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## AGENDA

Taney County Health Department  
Board of Trustees Meeting  
320 Rinehart Road, Branson, Missouri  
January 25, 2024  
2:30 pm

Call to Order	Debbie Redford, Chair
Approve Agenda	Debbie Redford, Chair
Introduction of Guests	Lisa Marshall, Director
<u>Review of Minutes</u> December 28, 2023	Debbie Redford, Chair
<u>Review of Financial Reports</u> December 31, 2023 Financial Reports Disbursements Review	Lisa Marshall, Director
<u>Director's Report</u> MO 2024 Legislative Session City of Hollister 2024 Legislative Reception Facility Update Environmental Health Update Clinical Update Operations Update	Lisa Marshall, Director
<u>Unfinished Business</u>	Debbie Redford, Chair
<u>New Business</u> Study Session Audit Services	Debbie Redford, Chair
<u>Division Reports</u> Performance Management Questions?	Division Managers
<u>Announcements</u> Next Board Meeting, February 22, 2024, 2:30	
Adjourn	

News Media Contact for Open Meeting Notice:  
Lisa Marshall, Director  
15479 US Hwy 160, Forsyth, MO 65653  
(417) 546-4725



Taney County Health Department  
Board of Trustees Meeting  
320 Rinehart Road, Branson, Missouri  
January 25, 2024  
2:30 PM

ATTENDANCE: Debbie Redford, Chair  
Beth Huddleston, Vice-Chair  
Laurie Hayes, Secretary/Treasurer  
Robert Griffith, Member  
Heather Burney, Member

EX-OFFICIO: Lisa Marshall, Director  
Tiffany Stevens, Human Resource Coordinator  
Erica Craig, Clinical Division Manager  
Tammy Drake, WIC Division Manager (absent)  
Kathryn Metzger, ECOT Manager

In Person Meeting

**Call to Order**

Debbie Redford called the regular meeting of Board of Trustees to order at 2:33 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 Heather Burney. The motion passes unanimously.

**Guests:** Member, Heather Burney, introduced her guest: Alicia, a 4<sup>th</sup> year pharmacy student at UMKC.

**Review of Minutes from December 2023**

Motion to approve minutes for December 28, 2023 by Beth Huddleston and seconded by Heather Burney. The motion passes unanimously.

**Review of Financial Report by Lisa Marshall**

Director, Lisa Marshall, provided the financial report for the month of December. She prefaced the discussion of the report with the recommendation that the board not motion to approve the financial report until after Elliot Robinson reviews financials. She stated that Elliot Robinson has access to the department's software and is in possession of all applicable documents; however, collaboration has been slightly delayed due to holidays and inclement weather. Lisa informed the board that she visited the department's bank today to rekey the department's safe deposit box and that she and Human Resource Coordinator, Tiffany Stevens, have access to it. She stated that the department has received three disbursements from the payment of property taxes and that the majority of it has likely been received. Additionally, she stated that staff have been putting a lot of effort toward the billing of grant funding.

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

**MO 2024 Legislative Session:** Director, Lisa Marshall, informed the board that the department is not currently monitoring any pieces of legislation in Missouri's legislature as the department has not observed any challenges to public health authority this year. Secretary/Treasurer, Laurie Hayes, commented that this is likely due to it being an election year and that there have been many filibusters to prevent legislation from advancing prior to election.

**City of Hollister 2024 Legislative Reception:** Director, Lisa Marshall, informed the board that she will be attending the reception next Friday, February 2<sup>nd</sup>. She reminded the board that this is an annual event hosted by the City of Hollister in which local legislators and government entities meet to introduce their agencies and discuss any introduced bills circulating in legislature that are of concern to their agencies. Lisa asked if there are any topics the board would like her to mention at the reception. The board recommended discussing the mobile spring unit and progress on the health priorities that were identified after the most recent Community Health Assessment.

Vice-Chair, Beth Huddleston, inquired if the department has taken the mobile sprint unit south toward the state border. The department has not yet taken the mobile sprint unit toward Ridgedale.

**Facility Update:** Director, Lisa Marshall, provided the facility update. She reported that the department received three bids regarding the surveying of the department's land for the garage buildout. All bids were below \$5,000, and the department selected one of the bids based on its overall price and the services offered by the company. The company designing the garage conversion, Treat Architects, is currently working on construction plans. Director, Lisa Marshall, reminded the board that a grant will fund up to \$150,000 of the renovation.

She reported that the department is working on a couple minor maintenance items, including replacing batteries in an alarm system and monitoring several HVAC units after three units froze during the recent inclement weather.

Vice-Chair, Beth Huddleston, asked if the department has received any applications for the vacant custodial/maintenance technician position. Human Resource Coordinator, Tiffany Stevens, stated that the department was ready to interview for the position prior to a staff member's resignation in November and that she has contacted those applicants to inquire if they are still interested in interviewing for the position.

**Environmental Health Update:** Environmental and Community Outreach Program Manager, Kathryn Metzger, provided the environmental health update. She informed the board that both the City of Branson and the Missouri Department of Health and Senior Services (MODHSS) are beginning to take action against lodging establishments that are operating without proper licensure. Kathryn informed the board that the department is aware of which facilities have been identified by the City of Branson and MODHSS and that many of the facilities that have been identified by the City of Branson are on MODHSS's radar. She informed the board that a couple lodging facilities have closed and that a couple are scheduled to be shut down next week. The emergency housing closure group was able to rehouse individuals that were displaced due to these recent closures. She mentioned that she spoke with representatives from MODHSS and informed them that the department is unable to perform the revisits within the requested 30 days due to staffing bandwidth.

Chair, Debbie Redford, inquired if there are issues identifying the owners of these establishments. The City of Branson has had difficulty identifying proper representatives of the lodging establishments to whom to give the closure notices to.

Member, Heather Burney, inquired if there is enough housing for families who might be displaced as a result of the impending closures. Environmental and Community Outreach Program Manager, Kathryn Metzger, stated that not all of the identified lodging facilities are extended stay facilities; however, if all the identified extended stays were to close, there would not be enough housing nor resources to rehouse all displaced individuals.

Environmental and Community Outreach Program Manager, Kathryn Metzger, provided an environmental health staffing update. She reported that four health inspectors are currently in training. Three of the health inspectors are being trained in the food program, and two are expected to be released to perform inspections on low risk food establishments in the very near future. The other health inspector is being trained in the lodging program and is expected to be released prior to the lodging inspection season. She reported that four health inspectors are fully trained in the food program and that three are fully trained in the lodging program.

Director, Lisa Marshall, commented that the department will be requesting funding in this year's capital expense budget to purchase additional fleet vehicles and laptops for the three new health inspector positions that were approved by the board and as the department is already short one vehicle for the current environmental health staff.

Secretary/Treasurer, Laurie Hayes, mentioned that the luncheons hosted by the Branson Area Lodging Association will be transitioning to a more educational format this year and that next month's luncheon topic is regarding what facilities can expect when they are being inspected.

**Clinical Update:** Clinical Manager, Erica Craig, provided the clinical update. She informed the board that the department is about to launch a patient portal that would allow clients to access their vaccine records and lab results remotely. The department is now able to test for Influenza A, Influenza B, and COVID-19 with a single test and on a rapid basis. The department has observed positive test results for both viruses. Additionally, the department is now able to offer the RSV and COVID-19 vaccines to both insured and uninsured individuals. She informed the board that the department has scheduled its first client for an IUD insertion appointment as part of the department's participation in the Right Time Grant.

Director, Lisa Marshall, praised the clinical team's efforts on the recent outbreak of Tuberculosis in the county.

Chair, Debbie Redford, inquired how many individuals had to be followed up with. At the beginning, over 50 individuals had to be followed up with; however, the current follow-up is manageable.

Member, Heather Burney, inquired if the clinical division has any plans for the mobile sprint unit. Clinical Division Manager, Erica Craig, commented that the clinical division plans on taking the mobile sprint unit out when the weather is better and that the team will be having conversations with Christian Action Ministries regarding following their route.

**Operations Update:** Director, Lisa Marshall, provided the operations update. She informed the board that this will be a regular item on the agenda moving forward.

The department has a contract with the company Purple Wave to auction off the department's Cobalt vehicles. The decals have been removed from the vehicles. Director, Lisa Marshall, stated that there has been a delay in the process because the department needs to order new titles for the vehicles prior to being able to auction them.

Director, Lisa Marshall, informed the board that the department is currently short staffed. Administrative Clerk, Leslie Stricklin, announced her retirement after serving at the department for 21 years. The department's accountant resigned their position yesterday, and the accountant was mainly responsible for accounts receivable. The department has requested assistance from Elliot Robinson. Human Resource Coordinator, Tiffany Stevens, and Administrative Clerk, Lindsay Lawver, have been assisting with accounts payable. The community outreach division is currently short two staff members after two resignations in December. Additionally, the department currently has two positions posted: a public health nursing position and a maintenance/custodial technician position. The department will reevaluate the recently resigned positions prior to posting them and will also be posting the newly approved environmental health inspector positions in the future.

Lisa reminded the board of the need to participate in a board of health training in order to meet a grant deliverable and informed the board that this training will be during the March meeting.

### **Unfinished Business**

There was no unfinished business.

### **New Business**

**Study Session:** Director, Lisa Marshall, informed the board that she met with a realtor at the Forsyth office location to evaluate the value of the building.

Director, Lisa Marshall, discussed the need for a study session in the near future that would involve long term strategic planning for the facilities and Department.

**Audit Services:** Director, Lisa Marshall, provided the update regarding the department's search for a new auditing company. The department received only two bids, one from Abacus CPAs LLC and one from Miles CPA & Associates LLC, and both bids were displayed to the board. Lisa mentioned that she contacted a third auditing company but did not hear back. The board discussed the two received proposals, including their perceived professionalism, their timeliness of response, and their utilization by other local health departments and government entities.

Motion to engage Abacus CPAs, LLC for three years by Laurie Hayes and seconded by Robert Griffith. There was no further discussion. The motion passes.

Chair, Debbie Redford, asked where Abacus CPAs is located. Abacus CPAs has offices in Branson and Springfield.

### **Division Reports**

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

Chair, Debbie Redford, inquired if the department has received any applications for the current, posted positions. Human Resource Coordinator, Tiffany Stevens, stated that she has not received any applications for the public health nursing position and requested for the board to refer any possible applicants to the department. Member, Heather Burney, asked if applicants need to have a RN license. Applicants must have a RN license, and it is preferred for applicants to have a BSN in nursing – though not required. Member, Robert Griffith, stated that he will invite the health department to be present at OTC's career nursing fair in the future.

Chair, Debbie Redford, asked how broadly the department posts available positions. Human Resource Coordinator, Tiffany Stevens, stated that the department posts on Indeed, LinkedIn, Handshake, its Facebook page, and its website. Vice-Chair, Beth Huddleston, asked if the department posts available

positions on Friday Facts. The department has posted vacant positions on Friday Facts in the past. Director, Lisa Marshall, added that the concern about utilizing Friday Facts is that Friday Facts are only sent to those currently in the public health field in Missouri.

**Announcements**

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

**Adjourn**

Motion to adjourn at 3:34 p.m. by Laurie Hayes and seconded by Heather Burney. There was no further discussion. The motion passes.

Minutes prepared by Lindsay Lawver



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## AGENDA

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Approve Agenda	Debbie Redford, Chair
Introduction of Guests	Lisa Marshall, Director
<u>Review of Minutes</u> January 25, 2024	Debbie Redford, Chair
<u>Review of Financial Reports</u> January 31, 2024 Financial Reports Disbursements Review	Lisa Marshall, Director
<u>Director's Report</u> Legislative Update Priority Project Update Facility Update Operations Update 2024 Capital Expense Plan Strategic Planning DHSS Lodging Program Updates Staffing Update Public Health Week	Lisa Marshall, Director
<u>Unfinished Business</u>	Debbie Redford, Chair
<u>New Business</u> ELC ED Expansion Quotes Ozarks DynaCom Annual Contract Surplus Items	Debbie Redford, Chair
<u>Division Reports</u> Performance Management Questions?	Division Managers
<u>Announcements</u> Next Board Meeting, March 28, 2024, 2:30	

### Convene Executive Closed Session

Notice is hereby given that the Taney County Health Department Board of Trustees having duly voted to close its upcoming meeting, as authorized by Section 610.021, Subsection 3 regarding personnel, will conduct a closed meeting on February 22, 2024, at the Taney County Health Department, Branson location at the end of the regular board meeting.

