



Taney County Health Department  
Board of Trustees Meeting  
320 Rinehart Road, Branson, Missouri  
February 24, 2022  
2:30 PM

ATTENDANCE: Debbie Redford, Secretary/Treasurer  
Laurie Hayes, Member  
Beth Huddleston, Member

EX-OFFICIO: Lisa Marshall, Director  
Hugo Huacuz, Finance Division Manager  
Tiffany Stevens, Human Resource Coordinator  
Pam Priest, Clinical Division Manager  
Tammie Drake, WIC Division Manager  
Kathryn Metzger, ECOT Manager

Virtual meeting conducted via Zoom.

**Call to Order**

Debbie Redford called the regular meeting of Board of Trustees to order at 2:38 PM.

**Review of Today's Agenda**

Motion to approve agenda as presented by Beth Huddleston and seconded by Laurie Hayes. The motion passes unanimously.

**Guest(s)**

Local area pharmacist, Heather Burney, who will be joining the Board as the newest member in April.

**Review of Minutes from January 2022**

Motion to approve minutes for January 27, 2022 by Laurie Hayes and seconded by Beth Huddleston. The motion passes unanimously.

**Review of Financial Report by Hugo Huacuz**

Financial report for January 2022:

- YTD revenues are \$53,707 less than budgeted.
- YTD expenditures are \$53,292 less than budgeted.
- For the month of January 2022, the financials reflect a \$353 negative net position.
- Cash balance increased \$202,793 as compared to 2020 and increased \$100,020 as compared to 2021.

Motion to approve the January 2022 financial report, disbursements, and accounts receivable by Laurie Hayes and seconded by Beth Huddleston. The motion passes unanimously.

Hugo Huacuz reported that the 2021 audit started this past week and is being conducted in a hybrid format this year, which is different than years past, as some of the review is being performed remotely while some is being done on site. Hugo reported that he anticipates to present the 2021 audit report to the Board for approval one month earlier this year than last year.

Hugo reported that the department is interviewing applicants for the vacant accountant position and that the position will be responsible for accounts payable. Although the position can be taught, it is preferred that applicants have experience in accounting.

### **Director's Report by Lisa Marshall**

**COVID-19 Update:** Lisa Marshall reported that less than 100 positive cases of COVID were reported last week. This number is significantly less than the numbers reported during the peak of the most previous wave, which occurred several weeks earlier. The peak occurred during January 15 – 21 with a record setting 660 cases reported in a single week. Lisa reported that Omicron continues to be the dominant variant detected in the sewage samples. Although the number of cases has decreased and the demand for testing is less, the department still believes there is value in continuing to offer COVID testing, as numbers have been observed to increase in March due to spring breaks and in the summer, typically in late June and early July. PRN nurses have been doing the majority of the COVID testing to allow for the full-time nurses to continue to provide other services.

**Vaccine Site Update:** The lease for the VF Outlet will expire at the end of March and the department does not plan to continue to offer vaccine at the site. If there is an increase in the demand for vaccine and the department needs to administer vaccine on a larger scale, there are options for a future clinic site. Lisa reported that she expects local news stations, such as KOLR 10 or KY3, to do a story about the department moving the vaccine clinics to the office.

Due to the decrease in the demand for the COVID vaccine, the department has been able to offer the vaccine in the Branson office location the past couple weeks and future COVID shot clinics will be offered every other week. At this time, those clinics will still be offered on the Tuesday (Pfizer), Thursday (Moderna), and Friday (pediatric Pfizer) schedule; however, the department has observed less of a demand for the Moderna vaccine and is consequently considering only offering Pfizer in the near future. The department also wants to use as much vaccine as possible and this would reduce wasting vaccine as Moderna has more doses in a vial (approx. 10 doses) than Pfizer (approx. 6 doses). The department has not received standing orders from the State Health Department regarding the 4<sup>th</sup> booster dose for immunocompromised individuals, but the department does not anticipate administering many of these doses, if any, as those who are eligible will likely receive the 4<sup>th</sup> booster dose from their primary care physician. The department is still waiting for more information regarding the infant to 4-year-old vaccine.

**Legislative Update:** Lisa reported that the department is monitoring bills at the state level that do not favor public health and wellness. Many of these bills are focused on COVID restrictions and vaccine mandates, including those mandated by employers and schools. Lisa reported that professional organizations are advocating on behalf of public health entities and that the department may be asked to send educational material and/or letters. Lisa stressed the importance of being able to make decisions at a local level because what works best for one county may not work well in another.

