



Taney County Health Department
Board of Trustees Meeting
320 Rinehart Road, Branson, Missouri
March 27, 2025
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
Erica Logsdon, Environmental Health Division Manager
Rick White, Operations Coordinator
Kendra Hutsell, Accountant

In Person Meeting

Call to Order

Chair, Heather Burney, called the regular meeting of the Board of Trustees to order at 2:32 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: Pooja Gummalla, a public health intern from Missouri State University; Epidemiologist, Cassandra Henne; and Consulting Specialist, John Taylor, from Elliott, Robinson & Company, LLP. Also in attendance was Nathan from CrossFit Branson.

Review of Minutes from February 2025

Motion to approve minutes for February 27, 2025 by Laurie Hayes and seconded by Jean Mueller. There was no discussion. The motion passed.

Review of Financial Report by Lisa Marshall

Consulting Specialist, John Taylor, from Elliott, Robinson & Company, LLP, presented a summary of the financial report from February 28, 2025:

- MTD revenues are approximately \$23,000 less than budgeted.
- MTD expenditures are approximately \$25,000 more than budgeted.
- Program supplies were approximately \$5,000 over budget.

- This was attributed to the purchase of vaccine.
- Advertising was approximately \$6,000 over budget.
 - This was attributed to the department's annual contract renewal with the local radio station.
- Professional fees were approximately \$24,000 over budget.
 - This was attributed to the department's contract with Elliott, Robinson & Company, LLP for accounting services and to the department's contract with Missouri Center for Public Health Excellence for the revision of the department's Emergency Operations Plan.
- Salaries were approximately \$19,000 under budget.
 - Health Operations Manager, Tiffany Stevens, commented that payroll and benefit expenses were higher than budgeted because January was a three-paycheck month.

Motion to approve the February 2025 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 February 2025 was emailed to members of the board prior to the meeting.

Director's Report by Lisa Marshall

Communicable Disease Update: Director, Lisa Marshall, prefaced the communicable disease update with the comment that at this time, the Taney County Health Department is monitoring the recent outbreaks as part of its preparedness if cases are to be detected in Taney County, especially as Branson is a tourist destination.

Clinical Division Manager, Erica Craig, provided a situational update regarding the recent outbreak of measles throughout the United States. The situational update included the current number of confirmed cases: 378; the current number of reported deaths: 1 confirmed and 1 suspected; the number of states reporting cases, including those closest to Missouri: Kansas and Oklahoma; signs and symptoms; means of transmission; and an overview of the populations most at risk, including children under the age of 5 and those who were vaccinated between 1963-1968 with the non-live version of the vaccine. Clinical Division Manager, Erica Craig, also commented that 95% of a population needs to be fully vaccinated against measles for the population to achieve herd immunity, and that at this time, 82% of kindergartners in Taney County are fully vaccinated against measles.

Epidemiologist, Cassandra Henne, provided the situational update regarding the recent outbreak of avian flu throughout the United States. The situational update included the current number of confirmed cases in humans: 70; the current number of reported deaths: 1; signs and symptoms; and an overview of the populations most at risk, including those who work with cattle and those who work on poultry farms. Epidemiologist, Cassandra Henne, added that at this time, there have not been any reported cases from person-to-person transmission. Epidemiologist, Cassandra Henne, also shared the importance of not touching deceased birds, including waterfowl, and that the department has publicized a link that allows the public to report sightings of deceased birds to the Missouri Department of Conservation, who will retrieve the bird and send it for testing.

Vice-Chair, Beth Huddleston, inquired if the department is aware of anyone selling unpasteurized milk in Taney County. The selling of unpasteurized milk is outside the scope of the environmental health division's regulatory duties.

Secretary/Treasurer, Laurie Hayes, recommended sharing information with the Branson Landing.

Chair, Heather Burney, inquired if the department has received any interest from the local media. At this time, the department has not had any requests.

ELC-EDE Update: Director, Lisa Marshall, provided the ELC-EDE update. The department was notified this past Tuesday at approximately 1:00 p.m. that this grant and two others, including the Adult Immunization Grant and the Health Disparity grant, were immediately discontinued this past Monday at midnight. The department will be moving forward with projects that were to be billed toward the ELC-EDE grant, including the Microsoft 365 conversion and the updating of the department's website. The department was anticipating receiving approximately \$35,000 in funding for these projects; however, the department will now not be receiving that funding. The department had spent all the funding of the Health Disparity Grant, which funded the purchase of the mobile unit, and had approximately 2 months left of the Adult Immunization Grant. Director, Lisa Marshall, added that the department has diversified its stream of funding, and as a result, the department does not need to consider making staffing changes, as other local health agencies are having to do.

Emergency Response Drills: Director, Lisa Marshall, informed the board that the department has been invited to both attend and help plan two upcoming emergency response drills. The department has been invited to participate in a tabletop exercise with Silver Dollar City and Stone County Health Department and has also been invited to participate in a point of dispensing exercise with other health departments in Region D.

