



## AGENDA

Taney County Health Department  
Board of Trustees Meeting  
320 Rinehart Road, Branson, Missouri  
January 23, 2024  
2:30 PM

Call to Order	Heather Burney, Chair
Approve Agenda	Heather Burney, Chair
Introduction of Guests	Lisa Marshall, Director
<u>Review of Minutes</u> October Study Session December 19, 2024	Heather Burney, Chair
<u>Review of Financial Reports</u> December 31, 2024 Financial Reports Disbursements Review	Lisa Marshall, Director
<u>Director's Report</u> Priority Projects Operations Update 2024 Audit 2025 City of Hollister Legislative Reception TIF Commission Grants Update NACCHO's Virtual Learning Collaborative	Lisa Marshall, Director
<u>Unfinished Business</u> Strategic Plan	Heather Burney, Chair
<u>New Business</u> Website Development Quote Microsoft Office 365 Migration Quote	Heather Burney, Chair
<u>Division Reports</u> Performance Management Questions?	Division Managers
<u>Announcements</u> Next Board Meeting, February 27, 2025, 2:30 p.m.	
Adjourn	

News Media Contact for Open Meeting Notice:

Lisa Marshall, Director  
15479 US Hwy 160, Forsyth, MO 65653  
(417) 546-4725



Taney County Health Department  
Board of Trustees Meeting  
320 Rinehart Road, Branson, Missouri  
January 23, 2025  
2:30 PM

**ATTENDANCE:** Heather Burney, Chair  
Beth Huddleston, Vice-Chair  
Laurie Hayes, Secretary/Treasurer  
Debbie Redford, Member  
Jean Mueller, Member (absent)

**EX-OFFICIO:** Lisa Marshall, Director  
Tiffany Stevens, Health Operations Manager  
Erica Craig, Clinical Division Manager  
Tammy Drake, WIC Division Manager  
Kayla Klein, Community Outreach Division Manager  
Erica Logsdon, Environmental Health Division Manager  
Rick White, Operations Coordinator  
Abbi Vachon, Executive Assistant

**In Person Meeting**

**Call to Order**

Chair, Heather Burney, called the regular meeting of the Board of Trustees to order at 2:31 p.m. at the Taney County Health Department, Branson location.

**Approval of Agenda**

Motion to approve agenda as presented by Laurie Hayes and seconded by Debbie Redford. There was no discussion. The motion passed.

**Guests:** Director, Lisa Marshall, introduced former Environmental Health Coordinator, Erica Logsdon, who is now the department's new Environmental Health Division Manager. Health Operations Manager, Tiffany Stevens, introduced the department's new Accountant, Kendra Hutsell. Community Outreach Division Manager, Kayla Klein, introduced the department's Bilingual Interpreter and Community Health Worker, Jezabel Salvador-Campos, and the department's Community Relations Specialist, Tatum O'Dell. Director, Lisa Marshall, introduced John Taylor from Elliott, Robinson & Company, LLP.

**Review of Minutes from October 2024 Study Session**

Motion to approve the minutes from October's 2024 Study Session by Beth Huddleston and seconded by Laurie Hayes. There was no discussion. The motion passed.

**Review of Minutes from December 2024**

Motion to approve the minutes for December 19, 2024 by Laurie Hayes and seconded by Heather Burney. There was no discussion. The motion passed.

### **Review of Financial Report by Lisa Marshall**

**December 31, 2024:** John Taylor, from Elliott, Robinson & Company, LLP presented the financial report from December 31, 2024, including a comparison of both the monthly and year-to-date budgets to actual. Consulting Specialist, John Taylor, identified several expenditure line items that exceeded their projected budgets, including the repairs and maintenance line item and the program and nursing supplies line item. The excess spending was attributed to the repair of the roof of the Forsyth office and the purchase of vaccine, respectively. Consulting Specialist, John Taylor, informed the board that the department will complete inventory of its vaccine stock and that this will affect the program supplies, immunizations line item. The department will be able to close the books of the 2024 fiscal year after inventory is completed.

Motion to approve the financial report from December 31, 2024 by Laurie Hayes and seconded by Debbie Redford. There was no further discussion. The motion passed.

**Disbursements Review:** A list of disbursements from December 2024 was emailed to members of the board prior to the meeting.

