



Taney County Health Department
Board of Trustees Meeting
320 Rinehart Road, Branson, Missouri
September 25, 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 Manager
Tammy Drake, WIC Manager
Kayla Klein, Community Outreach Manager
Erica Logsdon, Environmental Health Manager (absent)
Rick White, Operations Coordinator

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 Debbie Redford and seconded by Beth Huddleston. There was no discussion. The motion passed unanimously.

Guests: Consulting Specialist, John Taylor, from Elliott, Robinson & Company, LLP is in attendance.

Review of Minutes from August 2025

Motion to approve minutes for August 28, 2025 by Laurie Hayes and seconded by Beth Huddleston. There was no discussion. The motion passed unanimously.

Review of Financial Report by Lisa Marshall

Consulting Specialist, John Taylor, from Elliott, Robinson & Company, LLP, presented a summary of the financial report from August 31, 2025:

- MTD revenues are \$89,258 more than budgeted.
 - Consulting Specialist, John Taylor, attributed this to the environmental health division's invoicing of lodging establishments for annual health permits.
- MTD expenditures are \$29,138.55 less than budgeted.
 - Consulting Specialist, John Taylor, attributed this to program costs being under budget by \$25,000.

Consulting Specialist, John Taylor, commented that the months in which three payrolls will be performed will be specifically budgeted in next year's budget.

Secretary/Treasurer, Laurie Hayes, inquired which types of insurance are included in the "insurance, other" line item. Health Operations Manager, Tiffany Stevens, commented that this includes vehicles and cybersecurity.

Motion to approve the financial report from August 31, 2025 by Laurie Hayes and seconded by Debbie Redford. There was no further discussion. The motion passed unanimously.

Director's Report by Lisa Marshall

DHSS & Local Legislature's Meeting: Director, Lisa Marshall, informed the board that the department was requested to host a meeting on behalf of the Missouri Department of Health and Senior Services (MODHSS) between local lawmakers and representatives from MODHSS. Attendees included the director of MODHSS, Sarah Wilson; the director of Stone County Health Department, Pam Burnett; State Senator, Brad Hudson; State Representative, Brian Seitz; State Representative, Burt Whaley; State Representative, Matthew Overcast; and representatives from the Missouri Public Health Institute. Director, Lisa Marshall, shared that the meeting was designed to promote relationship development and familiarize local lawmakers with public health in their represented communities.

Jurisdiction Meetings: Director, Lisa Marshall, informed the board that the annual contracts with local jurisdictions for the department to provide environmental health services will both be coming up for renewal and that she intends to be present for both readings. Director, Lisa Marshall, recently met with Cathy Stepp, the City Administrator of Branson, to discuss 2026 and 2027, including the department's desire to update local ordinances. Members of the department recently met with representatives from the City of Hollister to discuss nuances in environmental health billing, and Director, Lisa Marshall, shared that the City of Hollister was complimentary of their recent billing experience with the department. Director, Lisa Marshall, informed the board that both the City of Hollister and the City of Branson have been informed that the department is beginning to evaluate its current fee schedule.

Payroll System: Health Operations Manager, Tiffany Stevens, informed the board that the department is transitioning to a new payroll system, specifically to Paylocity, as it is compatible with QuickBooks, has clock-in and clock-out capabilities, and several other features, including employee onboarding and employee reimbursement features. The department anticipates that staff will be utilizing the new system by December 1st.

Member, Debbie Redford, inquired about the cost of the new system. The cost is \$500 monthly, which is comparable to the current system, and there is a \$1,500.00 implementation fee.

Building Updates: Director, Lisa Marshall, provided the building update. The department has recently purchased a new building in Forsyth. Prior to the department announcing the purchase to the local media, the department had shared the information with local government entities. The department did not receive any media requests after distributing the press release. Director, Lisa Marshall, informed the board that she is currently drafting a RFQ for architectural services and inquired if the board would be interested in scheduling a special meeting in November to vote on an architect.

The board praised the press release.

Vice-Chair, Beth Huddleston, inquired if the department intends to sell its current office in Forsyth. The department will be placing its current location up for sale; however, the department wants to be strategic about the sale of the current location as it hosts the department's family planning clinics.

Chair, Heather Burney, inquired if the department currently has any signage about the new location in its current office in Forsyth. The department does not yet have any signage announcing the future move.