Adjourn

### News Media Contact for Open Meeting Notice:

Lisa Marshall, Director  
15479 US Hwy 160, Forsyth, MO 65653  
(417) 546-4725



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Beth Huddleston, Vice-Chair  
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Robert Griffith, Member  
Heather Burney, 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

In Person Meeting

**Call to Order**

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

**Guests:** Member, Heather Burney, introduced her guest: Elena, a 4<sup>th</sup> year pharmacy student.

**Review of Minutes from January 2024**

Vice-Chair, Beth Huddleston, inquired if the presented minutes were accurate by not including a motion to approve the previous month's financial report. The board did not make a motion to approve the financials for December 2023 during last month's board meeting.

Motion to approve the minutes for January 25, 2024 by Robert Griffith 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 for January and prefaced the discussion with the recommendation that the board does not make a motion to approve the report. Lisa displayed a list of all bank account and credit card transactions from the month of January. She stated that a list of credit card transactions used to be routinely presented to the board as part of the financial report but was discontinued in 2021, and that to increase transparency, a list of credit card transactions will be routinely included in the financial report moving forward.



Members of the board inquired about several of the displayed payments. Member, Robert Griffith, asked about the vendor Native Signs. The monthly payments to Native Signs are for the advertisements the department displays on the electronic billboard on HWY 65. Chair, Debbie Redford, inquired about the \$4,900 payment to Premiere Landscapes. The \$4,900 payment was the annual fee for landscaping services for the 2024 season. The board requested for the list of bank account and credit card transactions to be emailed to them.

Vice-Chair, Beth Huddleston, asked if the presented transactions are manually entered. The presented transactions were manually entered on a spreadsheet for record keeping and will be manually entered in the accounting software after staff have been trained on how to utilize it. Payments were manually entered in the software in the past too. Director, Lisa Marshall, added that the department will be conversing with the accounting firm, Elliot Robinson, regarding how to present the financial reports in the future. Additionally, the department will also ask for input from Elliot Robison about a formal approval process for the financial reports from previous months.

Director, Lisa Marshall, informed the board that the department has expanded its work with Elliot Robinson and that a representative from Elliot Robinson works at the department one day a week to print checks and to work on accounts receivable. Human Resource Coordinator, Tiffany Stevens, and Administrative Clerk, Lindsay Lawver, are currently responsible for accounts payable from January 1<sup>st</sup> of this year to current. Lisa commented that Tiffany has been working to change most routine payments to auto debit as their form of payment rather than checks.

Director, Lisa Marshall, mentioned that staff have been putting effort toward the billing for grant funding and that the Department is working to catch up on grant invoicing and anticipate recouping a large number of grant dollars in the upcoming year.

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

**Legislative Update:** Director, Lisa Marshall, provided the legislative update. She stated that there is not much to report and that the state legislature will break in March. The board discussed the lack of bills passing committees.

The board asked if Lisa received any feedback regarding her attendance at Hollister's legislative meeting. She mentioned that several items were discussed but that none were surprising.

**Priority Project Update:** Director, Lisa Marshall, informed the board that the department's leadership team recently had their quarterly, offsite leadership meeting and that during this meeting, the leadership team identified several projects to either complete and/or start this quarter. Lisa informed the board of the identified projects: clean the garage and declare items and/or pieces of equipment that are either broken or no longer utilized as surplus, have the department's medical billing specialist attend trainings, identify deliverables of current grants and catch up on grant billing, update signage in the department's lobby, and update the department's Administrative Policy Manual. Lisa commented that the Administrative Policy Manual currently reads more as procedural than as policy. She also added that she does not anticipate that the financial portions of the manual will be updated when the other updates are presented to the board.

**Facility Update:** Director, Lisa Marshall, provided the facility update. She informed the board that the previously discussed study session to tour Dr. Bridges' office is no longer pressing; however, Lisa stated that she would still like to host a study session in the future to strategically discuss the long-term planning of the department's facilities. Lisa also mentioned several maintenance items that have been discovered at the Forsyth office.

Secretary/Treasurer, Laurie Hayes, volunteered to walk both buildings to help identify any possible maintenance items.

Director, Lisa Marshall, informed the board that a leak has been identified in a HVAC unit at the Branson office and that the department will present the estimated cost to repair the leak to the board once the quote is received. Lisa notified the board that the cost is estimated to be approximately \$29,000 and that the repair cannot be included as a permissible expense under the ELC ED Expansion Grant. Lisa also mentioned that it was brought to the department's attention that the Branson office can operate sufficiently with fewer HVAC units than it currently possesses and that the department wrote in the purchase of three new HVAC units as part of the ELC ED Expansion Grant in order to replace the old units.

The board asked what is leaking from the HVAC unit. The unit is leaking Freon.

Member, Robert Griffith, recommended utilizing the department's cash reserves for maintenance items.

**Operations Update:** Director, Lisa Marshall, provided the operations update. She informed the board that the Cobalts are up for auction on Purple Wave's website and that bidding ends on March 5<sup>th</sup>. Additionally, the department continues to work with Elliot Robinson regarding the restructuring of the department's financials for the past couple years. Elliot Robinson informed the department that they restructure financials in a two-step process. The first step is to ensure that records are complete, and the second step is to ensure that the records are accurate. The department has notified Elliot Robinson that Abacus CPAs LLC will be conducting the department's audit this year and that Abacus CPAs LLC has contacted KPM CPAs for the department's audit reports from previous years.

**2024 Capital Expense Plan:** Director, Lisa Marshall, advised the board that the department is not yet in a position to make formal recommendations of possible capital expenditures for this year; however, she stated that the purchase of additional fleet vehicles will be the first priority, as the department is already short one vehicle and as once they are hired, each of the three new environmental health inspectors will need a vehicle. Lisa added that the next priority will be to seal the leak in a HVAC unit at the Branson office.

**Strategic Planning:** Director, Lisa Marshall, commented that the department recommends contracting out the updating of the department's strategic plan, as the department included funding for a consultant as part of one of the grants pertaining to accreditation. Vice-Chair, Beth Huddleston, asked which company the consultant will be from. The department will seek quotes. Secretary/Treasurer, Laurie Hayes, commented that the department contracted with People Centric last time.

**DHSS Lodging Program Updates:** Director, Lisa Marshall, provided the lodging update. She informed the board that MODHSS contacted the Taney County Health Department (TCHD) in January and informed the department that they were going to give 30-day to closure notices to many local lodging establishments. However, after conversations with the TCHD, MODHSS is now focused on 15 local lodging establishments. Lisa mentioned that many of these facilities do not have local health permits and/or state lodging licenses; however, the Taney County Health Department does not have jurisdiction over some of the violations that are prohibiting lodging facilities from receiving their state lodging licenses, such as the payment of taxes. Lisa assured the board that the Taney County Health Department is adhering to its contract with MODHSS.

Additionally, the department informed MODHSS of the City of Branson's lodging safety initiative and will assist in scheduling a meeting between all three entities.

Chair, Debbie Redford, inquired if the recent media reporting was correct by stating that six lodging facilities have been closed. The reporting was accurate.

Secretary/Treasurer, Laurie Hayes, asked if the department has heard any reasoning for MODHSS's recent interest in closing lodging facilities. Prior to COVID-19, MODHSS would refer facilities that did not have applicable licensure for prosecution; however, the timeline was not as expedited as it currently is. Additionally, Lisa added that from a historical perspective, the local health department is the inspection aspect and the state health department is the enforcement aspect. MODHSS does have the authority to close facilities.

**Staffing Update:** Human Resource Coordinator, Tiffany Stevens, provided the staffing update. The department is currently advertising several vacant positions: a public health nurse, a maintenance/custodial technician, an environmental health administrative clerk, and several environmental public health specialists. Interviews will be scheduled in the very near future for each position. Tiffany stated that the next position to be posted will be the bilingual health educator position and that three vacant positions are currently being re-evaluated, including an accountant position, a chief financial officer position, and a community development specialist position. Director, Lisa Marshall, informed the board that the accountant and chief financial officer positions will be restructured prior to advertising and that this includes removing overseeing operations from the chief financial officer's position description, as a staff member was recently promoted to operations coordinator. The board discussed possible reasons to expedite the posting of the accountant and chief financial officer positions. Human Resource Coordinator, Tiffany Stevens, added that she anticipates that the positions will be posted in March.

**Public Health Week:** Director, Lisa Marshall, reminded the board that National Public Health Week is the first full week in April and that one way the department celebrates the week is by awarding an organization and/or an individual the Public Health Champion Award. This award seeks to recognize an organization and/or an individual who contributes to public health efforts in the community. The deadline is approaching for nominations and the winner is selected by department leadership and a group of staff members. Lisa invited the board to compose emails that can be shared with the department's staff that celebrate the staff's work this past year.

### **Unfinished Business**

There was no unfinished business.

### **New Business**

**ELC ED Expansion Quotes:** Director, Lisa Marshall, presented the received quotes for the intended purchases as part of the ELC ED Expansion Grant. Lisa reminded the board that the department is intending to apply the funding from this grant toward the garage expansion, the installation of a storage building behind the Branson office, the pouring of a concrete pad behind the Branson office, and the installation of three new HVAC units at the Branson office. The grant allows for \$150,000 in funding to be applied toward renovation of an existing building as long as the space being renovated is less than 25% of the building space. She informed the board that because these purchases are for larger items, the department must submit a letter of justification to the grant manager with at least one bid for each item; however, the department is not obligated to contract with the vendor that is on the submitted bid. The department is seeking at least three bids for each of the items. Director, Lisa Marshall, presented the preliminary numbers of these received bids. The department has received one bid for the installation of the new HVAC units with a proposed price of approximately \$30,000. The department is seeking two more quotes. The department has received two quotes for the garage renovation, and both quotes are around \$75,000. The department is arranging a date for a third company to view the garage. The department has received three bids for the pouring of a concrete pad and the installation of a storage

building on top of the pad; however, the department has sent these bids back to the companies as it is believed that there is a misunderstanding about the intended design of the storage building.

Vice-Chair, Beth Huddleston, asked if there will be one or two new buildings. There will be one new building. A retaining wall will need to be built for leveling purposes.

Chair, Debbie Redford, asked if the department will be purchasing additional security measures to secure the new storage building. The new storage building will be enclosed in a fence.

Director, Lisa Marshall, informed the board that the department has also asked the grant manager if the installation of cabinets for storage of clinical supplies would be a permissible expense under the grant. A quote for the installation of the cabinetry was presented to the board. If the purchase would not be funded by the grant, Lisa informed the board that the purchase will be brought before the board for approval as the estimated cost is over \$5,000. Vice-Chair, Beth Huddleston, asked where the cabinetry would be located. The cabinets would be located along a wall near the elevator in the Branson office and a water fountain has been removed to provide space for the cabinets. Chair, Debbie Redford, asked if the cabinets would impede walking space. Although the cabinets are large enough to store vaccine travel coolers, the cabinets would not impede walking.

Director, Lisa Marshall, advised the board to expect to vote via email on the bids for the various items, as the grant is expected to not cover renovation costs after a future update.

**Ozarks DynaCom Annual Contract:** Director, Lisa Marshall, presented the Ozarks DynaCom annual contract to the board. She stated that this contract is with the local radio station in town and that the department is able to air monthly advertisements on the station, KOMC-FM, and participate in the “At Your Service Podcast” with Scott McCaulley.

