



Taney County Health Department  
Board of Trustees Meeting  
320 Rinehart Road, Branson, Missouri  
July 28, 2022  
2:30 PM

ATTENDANCE: Debbie Redford, Chair  
Beth Huddleston, Vice-Chair  
Robert Griffith, Member  
Heather Burney, Member

EX-OFFICIO: Lisa Marshall, Director  
Hugo Huacuz, Finance Division Manager  
Tiffany Stevens, Human Resource Coordinator  
Pam Priest, Clinical Division Manager  
Tammy 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 2:34 PM at the Taney County Health Department, Branson location.

**Approval of Agenda**

Motion to approve agenda as presented by Dr. Griffith and seconded by Heather Burney. The motion passes unanimously.

**Guests:** The department introduced several recent hires to the board: Brenda Seewald, environmental public health specialist; Sharon Turney, public health nurse; Caren White, public health nurse; Melissa Edge, clinical administrative clerk; Delesa Harrison, clinical administrative clerk; and Lesley Harris, public health nurse. Current clinical coordinator and public health nurse, Erica Craig, is also in attendance, and the department informed the board that she will soon be joining the leadership team as the new clinical division manager after Pam Priest, current clinical division manager, retires at the end of next month.

**Review of Minutes from June 2022**

Motion to approve minutes for June 23, 2022 by Dr. Griffith and seconded by Beth Huddleston. The motion passes unanimously.

**Review of Financial Report by Hugo Huacuz**

Summary of the financial report for June 2022:

- YTD revenues are \$112,181 less than budgeted.
- YTD expenditures are \$255,180 less than budgeted.
- At the end of June 2022, the financials reflect a \$143,377 positive net position.

- The net position for 2022 is trending closely with the net position of 2020. An increase in the net position will be observed after lodging facilities are billed for their annual permits.
- Cash balance increased \$451,376 as compared to 2020 and increased \$95,191 as compared to 2021.
  - The cash balance will increase once the department is reimbursed for the purchase of the mobile sprint unit.

Finance Division Manager, Hugo Huacuz, informed the board that the payments for the new department vehicles and for the new AC units are not reflected in this financial report.

Member, Heather Burney, asked if the increase in cash balance at the end of the year is typical. It is typical to see an increase at the end of the year in cash balance because the department begins to receive tax dollars in December.

Director, Lisa Marshall, added that the current open job positions also impact financials.

Motion to approve the June 2022 financial report, disbursements, and accounts receivable by Beth Huddleston and seconded by Dr. Griffith. The motion passes unanimously.

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

**Staffing update:** Human resource coordinator, Tiffany Stevens, provided a staffing update. Current open positions include a clinical coordinator and an epidemiologist/data analyst. The department will be onboarding a new environmental public health specialist in August.

Chair, Debbie Redford, asked about the specific degree requirements for the epidemiologist/data analyst position. The department is seeking candidates with degrees in epidemiology and with experience in data analysis.

**Health Disparities Grant Update:** The department has received the mobile sprint unit and invited the board to view the vehicle after the meeting. The department held its first van meeting today (7/28) with members from each division in attendance, and the attendees discussed different services the department can provide in a mobile format. As part of the grant, the department is required to offer COVID-19 vaccinations and testing in the mobile sprint unit. Additionally, the department is required to add two new COVID-19 testing locations. To meet this grant deliverable, the department will be purchasing a second Abbott COVID-19 testing machine to place in the Forsyth office and will be stocking the mobile sprint unit with COVID-19 rapid antigen tests. The department is also having conversations with local area vendors about wrapping the mobile sprint unit. The department informed the board that if the cost to wrap the vehicle exceeds a certain amount, a request for a vote of approval from the members of the board will be sent via email. WIC manager, Tammy Drake, is currently working on an application to take WIC services mobile, and the department is currently brainstorming possible options to take vital record services mobile.

**PHAB Update:** Human resource coordinator, Tiffany Stevens, provided the PHAB update. The virtual site visit will be on August 26 from 8:30 AM – 12:30 PM. The department has not yet received an agenda for the visit but requested if members of the board could be available for the visit. The department will email board members an agenda once it is received.