Operations Update: Operations Coordinator, Rick White, provided the operations update. An electrical outlet was added to the elevator pit to separate the power to the sump pump from the power to the alarm system. The phone line that is connected to the emergency button inside the elevator was also recently repaired. The department has contacted Premier Landscapes to begin providing landscaping services at the new office location. The department has also accepted a quote from its current security company to begin securing the new building. New tables have been installed in the conference room of the Branson office. White River Connect anticipates that the Branson office will be operating on the new internet line in the coming weeks.

Unfinished Business

Board Bylaws: As part of the department's recent revision of its Administrative Policy Manual, minor edits were made to the bylaws of the Board of Trustees. These edits were introduced at last month's meeting, and the board has had a month to review them.

Motion to approve the edits to the bylaws by Laurie Hayes, seconded by Debbie Redford, and thirded by Beth Huddleston. There was no discussion. The motion passed unanimously.

New Business

Accounting Policy Manual: The department presented a copy of the new Accounting Policy Manual to the board. Director, Lisa Marshall, informed the board that the department removed the accounting portions from the Administrative Policy Manual and compiled them into this manual.

Motion to approve the presented Accounting Policy Manual by Laurie Hayes and seconded by Jean Mueller. There was no discussion. The motion passed unanimously.

Employee Handbook Update: A copy of the updated Employee Handbook was emailed to members of the board prior to the meeting for review. Director, Lisa Marshall, commented that the handbook is updated every few years and that many portions are determined by state and federal laws.

Member, Debbie Redford, inquired if a 40-hour notice to request vacation leave is enough time for managers to make any necessary accommodations to account for staff being out of the office. Director, Lisa Marshall, commented that staff often request to use vacation leave well in advance of the 40-hour notification timeframe.

Member, Debbie Redford, inquired about the volunteer emergency responder leave. Health Operations Manager, Tiffany Stevens, commented that this is a new leave policy under Missouri law and that requests will be reviewed on a case-by-case basis.

Motion to approve the updated Employee Handbook as presented by Debbie Redford and seconded by Beth Huddleston. There was no further discussion. The motion passed unanimously.

Veterans Day: Director, Lisa Marshall, reminded the board that a couple years ago the department had requested for the board to consider adding both Juneteenth and Veterans Day to the department's observed holiday schedule, and that at that time, the board had voted to approve adding Juneteenth to the holiday schedule and to reconsider adding Veterans Day to the observed holiday schedule at a later date. Director, Lisa Marshall, informed the board that the department is the only local government entity that is currently operating on Veterans Day and expressed concern about how this is perceived by the

community, especially as the community prides itself on recognizing and honoring veterans. Health Operations Manager, Tiffany Stevens, added that there are several veterans on staff.

Members of the board and department discussed the concern that the department would be closed to the public for three days in November, if approved. Director, Lisa Marshall, commented that the environmental health division often does not perform inspections around the holidays, and Clinical Division Manager, Erica Craig, commented that the clinical division often observes a decrease in the number of scheduled appointments around the holidays.

Motion to add Veterans Day to the department's observed holiday schedule by Debbie Redford and seconded by Beth Huddleston. There was no further discussion. The motion passed unanimously.

Board of Trustees Comments

There were no comments.

Division Reports

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

Secretary/Treasurer, Laurie Hayes, praised the presentation that Environmental Health Coordinator, Laura Jahn, provided at a recent luncheon hosted by the Branson Area Lodging Association.

Member, Debbie Redford, praised the environmental health division as all lodging establishments have had a routine health inspection for the 2025-2026 permitting year and as over 50% of lodging establishments have been approved by TCHD to apply for their state lodging license.

Chair, Heather Burney, inquired if the clinical division has observed a change in vaccination rates compared to previous years. Clinical Manager, Erica Craig, commented that the rate for vaccinations needed for school is comparable to previous years.

Performance Management: Performance management reports were emailed to members of the board prior to the meeting.

Announcements

Board study session is October 23, 2025 at 1:00 p.m. Director, Lisa Marshall, requested if the study session could be rescheduled. Members of the department and the board discussed their availability and agreed to reschedule the study session to November 3rd at 2:00 p.m.

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

Closed Session

Motion to convene an executive closed session as authorized by Section 610.021, Subsection 1, regarding legal at 3:39 p.m. by Laurie Hayes and seconded by Debbie Redford. Voting aye: Laurie Hayes, Debbie Redford, Heather Burney, Jean Mueller, and Beth Huddleston. Voting nay: none. Motion carried.

Adjourn

Motion to adjourn the regular meeting of the Board of Trustees at 4:07 p.m. by Beth Huddleston and seconded by Jean Mueller. There was no discussion. The motion passed unanimously.

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