



Taney County Health Department
Board of Trustees Meeting
320 Rinehart Road, Branson, Missouri
April 24, 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 (absent)
Tammy Drake, WIC Division Manager (absent)
Erica Logsdon, Environmental Health Division Manager
Kayla Klein, Community Outreach Division Manager
Rick White, Operations Coordinator
Kendra Hutsell, Accountant
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 the guests: Pooja Gummalla, a public health intern from Missouri State University and Consulting Specialist, John Taylor, from Elliott, Robinson & Company, LLP.

Review of Minutes from March 2025

Motion to approve minutes for March 27, 2025 by Laurie Hayes and seconded by Beth Huddleston. 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 March 31, 2025:

- MTD revenues are \$88,530.57 more than budgeted.
 - Consulting Specialist, John Taylor, attributed this to the annual billing for environmental health permit renewal fees and to the invoicing of grants for reimbursement.

- Director, Lisa Marshall, added that the department has received all reimbursement as part of the ELC-EDE Grant.
- MTD expenditures are \$9,356.72 less than budgeted.
 - Program supplies were \$8,800.00 over budget.
 - Repairs and maintenance were \$5,300.00 under budget.
 - Office expenses were \$6,300.00 over budget.

Consulting Specialist, John Taylor, informed the board that the offices expenses category is pending a possible adjustment as the purchased office equipment will be capitalized.

Member, Debbie Redford, inquired about the \$2,500.00 budgeted revenue to be received from the City of Hollister. The invoicing for the renewal of annual health permits for facilities in Hollister has not yet occurred.

Member, Debbie Redford, inquired how much of the department's budgeted revenue is from federal grants. Director, Lisa Marshall, informed the board that the department is evaluating its streams of funding and that a study session will be requested in the near future. In addition to grants, the department also receives funding from provided clinical and environmental health services.

Secretary/Treasurer, Laurie Hayes, requested a YTD comparison to be included with future financial reports.

Motion to approve the financial report from March 31, 2025 by Laurie Hayes and seconded by Beth Huddleston. There was no further discussion. The motion passed.

Disbursements Review: A list of disbursements from March 2025 was emailed to members of the board prior to the meeting.

Director's Report by Lisa Marshall

Intern Presentation: Public Health Intern, Pooja Gummalla, presented policy recommendations for the use of artificial intelligence (AI) in public health. The presentation included challenges to implementing AI in public health, including the risk to the privacy of health data and the speed at which technology evolves compared to policies; current applications of AI in the public health field, including the use of AI to predict disease outbreaks and to automate administrative tasks, such as processing claims; acceptable uses of AI, including analyzing anonymous health trends and drafting communications; unacceptable uses of AI, including failing to disclose the use of AI and entering private health information into AI platforms; and policy recommendations, such as ensuring that there is human oversight and that health data is protected.

The board praised the presentation.

CD Update: Director, Lisa Marshall, provided the communicable disease update. The Taney County Health Department was notified at 7:30 a.m. last Thursday morning that the first suspected case of measles in Taney County had been detected. The case was confirmed at 7:00 p.m. that evening. Members of the department staff immediately contacted individuals who were exposed and provided vaccinations to those individuals. Director, Lisa Marshall, praised Epidemiologist, Cassandra Henne, Clinical Division Manager, Erica Craig, and Public Health Nurse, Carole Dragosljvich for their quick response and the education they provided. Director, Lisa Marshall, also praised Community Relations Specialist, Tatum O'Dell, and Public Health Educator, Kara Miller, for their support with the media. Director, Lisa Marshall, also expressed thanks to the Stone County Health Department and to the emergency department of the local hospital for their response and support.

City of Branson Comprehensive Planning Committee: Director, Lisa Marshall, informed the board that the department has been invited to participate on the City of Branson's comprehensive planning committee and that the department has been instrumental in distributing surveys to populations that were not reached. The next steps include tabletop discussions and reviewing the survey results.

Member, Debbie Redford, inquired if the survey was distributed to residents of surrounding areas. The survey was distributed to residents outside Branson's city limits.

