



Taney County Health Department
P.O. Box 369-Forsyth, MO 65653
Phone (417) 546-4725 Fax (417) 546-4727

Board of Trustees Meeting
September 25, 2017 10:00am

ATTENDANCE: Wayne Dietrich, Member
Beth Huddleston, Vice-Chair
Robert Griffith, Secretary/Treasurer

EX-OFFICIO: Robert Niezgod, Director
Hugo Huacuz, Finance Division Manager
Lisa Marshall, Community Outreach Division Manager
Craig Rhoads, Environmental Division Manager
Tiffany Stevens, HR Coordinator
Ashwin Modayil, IT/Performance Management/CQI Division Manager

Call to order: Beth Huddleston, Vice-Chair

Beth Huddleston, called regular meeting of Board of Trustees to order at 10:07am at the Taney County Health Department Branson location.

Motion by Robert Griffith, second by Wayne Dietrich, motion carried.

Approve Agenda Beth Huddleston, Vice-Chair

Motion by Robert Griffith to accept agenda, second by Wayne Dietrich, motion carried.

Introduction of Guests Hugo Huacuz

Introduced Shelby, MSU student working on MPH.

Review of minutes Beth Huddleston, Vice-Chair

Motion by Robert Griffith, second by Beth Huddleston to approve August minutes, motion carried.

FINANCIAL REPORT, Hugo Huacuz, COO

The financial report was presented for the period of August 1-31, 2017 (copy on file)

- YTD revenues are \$118,411 more than budgeted.
- YTD expenditures are \$50,275 less than budgeted,
- At the end of August 2017, the financials reflect a \$169,140 positive net position.
- Cash balance decreased \$31,012 as compared to 2016 and increased \$12,858 compared to 2015.
- Disbursement report reviewed. (Copy on file)

Beth Huddleston had a question about program and supplies for August for the clinical division, this was the expense for vaccine purchase and use as well as billing.

Motion by Robert Griffith to approve financials, second by Wayne Dietrich, motion carried.

Unfinished Business

Animal Control Meeting with Jurisdictions:

- Robert Niezgoda spoke on the upcoming meeting on Thursday September 28 at 1:30pm at the City of Hollister.

Prescription Drug Monitoring Program Update:

- Robert Niezgoda spoke on the meeting from August 14, 2017. Plan to have a plan of action to present to the commissioner in October. There is a meeting with the commissioners 9/25/17 and could be on the next commissioner's agenda. Lisa will be working on this and will keep everyone updated.

Health in All Policies-City of Hollister:

- Lisa Marshall spoke on Health and all Policies. Explained that TCHD is partnering with COH and adding health plans and implementing new projects throughout the city. Hollister is interested in providing new sidewalks throughout the city.

Director's Report, Robert Niezgoda, Director

Update on Workflow Analysis CQI:

- Robert Niezgoda spoke on this project about analyzing the data and is hoping to finalize by October and present to the board for recommendations. Robert Niezgoda explained that he wanted to ensure the appropriate time was taken before presenting recommendations to the board.

City of Branson Budget Process:

- Robert Niezgoda spoke about the meeting with the COB last week. The COB wants to cut an additional \$50,000 from our current budget for 2017. It was discussed for the reasoning why and it was suggested in the meeting to update the fee schedules for all programs within the Environmental program. Craig Rhoads explained the fee structure process and the timeline of updating the fees. Robert Niezgoda spoke on the level of standards provided to the COB vs. the standard at the State level.

Broken water-line response policy, City of Hollister:

- Robert Niezgoda spoke on the incident of water line response in the CoH. Robert Niezgoda shared the information to the board on what the State requires concerning lack of water or no water and under the State EHOH it is considered an Imminent Health Hazard. Will work with CoH to get a good plan in place and educate the facilities during an emergency response.

Resolution to support Public Safety Sales Tax:

- Robert Niezgoda is going to work with Lisa Marshall to create a resolution to support the public safety sales tax. Beth asked about the tax being reserved only for public safety or for other uses, Beth would like clarification.

Letter to Commissioner Williams:

- Robert Niezgoda updated board about letter to Mr. Williams and will be finalizing the letter this week.

Animal Quarantine Position Statement:

- Robert Niezgoda updated board about the statement and went over the letter with the board. Robert Niezgoda explained that TCHD will need to get a warrant through the courts to take animals and have the due process. Robert Niezgoda was informed by the Prosecuting Attorney in Taney County that TCHD needs to go through the courts and receive a court ordered warrant to get the animal. Beth Huddleston asked about the difference in the 7-day quarantine vs. 10-day quarantine. Robert Niezgoda spoke on the requirements locally and the requirements per the State.

New Business

Insurance Broker*

- Robert Niezgoda drafted up the recommendation based off proposals from all Brokers (Copy on File). Robert has recommended to go with Olli's/Akers/Arney for insurance broker services.
- Wayne Dietrich spoke about Olli's/Akers/Arney and their billing procedures and the unknown amounts potentially billed to TCHD. Wayne Dietrich asked if we can change requirements/expectations on an annual basis.
- Robert Griffith asked about the process and how long the contract would last and if it can be terminated at any time?
- Hugo Huacoz spoke about the time frame of the contracts and typical practices with contracts being 3 years at a time due to auditing procedures.
- Robert Niezgoda spoke about expectations and if the company is not meeting TCHD's expectations then we can change the contract as well as concerns about customer services annually. Robert Niezgoda recommends we agree for the first year and see if Olli's/Akers/Arny meets our expectations. If not, then TCHD will look at other options.
- Robert Griffith asked Tiffany Stevens on her thoughts. Tiffany Stevens stated that the poor customer service was an isolated event due to an employee that no longer exists with the organization Olli's/Akers/Arney.
- Beth Huddleston asked for a motion, Motion by Robert Griffith, second by Wayne Dietrich, motion carried.

Staffing Plan*

- Robert Niezgoda spoke about updating the staffing plan for IT due to Ashwin Modayil leaving the organization. The new job title will be IT Network Coordinator (Copy on File for job description). This will allow for another IT tech position to help in operations within the IT Division.
- Robert Griffith asked about the Epi position stepping into that role of a more strategic role.
- Beth Huddleston asked for a motion to change staffing plan, motion by Robert Griffith, second by Wayne Dietrich, motion carried.

Division Reports

- No comments.

Announcements

- Next regular board meeting, October 23, 2017 at 9:00 am at the Branson location.

Motion to adjourn by Wayne Dietrich, second by Robert Griffith at 11:40 a.m., motion carried.

Minutes prepared by: Craig Rhoads

Minutes Approved by _____, Secretary/Treasurer

Attachments

Electronic documents listed above are located on the P: Drive/Board Minutes/September 2017.