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

**Priority Projects:** Director, Lisa Marshall, informed the board that the department's leadership team had their quarterly offsite leadership meeting last week and that the team identified projects that are to be prioritized this quarter for completion. Identified priority projects include operationalizing the department's performance management tracking software, VMSG; transitioning the department's email system from the state email system to its own system; updating the department's website; finalizing and implementing the department's updated Strategic Plan; developing a taskforce to research information regarding the department's discussion of its facilities; transitioning the department's current payroll software to a new program; identifying allowable expenses of the ELC-ED Expansion Grant and requesting approval to purchase the identified items; and prioritizing tasks that need to be completed for PHAB reaccreditation, including updating the department's Emergency Operations Plan and the department's Workforce Development Plan.

Member, Debbie Redford, inquired if the ELC-ED Expansion Grant is the grant that changed its criterion of allowable expenses. Director, Lisa Marshall, commented that the ELC-ED Expansion Grant is the grant that changed its allowable expenses and that the department is seeking re-approval of expenses that were already approved.

**Operations Update:** Operations Coordinator, Rick White, provided the operations update. The repair of the Forsyth office roof is currently on pause as the company is waiting for warmer weather conditions. The elevator in the Branson office is anticipated to be repaired in the middle of February as the parts needed for installation are scheduled to arrive at the beginning of next month. One of the dishwashers in the Branson office needs to be replaced because the unit failed due to rust which caused leakage. The repair of the buckling of the flooring in the clinical break room of Branson is nearing completion, and it is anticipated that the flooring near the elevator will be repaired next week to allow for the installation of supply cabinets.

**2024 Audit:** Director, Lisa Marshall, informed the board that she and Executive Assistant, Lindsay Lawver, attended a meeting with Abacus CPAs, LLC last week. Director, Lisa Marshall, informed the board that Abacus CPAs, LLC will be contacting the department in the next couple of months to schedule the audit and that the department has requested for the audit to be completed by the date of the May meeting so that Abacus CPAs, LLC can be in attendance to present the report. In addition to the annual audit, the department will need to complete a Single Audit because the department exceeded the threshold of spending of federal funds in a single fiscal year.

**2025 COH Legislative Reception:** Director, Lisa Marshall, informed the board that this reception is hosted once a year by the City of Hollister and allows local businesses and community organizations to share any legislative concerns and/or priorities of their organization. Director, Lisa Marshall, informed the board that the department continues to monitor the current legislative session and that the department discussed the identified health priorities of mental health and substance use at the reception.

**TIF Commission:** Director, Lisa Marshall, informed the board that as one of the identified taxing entities which would be affected by decisions made by the county's Tax Increment Financing (TIF) Commission, the department must select one of the nominees nominated by the department and the other taxing entities. Members of the board and the department discussed the nominees. The board elected to select nominee Cody Fenton.

**Grants Update:** Director, Lisa Marshall, provided the grants update. The Taney County Health Department was approached by a couple different community organizations regarding partnering with the organizations to meet grant deliverables. My Neighbor's Charitable Pharmacy inquired if the department would be interested in distributing prescription medications one day a week from the Forsyth office location. The Brook Wellness Center inquired if the department would be interested in providing clinical services at their location from the department's mobile unit. The Taney County Health Department will be signing memorandums of understanding and letters of support soon.

Director, Lisa Marshall, informed the board that the department received the accreditation grant from the Missouri Department of Health and Senior Services. This grant provides approximately \$146,000 in funding. Director, Lisa Marshall, commented that several expenses that were included in the department's proposed budget have been paid for by other grants, and the department will redistribute the funding in a strategic manner.

Director, Lisa Marshall, informed the board that Executive Assistant, Abbi Vachon, has been submitting requests for preapproval to the Missouri Department of Health and Senior Services as part of the ELC-ED Expansion Grant. This grant has specific deliverables, many of which are associated with the COVID-19 pandemic. The department has been requesting preapprovals for funding of larger projects, including the Microsoft 365 conversion and the updating of the department's website; for IT equipment, including laptops and printers; and for a portion of the cost of the operating software of the clinical division, Patagonia. If all requests are approved, the department will have a remaining balance of \$147,000 to spend. Director, Lisa Marshall, commented that if the requests are denied, the department will formally bring the larger expense items, specifically the Microsoft 365 conversion and the website update, to the board for approval, as the department would still want to move the projects forward. The department anticipates having all requests for preapproval submitted by the end of March. The department is not able to make any purchases until the requests have been approved.

