



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

ATTENDANCE: Robert Griffith, Chair
Debbie Redford, Secretary and Treasurer
Laurie Hayes, Member
Beth Huddleston, Member (joined virtually)

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

In Person Meeting

Call to Order

Dr. R Griffith called the regular meeting of Board of Trustees to order at 2:40PM at the Taney County Health Department, Branson location.

Approval of Today's Agenda

Motion to approve today's agenda as presented by Laurie Hayes and seconded by Debbie Redford. The motion passes unanimously.

Guest(s):

Heather Burney, local area pharmacist, who will be joining the board after the elections in April.

Review of Minutes from February 2022

Motion to approve minutes for February 24, 2022 by Debbie Redford and seconded by Laurie Hayes. The motion passes unanimously.

Review of Financial Report by Hugo Huacuz

The department emailed copies of the accounts receivable report and disbursements report to the board for review prior to the meeting.

Summary of the financial report for February 2022:

- Current Assets: \$2,717,473
- Total Assets: \$4,875,878
- Current Liabilities: \$199,606
- Total Liabilities: \$774,379
- Total Liabilities and Equity: \$4,875,878

- YTD revenues are \$98,783 less than budgeted.
- YTD expenditures are \$110,951 less than budgeted.
- **At the end of February 2022, the financials reflect a \$12,251 positive net position.**
 - The board discussed that there is often an increase in **net position** in March due to environmental's billing for annual restaurant permits.
- Cash balance increased \$303,444 as compared to 2020 and increased \$244,791 as compared to 2021.
 - Manager of the financial division, Hugo Huacuz, attributed the increase in cash balance to vaccine billing and to the lack of capital expenditures the past couple years.

Motion to approve the February 2022 financial report, disbursements, and accounts receivable by Laurie Hayes and seconded by Debbie Redford. The motion passes unanimously.

Director's Report by Lisa Marshall

COVID-19 Update: Director, Lisa Marshall, reported that Taney County is now considered, according to the Centers for Disease Control and Prevention, a low transmission county and that the county's daily number of new COVID-19 cases reflects this, as the number of new cases is remaining low. At this time the department is still receiving new positive COVID-19 case notifications daily and is conducting those case investigations via Teletask. Lisa reported that discussions are happening at the state level regarding the pandemic and the next phase of it, including changing the phrasing from pandemic to endemic and making changes to the individual case investigations. Chair, Dr. Griffith, inquired about possible explanations for the low case count. Lisa stated that, anecdotally speaking, a possible explanation is that many Taney County residents had contracted the Omicron variant during the most recent wave. Lisa also noted that around 40% of Taney County residents are vaccinated. ECOT Manager, Kathryn Metzger, added that many positive at home COVID-19 test results are not being reported and that residents could be asymptomatic and not know that they have COVID. Board member, Laurie Hayes, commented that tourist season has just begun and that town has not been as busy the past several weeks.

The lease with the Branson Meadows Mall for the VF outlet expires at the end of this month, and the department has finished vacating the vaccine site. Extra supplies from the site have been placed in several storage units. COVID-19 vaccines are now being offered at both office locations. The department has not heard any information regarding vaccines for 0-4 year olds but if approved, the department anticipates that these vaccinations will be given by pediatricians. Chair, Dr. Griffith, commended the staff and their professionalism and effort during the vaccination clinics. Treasurer, Debbie Redford, added that she believed that the department's COVID-19 vaccine clinics were the epitome of good planning within the community.

Treasurer, Debbie Redford, asked about 4th doses of the vaccine. The second booster dose has been approved for immunocompromised individuals.

Grant Update: The department's application for the Health Equity Contract has been accepted. The department does not have the contract in hand yet. The most expensive expenditure that will be provided through this grant is the mobile unit that will allow staff to provide services out in the community. The department is still unsure of the exact services that will be provided in a mobile format but the services will be from the WIC and clinical divisions. The mobile unit is considered a sprinter van and does not require a special license to drive. The grant will also provide a couple more rapid Abbott COVID-19 testing machines and allow for more training opportunities for staff. The department will be partnering with HealthierMO for these trainings.

Community Health Assessment: The Community Health Assessment (CHA) began yesterday and is being led by Community Development Specialist, Jamie Orlando. Chair, Dr. Griffith, commended Jamie and her ability to lead and facilitate discussion after attending a presentation. The survey is ready and will be sent to residents via different methods. Approximately 1,700 surveys were received during the last Community Health Assessment, and the department is discussing the best ways to reach certain populations to ensure that the entire county is represented.

