaching and specifically with the department's current Growth Coach, Jeff Roberts. Lisa commented that this collaboration has been beneficial for staff development and that the department is working to secure grant funding for this.

The different training packages and their prices were presented to the board.

Motion to approve the Essentials Package, priced at \$1,440 per month and for 24 months, by Laurie Hayes and seconded by Beth Huddleston. There was no further discussion. The motion passes.

November Board Meeting Date: The date of November's regular board meeting is currently scheduled for Thanksgiving Day. Members of the department and the board discussed their availability on Thursday, November 21st.

Motion to reschedule the date of November's regular meeting from November 28, 2024 to November 21, 2024 by Laurie Hayes, seconded by Debbie Redford, and thirded by Beth Huddleston. There was no further discussion. The motion passes.

Division Reports

Performance Management: Secretary/Treasurer, Laurie Hayes, informed the department that she was approached by the Missouri Department of Health and Senior Services concerning proposed changes to the language of the state statute regarding the allocation of funds. She commented that she will send the information to Director, Lisa Marshall, and Environmental Health Division Manager, Kathryn Metzger.

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

Member, Debbie Redford, expressed surprise at the number of temporary events the environmental health division has inspected.

Member, Debbie Redford, inquired about the validity of the complaints reported to the environmental health division. Environmental Health Division Manager, Kathryn Metzger, explained that it is difficult to determine the validity of foodborne illness complaints compared to complaints that involve health hazards that have taken time to develop, such as the presence of pests.

Chair, Heather Burney, thanked Director, Lisa Marshall, and Community Outreach Division Manager, Kayla Klein, for attending the recent public health conference in Columbia, Missouri. Director, Lisa Marshall, commented that the health department was one of the few departments in attendance with representation from its board.

The board requested for acronyms to be written out in the division reports.

Announcements

Next board meeting is October 17, 2024 at 2:30 p.m.

Adjourn

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

Minutes prepared by Lindsay Lawver, Executive Assistant