



Taney County Health Department
Board of Trustees Meeting
320 Rinehart Road, Branson, Missouri
May 22, 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
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 2:34 p.m. at the Taney County Health Department, Branson location.

Approval of Agenda

Motion to approve agenda as presented by Debbie Redford and seconded by Laurie Hayes. There was no discussion. The motion passed.

Guests: Director, Lisa Marshall, introduced the guests: Sabrena Shipley and John Helms from Abacus CPAs, LLC and John Taylor from Elliott, Robinson & Company, LLP.

Review of Minutes from April 2025

Motion to approve minutes for April 25, 2025 by Laurie Hayes and seconded by Beth Huddleston. There was no discussion. The motion passed.

Review of Financial Report by Lisa Marshall

2024 Audit Presentation: Representatives from Abacus CPAs, LLC, Sabrena Shipley and John Helms, presented an overview of the department's 2024 audit to the board. The department received a clean opinion, as no instances of noncompliance nor deficiencies in internal control that would be deemed material weaknesses were identified. The presentation included procedural recommendations, such as reviewing fixed assets on a regular basis; a statement of net position comparison; an overview of revenue by type; and an overview of expenses by type. Sabrena Shipley and John Helms highlighted that the

department's net position increased by \$391,691, that operating program revenues increased by \$1,247,760, and that nonoperating general revenues increased by \$90,746.

Member, Debbie Redford, inquired about the difference between operating and nonoperating revenue. Sabrena Shipley explained that operating revenue includes fees for services and intergovernmental revenue and nonoperating revenue includes revenue received from taxes, interest, and assets.

Secretary/Treasurer, Laurie Hayes, inquired about the progress on the finalization of the report. The report is under final review by a managing partner and there will not be any material changes.

Director, Lisa Marshall, informed the board that the final report will be presented at next month's meeting and that a motion to approve the report will be entertained then.

April 30, 2025: Consulting Specialist, John Taylor, from Elliott, Robinson & Company, LLP, presented a summary of the financial report from April 30, 2025:

- MTD revenues are \$158,780.83 more than budgeted.
 - This was attributed to medical billing, environmental health billing, and grant billing.
- MTD expenditures are \$7,363.62 more than budgeted.
 - Consulting Specialist, John Taylor, discussed that the program supplies line item is over budget due to the purchase of supplies for the department's Family Planning clinics and that the repairs and maintenance line item is over budget due to the repair of the elevator in the Branson office.

Chair, Heather Burney, inquired if the budget is divided by month. Consulting Specialist, John Taylor, that it depends on the revenue type as some billing periods, such as invoicing for health permits, are scheduled.

Secretary/Treasurer, Laurie Hayes, inquired about the reasoning as to why some line items are missing a budgeted amount. Consulting Specialist, John Taylor, commented that this could be due to the addition of new financial accounts or due to errors in coding.

Motion to approve the financial report from April 30, 2025 by Laurie Hayes and seconded by Debbie Redford. There was no further discussion. The motion passed.

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

Director's Report by Lisa Marshall

Facility Update: Director, Lisa Marshall, provided the facility update. The department recently had testing performed at the Forsyth office location for environmental health hazards. A miniscule amount of mold was identified and treated; however, the mold was determined not to be hazardous. Members of staff have been sorting through items and equipment at the Forsyth office to determine which items are in good repair and which items need to be discarded.

Incentive Funding Update: Director, Lisa Marshall, informed the board that the department is to receive \$48,000 from the Missouri Department of Health and Seniors as part of their program that incentivizes local public health agencies to seek accreditation and/or reaccreditation. Director, Lisa Marshall, commented on several met deliverables, including the department signing memorandums of understanding with two local public health agencies and the department hosting an intern from the Pathways Program. Director, Lisa Marshall, shared that one of the local public health agencies was

interested in signing a memorandum of understanding with the department because the department has four certified environmental health specialists.

PHAB Readiness Assessment Results: Director, Lisa Marshall, informed the board that members of the department's PHAB core team recently completed the PHAB Readiness Assessment that was offered by the Missouri Department of Health and Senior Services. Director, Lisa Marshall, commented that the assessment was helpful in identifying how much progress the department has made toward reaccreditation. The department has prioritized completing the larger items first, including the Emergency Operations Plan and the Communication Plan. Both are close to completion and will be sent to the board for approval.

Vice-Chair, Beth Huddleston, inquired if the Public Health Accreditation Board is a separate entity than the Department of Health and Senior Services. The Public Health Accreditation Board is a separate entity.