Staffing Update (Tiffany): Human Resource Coordinator, Tiffany Stevens, reported that the vacant accountant position has been filled by an internal hire. The department is currently interviewing for several open positions, including an environmental public health specialist, a WIC administrative clerk, a clinical administrative clerk, and a public health nurse. The two pool intern positions have been posted. The clinical manager position will be posted in approximately a week as the requirements and job description are currently being reviewed. The board thanked clinical manager, Pam Priest, for her service to the department for the past 30+ years. The data analyst/epidemiologist position will be posted after the other positions have been filled.

Public Health Week: National Public Health Week is the week of April 4 – April 8 and a committee is working on things to do for staff during that week to thank them for all they have done the past year. The department requested that board members write letters of encouragement and thanks for the staff. The department will inform the board of any possible events that week in which they will be invited to attend.

Environmental Health Food Permit Update: Fees for annual restaurant permits have been billed to facilities. A facility will not receive their annual permit if they have any outstanding health department fees and if they do not pay their annual permit fee.

Board member, Laurie Hayes, inquired about resuming letter ratings for restaurants. Food grading system activities are currently on hold but the environmental division is discussing restarting the marketing aspect of it.

Professional Organization Update: Members of leadership gave updates on their memberships of professional organizations and elaborated on the missions of the organizations. Director, Lisa Marshall, is on the board of the Missouri Senate for Public Health Excellence, and ECOT manager, Kathryn Metzger, is on the board for the Missouri Public Health Association. WIC manager, Tammy Drake, is on the Missouri WIC Board. Community Outreach Specialist, Kayla Klein, is secretary for the Missouri Council for Public Health Nursing. Environmental Public Health Specialist, Laura Jahn, is the President of the Missouri Board of Certification.

New Board Member: Heather Burney will officially be joining the board next month as the newest member. After she is sworn in, the members of the Board of Trustees will be Dr. Robert Griffith, Debbie Redford, Beth Huddleston, Laurie Hayes, and Heather Burney. An election will occur for different positions on the board.

PHAB Update: PHAB is officially reviewing the department's documentation and the department anticipates to have a response within a couple weeks. The department was the first rural local public health department to be accredited.

Unfinished Business

Capital Budget Proposal: A list of proposed capital expenditures and their approximate associated costs was presented to the board and is as follows:

- Vehicles –

- Replace the 7 Cobalts with 5 2022 Escapes (would reduce the size of our fleet of vehicles by 2)
 - Each inspector will still have their own vehicle
 - The Cobalts will be auctioned
- Technology –
 - Upgrade department’s website
 - Upgrade network servers
 - Upgrade the technological capabilities in both conference rooms
 - Upgrade computers and laptops as many are becoming obsolete
 - Upgrade SQL software
- Branson Facility –
 - Replace three A/C units
 - Add a reception area/desk behind the WIC counter
 - Re-stripe and seal the parking lot
 - Convert the lighting to LED lighting
 - Upgrade security cameras
- Forsyth Facility –
 - Replace three rooftop A/C units
 - Replace the front awning
 - Remodel the office space where dental services were provided
 - Convert the lighting to LED lighting

Motion to approve the capital expenditures as presented by Laurie Hayes and seconded by Debbie Redford. The motion passes unanimously.

New Business

There was no new business to discuss. Member, Laurie Hayes, inquired about creating stickers for lodging establishments that state that service animals are welcome but family pets are not. Laurie also commented that the state legislature is considering adopting the international pool code and asked which pool code the department enforces. The City of Hollister and the City of Branson each have their own pool and spa ordinances.

Division Reports

Division reports were emailed to members of the board prior to the meeting. Treasurer, Debbie Redford, complimented the format of the division reports and inquired about the increase in Syphilis cases in Taney County, specifically the prevalence among different age groups. Clinical manager, Pam Priest, replied that the increase is largely among those under the age of 40.

Miscellaneous

Chair, Dr. Griffith, asked about debt resolution. The health department currently has no debt after paying off the Branson office location last year. Dr. Griffith recommended considering the overall plans for both buildings, as space is limited, technology is advancing, and public health is ever changing.

Announcements

Due to scheduling conflicts, the next board meeting will be moved to April 29, 2022 at 2:30 PM.

Motion to change the date of the next scheduled board meeting from April 28 to April 29 at 2:30 PM by Debbie Redford and seconded by Laurie Hayes. The motion passes unanimously.

Future staff meetings will now be at the OTC Table Rock campus.

Adjourn

Motion to adjourn at 4:12 PM by Laurie Hayes and seconded by Debbie Redford. The motion carries unanimously.

Minutes prepared by Lindsay Lawver