Taney & Stone Counties KidsWin Initiative: Director, Lisa Marshall, informed the board that the department has been invited, along with many other community partners, to be part of the KidsWin initiative for Taney and Stone Counties. The purpose of the initiative is to improve the accessibility of childcare in both counties. Several surveys have been developed and are in circulation, including surveys designed for caregivers of children under age 5, employers, and childcare providers. The department's environmental health division will partner with licensed childcare providers to distribute the survey. Director, Lisa Marshall, attended the first meeting last month.

PHAB Gap Analysis: Director, Lisa Marshall, informed the board that several members of staff, including Health Operations Manager, Tiffany Stevens; Community Outreach Division Manager, Kayla Klein; and Accountant, Kendra Hutsell, and Consulting Specialist, John Taylor, have been working to complete this year's gap analysis. The Missouri Department of Health and Senior Services has requested for all local public health agencies to complete the analysis, as the results will be used to request more funding from the state at the legislature level.

The board recommended sharing the department's annual reports with state representatives to demonstrate how grant funding has served clients and voters.

Quarter 2 Priority Projects: Director, Lisa Marshall, listed the priority projects, identified by the department's leadership team, for the second quarter: update the department's external website, continue with the Microsoft 365 conversion, revise the department's Administration Policy Manual, finalize the department's Communications Plan, develop a proposal for a new health permit type, complete the OKR's for the second quarter as part of the progress on the Strategic Plan, identify a language service that provides American Sign Language, and pilot providing internet access for the community at the Forsyth office location.

The board inquired about providing internet access for the community. The department has identified access to the internet as a need of the community, and members of the community would be able to complete applications for health insurance and complete courses on food safety.

Operations Update: Operations Coordinator, Rick White, provided the operations update. The elevator in the Branson office has been repaired and is functional; however, the pit in the elevator shaft still needs to be flushed and a pump needs to be installed. The department informed the board that an electronic vote might be requested after three quotes are received to install the pump. The cabinets for the storage of clinical supplies have been installed. The HVAC unit that services the environmental health office space has been replaced. The department has received one new fleet vehicle, and two other vehicles are in transit and are expected to be delivered in mid-May. The IT policy has been revised and submitted for approval. The IT division is working on getting the backup software replaced, installing drivers on all staff computers for the new printers, and setting up six new laptops.

Unfinished Business

HVAC Quote E-Vote Confirmation: Director, Lisa Marshall, requested an in-person vote to reaffirm the electronic vote to accept the bid from Knight Heating & Air Conditioning to replace the HVAC unit that services the environmental health office space.

Motion to confirm the electronic vote to accept the bid from Knight Heating & Air Conditioning to replace the HVAC unit by Laurie Hayes and seconded by Debbie Redford. There was no discussion. The motion passed.

New Business

Vehicle Quote E-Vote Confirmation: Director, Lisa Marshall, requested an in-person vote to reaffirm the electronic vote to approve the purchase of the three new fleet vehicles.

Motion to confirm the electronic vote to purchase the three new fleet vehicles by Laurie Hayes and seconded by Debbie Redford. There was no discussion. The motion passed.

IT Policies: The revised copy of the department's IT and Electronic Communications Policies was emailed to members of the board prior to the meeting for review.

Motion to approve the IT and Electronic Communications Policies by Laurie Hayes and seconded by Jean Mueller. There was no further discussion. The motion passed.

Division Reports

Reports from division managers were emailed to members of the board prior to the meeting.

Member, Debbie Redford, praised the observed increase in the number of health inspections performed each month.

The board praised the department for its upcoming scheduled training with local schools regarding measles.

The board praised Environmental Public Health Specialist, Nicholas Walker, for his assistance provided to organizers of an event when the venue was moved from Stone County to Taney County.

Announcements

Next board meeting is May 22, 2025 at 2:30 p.m.

Secretary/Treasurer, Laurie Hayes, informed the department that Missouri Governor, Mike Kehoe, has been invited to attend the Branson Area Lodging Association's Christmas Gala.

Secretary/Treasurer, Laurie Hayes, requested for the department to have representation at an upcoming meeting with a lodging inspector from the Missouri Department of Health and Senior Services.

Secretary/Treasurer, Laurie Hayes, invited the department to participate in the Branson Area Lodging Association's new social media campaign.

Adjourn

Motion to adjourn at 3:36 p.m. by Debbie Redford and seconded by Beth Huddleston. There was no discussion. The motion passed.

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