



Taney County Health Department  
Board of Trustees Meeting  
320 Rinehart Road, Branson, Missouri  
January 26, 2023  
2:30 PM

ATTENDANCE: Debbie Redford, Chair  
Beth Huddleston, Vice-Chair (absent)  
Laurie Hayes, Secretary/Treasurer (absent)  
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

In Person Meeting

**Call to Order**

Debbie Redford called the regular meeting of the Board of Trustees to order at 2:38 p.m. at the Taney County Health Department, Branson location.

**Approval of Agenda**

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

**Guests:** There were three guests in attendance. The department introduced Cassandra Henne, a current public health intern. Member, Heather Burney, introduced her two guests: Molly and Jessica.

**Review of Minutes from December 2022**

Motion to approve minutes for December 22, 2022 by Robert Griffith and seconded by Heather Burney. The motion passes unanimously.

**Review of Financial Report by Hugo Huacuz**

Summary of the financial report for December 2022:

- YTD revenues are \$315,994 less than budgeted.
  - Finance Division Manager, Hugo Huacuz, added that it is typical to accrue less revenue in December compared to other months of the year.
- YTD expenditures are \$421,277 less than budgeted.
- At the end of December 2022, the financials reflect a \$106,040 positive net position.
  - Finance Division Manager, Hugo Huacuz, commented that the trend of the net position, displayed graphically and by month to the board, for this year is similar to that of 2021. He

added that the ending net position of 2020 was an outlier due to the receipt of COVID-19 grants.

- Cash balance increased \$249,604 as compared to 2020 and decreased \$9,586 as compared to 2021.
  - Finance, Division Manager, Hugo Huacuz, commented that the cash balance for December and January is dependent upon when the department receives its property tax.

Members of the board expressed concern of lodging facilities that are within the city limits of Branson that have outstanding debt and are consequently operating without current health permits. The board expressed concern for the safety of the guests and the employees of these establishments as a disaster could have devastating consequences. The board inquired if the department has approached the City of Branson about revoking business licenses from these establishments. The issuing and revoking of business licenses is not within the department's jurisdiction, but the department assured the board that its environmental division works in tandem with the City of Branson to inspect the facilities and to approve lodging establishments to apply for their lodging licenses from the state. The department is the last entity to approve a lodging facility to apply for its state lodging license, as the department cannot issue a current health permit to a lodging facility until the facility has passed its annual inspection from the health department, has passed its annual inspections from Code Enforcement and City Fire, and until after fees have been paid. The board asked if facilities receive notification of outstanding balances routinely. The department sends a statement every month to the City of Branson to notify them which facilities have outstanding fees.

The department offered to annotate which lodging facilities do not have current health permits in next month's financial report.

Motion to approve the December 2022 financial report, disbursements, and accounts receivable by Heather Burney and seconded by Robert Griffith. The motion passes unanimously.

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

**MO 2023 Legislative Update:** The 2023 Missouri Legislative session has begun and the department is monitoring several proposed bills. Over the past few years, the department has monitored the progression of bills in the Missouri Legislature that would have challenged the authority of public health functions; however, the department has not observed any of this type this year. The current bills that are of interest to the department focus on school vaccination requirements (specifically the COVID-19 vaccine), unpasteurized milk products, and on the exclusion of teaching the social determinants of health in school curriculum.

**City of Hollister 2023 Legislative Reception:** The department informed the board that this reception occurs every year and that the department has been allocated several minutes to discuss any priorities the department has for this year. Director, Lisa Marshall, commented that she typically discusses items pertaining to health inspections. She asked the board if there is anything they would like her to discuss. Member, Heather Burney, recommended promoting the mobile sprint unit.

**Facility Update:** The Branson office location recently experienced a busted water pipe during a bout of cold weather. The majority of the damage was limited to one of the two main lobby bathrooms; however, water was observed in the main lobby, several WIC offices, and the front clerical area. The department recently had an insurance adjuster onsite to assess the damage. The department contacted three restoration companies after the incident to inquire about repairs. The department received a quote from only one of the three vendors. The cost to repair the damage is the deductible. The repairs will include replacing sheetrock and insulation, ceiling tiles, cabinets (located in the affected bathroom), and flooring. The department is anticipating that more damage will be discovered after repairs begin, and the

department has not yet been given a start date for the repairs. The department did lose one computer monitor to damage.

**Vehicle Update:** The department has sent several requests for proposals to different car dealerships throughout the state for new fleet vehicles. The department has not yet received all quotes from these vendors.

The mobile sprint unit has been wrapped. The board complimented the appearance of the mobile sprint unit.

The department informed the board that two fleet vehicles have sustained hail damage and that the department is coordinating with its insurance company about repairs. The board asked if these two vehicles are among those that will be replaced by the new fleet vehicles. The two damaged vehicles are two of the three newer vehicles and will not be placed up for auction with the other vehicles.

**2023 Performance Management:** The department presented the 2023 performance management goals of each division to the board. The divisions are leadership, accounting/IT, WIC, clinical, environmental health, community outreach, and human resources. Chair, Debbie Redford, inquired about the 3 HR manuals that need to be updated. Human Resource Coordinator, Tiffany Stevens, clarified that the manuals are not strictly pertaining to HR policies but that the term was used as a blanket term and includes the Administrative Policy Manual, the Employee Handbook, etc. Director, Lisa Marshall, informed the board that several policies will be revised and presented to the board for approval later this year.

### **Unfinished Business**

There was no unfinished business.

### **New Business**

**March Study Session:** Director, Lisa Marshall, and Chair, Debbie Redford, recently had a meeting to discuss the ongoing salary study and possible revisions to the current compensation schedule. The department would like to host a study session with the board to present different changes that the department is considering making to the current compensation schedule. The department recommended that this meeting be in late March to allow time to work on proposals and that the meeting be a maximum of 4 hours in duration. The department's salary schedule was compared to 7 other health departments, and the department is particularly interested in the findings from 3 of those, as those 3 are most comparable to the department. The department has not changed the current compensation structure since 2011. Preliminary findings from the study indicate that the department's current salaries are typically lower than the salaries of competitors, and salary has been identified as a variable that is impacting the hiring process. The board and department proposed a tentative date for the study session and will discuss this date with those who were not able to attend this meeting to see if it works for all schedules.

### **Division Reports**

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

### **Miscellaneous**

Chair, Debbie Redford, applauded the WIC staff, as they continue to increase the number of participants receiving WIC services. She expressed concern over the WIC team no longer offering services at a particular satellite location. The department is having conversations with the facility about offering WIC services from the mobile sprint unit in the parking lot of the facility. The WIC team is also discussing other possible locations to offer services in the mobile format, including locations in the eastern side of

the county. The WIC team is still having discussions with the state about taking services mobile, and the state is creating policies to regulate the practice.

**Announcements**

Next board meeting is February 23, 2023 at 2:30 p.m.

**Adjourn**

Motion to adjourn at 3:33 p.m. by Heather Burney and seconded by Robert Griffith. The motion carries unanimously.

Minutes prepared by Lindsay Lawver