Chair, Debbie Redford, asked how often the department participates in the “At Your Service Podcast.” The podcast is once a month.

Director, Lisa Marshall, added that this contract is a budgeted expense.

Motion to approve the Ozarks DynaCom Annual Contract at the amount of \$7,200 by Robert Griffith and seconded by Beth Huddleston. There was no further discussion. The motion passes.

**Surplus Items:** Director, Lisa Marshall, presented an updated list of items that the department is requesting for the board to declare as surplus so that the department can either auction or dispose of the items. Lisa commented that many of the presented items have already been declared as surplus; however, the quantities of the previously approved items have increased. She also mentioned that several items were not included in the previously approved list. The items include whirlpool refrigerators (x2), a chest freezer, a five drawer lateral file cabinet, a wall cabinet, a media projection cart, a rolling office chair, a 9’ van step, a wood desk, six drawer lateral file cabinets (x3), Lenovo W541 laptops (x3), Lenovo T440 laptops (x3), Lenovo T430 laptops (x9), Lenovo all-in-one computers (x22), computer monitors (x12), tower PCs (x3), network switches (x8), TVs (x2), and video cameras (x2).

Chair, Debbie Redford, asked if Purple Wave will auction the items. The department can auction the items on Purple Wave; however, Director, Lisa Marshall, advised that some of the items should be discarded due to their condition.

Motion to declare the presented items as surplus by Heather Burney and seconded by Laurie Hayes. There was no further discussion. The motion passes.

### **Division Reports**

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

Secretary/Treasurer, Laurie Hayes, praised Environmental Health and Community Outreach Program Manager, Kathryn Metzger's, presentation at the Branson Area Lodging Association's luncheon.

Chair, Debbie Redford, praised the caseload of the department's WIC team.

### **Announcements**

Next board meeting is March 28, 2024 at 2:30 p.m.

### **Adjourn**

Motion to adjourn the regular meeting of the Board of Trustees and convene an executive closed session as authorized by Section 610.021, Subsection 3, regarding personnel, at 3:49 p.m. by Beth Huddleston and seconded by Robert Griffith. Voting aye: Beth Huddleston, Robert Griffith, Debbie Redford, Laurie Hayes, Heather Burney. Voting nay: none. Motion carried.

Minutes prepared by Lindsay Lawver



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Approve Agenda	Debbie Redford, Chair
Introduction of Guests	Lisa Marshall, Director
DHSS Board Update	Tiffany Bayer, DHSS
<u>Review of Minutes</u> February 22, 2024	Debbie Redford, Chair
<u>Review of Financial Reports</u> February 29, 2024 Financial Reports Disbursements Review	Lisa Marshall, Director
<u>Director's Report</u> Staffing Update Public Health Week Operations Update	Lisa Marshall, Director
<u>Unfinished Business</u>	Debbie Redford, Chair
<u>New Business</u> Postage Meter Quote Staffing Plan Update Concrete Quote Storage Building Quote Renovation Quote HVAC Quote Clinical Storage	Debbie Redford, Chair
<u>Division Reports</u> Performance Management Questions?	Division Managers
<u>Announcements</u> Next Board Meeting, April 25, 2024, 2:30 pm	
Adjourn	

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Tiffany Stevens, Human Resource Coordinator  
Erica Craig, Clinical Division Manager  
Tammy Drake, WIC Division Manager  
Kathryn Metzger, ECOT Manager  
Rick White, Operations Coordinator

In Person Meeting

**Call to Order**

Debbie Redford 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 Beth Huddleston and seconded by Robert Griffith. There was no discussion. The motion passes.

**Guests:** Director, Lisa Marshall, introduced the guests: Jean Mueller, who will be joining the board as the newest member at next month's meeting, and Tiffany Bayer with MODHSS.

**DHSS Board Update:** Tiffany Bayer hosted a public health training for the board.

**Review of Minutes from February 2024**

Motion to approve minutes for February 22, 2024 by Laurie Hayes and seconded by Beth Huddleston. There was no discussion. The motion passes.

**Review of Financial Report by Lisa Marshall**

Director, Lisa Marshall, provided the financial report for February and prefaced the discussion with the recommendation that the board does not make a motion to approve the report. A list of credit card and bank account transactions from February was emailed to the board prior to the meeting and was displayed during the meeting for review. Secretary/Treasurer, Laurie Hayes, asked if the displayed list includes the checks printed during the previous month. The list does not include the printed checks. Director, Lisa Marshall, stated that a list of printed checks will be emailed to the board after the meeting.

Director, Lisa Marshall, informed the board that the department has scheduled its annual audit for April 29<sup>th</sup>. She stated that Elliot Robinson & Company is still reviewing and preparing financials from 2023 but that they are aware of the audit deadline. She stated that after Elliot Robinson & Company is finished with reviewing the financials, financial reports from October 2023 to current will be presented to the board for approval. Secretary/Treasurer, Laurie Hayes, requested for these reports to be emailed as soon as the department is ready to present them.

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

**Staffing Update:** Human Resource Coordinator, Tiffany Stevens, provided the staffing update. Interviews, including second round interviews, are ongoing for the environmental public health specialist positions and the environmental health administrative clerk. The department has hired a public health nurse, who starts next week, and has offered the custodial/maintenance technician position to an applicant. Recently posted positions include the bilingual health educator, the WIC nutritionist, and the temporary pool inspectors. The department is currently reviewing the accounting manager and the community development specialist positions.

Chair, Debbie Redford, asked if the department has had many applications. Human Resource Coordinator, Tiffany Stevens, stated that the department has had fewer applications for the positions that require a degree than those that do not.

Member, Robert Griffith, asked where available positions are posted. Positions are posted on Indeed, Handshake, MoJobs, the department's website, and the department's social media. The department also posts on Friday Facts, which is sent to all public health workers in Missouri.

**Public Health Week:** Director, Lisa Marshall, reminded the board that next week is National Public Health Week. To celebrate the week, the department will be providing staff with snacks and will be posting educational material on its social media. Lisa invited members of the board to compose an email that can be shared with department staff that thanks them for their work. Additionally, the department will award an individual and/or an organization the Public Health Champion Award.

Vice-Chair, Beth Huddleston, asked if the department had nominations for the Public Health Champion Award. The department did receive nominations and a winner has already been selected.

Chair, Debbie Redford, inquired if the department will be hosting the winner of the award. The department will be visiting the winner's facility to present the award.

**Operations Update:** Director, Lisa Marshall, provided the operations update. She informed the board that the department is almost finished with catching up on grant billing. She also mentioned several, newer grants that will be included in future billing cycles. One of the grants is the Public Health Infrastructure Grant, which will pay for the department's collaboration with the accounting companies and the new environmental health administrative clerk position. The Next50 Grant (Healthy Aging Grant) begins in April and will allow for the department to provide chronic condition screenings to adults over 50. This grant is through a private funder, and the department is already in possession of the funding. The ELC-ED Expansion Grant is funding the garage renovation and the storage building, and the department has removed the surplus items from the garage and is brainstorming solutions to potential issues that may arise during the renovation, including staff parking.

Director, Lisa Marshall, informed the board that the leadership team had their quarterly, offsite leadership meeting last week and that during this meeting, department leadership identified and discussed priority projects for this quarter. One project is to update the Administrative Policy Manual.



Lisa commented that this involves bringing the manual current, including in language. She advised that this includes updating the language of the board's by-laws, such as making the language gender neutral, and that because there are changes to the by-laws, the board will have 30 days to review the proposed changes. Another project is to update Insuperity, which tracks staff time and grant codes. A third project is to continue making progress on the garage renovation and the installation of a storage building. A fourth priority project is to begin work on the department's Strategic Plan because it is due at the end of this year. The department is seeking to contract this out. A fifth identified project is to update the signage in the department's lobby, as the clerical staff have observed clients express confusion when they first enter the lobby. Additionally, the department will be including signage that states that filming and photography are prohibited due to patient privacy and confidentiality. The final project is to invest in the department's communicable disease team infrastructure, including streamlining processes involved in case investigation. The department identified this as a need after experiencing staff turnover and after the recent outbreak of Tuberculosis in the county.

Chair, Debbie Redford, inquired if there have been any observed cases of Measles in the county. The department is having discussions with local entities regarding planning for this.

### **Unfinished Business**

There was no unfinished business.

### **New Business**

**Postage Meter Quote:** Human Resource Coordinator, Tiffany Stevens, presented a quote for a new postage meter to the board. The department's current postage meter is over 10 years old and has been malfunctioning, as the scale does not always register items and as the label printer periodically gets stuck. Additionally, the current postage meter will be out of compliance at the end of the year. Human Resource Coordinator, Tiffany Stevens, added that the department calculated renting the machine on a monthly basis versus purchasing a machine outright and determined that renting a machine would cost more money.

Vice-Chair, Beth Huddleston, asked if the department would need to purchase anything additional. The only additional cost would be postage.

Chair, Debbie Redford, inquired if the department mails many certified letters. The department's clinical team mails certified letters as part of follow-up for communicable disease investigations.

Motion to approve the purchase of a new postage meter from the vendor Summit by Laurie Hayes and seconded by Robert Griffith. There was no further discussion. The motion passes.

**Staffing Plan Update:** Director, Lisa Marshall, presented proposed changes to the department's current staffing plan to the board. One of the two proposed changes is to change the current chief operating officer / finance division manager position to an accounting manager position. The department would like to remove the operations piece from the position because the department now has an operations coordinator. Additionally, the department would like to remove HR processes, including payroll, from the position because Human Resource Coordinator, Tiffany Stevens, has been handling these items for quite some time. The other proposed change is to change two administrative clerk positions to executive assistant positions and to change one of these positions from a .5 FTE to a .6 FTE. The other position would remain a 1.0 FTE. These two positions have routinely filled in when clerical staff have been absent; however, leadership has identified a need for assistance to complete tasks.

Motion to approve the updates to the department's staffing plan by Robert Griffith and seconded by Laurie Hayes. There was no further discussion. The motion passes.

**Concrete Quote:** Operations Coordinator, Rick White, presented the three received quotes for the pouring of a concrete pad behind the Branson office. The bids include leveling the ground and constructing a retaining wall, slicing the curb and pouring a concrete walkway from the parking lot to the concrete pad, and pouring a concrete pad that is 30' x 50' to 30' x 60' in size. He recommended accepting the bid from the company Weathered Oak LLC because the company has been responsive throughout the bidding process and is able to begin work sooner than the other companies.

Chair, Debbie Redford, asked where the pad will be installed. The pad will be installed where the picnic tables are currently located.

Motion to approve the bid from Weathered Oak LLC by Laurie Hayes and seconded by Beth Huddleston. There was no further discussion. The motion passes.

**Storage Building Quote:** Operations Coordinator, Rick White, presented the three received quotes for the installation of a storage building on top of the concrete pad. The storage building will be 30'x30' in size and will include a 10'-15' awning that will cover the picnic tables. The building will be utilized to store items that were stored in the garage. The board discussed the total prices of the quotes, including with and without insulation, and the proximity of the vendors. Operations Coordinator, Rick White, clarified that the vendors are not local because they manufacture the buildings.

Motion to approve the bid that includes the cost for insulation from Powerbilt Steel Buildings Inc. by Laurie Hayes and seconded by Robert Griffith. There was no further discussion. The motion passes.

**Renovation Quote:** Director, Lisa Marshall, informed the board that either an electronic vote will be requested before next month's meeting or the vote will occur at next month's meeting, as the department is still gathering quotes for the garage renovation.

**HVAC Quote:** Operations Coordinator, Rick White, presented the three received quotes to install three new HVAC units at the Branson office with the recommendation that the board approve the bid from Knight Heating & Air Conditioning. The board noted that the quotes are similar in price and that the sales tax would need to be removed from the quote from D&B HVAC Systems LLC.