**Statewide Health Disparities Initiative:** The department applied for a grant that is being offered through the State Health Department. The application is pending response. The department asked for

approximately \$250,000, which would be applied towards the costs of purchasing a van that would allow staff to provide services out in the community, two more rapid Abbot testing COVID machines (one for the van and one for Forsyth), and health equity and inclusion training for staff. Secretary and Treasurer, Debbie Redford, praised the mobile unit idea.

Social Media Update: After the board voted to approve to turn off the comment section on the department's Facebook posts last month, it was discovered that Facebook does not allow users to turn off comments for all posts. Instead, users can only turn off comments on individual posts. The department is reevaluating how best to utilize social media as the department's posts are on a schedule and as the department shares many posts from other public health organizations. Additionally, since the department is a public agency, it must ensure that it is in compliance with the Freedom of Information Act.

PHAB Update: Tiffany Stevens reported that all documentation has been sent and that the department anticipates to have a response regarding reaccreditation status in April. If requested, the department will have 8 weeks to correct and/or upload additional documentation.

CQI Update: Lisa reported that the CQI process has resumed and that community outreach specialist, Kayla Klein, is leading the CQI teams. The projects are small as they are to be completed in approximately three months after the designated team first convenes. Any staff member can submit an idea for a potential CQI project to their manager; however, many ideas have come from the front line staff. Updates on current CQI projects were given and are as follows:

- Community Outreach (Kathryn) – the team has established a system via Microsoft Excel that prioritizes documents for review and revision based upon different criteria, including the size/difficulty of the project and potential impact for the public. The team is also translating and publishing documents in Spanish.
- Environmental Health (Kathryn) – the team has created a single schedule that includes the on-call schedule, the training and co-inspections schedule, and temporary events.
- Phones (Lisa) – members from each division have been working together to revise the current phone tree as it was discovered that many options are no longer relevant and that many calls are being transferred from one division to another.
- Centralized Office Supplies (Tiffany) – Each division was originally responsible for ordering their own office supplies but now a CQI team is creating a way for office supplies ordering to be centralized.

Board member, Laurie Hayes, inquired about Pool School. Kathryn Metzger reported that the environmental division is working to post the educational material online and that the slides have been approved and that the team is now working on recordings. Laurie requested to be notified when the material is available, as local lodging establishments have started hiring and training staff for the upcoming tourist season.

### **Unfinished Business**

There was no unfinished business to review.

### **New Business**

Preliminary Capital Expenses: The department has not had many capital expenditures the past couple years. The two main most recent capital expenditures were replacing several AC units and the roof of the Branson office. The department proposed several different ideas for possible capital expenditures:

- Transportation – new company vehicles for staff. One vehicle is currently in the shop and another vehicle is out of service.

- IT infrastructure – new laptops/computers. Some of the department’s computers are becoming obsolete and are not capable of running the new Windows 11 software.
- Upgrade technology capabilities in the Branson conference room to allow for easier access for those who may need to attend meetings remotely.
- Storage – install drawers in the lobbies, as many customers still prefer to be serviced through the windows.
- Storage – add a shed near the dumpsters at the Branson office location. This shed can be storage for the supplies that have been at the VF Outlet.
- Security – add additional security cameras at both office locations.

Lisa reported that the department will provide a priority ranking, with approximate costs, for the possible expenditures at the next month’s board meeting.

### **Division Reports**

There were no division reports.

### **Miscellaneous**

Board member, Beth Huddleston, thanked the department for welcoming her and several of her students to the department to learn more about the services provided by the different divisions.

Secretary and Treasurer, Debbie Redford, praised environmental public health specialist, Ashton King, for being named Employee of the Quarter.

### **Announcements (Lisa Marshall)**

The Community Health Assessment process is to begin in March and community development specialist, Jamie Orlando, is leading it. She will be sending meeting invitations to board members soon.

The department is preparing for National Public Health Week, the first full week in April, and the department may reach out to the Board for assistance.

Next Board Meeting is March 24, 2022 at 2:30PM.

### **Adjourn**

Motion to adjourn at 3:40 PM by Laurie Hayes and seconded by Beth Huddleston. The motion carries unanimously.

Minutes prepared by Lindsay Lawver