**NACCHO's Virtual Learning Collaborative:** Community Outreach Division Manager, Kayla Klein, informed the board that Environmental Public Health Specialist, Brenda Seewald, who oversees the department's emergency response planning, recently applied for the department to participate in a learning collaborative that is being hosted by the National Association of County and City Health Officials (NACCHO). This specific collaborative is intended to train maternal-child health and emergency response professionals at local health departments on how to include maternal-child health populations in emergency planning and response. The department's application was accepted, and members of the department staff will be attending virtual trainings from February through June. The learning collaborative will culminate in July with an in-person tabletop exercise in California.

## **Unfinished Business**

**Strategic Plan:** Director, Lisa Marshall, informed the board that Habitat Communication & Culture is finalizing the dashboard that will allow department staff to update and track the progress of meeting the objectives of the Strategic Plan. Director, Lisa Marshall, added that the department's leadership team finalized the tasks and revised the objectives to make them obtainable by quarter. The final draft of the Strategic Plan will be presented at February's meeting, and a vote will be requested for formal approval.

## **New Business**

**Website Development Quote:** Operations Coordinator, Rick White, presented received quotes from three different companies to update the department's website. The department recommended for the board to accept the quote from Mostly Serious, LLC, noting that they were the only company that included training for department staff to be able to update the content of the website. Director, Lisa Marshall, added that it is important for department staff to be able to update the website in case of a public health emergency. Operations Coordinator, Rick White, commented that Mostly Serious, LLC also has experience working with other health departments. The department and members of the board discussed the quotes presented, including the total costs and the location of the companies.

Motion to accept the bid from Mostly Serious, LLC by Laurie Hayes and seconded by Debbie Redford. There was no further discussion. The motion passed.

**Microsoft Office 365 Migration Quote:** Operations Coordinator, Rick White, presented received quotes from three separate companies to assist the department with its migration from Microsoft 365 E3 to Microsoft 365 G5, which is a government edition. The department recommended for the board to accept the quote from Blue Mantis, Inc, noting that the company is the most cost-effective option, is a reputable business that has been in operation for more than 30 years, and has experience working with companies and organizations in the medical field. Members of the board and the department discussed the experience of the companies and the presented prices.

Motion to accept the bid from Blue Mantis, Inc. by Debbie Redford and seconded by Beth Huddleston. There was no further discussion. The motion passed.

Director, Lisa Marshall, reminded the board that the department will not pay the vendors for the website development and the Microsoft migration until the department learns if the items are allowable expenses of the ELC-ED Expansion Grant.

## **Division Reports**

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

Member, Debbie Redford, extended praise to Environmental Health Coordinator, Laura Jahn, for the compliment she received from a facility regarding the education she provided during a health inspection.

Secretary/Treasurer, Laurie Hayes, thanked the department for attending a meeting with local city officials regarding lodging inspection updates for 2025.

Chair, Heather Burney, praised the number of health inspections the environmental health division has conducted.

## **Announcements**

Next board meeting is February 27, 2025 at 2:30 p.m.

**Adjourn**

Motion to adjourn at 3:31 p.m. by Laurie Hayes and seconded by Beth Huddleston. There was no discussion. The motion passed.

Minutes prepared by Lindsay Lawyer, Executive Assistant



## AGENDA

Taney County Health Department

Board of Trustees Meeting

320 Rinehart Road, Branson, Missouri

February 27, 2025

2:30 PM

Call to Order	Heather Burney, Chair
Approve Agenda	Heather Burney, Chair
Introduction of Guests	Lisa Marshall, Director
<u>Review of Minutes</u> January 23, 2025	Heather Burney, Chair
<u>Review of Financial Reports</u> January 31, 2025 Financial Reports Disbursements Review	Lisa Marshall, Director
<u>Director's Report</u> Social Media Analytics Presentation Operations Update Staffing Update Hours of Operation Update 2025 Performance Management ELC Grant update National Public Health Week	Lisa Marshall, Director
<u>Unfinished Business</u> Strategic Plan	Heather Burney, Chair
<u>New Business</u> Above and Beyond Cleaning Services Quote E-Vote Confirmation Staffing Plan Surplus Equipment	Heather Burney, Chair
<u>Division Reports</u> Performance Management Questions?	Division Managers
<u>Announcements</u> Next Board Meeting, March 27, 2025 2:30 p.m.	
Adjourn	

News Media Contact for Open Meeting Notice:

Lisa Marshall, Director

15479 US Hwy 160, Forsyth, MO 65653

(417) 546-4725



**Taney County Health Department  
Board of Trustees Meeting  
320 Rinehart Road, Branson, Missouri  
February 27, 2025  
2:30 PM**

**ATTENDANCE:** Heather Burney, Chair  
Beth Huddleston, Vice-Chair (joined virtually)  
Laurie Hayes, Secretary/Treasurer  
Debbie Redford, Member  
Jean Mueller, Member

**EX-OFFICIO:** Lisa Marshall, Director  
Tiffany Stevens, Health Operations Manager (absent)  
Erica Craig, Clinical Division Manager  
Tammy Drake, WIC Division Manager  
Kayla Klein, Community Outreach Division Manager  
Erica Logsdon, Environmental Health Division Manager  
Rick White, Operations Coordinator  
Abbi Vachon, Executive Assistant

**In Person Meeting**

**Call to Order**

Chair, Heather Burney, called the regular meeting of the Board of Trustees to order at 2:30 p.m. at the Taney County Health Department, Branson location.

**Approval of Agenda**

Motion to approve agenda as presented by Laurie Hayes and seconded by Debbie Redford. There was no discussion. The motion passed.

**Guests:** Director, Lisa Marshall, introduced the guests: Pooja Gummalla, a public health intern from Missouri State University who will be interning with the department for 16 weeks; Community Relations Specialist, Tatum O'Dell, who will be giving a presentation; and Consulting Specialist, John Taylor, from Elliott, Robinson & Company, LLP.

**Review of Minutes from January 2025**

Motion to approve minutes for January 23, 2025 by Debbie Redford and seconded by Laurie Hayes. There was no discussion. The motion passed.

**Review of Financial Report by Lisa Marshall**

Consulting Specialist, John Taylor, from Elliott, Robinson & Company, LLP, presented a summary of the financial report from January 31, 2025:

- YTD revenues are approximately \$20,000 less than budgeted.
- YTD expenditures are approximately \$25,000 more than budgeted.

- Program supplies were \$17,000 over budget.
  - This was attributed to the clinical division's purchase of vaccine.
- Repairs and maintenance were \$2,800 over budget.
  - This was attributed to landscaping services, specifically the removal of snow.
- Professional fees were \$20,000 over budget.
  - This was attributed to the department's contract with Elliott, Robinson & Company, LLP for accounting services.
- Office expenses are \$4,900 over budget.
  - This was attributed to the purchase of office supplies to have stock.

Chair, Heather Burney, inquired if the department anticipates any changes to its funding received from grants and contracts. The department does not anticipate any changes, and Director, Lisa Marshall, commented that the budget did not include the Accreditation Grant and the ELC-ED Expansion Grant.

Motion to approve the financial report from January 31, 2025 by Laurie Hayes and seconded by Jean Mueller. There was no further discussion. The motion passed.

**Disbursements Review:** A list of disbursements from January 2025 was emailed to members of the board prior to the meeting.

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

**Social Media Analytics Presentation:** Community Relations Specialist, Tatum O'Dell, presented an analysis of the department's Facebook presence. Community Relations Specialist, Tatum O'Dell, prefaced the presentation with the comment that all presented numbers are current as they are from January 27<sup>th</sup> of this year and that the presented data is specific to Facebook.

The presentation included the current analysis of the department's engagement with its followers, including the average reach per post and the average number of likes per post; methods to engage users, including the humanization of the department's staff and the utilization of search engine optimization; the demographics of the department's followers, including the town of residence; successful examples of the department's previous posts; and ideas for future content.

The board praised the presentation.

Chair, Heather Burney, inquired if there is a management plan for the department's social media. Community Relations Specialist, Tatum O'Dell, has developed a social media calendar and has already scheduled posts through December.

Chair, Heather Burney, inquired if the department utilizes other social media platforms. The department does have accounts on other social media platforms; however, Facebook is the priority as it observes the most engagement. The department plans to increase its following on the other platforms.

Secretary/Treasurer, Laurie Hayes, recommended posting on LinkedIn to engage with the business community.