Member, Robert Griffith, asked for a defensible reason to accept a bid that is not the cheapest. The department is recommending for the board to accept the bid from Knight Heating & Air Conditioning because the department has been pleased with the company's thoroughness and customer service throughout the bidding process.

Motion to accept the bid from Knight Heating & Air Conditioning by Beth Huddleston and seconded by Laurie Hayes. There was no further discussion. The motion passes.

**Clinical Storage:** Director, Lisa Marshall, displayed the three received quotes for the cabinets that will be utilized to store clinical supplies to the board. Lisa reminded the board that the department recommended purchasing the cabinets from the vendor Grooms Office Environments because the cabinets are 80" high and the department would be able to customize the height of the shelves. The board voted prior to the meeting, via email, to approve the purchase from the recommended vendor. Director, Lisa Marshall, requested an in person vote to reaffirm the electronic vote as the expenditure exceeds \$5,000.

The board inquired if the total cost includes installation. Receiving and installation costs an additional \$525. The total cost, with installation, is \$7,397.40.

Chair, Debbie Redford, asked if this purchase will be billed toward a grant. Director, Lisa Marshall, clarified which purchases will be grant funded. The garage renovation, the installation of a concrete pad, the purchase and installation of a storage building, the purchase and installation of the new HVAC units, and this purchase will all be billed toward the ELC-ED Expansion Grant. The purchase of a new postage meter and the new executive assistant positions will not be billed toward a grant.

Motion to reaffirm the electronic vote and approve the purchase of storage cabinets from the vendor Grooms Office Environments by Robert Griffith and seconded by Beth Huddleston. There was no further discussion. The motion passes.

### **Division Reports**

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

Chair, Debbie Redford, thanked the department's managers for their hard work.

### **Miscellaneous**

Director, Lisa Marshall, thanked outgoing board member, Robert Griffith, for his support of the department and his service to the department's board the past several years. Member, Robert Griffith, mentioned that it has been an honor and that he has been moved by the work of the department, especially during the pandemic.

### **Announcements**

Next board meeting is April 25, 2024 at 2:30 p.m.

### **Adjourn**

Motion to adjourn at 4:15 p.m. by Laurie Hayes and seconded by Beth Huddleston. There was no further discussion. The motion passes.

Minutes prepared by Lindsay Lawver



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## AGENDA

Taney County Health Department  
Board of Trustees Meeting  
320 Rinehart Road, Branson, Missouri  
April 25, 2024  
2:30 pm

Call to Order	Debbie Redford, Chair
Approve Agenda	Debbie Redford, Chair
Introduction of Guests	Lisa Marshall, Director
<u>Review of Minutes</u> March 28, 2024	Debbie Redford, Chair
<u>Review of Financial Reports</u> March 31, 2024 Financial Reports Disbursements Review	Lisa Marshall, Director
<u>Director's Report</u> Operations Update Facility Updates Staffing Update 2023 Audit Update Legislative Session	Lisa Marshall, Director
<u>Unfinished Business</u>	Debbie Redford, Chair
<u>New Business</u> Election of Board Officers Surplus Items July Board Meeting Garage Renovation Quotes Technology Quote	Debbie Redford, Chair
<u>Division Reports</u> Performance Management Questions?	Division Managers
<u>Announcements</u> Next Board Meeting, May 23, 2024, 2:30	

### Convene Executive Closed Session

*Notice is hereby given that the Taney County Health Department Board of Trustees having duly voted to close its upcoming meeting, as authorized by Section 610.021, Subsection 3 regarding personnel, will conduct a closed meeting on April 25, 2024, at the Taney County Health Department, Branson location at the end of the regular board meeting.*

Adjourn

### News Media Contact for Open Meeting Notice:

Lisa Marshall, Director  
15479 US Hwy 160, Forsyth, MO 65653  
(417) 546-4725



Taney County Health Department  
Board of Trustees Meeting  
320 Rinehart Road, Branson, Missouri  
April 25, 2024  
2:30 PM

ATTENDANCE: Debbie Redford, Chair  
Beth Huddleston, Vice-Chair (joined virtually; disconnected during meeting)  
Laurie Hayes, Secretary/Treasurer  
Jean Mueller, Member  
Heather Burney, 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  
Rick White, Operations Coordinator

In Person Meeting

**Call to Order**

Debbie Redford 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 Heather Burney. There was no discussion. The motion passes.

**Guests:** The Taney County Health Department introduced Jason Jones, who was recently hired as an environmental health specialist.

**Review of Minutes from March 2024**

Motion to approve minutes for March 28, 2024 by Laurie Hayes and seconded by Heather Burney. There was no discussion. The motion passes.

**Review of Financial Report by Lisa Marshall**

Director, Lisa Marshall, provided the financial report for March and prefaced the discussion with the recommendation that the board does not make a motion to approve the financial report. A list of disbursements was emailed to members of the board prior to the meeting and the list was displayed during the meeting for review. Director, Lisa Marshall, informed the board that the department is contesting the charge from the vendor IMF on one of the department's credit cards and that out of an abundance of caution, a new credit card has been ordered. Additionally, Lisa commented that the board will observe that voided checks have been included on the check log and informed the board that they will observe more voided checks as staff learn the software.

Secretary/Treasurer, Laurie Hayes, inquired if Elliott, Robinson & Company LLP will be ready to formally present the financial reports from the preceding months in May. Director, Lisa Marshall, stated that it will likely be after May before the financial reports are ready for review. Secretary/Treasurer, Laurie Hayes, requested for a special meeting to be hosted when the reports are ready.

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

**Operations Update:** Director, Lisa Marshall, provided the operations update. The concrete pad behind the Branson office has been poured and the next step is to send pictures of the pad to the storage building company to ensure that the building can be installed. After the building is installed, the department will install a fence around the building that will have gated access. Additionally, electricity will be installed in the building. Lisa informed the board to expect emails requesting votes on quotes, as the department wants to move quickly on the project to ensure security of the storage building and of the retaining wall.

Director, Lisa Marshall, provided an update on the billing of grants and other grant related items. Pertaining to the ELC ED Expansion Grant, three new HVAC units were installed at the Branson office yesterday and the department has placed a deposit for the garage renovation. Lisa thanked the board for attending the board of health training. The department received \$48,000 in funding from that grant. The department is caught up on grant reporting, with the exception of the Workforce Grant.

Director, Lisa Marshall, informed the board that the department is overseeing a Norovirus outbreak and is communicating with and educating impacted businesses.

The clinical division continues to investigate Tuberculosis cases and perform case management. The clinical team hosted another testing event at the impacted facility and organized the event in a way that allowed individuals to receive care without experiencing any barriers. The team was able to utilize a chest X-ray at the event, and Dr. Rachelle Bridges was on site to be able to write prescriptions for needed medications.

**Facility Updates:** Operations Coordinator, Rick White, provided the facility update. Rick informed the board that previously observed buckling of the flooring in the clinical break room of the Branson office has gotten significantly worse. Three separate foundation companies have visited the office to inspect the flooring and observe the building's foundation. The companies were unable to determine if the cause is foundational or structural and recommended for the department to contact a structural engineer. The structural engineer visited the office yesterday and took photos to take back to his colleagues to get their input. The companies did not think that the department should close the break room to staff.

Secretary/Treasurer, Laurie Hayes, asked if the cause might be moisture related. The department does not suspect that it is moisture related as the buckling is where the existing building was joined with the newer addition.

**Staffing Update:** Human Resource Coordinator, Tiffany Stevens, provided the staffing update. Jason Jones started as an environmental health specialist yesterday. Branden Topka starts on this upcoming Monday as the custodial/maintenance technician. The new environmental health administrative clerk, Pam Moody, and environmental health specialist, Samuel Durham, both start in 2 weeks. The new WIC nutritionist, Chelsea Osbourn, starts on May 13<sup>th</sup>. She will also be clerking one day a week and overseeing the Wisewoman program. Raven Puckett will join the department on May 28<sup>th</sup> as an environmental health specialist. Interviews are being held today and tomorrow for the temporary pool inspector positions. Additionally, the accounting manager and executive assistant positions have both been posted.

Human Resource Coordinator, Tiffany Stevens, informed the board that the department has received few applications for the vacant bilingual health educator position and inquired if the board objects to the department revising the position requirements to focus more on the bilingual aspect to meet the needs of the department and of the community. Director, Lisa Marshall, commented that staff have expressed the need for an interpreter and that there is a noticeable difference in total number of appointments when a staff member is onsite and is able to proficiently communicate in Spanish.

The board inquired if the revision would impact the position's pay. The hourly wage would be less.

Member, Heather Burney, inquired if staff are currently using the internet to communicate in different languages. Staff utilize iPads that have translating apps installed and the Language Line, a telephone interpreting service.

Chair, Debbie Redford, asked how much it cost to utilize Language Line. Language Line charges approximately \$4 per minute.

No objections to the revision of the current job posting were expressed.

**2023 Audit Update:** Director, Lisa Marshall, informed the board that Abacus CPAs LLC will be onsite on Monday, April 29<sup>th</sup> to start the 2023 audit. Additionally, a representative from Elliott, Robinson & Company LLP will be onsite to provide support and answer questions.

Chair, Debbie Redford, asked if the audit will be more thorough than previous audits. Director, Lisa Marshall, commented that as a new client of Abacus CPAs LLC, the audit will be more extensive and that procedures and policies will be reviewed.

**Legislative Session:** Director, Lisa Marshall, informed the board that a proposed bill pertaining to the sale of tobacco products, alternative nicotine products, and vapor products is currently being monitored by health agencies and professional organizations. The bill would allow laws at the state level to preempt any local laws, ordinances, or regulations that have been enacted by a county, municipality, or other political subdivision.

### **Unfinished Business**

There was no unfinished business.

### **New Business**

**Election of Board Officers:** Director, Lisa Marshall, reminded the board that the election of board officers occurs every other year after the general municipal election. The board nominated a slate of officers: Heather Burney, as Chairperson; Beth Huddleston, as Vice-Chairperson; and Laurie Hayes, as Secretary/Treasurer.

Motion to approve the nominated slate of officers by Heather Burney and seconded by Laurie Hayes. There was no discussion. The motion passes.

**Surplus Items:** Director, Lisa Marshall, presented a list of additional items that the department is requesting for the board to declare as surplus. The proposed items include industrial fans (x2), large tents (x3), and a wooden picnic table. Lisa informed the board that the tents and industrial fans were purchased for the drive-thru COVID-19 vaccination clinics and that the tents require a permit from the City of Branson to set-up. The department is recommending that all of the proposed items, with the exception of the wooden picnic table, be auctioned. The department is recommending that the wooden table be properly discarded.

Motion to declare the presented items as surplus by Laurie Hayes and seconded by Jean Mueller. There was no further discussion. The motion passes.

**July Board Meeting:** Director, Lisa Marshall, informed the board that she has a scheduling conflict with the date of July's board meeting and requested if the date could be changed. Members of the department and the board discussed everyone's availability on July 18<sup>th</sup>. Motion to change the date of July's regular board meeting from July 25<sup>th</sup> to July 18<sup>th</sup> at 2:30 p.m. by Laurie Hayes, seconded by Heather Burney, and thirded by Jean Mueller. There was no further discussion. The motion passes.

**Garage Renovation Quotes:** The board voted prior to the meeting, via email, to accept the bid from Weathered Oak LLC to convert the department's garage to office space and to approve the purchase of new Lenovo laptops and other needed technological items to accommodate the new environmental health inspectors. Director, Lisa Marshall, requested an in person vote to ratify these electronic votes as the expenditures exceed \$5,000.

Motion to ratify the electronic votes and accept the bid from Weathered Oak LLC and approve the purchase of new laptops and technological items by Laurie Hayes and seconded by Heather Burney. There was no further discussion. The motion passes.

**Technology Quote:** The board included the vote to approve the purchase of the new laptops and technological items in the motion in the above agenda item.

