



Taney County Health Department  
Board of Trustees Meeting  
320 Rinehart Road, Branson, Missouri  
June 23, 2022  
2:30 PM

ATTENDANCE: Debbie Redford, Chair  
Beth Huddleston, Vice-Chair  
Laurie Hayes, Secretary/Treasurer  
Heather Burney, Member

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

In Person Meeting

**Call to Order**

Debbie Redford called the regular meeting of Board of Trustees to order at 2:30 PM at the Taney County Health Department, Branson location.

**Approval of Agenda**

Motion to add discussion regarding the salary study to the agenda as part of the director's report by Heather Burney and seconded by Beth Huddleston. The motion passes unanimously.

**Guests:** The department introduced several new hires to the board: Jacob Williams, temporary pool inspector; Chase Woods, public health intern; Lisa Schwarz, clinical administrative clerk; and Traci Canote, WIC administrative clerk. Board member, Heather Burney, introduced her guests: two 4<sup>th</sup>-year pharmacy students and a 1<sup>st</sup>-year resident at Cox.

**Review of Minutes from May 2022**

Motion to approve minutes for May 26, 2022 by Beth Huddleston and seconded by Laurie Hayes. The motion passes unanimously.

**Review of Financial Report by Hugo Huacuz**

Summary of the financial report for May 2022:

- YTD revenues are \$44,434 less than budgeted.
  - Finance Division Manager, Hugo Huacuz, commented that revenue will increase after the second round of billing for lodging.
- YTD expenditures are \$214,951 less than budgeted.
- At the end of May 2022, the financials reflect a \$170,832 positive net position.
  - Finance Division Manager, Hugo Huacuz, noted that the net position trend is decreasing and is mirroring the trend of 2020.

- Cash balance increased \$380,090 as compared to 2020 and increased \$104,293 as compared to 2021.

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

**Audit Report Presentation:** Finance Division Manager, Hugo Huacuz, presented the 2021 Audit Report to the board. The department received an unmodified opinion, which is the highest opinion an organization can receive. This means that the audited financial statements were free from any misstatements and that the financial records have been maintained according to GAAP and GASB standards. The department has received this type of opinion for the past 10 years.

Hugo added that the auditor recommended putting an internal policy on medical billing into writing, as the department has been following guidelines but lacks a written policy. Chair, Debbie Redford, asked how this policy would look. There are codes for clinical services and each code has a fee associated with it. Board member, Heather Burney, asked if the department will need to hire an additional staff member for medical billing. The department does not anticipate needing to hire an additional accountant at this time as the most recently filled accounting position was originally a part-time position but is now a full-time position to meet the demands of billing.

Motion to accept 2021's Audit Report by Laurie Hayes and seconded by Beth Huddleston. The motion passes unanimously.

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

**PHAB Update:** Director, Lisa Marshall, provided an update regarding the department's progress in the reaccreditation process. The department initially sent its application and accompanying documentation to the Public Health Accreditation Board (PHAB) in August of 2021; however, it did not hear a response on its application until a couple months ago. After review, PHAB sent back several measures that needed revising and made requests for additional documentation. The department had six weeks to correct the measures and send the additional documentation back to PHAB, which the department submitted this past Thursday (June 16<sup>th</sup>). This concluded the pre-site visit review, and the next step is to schedule the site visit, which will be held virtually. This visit will either be two-half days or one-half day. After the visit, a team will review the site visit notes and the application and either approve reaccreditation status or the department will have six months to make any needed corrections and/or revisions.

The department is the only rural health department in the state of Missouri that holds accreditation status and was among the first of 76 health departments, nationally, to obtain accreditation status.

Chair, Debbie Redford, requested for praise to be extended to the staff members who are part of the PHAB team for their work and effort.

**CHA Update:** Community Development Specialist, Jamie Orlando, provided an update on the Community Health Assessment. The assessment is a five-step process, and the department has completed the visioning, assessment(s), and health prioritization steps. The department is now working on action planning for the chosen health prioritizations, which were voted on by members of the department and community partners after reviewing nearly 700 surveys from the community and identifying several prominent health concerns. These concerns included substance use and misuse, obtainable housing, mental health, child abuse and neglect, local workforce, unity and collaboration, and diverging health experiences. Among these concerns, the selected health prioritizations are obtainable housing, substance use and misuse, and mental health. There are upcoming meetings scheduled in September in which these

topics will be discussed with community partners. Community Development Specialist, Jamie Orlando, is currently writing a draft of the report.