Operations Update: Health Operations Manager, Tiffany Stevens, provided the operations update. All three of the new fleet vehicles have been delivered to the department. One vehicle needs to have the decals placed and two vehicles still need to have GPS trackers installed. Camping World will be replacing the current 1100 BTU air conditioning unit with a 1500 BTU air conditioning unit in the mobile unit. The department is in contact with Sho-Me Tint to have repairs made to the wrap of the mobile unit as corners have started to peel. Secretary/Treasurer, Laurie Hayes, recommended asking Sho-Me Tint for best practices to help prevent the deterioration of the vehicle wrap. Director, Lisa Marshall, commented that the wrap is still under warranty. Health Operations Manager, Tiffany Stevens, informed the board that the company who provides document shredding services to the department has stained flooring in the Forsyth office with ink, and the company will pay the cost to repair the flooring.

Special Districts Governance Summit Update: Director, Lisa Marshall, informed the board that she and Health Operations Manager, Tiffany Stevens, recently attended the Mid-America Special Districts Summit in Springfield. Director, Lisa Marshall, shared that the summit focused on governance and policy issues and that attendees had the opportunity to attend a session hosted by the Missouri Attorney General's Office's Sunshine Unit. Director, Lisa Marshall, commented that the department would like to host a meeting with a representative from the unit.

RFP for Commercial Real Estate Brokerage Services / Real Estate Advisory Services: Director, Lisa Marshall, informed the board that the department published a request for proposal on Monday, May 19th for commercial real estate brokerage services for purchase and/or sale of property. The department will be accepting submissions until Monday, June 2nd at 4:30 p.m. The department has already been contacted by two brokers. Director, Lisa Marshall, informed the board that the department will request to schedule a special meeting to discuss the bids.

Unfinished Business

There was no unfinished business.

New Business

Surplus Items: Director, Lisa Marshall, presented a list of obsolete items from the Forsyth office that the department is requesting for the board to declare as surplus so that the pieces of equipment may be disposed of appropriately, including two refrigerators, four desks, five filing cabinets, and one lab chair.

Motion to classify the presented list of items as surplus by Laurie Hayes and seconded by Beth Huddleston. There was no discussion. The motion passed.

Social Media Policy: A copy of the department's recently written Social Media Policy was emailed to each member of the board prior to the meeting for review. Director, Lisa Marshall, commented that the purpose of the policy is to provide guidelines for the appropriate use of social media by the Taney County Health Department and the public, including the public's engagement with the department's social media.

Vice-Chair, Beth Huddleston, inquired if the policy would be accessible to the public. If approved, the final couple pages, specifically the Commenting Policy section, would be posted to the department's social media.

Secretary/Treasurer, Laurie Hayes, recommended including a section regarding reporting threatening language to authorities.

Motion to approve the current policy as presented with the addition of the reporting to authorities section to be added at a later date by Laurie Hayes and seconded by Debbie Redford. There was no further discussion. The motion passed.

Elevator Sump Pump Quote for Branson Office Location: Director, Lisa Marshall, presented the received quotes to install a sump pump in the elevator shaft of the Branson office with the comment that the department was only able to obtain two quotes due to the difficulty in scheduling elevator technicians and plumbing contractors to be available during the same timeframe. The department recommended to accept the quote from Redmon Plumbing Company, noting that the company is the most cost-effective option and that the company has a more efficient plan.

Motion to accept the department's recommendation to accept the quote from Redmon Plumbing Company by Laurie Hayes and seconded by Beth Huddleston. There was no discussion. The motion passed.

Special Meeting Date: Director, Lisa Marshall, requested to schedule a special meeting of the Board of Trustees during the week of June 2nd to discuss the submissions received from the request for proposal. Members of the department and the board discussed their availability on June 3, 2025 and requested to schedule the meeting for June 3, 2025 at 3:00 p.m.

Division Reports

Secretary/Treasurer, Laurie Hayes, praised the number of health inspections the environmental health division has performed.

Member, Debbie Redford, praised the addition of the social media analytics to the division reports.

Member, Debbie Redford, inquired about the progress of the case investigation related to the detected case of measles in the county. The case investigation has concluded, and the department is writing a press release to thank community partners who aided in the response and the individuals who were exposed for their response.

Announcements

Secretary/Treasurer, Laurie Hayes, thanked the department for its large representation at the most recent BALA luncheon.

Secretary/Treasurer, Laurie Hayes, informed the board that June's BALA meeting will be held at Silver Dollar City in the morning.

Next board meeting is June 26, 2025 at 2:30 p.m.

Adjourn

Motion to adjourn at 4:04 p.m. by Laurie Hayes and seconded by Debbie Redford. There was no discussion. The motion passed.

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