



Taney County Health Department
Board of Trustees Meeting
320 Rinehart Road, Branson, Missouri
October 17, 2024
2:30 PM

ATTENDANCE: Heather Burney, Chair
Beth Huddleston, Vice-Chair (joined virtually)
Laurie Hayes, Secretary/Treasurer (joined virtually)
Debbie Redford, Member
Jean Mueller, Member

EX-OFFICIO: Lisa Marshall, Director
Tiffany Stevens, Health Operations Manager
Erica Craig, Clinical Division Manager (absent)
Tammy Drake, WIC Division Manager
Kathryn Metzger, Environmental Health Division Manager
Kayla Klein, Community Outreach Division Manager
Rick White, Operations Coordinator
Abbi Vachon, Executive Assistant

In Person Meeting

Call to Order

Heather Burney called the regular meeting of the Board of Trustees to order at 2:30 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: There were no guests in attendance.

Review of Minutes from September 2024

Motion to approve minutes for September 26, 2024 by Beth Huddleston and seconded by Jean Mueller. There was no discussion. The motion passes.

Review of Financial Report by Lisa Marshall

September 30, 2024: Summary of the financial report for September 2024:

- YTD revenues are \$494,643 more than budgeted.
- YTD expenditures are \$258,318 more than budgeted.

Member, Debbie Redford, acknowledged that the department has received more in operating revenue this year compared to last year. Director, Lisa Marshall, attributed this to the invoicing of lodging

establishments for annual health permits, the increase in the intergovernmental contract with the City of Branson, and the invoicing of grants.

Chair, Heather Burney, commented that she appreciates the budget to actual comparison report.

Member, Jean Mueller, inquired if the department anticipates receiving the same amount in grant revenue next year. Director, Lisa Marshall, explained that this calendar year has not been a normal year for grant revenue, as the department had discovered that many grants were not invoiced in 2023, and the department consequently invoiced for over one million dollars this year. Director, Lisa Marshall, commented that Elliot, Robinson & Company is working to project grant revenue out.

Secretary/Treasurer, Laurie Hayes, inquired about the dues and subscriptions category. The department has been placing different items in that line item than what was included in years past.

Motion to approve the September 2024 financial report by Laurie Hayes and seconded by Debbie Redford. There was no further discussion. The motion passes.

Disbursements Review: A list of disbursements from the month of September was emailed to members of the board prior to the meeting. There were no questions.

Director's Report by Lisa Marshall

Grant Update: Director, Lisa Marshall, provided the grant update. Director, Lisa Marshall, informed the board that the department must seek re-approval for items that are to be billed toward the ELC ED Expansion Grant, as the grant has a new system for reporting and as there was a change to the allowable expenses. The department had used this grant to fund the storage building and garage renovation and had intended to use this grant to fund purchasing workstations for the new environmental health office space; however, this expense is no longer allowable. Director, Lisa Marshall, informed the board that the purchase of workstations will be part of the capital expense budget for 2025. The department has a significant amount of money to spend as part of the grant and the department intends to make purchases that will support its infrastructure, including the purchase of new laptops and cell phones for staff. The department has to seek re-approval for the funding of updating the department's website and for the funding of the revising of the department's Emergency Operations Plan.

Member, Debbie Redford, inquired who is sponsoring the grant. The grant is from the Centers for Disease Control and Prevention (CDC).

Chair, Heather Burney, inquired if building maintenance items are an allowable expense. Renovations are no longer an allowable expense. The department will request funding for the purchase of an additional COVID-19 testing machine so that a machine is available at both office locations.

Director, Lisa Marshall, informed the board that she anticipates that the department will be awarded the accreditation grant. This is the second year of the grant, and the department did not receive it last year. If the department receives the grant, the grant will largely be utilized to fund reaccreditation efforts, including staff time; leadership development, including funding the department's continued engagement with its current Growth Coach, Jeff Roberts; and half the total cost of revising the department's Strategic Plan and Emergency Operations Plan. The department's budget has been submitted for final approval.

Strategic Plan Update: Director, Lisa Marshall, informed the board that the meeting with Habitat Communication and Culture regarding the development of the department's Strategic Plan is scheduled for November 5th at Golden Corral and that the time of the meeting is currently pending because it is scheduled on Election Day. Director, Lisa Marshall, invited the board to attend the morning portion of the

meeting and requested for the board to complete the SWOT analysis that should have been received via email yesterday.

Emergency Response Update: Director, Lisa Marshall, provided the emergency response update. Members of the department's staff have participated in two separate emergency drills within the past three weeks, including a drill with the Missouri Department of Health and Senior Services regarding how the department would respond to a measles outbreak and a large drill with local law enforcement agencies and emergency response agencies at Silver Dollar City. The drill at Silver Dollar City focused on how different agencies and companies would respond in the event of a tornado. The drill included conducting evacuations from roller coasters, decontaminating potential victims, and a mock morgue. The drill encouraged conversation and discussion regarding how the different entities in attendance would respond in the event of a natural disaster.