**WIC Update:** WIC manager, Tammy Drake, provided an update on WIC services. Each year, the department applies for the Breastfeeding Friendly Clinic Award and for the funding. The department was awarded both of these for this calendar year. Additionally, the WIC team received an additional 70 benefit vouchers as part of the Senior & WIC Farmers' Market Nutrition Program. The WIC team had compiled a

waiting list for these vouchers and is currently contacting and scheduling appointments for those on the list so that they may receive a voucher.

**Monkeypox Update:** The department has purchased the supplies necessary to test for Monkeypox and has started to test for the disease in the community. If a client tests positive, the department will be working in collaboration with local area providers. The department is currently working on educational material for the public about Monkeypox, including signs and symptoms, and will be promoting the material soon.

Chair, Debbie Redford, inquired about the procedure for testing for Monkeypox. If the department determines that someone has been in contact with a high risk group and observes that the individual has developed a rash, the department must send a photo of the rash, along with risk factors, to the state. If the state grants approval for the test to be performed, the department can perform the test. The department has test kits on site.

**Capital Expenses and Facilities Update:** Finance Division Manager, Hugo Huacuz, provided the capital expenses and facilities update. The new vehicles for the environmental inspectors and for other members of the department staff have been purchased. The department has not yet heard a delivery date. The roof of the Branson office location has been replaced, and no water leaks have been observed after the recent rain. The department has observed several areas of possible concern on the roof and has contacted the roofing company to ensure that it is only a cosmetic issue. The department has started to request bids to repair the AC units at the Forsyth office location; however, the department has heard from vendors that it is difficult to provide an accurate quote, as the prices of materials are changing rapidly. Thus, a quote might only be accurate for 1-2 weeks. The department has also requested bids from vendors to repair several pieces of equipment that were damaged during a power outage at the Branson location several weeks ago. A vaccine freezer is no longer functioning properly and the automatic door function of the front doors is no longer working. The department will start the process to upgrade the security cameras in the near future. Additionally, the department debuted new technology in both conference rooms during the meeting.

### **Unfinished Business**

There was no unfinished business.

### **New Business**

**Annual Reports:** The department printed copies of the 2019 and 2020 Annual Reports for the board to review. The department will present the 2021 Annual Report at the next board meeting.

Member, Dr. Griffith, asked if the health department hosts the P4 Conference. The health department hosted the conference in 2019 but did not in 2020 nor 2021 due to the pandemic. The department is working to put the educational material online.

Chair, Debbie Redford, recommended that the department tallies the total number of people who visit with members of the department at area events, as this can be an additional way to present data in future reports rather than list the total number of attendees at an event.

Motion to approve the 2019 and 2020 Annual Reports by Heather Burney and seconded by Dr. Griffith. The motion passes unanimously.

**Preliminary Assessed Valuation:** The department has received the preliminary numbers from the clerk's office. These numbers were presented to the board. The actual numbers will be presented at next month's board meeting. There will be time allocated for public comment.

### **Division Reports**

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

Chair, Debbie Redford, asked what the pros are for the department to convert to having its own email system rather than using the state's email system. The new email system would have more features and tools available and would allow for the department to manage it independently of the state. The total cost would also be dependent upon the number of users.

Chair, Debbie Redford, inquired about the pediatric COVID-19 clinics, particularly the clinics for those 6 months – 4 years. The department has recently averaged about 10-15 clients at the vaccine clinics. Clinical manager, Pam Priest, also added that the department has ordered the new COVID-19 vaccine that is protein based rather than mRNA based.

The board praised the decision to extend the hours of clinical services on Mondays.

### **Announcements**

Next Board Meeting is August 25, 2022 at 4:00PM. This will be a condensed meeting.

### **Adjourn**

Motion to adjourn at 3:44 PM by Dr. Griffith and seconded by Beth Huddleston. The motion carries unanimously.

Minutes prepared by Lindsay Lawver