



Taney County Health Department
Board of Trustees Meeting
320 Rinehart Road, Branson, Missouri
January 23, 2025
2:30 PM

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

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
Erica Logsdon, Environmental Health Division Manager
Rick White, Operations Coordinator
Abbi Vachon, Executive Assistant

In Person Meeting

Call to Order

Chair, 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 passed.

Guests: Director, Lisa Marshall, introduced former Environmental Health Coordinator, Erica Logsdon, who is now the department's new Environmental Health Division Manager. Health Operations Manager, Tiffany Stevens, introduced the department's new Accountant, Kendra Hutsell. Community Outreach Division Manager, Kayla Klein, introduced the department's Bilingual Interpreter and Community Health Worker, Jezabel Salvador-Campos, and the department's Community Relations Specialist, Tatum O'Dell. Director, Lisa Marshall, introduced John Taylor from Elliott, Robinson & Company, LLP.

Review of Minutes from October 2024 Study Session

Motion to approve the minutes from October's 2024 Study Session by Beth Huddleston and seconded by Laurie Hayes. There was no discussion. The motion passed.

Review of Minutes from December 2024

Motion to approve the minutes for December 19, 2024 by Laurie Hayes and seconded by Heather Burney. There was no discussion. The motion passed.

Review of Financial Report by Lisa Marshall

December 31, 2024: John Taylor, from Elliott, Robinson & Company, LLP presented the financial report from December 31, 2024, including a comparison of both the monthly and year-to-date budgets to actual. Consulting Specialist, John Taylor, identified several expenditure line items that exceeded their projected budgets, including the repairs and maintenance line item and the program and nursing supplies line item. The excess spending was attributed to the repair of the roof of the Forsyth office and the purchase of vaccine, respectively. Consulting Specialist, John Taylor, informed the board that the department will complete inventory of its vaccine stock and that this will affect the program supplies, immunizations line item. The department will be able to close the books of the 2024 fiscal year after inventory is completed.

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

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

Director's Report by Lisa Marshall

Priority Projects: Director, Lisa Marshall, informed the board that the department's leadership team had their quarterly offsite leadership meeting last week and that the team identified projects that are to be prioritized this quarter for completion. Identified priority projects include operationalizing the department's performance management tracking software, VMSG; transitioning the department's email system from the state email system to its own system; updating the department's website; finalizing and implementing the department's updated Strategic Plan; developing a taskforce to research information regarding the department's discussion of its facilities; transitioning the department's current payroll software to a new program; identifying allowable expenses of the ELC-ED Expansion Grant and requesting approval to purchase the identified items; and prioritizing tasks that need to be completed for PHAB reaccreditation, including updating the department's Emergency Operations Plan and the department's Workforce Development Plan.

Member, Debbie Redford, inquired if the ELC-ED Expansion Grant is the grant that changed its criterion of allowable expenses. Director, Lisa Marshall, commented that the ELC-ED Expansion Grant is the grant that changed its allowable expenses and that the department is seeking re-approval of expenses that were already approved.

Operations Update: Operations Coordinator, Rick White, provided the operations update. The repair of the Forsyth office roof is currently on pause as the company is waiting for warmer weather conditions. The elevator in the Branson office is anticipated to be repaired in the middle of February as the parts needed for installation are scheduled to arrive at the beginning of next month. One of the dishwashers in the Branson office needs to be replaced because the unit failed due to rust which caused leakage. The repair of the buckling of the flooring in the clinical break room of Branson is nearing completion, and it is anticipated that the flooring near the elevator will be repaired next week to allow for the installation of supply cabinets.

2024 Audit: Director, Lisa Marshall, informed the board that she and Executive Assistant, Lindsay Lawver, attended a meeting with Abacus CPAs, LLC last week. Director, Lisa Marshall, informed the board that Abacus CPAs, LLC will be contacting the department in the next couple of months to schedule the audit and that the department has requested for the audit to be completed by the date of the May meeting so that Abacus CPAs, LLC can be in attendance to present the report. In addition to the annual audit, the department will need to complete a Single Audit because the department exceeded the threshold of spending of federal funds in a single fiscal year.

2025 COH Legislative Reception: Director, Lisa Marshall, informed the board that this reception is hosted once a year by the City of Hollister and allows local businesses and community organizations to share any legislative concerns and/or priorities of their organization. Director, Lisa Marshall, informed the board that the department continues to monitor the current legislative session and that the department discussed the identified health priorities of mental health and substance use at the reception.

TIF Commission: Director, Lisa Marshall, informed the board that as one of the identified taxing entities which would be affected by decisions made by the county's Tax Increment Financing (TIF) Commission, the department must select one of the nominees nominated by the department and the other taxing entities. Members of the board and the department discussed the nominees. The board elected to select nominee Cody Fenton.