The department has also started consulting with its contractor at the Missouri Center for Public Health Excellence, Liz House, regarding the revision of the department's Emergency Operations Plan.

Clinical Update: Director, Lisa Marshall, provided the clinical update. The clinical division hosted several flu vaccination clinics at offsite locations last week and the division continues to be very busy with vaccination appointments. Clinical Division Manager, Erica Craig, graduated from the Great Plains Leadership Institute this week.

Study Session: Director, Lisa Marshall, informed the board that the study session is scheduled from 9:00 a.m. to noon on October 29th and that an email with the location of the meeting and the agenda will be sent ahead of time. Department staff are gathering information and data and are making a presentation. Director, Lisa Marshall, requested for the board to contact her with any information they would like to have the department research and include in the presentation.

Operations Update: Director, Lisa Marshall, provided the operations update. The interior repairs of the Forsyth office location have been completed. Operations Coordinator, Rick White, is meeting with a roofing company tomorrow at the Forsyth office to obtain a third quote regarding the repair of the roof. The department is also gathering quotes to determine the cost of using a crane to remove the HVAC units from the roof.

A company is visiting the Branson office location early next week to repair the elevator as it is currently stuck between the two floors. The department is gathering quotes to determine the cost of installing a sump pump in the elevator shaft; however, the department must wait until the elevator is functional so that companies can access the shaft.

Emergency lighting was recently replaced in the Branson office building and will be replaced in the Forsyth office in the future.

The department will auction the damaged Ford Escape on the website Purple Wave.

The department is also currently gathering quotes pertaining to the repair of the flooring of the clinical break room in the Branson office.

Priority Projects: Director, Lisa Marshall, informed the board that the department's leadership team hosts an offsite meeting once a quarter to discuss the progress on identified priority projects and to identify priority projects for the upcoming quarter. Identified priority projects for the upcoming quarter include drafting next year's annual budget and Staffing Plan, transitioning accounting software, and developing next year's performance management goals. The identified projects with the highest priority

include finalizing the department's communicable disease infrastructure and response; institutionalizing the use of the department's performance management software, VMSG; updating position descriptions; revising performance review forms; identifying a company to contract with to update the department's website; writing and approving the department's new Strategic Plan; and identifying a software that would allow staff the capability to clock-in and clock-out.

Unfinished Business

Forsyth Roof Quote: Director, Lisa Marshall, informed the board that this will remain an agenda item as the repair of the roof of the Forsyth office building will be discussed at the upcoming study session and because the department does not yet have a third quote ready to present.

Branson Floor Quote: Director, Lisa Marshall, informed the board that this will remain an agenda item as the department continues to gather two more quotes.

New Business

Elevator Repair: Director, Lisa Marshall, requested an in person vote to reaffirm the electronic vote to pay for the repair of the department's elevator as the expenditure exceeds \$5,000.

Motion to confirm the electronic vote and to accept the quote from TK Elevator Corporation to repair the elevator by Laurie Hayes and seconded by Beth Huddleston. There was no further discussion. The motion passes.

IRS Payment: Director, Lisa Marshall, requested an in person vote to reaffirm the electronic vote to pay the IRS as the expenditure exceeds \$5,000.

Motion to confirm the electronic vote and pay the IRS for the underpayment that occurred in 2021 by Laurie Hayes and seconded by Beth Huddleston. There was no further discussion. The motion passes.

Sump Pump Install Quote: Director, Lisa Marshall, informed the board that this agenda item will be included on next month's agenda as unfinished business as the department continues to gather quotes. The department is gathering quotes to determine the cost of installing a sump pump in the elevator shaft and installing a new drainage line that will connect to the sewage line. Director, Lisa Marshall, informed the board that an electronic vote will be requested once the department receives three quotes so that the construction can begin.

Division Reports

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

Chair, Heather Burney, praised the inclusion of tables to present data and appreciated the inclusion of YTD comparisons.

Chair, Heather Burney, recommended creating a table that includes the commonly used acronyms.

Announcements

Next board meeting is November 21, 2024 at 2:30 p.m.

Director, Lisa Marshall, invited the board to attend the department's annual holiday meeting on Thursday, December 12th.

Miscellaneous

Vice-Chair, Beth Huddleston, mentioned that the date of December's regular meeting is tentatively scheduled for Thursday, December 26th. The date of December's regular meeting will be included on the agenda of next month's meeting.

Adjourn

Motion to adjourn at 3:29 p.m. by Laurie Hayes and seconded by Beth Huddleston. There was no discussion. The motion carries.

Minutes prepared by Lindsay Lawver, Executive Assistant