



Taney County Health Department
Board of Trustees Meeting
320 Rinehart Road, Branson, Missouri
December 22, 2022
2:30 PM

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

EX-OFFICIO: Lisa Marshall, Director
Hugo Huacuz, Finance Division Manager
Tiffany Stevens, Human Resource Coordinator
Erica Craig, Clinical Division Manager
Tammy Drake, WIC Division Manager (absent)
Kathryn Metzger, ECOT Manager

Virtual Meeting

Call to Order

Debbie Redford called the regular meeting of the Board of Trustees to order at 2:32PM via Zoom.

Approval of Agenda

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

Guests: There were no guests in attendance.

Review of Minutes from November 2022

Motion to approve minutes for November 18, 2022 by Beth Huddleston and seconded by Robert Griffith. The motion passes unanimously.

Review of Financial Report by Hugo Huacuz

Summary of the financial report for November 2022:

- YTD revenues are \$240,764 less than budgeted.
- YTD expenditures are \$419,816 less than budgeted.
- At the end of November 2022, the financials reflect a \$179,745 positive net position.
 - Finance Division Manager, Hugo Huacuz, noted that the department will end this year in a similar net position as to that of 2021. He explained that 2020's net position was an outlier due to the receipt of COVID-19-related funding.
- Cash balance increased \$377,737 as compared to 2020 and increased \$91,173 as compared to 2021.

- Finance Division Manager, Hugo Huacuz, commented that the department received the reimbursement for the purchase of the mobile sprint unit and that this reimbursement explains the increase in the cash balance for November. Director, Lisa Marshall, also added that the department, at the beginning of this calendar year, did anticipate the cash balance to look differently than it currently does, as the department had anticipated purchasing new vehicles this year.

Chair, Debbie Redford, asked when the department receives the taxpayer funds from the county. The county makes two deposits in December and one in January. However, the total of each deposit is dependent upon when residents pay their taxes. Finance Division Manager, Hugo Huacuz, mentioned that the largest deposit typically occurs in January.

Motion to approve the November 2022 financial report, disbursements, and accounts receivable by Laurie Hayes and seconded by Robert Griffith. The motion passes unanimously.

Director's Report by Lisa Marshall

Shingles Vaccine Update: Clinical Manager, Erica Craig, provided the update on the Shingles vaccine. She explained to the board that historically speaking, the department has only had one source of funding for the Shingles vaccine, the Senior Citizen Tax Board, but now the department has three different sources. The grant through the Senior Citizen Tax Board provides the Shingles vaccine for those who are residents of Taney County and are 60 or older. Those who qualify for this vaccine receive the vaccine at no cost. Additionally, the state has provided 300 doses of the Shingles vaccine and these doses are for those who are 50 or older, are uninsured or underinsured, and are residents of Missouri. This shipment of vaccine from the state was a one-time shipment, and recipients of this vaccine do not need to pay. It was recently learned that Medicare will begin to cover the Shingles vaccine as well. This means that the department can bill insurance for those who qualify for this source of the vaccine. Recipients of this vaccine must be 50 or older and residents of Missouri. If someone does not qualify for this vaccine, they can pay for it out of pocket. The department will begin ordering this vaccine in January. Director, Lisa Marshall, informed the board that the department wanted the board to be aware of the sources of funding for the Shingles vaccine as the department has been answering calls from the public regarding why some people pay for the vaccine and others do not.

Chair, Debbie Redford, inquired about the demand in the community for the Shingles vaccine. The department has had a waiting list for the vaccine for several months and about 100 people remain on the waiting list.

2023 Jurisdictional Contracts: The department has received the final version of the 2023 jurisdictional contract from the City of Branson, and the contract has already been signed and sent back to the City of Branson. Director, Lisa Marshall, is currently in possession of the 2023 jurisdictional contract with the City of Hollister and needs chair, Debbie Redford's, signature. Hollister's City Council approved the edits the department had made to the contract.

Workman's Compensation Policy: The department was requested to inquire if they could request a discount from their workman's compensation insurance provider during last month's board meeting, and the department reported in today's meeting that they have already received a discount and cannot receive any more. Finance Division Manager, Hugo Huacuz, reported that he recently spoke with a representative of the insurance company, and the representative had shown him several discounts that had already been applied to the department's account. The department assured the board that safety policies are in place and that a safety team meets every month to discuss potential workplace safety hazards.

Burrell Behavioral Health: Director, Lisa Marshall, informed the board that the department was approached approximately a month ago by Burrell Behavioral Health about possibly renting some space in the department's Forsyth office location so that they can provide services to residents on the eastern side of the county. The department met with members of Burrell last week so that they could see the Forsyth office location. The department anticipates that Burrell Behavioral Health will request to rent an office within the Forsyth location. The department is unsure of how often Burrell would like to utilize the office but predicts that Burrell will at least provide services one day a week and then increase frequency based on demand. The department stated that the conversations are only preliminary.

Member, Heather Burney, asked if the department was competitive regarding rent. The department did not discuss price with the members of Burrell Behavioral Health during the site visit but did state that they liked the centrality of the Forsyth office.