Grants Update: Director, Lisa Marshall, provided the grants update. The Taney County Health Department was approached by a couple different community organizations regarding partnering with the organizations to meet grant deliverables. My Neighbor's Charitable Pharmacy inquired if the department would be interested in distributing prescription medications one day a week from the Forsyth office location. The Brook Wellness Center inquired if the department would be interested in providing clinical services at their location from the department's mobile unit. The Taney County Health Department will be signing memorandums of understanding and letters of support soon.

Director, Lisa Marshall, informed the board that the department received the accreditation grant from the Missouri Department of Health and Senior Services. This grant provides approximately \$146,000 in funding. Director, Lisa Marshall, commented that several expenses that were included in the department's proposed budget have been paid for by other grants, and the department will redistribute the funding in a strategic manner.

Director, Lisa Marshall, informed the board that Executive Assistant, Abbi Vachon, has been submitting requests for preapproval to the Missouri Department of Health and Senior Services as part of the ELC-ED Expansion Grant. This grant has specific deliverables, many of which are associated with the COVID-19 pandemic. The department has been requesting preapprovals for funding of larger projects, including the Microsoft 365 conversion and the updating of the department's website; for IT equipment, including laptops and printers; and for a portion of the cost of the operating software of the clinical division, Patagonia. If all requests are approved, the department will have a remaining balance of \$147,000 to spend. Director, Lisa Marshall, commented that if the requests are denied, the department will formally bring the larger expense items, specifically the Microsoft 365 conversion and the website update, to the board for approval, as the department would still want to move the projects forward. The department anticipates having all requests for preapproval submitted by the end of March. The department is not able to make any purchases until the requests have been approved.

NACCHO's Virtual Learning Collaborative: Community Outreach Division Manager, Kayla Klein, informed the board that Environmental Public Health Specialist, Brenda Seewald, who oversees the department's emergency response planning, recently applied for the department to participate in a learning collaborative that is being hosted by the National Association of County and City Health Officials (NACCHO). This specific collaborative is intended to train maternal-child health and emergency response professionals at local health departments on how to include maternal-child health populations in emergency planning and response. The department's application was accepted, and members of the department staff will be attending virtual trainings from February through June. The learning collaborative will culminate in July with an in-person tabletop exercise in California.

Unfinished Business

Strategic Plan: Director, Lisa Marshall, informed the board that Habitat Communication & Culture is finalizing the dashboard that will allow department staff to update and track the progress of meeting the objectives of the Strategic Plan. Director, Lisa Marshall, added that the department's leadership team finalized the tasks and revised the objectives to make them obtainable by quarter. The final draft of the Strategic Plan will be presented at February's meeting, and a vote will be requested for formal approval.

New Business

Website Development Quote: Operations Coordinator, Rick White, presented received quotes from three different companies to update the department's website. The department recommended for the board to accept the quote from Mostly Serious, LLC, noting that they were the only company that included training for department staff to be able to update the content of the website. Director, Lisa Marshall, added that it is important for department staff to be able to update the website in case of a public health emergency. Operations Coordinator, Rick White, commented that Mostly Serious, LLC also has experience working with other health departments. The department and members of the board discussed the quotes presented, including the total costs and the location of the companies.

Motion to accept the bid from Mostly Serious, LLC by Laurie Hayes and seconded by Debbie Redford. There was no further discussion. The motion passed.

Microsoft Office 365 Migration Quote: Operations Coordinator, Rick White, presented received quotes from three separate companies to assist the department with its migration from Microsoft 365 E3 to Microsoft 365 G5, which is a government edition. The department recommended for the board to accept the quote from Blue Mantis, Inc, noting that the company is the most cost-effective option, is a reputable business that has been in operation for more than 30 years, and has experience working with companies and organizations in the medical field. Members of the board and the department discussed the experience of the companies and the presented prices.

Motion to accept the bid from Blue Mantis, Inc. by Debbie Redford and seconded by Beth Huddleston. There was no further discussion. The motion passed.

Director, Lisa Marshall, reminded the board that the department will not pay the vendors for the website development and the Microsoft migration until the department learns if the items are allowable expenses of the ELC-ED Expansion Grant.

Division Reports

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

Member, Debbie Redford, extended praise to Environmental Health Coordinator, Laura Jahn, for the compliment she received from a facility regarding the education she provided during a health inspection.

Secretary/Treasurer, Laurie Hayes, thanked the department for attending a meeting with local city officials regarding lodging inspection updates for 2025.

Chair, Heather Burney, praised the number of health inspections the environmental health division has conducted.

Announcements

Next board meeting is February 27, 2025 at 2:30 p.m.

Adjourn

Motion to adjourn at 3:31 p.m. by Laurie Hayes and seconded by Beth Huddleston. There was no discussion. The motion passed.

Minutes prepared by Lindsay Lawver, Executive Assistant