### **Division Reports**

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

Chair, Debbie Redford, inquired about the department's offering of QPR training. QPR is a suicide prevention training and the acronym stands for question, persuade, and refer. The department has offered the training at local government entities, at local schools, and at other community partner organizations. Secretary/Treasurer, Laurie Hayes, expressed interest in the department hosting a training with the lodging association.

Chair, Debbie Redford, praised environmental health specialist, Jacob Williams, for how he handled a situation.

The board praised the WIC division for expanding their mobile services. The WIC division will soon be taking the mobile unit to Gateway Church on Keeter Street to provide services.

The board was pleased that the clinical division took the mobile unit to Cedar Creek to provide services.

The board praised the current projects of the community outreach division, particularly with their development of a resource page for families who have relatives experiencing memory loss.

### **Announcements**

Next board meeting is May 23, 2024 at 2:30 p.m.

### **Adjourn**

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



Minutes prepared by Lindsay Lawver



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## AGENDA

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

Call to Order Heather Burney, Chair

Approve Agenda Heather Burney, Chair

Introduction of Guests Lisa Marshall, Director

Review of Minutes  
April 25, 2024 Heather Burney, Chair

Review of Financial Reports  
April 30, 2024  
Financial Reports  
Disbursements Review Lisa Marshall, Director

Director's Report  
Legislative Update  
Staffing Update  
Annual Audit Update  
Grant Updates  
Operations Update Lisa Marshall, Director

Unfinished Business Heather Burney, Chair

New Business  
2023 Annual Report  
Bylaws Updates  
Van Wrap Heather Burney, Chair

Division Reports  
Performance Management  
Questions? Division Managers

Announcements  
Next Board Meeting, June 27, 2024, 2:30

Convene Executive Closed Session  
*Notice is hereby given that the Taney County Health Department Board of Trustees having duly voted to close its upcoming meeting, as authorized by Section 610.021, Subsection 3 regarding personnel, will conduct a closed meeting on May 23, 2024, at the Taney County Health Department, Branson location at the end of the regular board meeting.*

Adjourn

News Media Contact for Open Meeting Notice:  
Lisa Marshall, Director  
15479 US Hwy 160, Forsyth, MO 65653  
(417) 546-4725



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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



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## AGENDA

Taney County Health Department  
Board of Trustees Meeting  
320 Rinehart Road, Branson, Missouri  
June 27, 2024  
2:30 pm

Call to Order	Heather Burney, Chair
Approve Agenda	Heather Burney, Chair
Introduction of Guests	Lisa Marshall, Director
<u>Review of Minutes</u> May 23, 2024	Heather Burney, Chair
<u>Review of Financial Reports</u> May 31, 2024 Financial Reports Disbursements Review Audit Update	Lisa Marshall, Director
<u>Director's Report</u> Operations Update Foundational Public Health Services Gap Analysis DHSS 2024 Incentive Funding Next Fifty Grant Update	Lisa Marshall, Director
<u>Unfinished Business</u>	Heather Burney, Chair
<u>New Business</u> FCB Account Signors Administrative Policy Manual Update Van Wrap Quote Fence Quote Staffing Plan	Heather Burney, Chair
<u>Division Reports</u> Performance Management Questions?	Division Managers
<u>Announcements</u> Next Board Meeting, July 18, 2024, 2:30	
Adjourn	

News Media Contact for Open Meeting Notice:  
Lisa Marshall, Director  
15479 US Hwy 160, Forsyth, MO 65653  
(417) 546-4725



Taney County Health Department  
Board of Trustees Meeting  
320 Rinehart Road, Branson, Missouri  
June 27, 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  
Rick White, Operations Coordinator (absent)

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:** Chair, Heather Burney, introduced her guest, Matthew, who is a pre-pharmacy student at College of the Ozarks and is interning with Dr. Burney. The department introduced new staff to the board: Rylie Puckett, an environmental public health specialist; Samuel Durham, who has been introduced in the past and is a MPH intern and an environmental public health specialist; and Abbi Grimwood, an executive assistant.

**Review of Minutes from May 2024**

Motion to approve minutes for May 23, 2024 by Laurie Hayes and seconded by Beth Huddleston. There was no discussion. The motion passes.

**Review of Financial Report by Lisa Marshall**

A list of disbursements was provided to the board prior to the meeting. Director, Lisa Marshall, presented the list during the meeting and asked if the board had any questions.

Secretary/Treasurer, Laurie Hayes, asked if the department has heard the status of the financial reports from Elliot, Robinson & Company, LLP. Elliot, Robinson & Company, LLP continues to record accounts



receivable and accounts payable in the accounting software and is aware that the department needs financial reports from November of 2023 to current.

Vice-Chair, Beth Huddleston, asked if the department has an accountant on staff. The department does not have an accountant on staff. An accounting specialist from Elliot, Robinson & Company, LLP visits the department once a week to record financials.

Director, Lisa Marshall, provided an update of the annual audit. The department continues to communicate with Abacus CPAs, LLC, and the auditing company is communicating with the county auditor. The department anticipates that the audit will conclude in July.

Director, Lisa Marshall, asked the board if there are any financial documents they would like to see until the reports are ready. The board requested to view monthly bank statements.

Secretary/Treasurer, Laurie Hayes, asked if the department has an aging report for environmental billing. The department does not have an aging report to present due to the transition to the new environmental health inspection software, which has billing capabilities.

Member, Debbie Redford, asked if Secretary/Treasurer, Laurie Hayes, is bonded. Secretary/Treasurer, Laurie Hayes, is not bonded. The department contacted other local health departments and asked if members of their board are bonded and learned that it is not common. The department has contacted Higginbotham and the Missouri Center for Public Health Excellence (MOCPHE).

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

**Operations Update:** Director, Lisa Marshall, provided the operations update. She informed the board that the garage renovation is ongoing and that the anticipated completion date has been pushed back a couple weeks, but the department anticipates that it will be completed in July. Walls, ceiling tiles, lighting, and cabinetry have all been installed. The previous outside entry to the garage has been converted to a window. Lisa invited the board to tour the garage after the meeting.

The department will be installing fencing around the storage building and has brought quotes for the board to review later in the meeting. Director, Lisa Marshall, informed the board that the department and contractor are working to ensure that the renovation does not exceed the prevailing wage.

Director, Lisa Marshall, commented that the department is going to finish the garage renovation before addressing the buckling of the flooring in the clinical break room of the Branson office. The department has been assured that there is not a concern structurally, as the buckling is believed to have been caused by where two materials were connected.

Director, Lisa Marshall, informed the board that the department has experienced issues with a couple water heaters and the water softener system at the Forsyth office location. A quote to replace two of the water heaters was displayed to the board. The quote does not require board authorization as the expense does not exceed \$5,000. The board was notified that quotes to replace the water softener system will be forthcoming, as the department anticipates the expense to exceed \$5,000. Member, Debbie Redford, inquired the age of the water softener system. The department does not believe that it is the original. Secretary/Treasurer, Laurie Hayes, asked if there is a reason that the department is installing residential water heaters rather than a commercial version. The department will need to ask Operations Coordinator, Rick White, who is absent from today's meeting.

Director, Lisa Marshall, added that the department sold the three large tents that were purchased during the pandemic. Lisa informed the board that several other items have been identified that the department would like for the board to declare as surplus and that a list will be presented at next month's meeting.

**Foundational Public Health Services Gap Analysis:** The Missouri Department of Health and Senior Services has requested for local public health agencies to complete the Foundational Public Health Services Gap Analysis, which will replace the DH-37 report. The DH-37 was required to be submitted to the state every year and was a local public health agency's annual financial report. Director, Lisa Marshall, reported that this analysis has been a time-consuming process and that many staff members have been working on it. Once it is completed, the intent is for the local public health agency to be able to determine how much it costs to provide health services to the local community. The local public health agency can then use the findings in local and state discussions.

Chair, Heather Burney, asked if the analysis is to be completed annually. Portions of the analysis are to be completed yearly.

**DHSS 2024 Incentive Funding:** Director, Lisa Marshall, informed the board that the Missouri Department of Health and Senior Services is offering incentive funding for fiscal year 2025 and displayed the deliverables the department must meet to qualify for the funding. One of the deliverables is for the department to complete and submit the Foundational Public Health Services Gap Analysis by September 17, 2024. Lisa commented on a couple deliverables that the board could assist with, including having a board member attend a national public health conference and/or having a board member attend the Joint Public Health Conference in September in Columbia, Missouri. The department will be sending members of staff to the conference in September.

Vice-Chair, Beth Huddleston, asked if the department knows the dates of the conference in September. The Joint Public Health Conference is from September 17<sup>th</sup> to September 19<sup>th</sup>.

**Next Fifty Grant Update:** Clinical Manager, Erica Craig, presented the Next Fifty Grant update. The department implemented the grant in April and has hosted three clinics to date. The department has hosted clinics in Cedar Creek, Protom, and Forsyth. The department has been able to screen approximately 40 individuals at these clinics and has been able to make referrals for any individuals who were determined to have high levels of cholesterol and/or A1C and anyone who had a high blood pressure reading. The department is conducting follow-up with the referred individuals to identify any possible barriers to care. Additionally, the department has provided several glucose monitors to participants.

Chair, Heather Burney, praised the department for including social determinants of health as part of the metrics.

Chair, Heather Burney, inquired about the average age of the participants. Individuals must be 50 or older to qualify for the grant and the department is prioritizing the age before Medicare eligibility.

Member, Debbie Redford, asked how the department is reaching residents in Cedar Creek. The department has been working in collaboration with Christian Action Ministries and other community partners.

Chair, Heather Burney, inquired about the length of the grant. The grant is for a single year.

### **Unfinished Business**

There was no unfinished business.

## **New Business**

**FCB Account Signors:** Director, Lisa Marshall, informed the board that in order for new Board Member, Jean Mueller, to be eligible to sign checks on behalf of the department, the bank needs a vote recorded in the minutes.

Motion to add Jean Mueller as a signor and to remove former Board Member, Robert Griffith, from the account by Debbie Redford and seconded by Laurie Hayes. There was no further discussion. The motion passes.

**Administrative Policy Manual Update:** Director, Lisa Marshall, presented the updated Administrative Policy Manual to the board for review. She reminded the board that the updates to the board's by-laws, which are contained in this manual, were approved at last month's meeting. The proposed changes/edits are mostly grammatical and are mostly to bring the manual current. The department has removed positions that are no longer relevant, removed services that are no longer offered, and has updated the record retention policy portion. Additionally, the department is proposing to remove Appendix A from the manual, as the appendix describes accounting procedures and the department would like to create an accounting procedure manual. Director, Lisa Marshall, commented that this manual is a fluid document and will be reviewed periodically.

Member, Jean Mueller, inquired if 2015 is the correct year of when the department first received national accreditation from the Public Health Accreditation Board. 2015 is when the department officially received accreditation status.

Motion to approve the changes to the Administrative Policy Manual by Beth Huddleston and seconded by Debbie Redford. There was no further discussion. The motion passes.

Director, Lisa Marshall, informed the board that after the changes have been made, the department will update the page numbers in the table of contents.

Member, Debbie Redford, requested to be sent a PDF copy of the manual after the changes have been made.

**Van Wrap Quote:** Director, Lisa Marshall, informed the board that the current wrap on the mobile unit is starting to deteriorate and that the company the department utilized to wrap the van is no longer in business. Lisa added that the department was going to bill this expense toward a grant; however, the department has maxed the billing of that particular grant and needs to include this expense as a maintenance item. The department received three quotes to replace the wrap and presented them to the board. The quotes were from Sho-Me Tint LLC, Perfect Signs, and Sunshine Signs. The board noted that only one quote mentions the cost to remove the existing wrap and that none of the received quotes mention a warranty. The board requested for the department to contact the vendors for more information and to include this agenda item on next month's agenda as unfinished business.