MICH Accreditation: The department was reaccredited nationally by the Public Health Accreditation Board last month and informed the board that the department is up for reaccreditation at the state level by the Missouri Institute for Community Health (MICH). To be reaccredited, the department would need to pay \$1,500 and submit a few guiding documents, including the department's strategic plan, community health assessment, and community health improvement plan. The department already submitted these documents during the PHAB reaccreditation process. The department has always held this accreditation.

The department expressed several reservations regarding seeking MICH reaccreditation, including a recent change in leadership of the organization and the perceived lack of benefit to be accredited at both state and national level, particularly since the standards are similar and the department already holds accreditation nationally. Director, Lisa Marshall, informed the board that she is aware of one other local public health department that is currently seeking PHAB accreditation and will not be seeking MICH reaccreditation. She explained to the board that smaller public health departments often seek MICH accreditation instead of PHAB accreditation due to a lack of staff support.

The department inquired if the board would like the department to seek MICH reaccreditation.

Members of the board expressed concern over the changing of the leadership of the organization and the relevancy of being accredited at the state level if already accredited at the national level. Other members of the board discussed being a model organization in the accreditation process and that the department can promote and assist other local public health departments in their accreditation processes, including MICH and/or PHAB accreditation.

Secretary/Treasurer, Laurie Hayes, pointed out that MICH appears to be acknowledging that it is in a transitional period, as the price of accreditation is typically \$8,000.

Motion to seek MICH reaccreditation by Heather Burney and seconded by Beth Huddleston. There was no further discussion. Motion passes unanimously.

Unfinished Business

2023 Budget: The department presented the final version of the 2023 budget to the board. The final version is the same as the draft that was presented in November. The only difference is that the department separated the grants and the contracts.

Secretary/Treasurer, Laurie Hayes, inquired about the data processing category, specifically what it pertains to as the cost keeps increasing. Finance Division Manager, Hugo Huacuz, explained that it is referring to software licensing, as each division uses different software for the entry and storage of data.

The anticipated cost for this category is reflective of the annual subscriptions to these different operating systems.

Motion to approve the 2023 budget by Laurie Hayes and seconded by Heather Burney. The motion passes unanimously.

2023 Staffing: The 2023 staffing plan was presented to the board. The final version of the plan is the same as the draft that was presented to the board in November. The department reminded the board of the changes: the addition of a maintenance technician position and the modification of the current English Spanish Bilingual Liaison position (change to a community health educator position).

Motion to approve the 2023 staffing plan by Laurie Hayes and seconded by Heather Burney. The motion passes unanimously.

The department added that the board will be seeing new job postings in the near future, specifically for the maintenance technician position and the medical billing specialist position. The department encouraged the board to send any possible applicants their way.

Capital Expense Follow Up: Finance Division Manager, Hugo Huacuz, stated that the department has not received an estimated price for the 2023 models of the new fleet vehicles from the current vendor. He stated that the department has reached out to the state for vendor recommendations. The department is going to start the bidding process over again to include these other vendors. These other vendors are from Springfield, Kansas City, and Columbia. Hugo stated that he has contacted several of these vendors to inquire if the desired model is in stock. He stated that the department will work quickly as the environmental health inspectors were looking forward to new vehicles.

Vice-Chair, Beth Huddleston, asked if the vehicles have to be Ford. The vehicles do not have to be Ford, and the department can look for a similar vehicle from different manufacturing companies.

New Business

There was no new business.

Division Reports

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

Miscellaneous

Secretary/Treasurer, Laurie Hayes, mentioned that she was recently approached by a lodging establishment about how to acquire Narcan, and she asked the department if it still has a supply of Narcan, as lodging establishments are interested in receiving some. The department had supplied several local area lodging establishments with Narcan but has run out, as the Narcan was supplied via a grant and the grant ended on September 30th. The department is seeking to become a community distributor of Narcan so that it can supply it to members of the community individually. The department has been cautious in its promotion of supplying Narcan over the past several years due to concerns as to how it would be perceived by the public, but the department stated that they will consider providing community education on it. The department and board discussed different ways that the department could promote the distribution of Narcan. The department will inform the board when it is in possession of more Narcan.

Chair, Debbie Redford, asked if the new mobile sprint unit has been utilized. The van has been at the Forsyth office location a couple days a week to provide COVID-19 testing. Only several people were tested during this time, but clients were able to view the van.

Chair, Debbie Redford, inquired if the van would be able to provide COVID-19 testing at other locations on the eastern side of the county, especially with the upcoming holiday season. Clinical Manager, Erica Craig, stated that it would depend upon a location to park the van and staffing availability.

Chair, Debbie Redford, expressed concern regarding the types of violations the environmental health team has been observing on a frequent basis at food establishments. Environmental and Community Outreach Program Manager, Kathryn Metzger, stated that education and tools to address these types of violations have already started to be implemented. Vice-Chair, Beth Huddleston, offered to administer the food handler's class.

Announcements

Next board meeting is January 26, 2023 at 2:30PM.

Adjourn

Motion to adjourn at 3:46PM by Laurie Hayes and seconded by Beth Huddleston. The motion carries unanimously.

Minutes prepared by Lindsay Lawver