Chair, Debbie Redford, inquired if the survey is still available online. The survey is still available online, as the department cannot close it until all paper surveys have been collected and entered electronically. However, the department is no longer advertising the Community Health Assessment.

**Health Disparity Grant Update:** The mobile sprint unit has been purchased and the department is working with the manufacturing company to schedule a delivery date. The department is having conversations with the Missouri Department of Health and Senior Services (MODHSS) about taking WIC services mobile. The department will have conversations with MODHSS about taking vital records mobile next, as the state health department has several IT related questions.

As part of the grant, the department was originally going to purchase two additional COVID-19 testing machines (one for the mobile sprint unit and one for the Forsyth office location); however, the price of the machines has doubled and the department will only purchase one of the machines to place it at the Forsyth office. The department plans to stock the mobile sprint unit with COVID-19 antigen tests.

**Narcan Update:** Environmental Health and Community Outreach Program Manager, Kathryn Metzger, provided the board with an update on the department's distribution of Narcan to the community. Prior to the department receiving Narcan, the department had been contacted by a couple lodging facilities that had inquired if the department had Narcan available for distribution. Upon retrieval of Narcan, the department contacted these facilities and other extended stay facilities to inquire if they had a need for Narcan. Staff members delivered Narcan to lodging facilities who requested some, and the department also distributed some to first responders and community members. The department has distributed all available Narcan.

Vice-Chair, Beth Huddleston, asked if anyone can carry Narcan. In the state of Missouri, there is a standing order that allows anyone to carry Narcan.

Board member, Heather Burney, asked if the department provided educational materials along with the Narcan. The department did provide educational material along with the Narcan in both English and Spanish. The material included signs of an overdose and contact information for recovery services.

**Clinical Update:** Clinical Division Manager, Pam Priest, provided an update on COVID-19 in Taney County. The COVID numbers in Taney County are increasing, and the current number of COVID-19 cases reported this month has doubled the total number of COVID-19 cases reported last month. Reported cases do not include positive results from at-home test kits. Additionally, Pam reported that the department does have COVID vaccine in stock for ages six months – 4 years; however, the department has not had much interest from the public for pediatric COVID vaccine.

Board member, Heather Burney, asked if the sewer shed study is still ongoing. The sewer shed study is still being conducted, and the viral load in the sewer is reflecting the increase of COVID-19 in the county.

The department has resumed offering its outpatient lab services to the public after temporarily discontinuing this service due to COVID-19. The department requires a physician order, and the lab fees must be paid in cash.

The department has scheduled a back to school vaccination clinic with Branson Schools for August 11<sup>th</sup>.

**WIC Farmer's Market Program:** WIC Division Manager, Tammy Drake, reported that WIC staff began handing out Farmer's Market coupons to WIC participants on June 1<sup>st</sup> and that approximately 220 families have received these coupons. The department does not have any more coupons to distribute at this time and is waiting to see if the Department of Agriculture receives more funding for the Farmer's Market program. The department does have families on a waiting list for these coupons.

**Salary Study:** The department has had one bid to perform the salary study; however, the bid was over budget. The department and the board discussed possible options, including conducting the salary study internally, hiring an intern, and/or putting the request back out to vendors. The department thinks it is best to send the request back to vendors.

### **Unfinished Business**

There was no unfinished business.

### **New Business**

**Emergency Response Plan:** As the department was working on PHAB, it was discovered that the department needed to add a document to its emergency response plan. Due to the deadline to resubmit documentation to PHAB and the need for the board's approval to make the change to the emergency response plan, the board voted via email prior to the meeting to add the needed document to the emergency response plan.

Motion to ratify the vote of adding the required document to the emergency response plan by Heather Burney and seconded by Laurie Hayes. The motion passes unanimously.

### **Division Reports**

Division reports were emailed to members of the board prior to the meeting.

### **Miscellaneous**

Chair, Debbie Redford, commented that she thinks it is a great idea to have three health educators work in the Wise Woman Program rather than only one. Debbie also praised the community outreach team for working on a grant that is geared towards preventing water-borne illness.

### **Announcements**

Next Board Meeting is July 28, 2022 at 2:30PM.

### **Adjourn**

Motion to adjourn at 4:10 PM by Laurie Hayes and seconded by Beth Huddleston. The motion carries unanimously.

Minutes prepared by Lindsay Lawver