**Fence Quote:** Director, Lisa Marshall, informed the board that the department needs to secure the new storage building inside a fence and that this expense would be billed toward the ELC ED Expansion Grant. The received quotes were presented to the board. The presented quotes were from Dore Fence Company, Superior Financing, and Carnahan-White. Lisa commented that the department recommends accepting the bid from Dore Fence Company to ensure that the department does not exceed the prevailing wage threshold of \$75,000.

Motion to approve the quote from Dore Fence Company by Laurie Hayes and seconded by Beth Huddleston. There was no further discussion. The motion passes.

The board asked if the storage building has security cameras. A security camera has the storage building within its view and the department confirmed with the board that any potential valuable items have been secured inside the main office building.

**Staffing Plan:** Director, Lisa Marshall, presented the new staffing plan and organizational chart to the board. Lisa commented that these proposed changes are to address the department's expanding size and to provide support to the divisions. The most noticeable proposed change is to recognize environmental health and community outreach as their own two distinct divisions, each division with their own manager. This would remove the community outreach responsibilities from the existing environmental health and community outreach program manager position. The current community outreach specialist position would become the new community outreach manager position. Additionally, in order to add support to the environmental health division, which has increased in size by four inspectors within the past two months, the department is proposing the creation of a second environmental health coordinator position, which would be filled by a current environmental public health specialist. The other most noticeable difference is the creation of the health operations division, which would be comprised of all the support services, including human resources, finance, IT, maintenance, and operations. The existing human resources coordinator position would become the new Health Operations Manager position.

Motion to approve the new staffing plan and the new organizational chart by Laurie Hayes and seconded by Jean Mueller. There was no further discussion. The motion passes.

The board praised the changes, as the changes address the current needs of staff and reflect the department's planning for the future.

### **Division Reports**

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

Member, Debbie Redford, recommended for the department to have its buildings and the contents appraised. Human Resource Coordinator, Tiffany Stevens, commented that she can contact the department's insurance broker, Higginbotham.

Chair, Heather Burney, asked if the number of inspections performed this year is average. Environmental Health and Community Outreach Program Manager, Kathryn Metzger, commented that the presented number is not a fair comparison to previous years, as the division currently has more staff than years previous and as many of these new staff members are currently training. Kathryn mentioned that she would be willing to share these numbers going forward.

Member, Debbie Redford, inquired if the pool inspectors are noticing a correlation between the time of their inspections and the chlorine levels. Staff have not actively studied these variables to determine if there is a correlation; however, the excessive heat and the number of swimmers will degrade the chemicals. Secretary/Treasurer, Laurie Hayes, commented that she has heard of facilities utilizing an enzyme to treat their pools to reduce the number of times the facility has to shock the water.

Chair, Heather Burney, shared that she was excited to learn how many of the department's WIC participants have received a voucher to use at participating local farmers' markets.

**Announcements**

Next board meeting is July 18, 2024 at 2:30 p.m. Director, Lisa Marshall, reminded the board that this meeting was scheduled one week earlier due to scheduling conflicts.

Director, Lisa Marshall, informed the board that she will be presenting the department's Annual Report to the City of Branson on July 9<sup>th</sup>.

**Adjourn**

Motion to adjourn at 3:30 p.m. by Laurie Hayes and seconded by Beth Huddleston. There was no discussion. The motion carries.

Minutes prepared by Lindsay Lawver, Executive Assistant



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## AGENDA

Taney County Health Department  
Board of Trustees Meeting  
320 Rinehart Road, Branson, Missouri  
July 18, 2024  
2:30 pm

Call to Order	Heather Burney, Chair
Approve Agenda	Heather Burney, Chair
Introduction of Guests	Lisa Marshall, Director
<u>Review of Minutes</u> June 27, 2024	Heather Burney, Chair
<u>Review of Financial Reports</u> January 31, 2024 February 29, 2024 March 31, 2024 June 30, 2024 Disbursements Review Audit Update	Lisa Marshall, Director
<u>Director's Report</u> Joint Public Health Conference, September 17-19 Accreditation Grant Bond Update Property Insurance Update Operations Update	Lisa Marshall, Director
<u>Unfinished Business</u> Van-Wrap Quote	Heather Burney, Chair
<u>New Business</u> Surplus List EOP Bids Strategic Plan Quote	Heather Burney, Chair
<u>Division Reports</u> Performance Management Questions?	Division Managers
<u>Announcements</u> Next Board Meeting, August 22, 2024, 2:30 pm	
Adjourn	

News Media Contact for Open Meeting Notice:  
Lisa Marshall, Director  
15479 US Hwy 160, Forsyth, MO 65653  
(417) 546-4725



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



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## AGENDA

Taney County Health Department  
Board of Trustees Meeting  
320 Rinehart Road, Branson, Missouri  
August 22, 2024  
2:00 pm

Call to Order

Heather Burney, Chair

Convene Executive Closed Session

*Notice is hereby given that the Taney County Health Department Board of Trustees having duly voted to close its upcoming meeting, as authorized by Section 610.021, Subsection 1 regarding legal, will conduct a closed meeting on August 22, 2024, at the Taney County Health Department, Branson location prior to the regular board meeting.*

Public Comment (2:30pm)

Heather Burney, Chair

Approve Agenda

Heather Burney, Chair

Introduction of Guests

Lisa Marshall, Director

Review of Minutes

July 18, 2024

Heather Burney, Chair

Review of Financial Reports

2023 Audit

July 31, 2024

Disbursements Review

Financial Reports January -June 2024

Lisa Marshall, Director

Director's Report

Emergency Operations Plan Update

Back to School Update

Environmental Health Update

Operations Update

Lisa Marshall, Director

Unfinished Business

2023 Audit Report

Strategic Plan Bids

Heather Burney, Chair

New Business

Pro Forma Tax Levy

Roof Repair Quote

Gutter Quote

Forsyth Interior Quote

Heather Burney, Chair

Division Reports

Questions?

Division Managers

Announcements

Next Board Meeting, September 26, 2024, 2:30

Adjourn

News Media Contact for Open Meeting Notice:

Lisa Marshall, Director

15479 US Hwy 160, Forsyth, MO 65653

(417) 546-4725



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, 8<sup>th</sup> grade, and 12<sup>th</sup> 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 30<sup>th</sup>. 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



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## AGENDA

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

Call to Order	Heather Burney, Chair
Approve Agenda	Heather Burney, Chair
Introduction of Guests	Lisa Marshall, Director
<u>Review of Minutes</u> August 22, 2024	Heather Burney, Chair
<u>Review of Financial Reports</u> November 30, 2023 December 31, 2023 Adjusted January 31, 2024 July 31, 2024 August 31, 2024 Financial Reports Disbursements Review	Lisa Marshall, Director
<u>Director's Report</u> Strategic Plan Update Position Rebrand Study Session Environmental Health Update Operations Update	Lisa Marshall, Director
<u>Unfinished Business</u> Forsyth Roof Quote Branson Floor Quote	Heather Burney, Chair
<u>New Business</u> Annual Health Insurance Plan Options Staffing Plan Update Surplus Vehicle Vehicle Purchase Growth Coach Plan November Board Meeting Date	Heather Burney, Chair
<u>Division Reports</u> Performance Management Questions?	Division Managers
<u>Announcements</u> Next Board Meeting, October 24, 2024, 2:30	
Adjourn	

News Media Contact for Open Meeting Notice:  
Lisa Marshall, Director  
15479 US Hwy 160, Forsyth, MO 65653  
(417) 546-4725



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 5<sup>th</sup>, 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 30<sup>th</sup>. 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 1<sup>st</sup> 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 21<sup>st</sup>.

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



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## AGENDA

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

Call to Order	Heather Burney, Chair
Approve Agenda	Heather Burney, Chair
Introduction of Guests	Lisa Marshall, Director
<u>Review of Minutes</u> September 26, 2024	Heather Burney, Chair
<u>Review of Financial Reports</u> September 30, 2024 Financial Reports Disbursements Review	Lisa Marshall, Director
<u>Director's Report</u> Grant Update Strategic Planning Update Emergency Response Update Clinical Update Study Session Operations Update Priority Projects	Lisa Marshall, Director
<u>Unfinished Business</u> Forsyth Roof Quote Branson Floor Quote	Heather Burney, Chair
<u>New Business</u> Elevator Repair IRS Payment Sump Pump Install Quote	Heather Burney, Chair
<u>Division Reports</u> Performance Management Questions?	Division Managers
<u>Announcements</u> Next Board Meeting, November 21, 2024, 2:30 Holiday Meeting	

Adjourn

News Media Contact for Open Meeting Notice:  
Lisa Marshall, Director  
15479 US Hwy 160, Forsyth, MO 65653  
(417) 546-4725



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 5<sup>th</sup> 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 29<sup>th</sup> 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 12<sup>th</sup>.

### **Miscellaneous**

Vice-Chair, Beth Huddleston, mentioned that the date of December's regular meeting is tentatively scheduled for Thursday, December 26<sup>th</sup>. 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



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## AGENDA

Taney County Health Department  
Board of Trustees Meeting  
320 Rinehart Road, Branson, Missouri  
November 21, 2024  
2:30 PM

Call to Order	Heather Burney, Chair
Approve Agenda	Heather Burney, Chair
Introduction of Guests	Lisa Marshall, Director
<u>Review of Minutes</u> October 17, 2024	Heather Burney, Chair
<u>Review of Financial Reports</u> October 31, 2024 Financial Reports Disbursements Review	Lisa Marshall, Director
<u>Director's Report</u> ELC-EDE Grant Update QuickBooks Update Payroll System Update Strategic Plan Update Operations Update	Lisa Marshall, Director
<u>Unfinished Business</u> Roofing Quotes Flooring Quotes	Heather Burney, Chair
<u>New Business</u> December Board Meeting Date Flextime Policy Property, Liability, and Casualty Insurance Elevator Repair Options Draft 2025 Budget Draft 2025 Staffing Plan	Heather Burney, Chair
<u>Division Reports</u> Performance Management Questions?	Division Managers
<u>Announcements</u> Holiday Meeting December 12, 2024 Next Board Meeting, December 26, 2024, 2:30	

### Convene Executive Closed Session

*Notice is hereby given that the Taney County Health Department Board of Trustees having duly voted to close its upcoming meeting, as authorized by Section 610.021, Subsection 1 regarding legal and Subsection 3 regarding personnel, will conduct a closed meeting on November 21, at the Taney County Health Department, Branson location at the end of the regular board meeting.*

Adjourn

News Media Contact for Open Meeting Notice:  
Lisa Marshall, Director  
15479 US Hwy 160, Forsyth, MO 65653  
(417) 546-4725





Taney County Health Department  
Board of Trustees Meeting  
320 Rinehart Road, Branson, Missouri  
November 21, 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  
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 2:33 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 passed.

**Guests:** Director, Lisa Marshall, introduced the guests: Stephanie Rice and John Taylor, both from Elliott, Robinson & Company, LLP.

**Review of Minutes from October 2024**

Motion to approve minutes for October 17, 2024 by Laurie Hayes and seconded by Beth Huddleston. There was no further discussion. The motion passed.

The board inquired if a motion to approve the minutes from October's study session needs to be introduced. Director, Lisa Marshall, stated that because today's meeting agenda has been approved, the review of the minutes from the study session will be included on next month's agenda.

**Review of Financial Report by Lisa Marshall**

**October 31, 2024:** Summary of the financial report for October 2024:

- MTD revenues are \$212,043 more than MTD revenues from October 2023.

- Stephanie Rice, from Elliot, Robinson & Company, LLP attributed this increase to the increase in medical billing, the increase in grant revenue, and the increase in environmental health billing.
- MTD expenses are \$44,730 more than MTD expenses from October 2023.
- YTD revenues are \$650,362 more than budgeted.
  - Stephanie Rice, from Elliot, Robison & Company, LLP attributed this to the increase in the back billing of grant funded expenses.

Director, Lisa Marshall, informed the board that the department has received approximately \$48,000 from the payment of property taxes by residents of Taney County.