Secretary/Treasurer, Laurie Hayes, inquired if any members of the department staff will be attending the crowd control training hosted by the Branson Convention Center. Two members of the department staff have registered to attend the training.

Environmental Health Seasonal Permitting: Director, Lisa Marshall, informed the board that the department's environmental health division is beginning to have conversations regarding the possibility of adding an additional health permit type to account for local venues, such as Thunder Ridge and Branson Convention Center, who host multiple events within a short period. Director, Lisa Marshall, commented that this would likely involve the proposal of a new ordinance and that the department will gather input from local businesses and the public. Other health departments have a similar type of health permit.

Operations Update: Operations Coordinator, Rick White, provided the operations update. The repair of the roof of the Forsyth office has been completed. A crew from Kansas City will be at the Branson office on Monday to begin the repairs of the elevator, and the repairs are tentatively scheduled to be completed by the end of next week. The new clinical cabinets will be installed after the elevator is repaired. The new custodian/maintenance technician starts tomorrow. The department has the final contract for the Microsoft 365 conversion but not for the website update.

Unfinished Business

There was no unfinished business.

New Business

2025 Capital Budget: The department presented the 2025 Capital Budget to the board. The department is proposing to spend \$233,000, and the budget includes the purchase of three new fleet vehicles, as the department is short several vehicles due to the expansion of the environmental health team; the cost to repair the roof of the Forsyth office, as the payments have not yet been made; the updating of the department's website; and the Microsoft 365 conversion.

Chair, Heather Burney, commented that the new health inspectors are generating revenue and that new vehicles are needed for efficiency. Health Operations Manager, Tiffany Stevens, added that the environmental health division is currently using a couple vehicles that staff routinely utilize to take to meetings and trainings and that staff are having to claim mileage because a fleet vehicle is not available.

Secretary/Treasurer, Laurie Hayes, discussed that the vehicles will be assets and that the roof needed to be repaired to increase the resell value of the Forsyth office.

Director, Lisa Marshall, noted that the presented budget is based off the assumption that the department will not generate more revenue, but the department will generate more revenue.

Motion to approve the 2025 Capital Budget as presented by Laurie Hayes and seconded by Debbie Redford. There was no further discussion. The motion passed.

Annual Report: Director, Lisa Marshall, presented the proposed final draft of the 2024 Annual Report to the board with the comment that the department will add a picture of Member, Jean Mueller, to the report.

Members of the board praised the presented draft. Director, Lisa Marshall, praised Epidemiologist, Cassandra Henne, for putting the report together and for having it completed in a short amount of time.

The board recommended sharing the report with local medical offices, and Chair, Heather Burney, recommended placing a QR code in the lobby that would allow clients to view the report.

Motion to approve the 2024 Annual Report by Jean Mueller and seconded by Debbie Redford. There was no further discussion. The motion passed.

HVAC Quote: The department presented three received quotes to replace the HVAC unit that supplies the environmental health offices. The quotes were received from Knight Heating & Air Conditioning, ProMan HVAC, and D&B HVAC Systems. The quote from Knight Heating & Air Conditioning includes furnishing and installing both the air handler and the heat pump. Operations Coordinator, Rick White, commented that Knight Heating & Air Conditioning has recently replaced three units at the department and that the quote includes a 5-year warranty for the compressor and a 1-year warranty for the other parts and labor. ProMan HVAC provided two quotes. One quote includes replacing only the heat pump and the other includes replacing both the heat pump and the air handler. The second quote specifies that once registered by ProMan HVAC, it includes a 10-year warranty for both the parts and the compressor and a 1-year warranty for labor. D&B HVAC Systems only quoted replacing the heat pump. Operations Coordinator, Rick White, has requested an updated quote to include replacing the air handler. The board recommended not to introduce a motion to approve a quote until the updated quote is received from D&B HVAC Systems. The department will request an electronic vote once the quote is received.

Division Reports

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

The board praised the operational plan report.

The board praised the department for being invited to be part of planning committees for upcoming emergency response drills.

The board praised how much revenue has already been collected from the annual bulk billing for health permits that expire on April 30th. The department complimented staff, as many have been working to

update the information in the software to ease the process of bulk billing and as this was the quickest that bulk billing has occurred.

Announcements

Next board meeting is April 24, 2025 at 2:30 p.m.

Adjourn

Motion to adjourn the regular meeting of the Board of Trustees at 3:41 p.m. and convene an executive closed session as authorized by Section 610.021, Subsection 3, regarding personnel by Laurie Hayes and seconded by Beth Huddleston. Voting aye: Laurie Hayes, Debbie Redford, Jean Mueller, Heather Burney, and Beth Huddleston. Voting nay: none. Motion carried.

Minutes prepared by Lindsay Lawver, Executive Assistant/Environmental Health Biller