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

**Disbursements Review:** A list of disbursements from October 2024 was emailed to the members of the board prior to the meeting.

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

**ELC-EDE Grant Update:** Director, Lisa Marshall, provided the ELC-EDE Grant update. This grant is funded by the Centers for Disease Control and Prevention (CDC) and is passed through the Missouri Department of Health and Senior Services to local public health agencies. Director, Lisa Marshall, informed the board that she has attended several webinars about the grant and that the allowable expenses have changed, as the Missouri Department of Health and Senior Services was approving items that were not allowable, including renovations. As a result, the department will not be reimbursed for the last invoices for the garage renovation and the installation of the fence around the storage building. The department must submit all previous budgeted items for reapproval. These items include the purchase of new laptops, the department's conversion to its own email system, and the update of the department's website. The department will also seek reapproval to bill the time that staff spend working on communicable disease investigations.

Member, Debbie Redford, inquired if training is an allowable expense. Trainings are an allowable expense if there is a communicable disease and/or COVID-19 aspect.

**QuickBooks Update:** Health Operations Manager, Tiffany Stevens, provided the QuickBooks update. With assistance from Elliott, Robinson & Company, LLP, the department has transitioned both its accounting and payroll software from Sage to QuickBooks. Staff will be trained on how to navigate and utilize the software in the near future.

**Payroll System Update:** Health Operations Manager, Tiffany Stevens, provided the payroll system update. With the transition to QuickBooks, the department will begin to utilize QuickBooks Time as its payroll software. The software includes a clock-in and clock-out system and will allow staff to be able to keep track of their time spent working on the department's different grants.

**Strategic Plan Update:** Director, Lisa Marshall, provided the Strategic Plan update. Director, Lisa Marshall, informed the board that by the conclusion of the meeting on November 5<sup>th</sup>, staff had identified 5 objectives for the department to prioritize over the next several years and the tasks needed to meet these objectives. However, after internal discussions and discussion with Habitat Communication & Culture, the objective pertaining to the department's efficiency will be reworked, as many of the identified tasks are already in progress. Habitat Communication & Culture is finalizing the score card for the 4 remaining objectives, which will be launched in January 2025. The finalized score card will be sent to the board.

The board inquired if staff enjoyed the meeting. Director, Lisa Marshall, shared that she has heard positive feedback from staff regarding the meeting and noted that staff were appreciative that it was a single day planning session and that the representatives from Habitat Communication & Culture were engaging. Member, Debbie Redford, complimented the facilitators of the meeting, and Chair, Heather Burney, added that she heard from staff that they were appreciative that members of the board had attended.

Director, Lisa Marshall, commented that the meeting highlighted the need to teach staff the history of the department and the need to integrate staff more within the department. Health Operations Manager, Tiffany Stevens, added that one third of the department's staff have joined within the past few years and that new staff have been training and learning their jobs.

**Operations Update:** Operations Coordinator, Rick White, provided the operations update. The department has received several quotes from TK Elevator Corporation to repair the elevator in the Branson office. The department sought a second quote from a different company; however, the company withdrew their interest after learning that the department does not wish to modernize the elevator but rather repair the existing elevator. The department's 2018 Ford Escape that was placed up for auction sold for over \$10,000.00. The department has contracted with Cox Roofing to repair the roof of the Forsyth office. The company has ordered the necessary materials, which are anticipated to be delivered this week; however, Cox Roofing has expressed concern that the weather might be getting too cold to install it. Member, Debbie Redford, inquired how many days it would take to repair the roof. Operations Coordinator, Rick White, anticipates that it will only take a couple days to complete the project.

### **Unfinished Business**

**Roofing Quotes:** Director, Lisa Marshall, requested an in person vote to reaffirm the electronic vote to accept the bid from Cox Roofing to repair the roof of the Forsyth office building.

Motion to reaffirm the electronic vote and to accept the bid from Cox Roofing by Laurie Hayes and seconded by Debbie Redford. There was no further discussion. The motion passed.

**Flooring Quotes:** Operations Coordinator, Rick White, presented the three received quotes to repair the flooring near the elevator and in the clinical break room of the Branson office. The department recommends accepting the quote from Weathered Oak LLC, as the quote includes the most detailed explanation of the scope of the work and as the quote is the only quote that provides an estimate of the total cost of the entire repair. Weathered Oak LLC also performed the garage renovation. The quote from Woodstone Builders does not include repairing the bulging in the flooring but rather placing new flooring to mask the bulging. The quote from Sho-Me Flooring does not include the total cost of the materials that would be needed to repair the flooring nor the cost of labor as the company would first need to remove the flooring to observe the damage and determine the materials needed to complete the repair.

Motion to accept the quote from Weathered Oak LLC to repair the flooring by Laurie Hayes and seconded by Beth Huddleston. There was no further discussion. The motion passed.

### **New Business**

**December Board Meeting Date:** Director, Lisa Marshall, commented that the date of December's meeting is tentatively scheduled for Thursday, December 26<sup>th</sup>, and noted that the department is open on that day but inquired if the board would want to reschedule. Members of the board and the department discussed their availability on December 19<sup>th</sup>.

Motion to reschedule the date of December's regular meeting from December 26<sup>th</sup> to December 19<sup>th</sup> at 2:30 p.m. by Laurie Hayes, seconded by Beth Huddleston, and thirded by Jean Mueller. There was no further discussion. The motion passed.

**Flextime Policy:** Director, Lisa Marshall, informed the board that there have been questions from staff regarding when to flex time off and how to request it. The department drafted a policy, and Director, Lisa Marshall, presented this draft to the board for a vote of approval to add the policy to the existing Employee Handbook.

Secretary/Treasurer, Laurie Hayes, inquired if 24 hours is enough time to request approval for flexing time off. Health Operations Manager, Tiffany Stevens, commented that it is enough time to request approval because the time must be flexed off within a week.

Vice-Chair, Beth Huddleston, inquired who approves the request. Managers approve the requests, and Director, Lisa Marshall, only approves overtime.

Motion to approve the presented draft of the flextime policy by Debbie Redford and seconded by Beth Huddleston. There was no further discussion. The motion passed.

**Property, Liability, and Casualty Insurance:** Health Operations Manager, Tiffany Stevens, presented the received bid from the Missouri Public Entity Risk Management Fund (MOPERM) to renew the department's property, liability, and casualty insurance for 2025. The total renewal price is \$28,589.00, and Health Operations Manager, Tiffany Stevens, commented that although this is a \$3,000 increase compared to the renewal price for 2024 – 2025, this increase was standard across the board due to inflation.

Secretary/Treasurer, Laurie Hayes, recommended correcting the spelling of the address of the department's storage units. Director, Lisa Marshall, added that one of the storage units will be removed from the policy as the department vacated one of the storage units this month.

Motion to accept MOPERM's bid by Laurie Hayes and seconded by Jean Mueller. There was no further discussion. The motion passed.

**Elevator Repair Options:** Operations Coordinator, Rick White, informed the board that when TK Elevator Corporation fixed the leak in the elevator shaft, corrosion was discovered at the bottom of the elevator shaft in addition to the rusting of the hydraulic pipelines. Operations Coordinator, Rick White, presented a couple different options the department could do to fix the elevator, including installing a new oil line to repair the elevator back to working function, replacing the existing jack cylinder with a code compliant cylinder that would be sealed with a protection liner, or performing both repairs at the same time.

The board inquired if it would be more advantageous to replace the elevator. The department has researched replacing the elevator and has determined that it is too expensive.

Members of the board and the department discussed safety concerns.

Secretary/Treasurer, Laurie Hayes, inquired if the department's building insurance would cover the repair because the damage was caused by outside water. The department will ask.

Motion to repair the hydraulic pipelines and the damage from the corrosion at the bottom of the elevator shaft at the same time by Laurie Hayes and seconded by Debbie Redford. There was no further discussion. The motion passed.

**Draft 2025 Budget:** Director, Lisa Marshall, presented a draft of the department's budget for 2025 and informed the board that the draft is typically presented a month early to allow time for the board to review the draft and to ask any questions.

Secretary/Treasurer, Laurie Hayes, inquired about the technology services expense item. This item includes the operating softwares of the department's divisions and includes many of the expenses that were included in the previous data processing expense item.

Member, Debbie Redford, inquired about the interest income item. This includes the interest earned from the department's bank accounts.

Secretary/Treasurer, Laurie Hayes, inquired if the proposed budget is too conservative. Director, Lisa Marshall, commented that it was intentional to be conservative as several grants end in 2025 and as the budgets of the past several years included many expenses that pertained to the department's response to the COVID-19 pandemic. The proposed budget includes merit increases for all staff, and the department is researching solutions for the vacant positions. Stephanie Rice, from Elliot, Robinson & Company, LLP added that the draft includes expense and income estimations by month.

Secretary/Treasurer, Laurie Hayes, praised the format of the presented draft.

Chair, Heather Burney, thanked Elliot, Robinson & Company, LLP for their work on the draft.

Director, Lisa Marshall, commented that this agenda item will be on next month's agenda as unfinished business.

**Draft 2025 Staffing Plan:** Director, Lisa Marshall, presented a draft of the 2025 Staffing Plan. Director, Lisa Marshall, informed the board that the department is going to pause hiring but noted that the new positions are still included in the draft. The 2025 Staffing Plan will be presented at next month's meeting for a vote.

### **Division Reports**

Member, Debbie Redford, inquired how new participants of the WIC program report that they learned about the program. WIC Division Manager, Tammy Drake, reported that many participants learn of the WIC program from friends and family.

Chair, Heather Burney, inquired if the clinical division is still scheduling many appointments for vaccinations. Clinical Division Manager, Erica Craig, reported that the division is still administering many Influenza and COVID-19 vaccinations.

Director, Lisa Marshall, informed the board that the City of Branson approved the first read of the jurisdictional contract for the department to provide environmental health services for 2025.

### **Announcements**

Next board meeting is December 19, 2024 at 2:30 p.m.

Director, Lisa Marshall, invited the board to attend the department's annual holiday meeting on December 12<sup>th</sup>. The department will follow-up with the time.

**Adjourn**

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 and Subsection 3 regarding personnel, by Laurie Hayes and seconded by Beth Huddleston. Voting aye: Laurie Hayes, Debbie Redford, Jean Mueller, Heather Burney, Beth Huddleston. Voting nay: none. Motion carried.

Minutes prepared by Lindsay Lawver, Executive Assistant



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## AGENDA

Taney County Health Department  
Board of Trustees Meeting  
320 Rinehart Road, Branson, Missouri  
December 19, 2024  
2:30 PM

Call to Order	Heather Burney, Chair
Approve Agenda	Heather Burney, Chair
Introduction of Guests	Lisa Marshall, Director
<u>Review of Minutes</u> November 21, 2024	Heather Burney, Chair
<u>Review of Financial Reports</u> November 30, 2024 Financial Reports Disbursements Review	Lisa Marshall, Director
<u>Director's Report</u> QuickBooks Update ELC-EDE Grant Update Website Development Operations Update	Lisa Marshall, Director
<u>Unfinished Business</u> 2025 Budget 2025 Staffing Plan	Heather Burney, Chair
<u>New Business</u> Crime Insurance Cyber Insurance MEM (Workers Comp) Renewal Operations/IT Upgrade Requests	Heather Burney, Chair
<u>Division Reports</u> Performance Management Questions?	Division Managers
<u>Announcements</u> Next Board Meeting, January 23, 2025, 2:30 p.m.	

### Convene Executive Closed Session

*Notice is hereby given that the Taney County Health Department Board of Trustees having duly voted to close its upcoming meeting, as authorized by Section 610.021, Subsection 1 regarding legal, will conduct a closed meeting on December 19, 2024, at the Taney County Health Department, Branson location at the end of the regular board meeting.*

Adjourn

### News Media Contact for Open Meeting Notice:

Lisa Marshall, Director  
15479 US Hwy 160, Forsyth, MO 65653  
(417) 546-4725



Taney County Health Department  
Board of Trustees Meeting  
320 Rinehart Road, Branson, Missouri  
December 19, 2024  
2:30 PM

ATTENDANCE: Heather Burney, Chair  
Laurie Hayes, Secretary/Treasurer  
Jean Mueller, Member

EX-OFFICIO: Lisa Marshall, Director  
Tiffany Stevens, Health Operations Manager  
Erica Craig, Clinical Division Manager  
Tammy Drake, WIC 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 Laurie Hayes and seconded by Jean Mueller. The motion passes unanimously.

**Guests:** Board Member, Laurie Hayes, introduced guest Brandon Hayes, a student at Branson High School and Director, Lisa Marshall, introduced the guests: Stephanie Rice and John Taylor, both from Elliott, Robinson & Company, LLP.

**Review of Minutes from November 2024**

Motion to approve minutes for November 21, 2024 by Laurie Hayes and seconded by Jean Mueller. The motion passes unanimously.

**Review of Financial Report by Lisa Marshall**

**November 31, 2024:** Summary of the financial report for November 2024:

- Grant revenues are \$38,430, which is a decrease from November 2023.
  - John Taylor, from Elliot, Robinson & Company, LLP attributed this decrease to the health department no longer routinely invoicing for grants.
- John Taylor, from Elliott, Robinson & Company, LLP noted that the health department is beginning to see significantly more revenue streams through private insurance from November 2023 to November 2024.
- Operational Expenses: \$28,473 more than budgeted.



- John Taylor, from Elliott, Robinson & Company, LLP attributed this increase to additional operational projects taking place in November, specifically the elevator renovation.
- John Taylor, from Elliott, Robinson & Company, LLP elaborated that the training expense was over the monthly budget due to the health department's invoice with the Growth Coach being paid for in November.
- YTD revenues are \$665,355 more than budgeted.
- YTD expenditures are \$55,875 less than budgeted.
- At the end of November 2024, the financials reflect a \$786,288 positive net position.

Motion to approve the November 2024 financial report, disbursements, and accounts receivable by Laurie Hayes and seconded by Jean Mueller. The motion passes unanimously.

**Disbursements Review:** A list of disbursements from November 2024 was emailed to the members of Board and members had no further questions.

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

**QuickBooks Update:** Health Operations Manager, Tiffany Stevens, provided the QuickBooks update. The health department has transitioned to QuickBooks for daily financial operations and time-keeping software. The health department has contracted with Insperity, operated by SAGE, in previous years. The transition for staff timekeeping in QuickBooks is scheduled to take place in 2025. Insperity does not allow for monthly payments and since the health department was not expected to fully transition to QuickBooks by January 1, an additional 1-year contract has been completed and paid for with Insperity. Once QuickBooks is ready for use for timekeeping, Insperity will no longer be utilized by the health department staff. John Taylor, Accountant from Elliott, Robinson & Company, LLP, stated that all accounting files were being completed through QuickBooks except for payroll up to this point.

Treasurer, Laurie Hayes, inquired whether the health department will use QuickBooks online or on the computer desktop, and if the health department is running QuickBooks elsewhere outside of the Taney County Health Department office. Richard White, Operations Coordinator, stated QuickBooks is on a server and backup server, but not on other devices outside of the health department.

Treasurer, Laurie Hayes, suggested having QuickBooks on a server outside of the health department in the event of an accident, so that the department may retrieve lost data.

**ELC-EDE Grant Update:** Director, Lisa Marshall, provided the ELC-EDE Grant Update. This grant is funded by the Centers for Disease Control and Prevention (CDC) and is passed through the Missouri Department of Health and Senior Services to local public health agencies. Director, Lisa Marshall, informed the board that the Grant Transformation Team has approved several items including the Strategic Plan, contracted with Habitat Communications & Culture, the Emergency Operations Plan with MOCPE, and all staff time for Clinical Administrative Clerks, Nurses, Epidemiologists, and the Clinical Manager. Staff hours have been approved for the remainder of the contract, ending in June 2025. The department will submit pre-approvals for a website renovation, IT operation upgrades including laptops, printers, and the Microsoft 360 migration.

**Website Development:** Director, Lisa Marshall, provided the Website Development update. WIC Nutritionist, Kimberley Conway, and Operations Coordinator, Richard White, have been in discussion with several website development companies on a formative plan to renovate the website. Lisa Marshall, Director, informed the board that the last website renovation was in 2016, and TCHD is looking to create a more streamlined website with analytics to include on the platform. The team has spoken with four

vendors so far and have received 3 quotes. However, one quote provided from a vendor was out of the budget range, so a fourth quote is being acquired. Richard White, Operations Coordinator, informed the board that these quotes are mainly for the introductory process of website renovations.

Treasurer, Laurie Hayes, inquired if there were other health department websites that were impressive and if the team knew which companies they contracted with.

Director, Lisa Marshall, informed the board that the department has spoken with Mostly Serious Co., the parent company of Habitat Communications & Culture, who are currently working with Webster County. Due to their experience with other health departments, they are familiar with the format of an information-forward website. Director, Lisa Marshall, informed the board that the department is waiting for a quote from this company. Once the third quote has been acquired, more information will be presented to the board for approval.

**Operations Update:** Richard White, Operations Coordinator, provided the Operations Update. The elevator company, TKE, has ordered the parts needed for the elevator repairs. The expected delivery time is 4-6 weeks. For the roof repairs for the Forsyth building, Cox Roofing has ordered the materials and are awaiting delivery to complete the project. As colder temperatures near, the ability to complete the project was questioned. Richard White, Operations Coordinator, informed the board that Cox Roofing stated they are able to repair the clinical side no matter the temperature, but the coating for the dental side of the building has to be completed at temperatures above 40 degrees F. Therefore, the department may experience a delay in repairs for the dental side of the building. Weathered Oak LLC has scheduled to replace the clinical floor in the Branson building at the end of January. Richard White, Operations Coordinator, then went on to explain the process for the Microsoft 360 conversions. The department is looking to move from the current general installation and switch over to a government license. This would enable the department to simplify email and have its own domain: "taneyhealth.org." The department is awaiting a third quote before presenting to the board.

### **Unfinished Business**

Treasurer, Laurie Hayes inquired to do staffing plan first as it provides details on the 2025 budget.

**2025 Staffing Plan:** Director, Lisa Marshall, stated that no changes have been made from the previous Staffing Plan Draft presented in November. Director, Lisa Marshall, informed the board that the department budgeted for positions conservatively in the 2025 Budget, as the department does not intend to fill all open positions in the staffing plan. This is with the intention of setting the department up for success in 2025 and future years. Health Operations Manager, Tiffany Stevens, stated that all positions have been approved. The Community Health Worker and Community Relations Specialist change has been updated in the staffing plan.

Member, Jean Meuller, inquired how the department plans to fill the Environmental Health Manager position.

Director, Lisa Marshall, stated the department plans to open the position internally, and the department has had staff apply that are not in a coordinator position.

Motion to accept the 2025 Staffing Plan by Laurie Hayes and seconded by Jean Mueller. There was no further discussion. The motion passed.

**2025 Budget:** Director, Lisa Marshall, presented the 2025 budget and informed the board that no changes have been made from the budget presented in November.

Motion to accept the 2025 Budget by Jean Mueller and seconded by Laurie Hayes. There was no further discussion. The motion passed.

### **New Business**

**Crime Insurance:** Tiffany Stevens, Health Operations Manager, presented the Crime Insurance Plan for 2025 from Higginbotham. The Crime Insurance plan protects the health department from business-related crime. The 2025 plan was reduced by \$25 when compared to the 2024 plan.

Treasurer, Laurie Hayes commented that the plan has First Community Bank as the primary bank which might affect payment.

Laurie Hayes, Treasurer, further inquired about the Co-Insurance Clause and if the department has been assessed to ensure we are at the amount that won't engage additional payment. Laurie Hayes, Treasurer, stated that if the department is not insured sufficiently within the contract, the contractor can charge up to 20% of the total cost.

Tiffany Stevens, Health Operations Manager, reported that this has been discussed with the health department's Broker, Devra Leach, at Higginbotham and she will report to the board once an answer has been received.

Director, Lisa Marshall, stated in previous meetings they had questioned whether the department was sufficiently insured and will follow up with partners at Higginbotham.

**Cyber Insurance:** Health Operations Manager, Tiffany Stevens, presented the Cyber Insurance Plan. This plan ensures the health department has secure protection plans over all data and protects against liability related to online functions performed by the health department. The plan went up \$50 due to a standard inflation rate.

Motion to accept the Cyber Insurance Plan by Laurie Hayes and seconded by Jean Mueller. There was no further discussion. The motion passed.

**MEM (Workers Comp) Renewal:** Health Operations Manager, Tiffany Stevens, reported the MEM Workers Comp Renewal. The renewal increased \$9,475 from the previous year, as well as the e-modest price. Tiffany Stevens mentioned that the department did receive a discount last year, which was not offered in 2025, so the current price is with no discounts.

Treasurer, Laurie Hayes, inquired when the department will be complete with the E-1. Tiffany Stevens, Health Operations Manager, reported that two E-1's will be removed within three years: 1 will be removed in 2026 and 1 will be removed in 2027. Devra Leach, the health department's Broker with Higginbotham, will discuss safety, falls, and trips for this policy.

Motion to accept the MEM Workers Compensation Renewal by Laurie Hayes and seconded by Jean Mueller. There was no further discussion. The motion passed.

**Operations/IT Upgrade Requests:** Director, Lisa Marshall, presented Operations and IT requests for updated laptops and printers. A breakdown of cost was provided to the board prior to the meeting. The IT department is requesting to purchase 23 laptops, each equipped with 50 SSG GB to provide sufficient

storage. IT has also requested 2 printers, one for the Branson Clinical Office and one for the Forsyth Office. Lisa Marshall, Director, stated funding for these items will be requested through the ELC-EDE grant. If approved by the board and ELC-EDE, the department would move forward with updating the laptops and printers.

Treasurer, Laurie Hayes, offered the department to purchase new laptops and printers regardless if approved by the ELC-EDE grant as this would be within the means of the 2025 budget. Laurie Hayes, Treasurer, suggested the older laptops can serve as back-ups to the new ones in the event of an accident.

Motion to approve the Operations/IT Upgrade Requests by Laurie Hayes and seconded by Jean Mueller. There was no further discussion. The motion passed.

### **Division Reports**

Board Chair, Heather Lyons-Burney, praised the department on its data reporting, and year-to-date information.

Health Operations Manager, Tiffany Stevens, reported that all position descriptions have been updated and performance reviews are complete.

Clinical Division Manager, Erica Craig, reported that the Flu and COVID-19 flu vaccination needs have increased from last year and the clinical team has ordered more. The board praised the Clinical Division team on their work in immunizations. Treasurer, Laurie Hayes, inquired what the department may be doing differently this year to see the increase in need. Board Chair, Heather Lyons-Burney, inquired if the mobile units have encouraged more immunizations. Erica Craig, Clinical Division Manager, responded that the mobile units have been helpful in bringing awareness to clinical services.

Community Outreach Manager, Kayla Klein, provided division reports. The PHAB Annual Report feedback was given and the department received great feedback. PHAB praised the WIC team for improved outcomes in terms of nutrition and breastfeeding reports.

Director, Lisa Marshall, praised the Community Outreach Team for their work in Suicide Prevention. The department is expecting a story to be run on the 1,000<sup>th</sup> participant.

Questions?

### **Announcements**

Next board meeting is January 23, 2025 at 2:30 p.m.

### **Adjourn**

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 by Laurie Hayes and seconded by Jean Mueller. Voting aye: Laurie Hayes, Jean Mueller, Heather Burney. Voting nay: none. Motion carried.

Minutes prepared by Abbi Vachon, Executive Assistant