**Operations Update:** Operations Coordinator, Rick White, presented the operations update. The repair of the roof of the Forsyth office building and of the elevator in the Branson office were both scheduled to be completed this week; however, due to the recent inclement weather, the repairs have been delayed. The department has purchased, with grant funding, 6 new laptops that will replace older ones. The buckling of the flooring in the clinical break room of the Branson office has been repaired. The department is in possession of new cabinetry that will be used to store nursing supplies; however, the cabinets cannot be

installed until the elevator is repaired. A company visits the department daily to provide cleaning services. The IT division is waiting to find out if the ELC-ED Expansion Grant will fund the conversion from Microsoft 365 E3 to Microsoft 365 G5 prior to proceeding with the migration.

**Staffing Update:** Director, Lisa Marshall, presented the staffing update, including an overview of the department's current vacant positions. Current employment opportunities at the department include an environmental public health specialist position, a public health nurse position, and a maintenance and custodial technician position. The department is receiving applications and will be scheduling interviews soon.

Director, Lisa Marshall, also discussed a proposed change to the department's current Staffing Plan, specifically the addition of an environmental health biller position, as the department has observed an influx in billing as more environmental health inspectors have been released to inspect facilities. This position would be a hybrid role and would be filled by a current member of staff.

**Hours of Operation Update:** Director, Lisa Marshall, informed the board that the public health nurse at the Forsyth office location has resigned and that to ensure the safety of staff and to continue to serve clients throughout the county, the department is changing the hours of operation of the Forsyth office. The Forsyth office will be open on Monday – Wednesday, and the administrative clerk who works in the Forsyth office will be at the Branson office on Thursdays and Fridays. The department is working on a press release to inform the public. The department anticipates that this change will be in effect for the foreseeable future, as the department has experienced difficulty in filling nursing positions.

Member, Debbie Redford, inquired how the department will contact clients who seek services at the Forsyth office. The department will forward calls to the Branson office, will post signage on the doors, and will communicate the change to community partners.

Chair, Heather Burney, recommended contacting local government entities.

**2025 Performance Management:** Director, Lisa Marshall, presented a list of the identified 2025 performance management goals by division and informed the board that the progress made toward each goal will be reported monthly as part of the board report.

Community Outreach Division Manager, Kayla Klein, displayed an example of how the reports will be presented.

**ELC Grant Update:** Director, Lisa Marshall, provided the ELC-ED Expansion Grant update. Executive Assistant, Abbi Vachon, has been submitting items for preapproval. The department still needs to be reimbursed for 7 months' worth of expenses. The department has experienced success in receiving approval for funding staff time. The purchase of a couple of printers was recently approved. Items pending approval include the updating of the department's website (requested coverage for 75% of the total cost) and the Office 365 conversion. The department requested for 100% coverage of the total cost of the Office 365 conversion but does not anticipate that the total cost of the conversion will be approved in full. All preapproval requests must be submitted by the end of April, and the department does not anticipate spending all the funding. The grant is scheduled to end at the end of June; however, the Missouri Department of Health and Senior Services may rework the contract.

**National Public Health Week:** Director, Lisa Marshall, informed the board that National Public Health Week is the first week of April. To celebrate, the department has scheduled social media posts, will announce the winner of the Public Health Champion Award, and will have various activities scheduled

throughout the week. Director, Lisa Marshall, asked if members of the board would write letters of appreciation that can be shared with staff.

### **Unfinished Business**

**Strategic Plan:** Director, Lisa Marshall, presented the finalized version of the department's Strategic Plan and explained that the finalized version includes the process the department took to develop and finalize the plan, the identified objectives and their key results, and the score cards the department can utilize to track progress. Director, Lisa Marshall, requested for a motion to be introduced to approve the finalized version.

Members of the board praised the Strategic Plan and how abstract ideas were made concrete.

Motion to approve the Strategic Plan as presented by Laurie Hayes and seconded by Jean Mueller. There was no further discussion. The motion passed.

### **New Business**

**Above and Beyond Cleaning Services Quote E-Vote Confirmation:** The board voted prior to the meeting, via email, to accept the quote from Above and Beyond Cleaning Services to clean the department's facilities. Director, Lisa Marshall, requested an in person vote to reaffirm the electronic vote.

Motion to reaffirm the electronic vote by Laurie Hayes and seconded by Debbie Redford. There was no further discussion. The motion passed.

The department will receive cleaning services from the company until the maintenance/custodial technician position is filled.

**Staffing Plan:** Director, Lisa Marshall, presented the proposed changes to the department's current Staffing Plan, including the removal of the temporary pool inspector position, as the department has more health inspectors who are trained in the pool program; the removal of one of the environmental public health coordinator positions, as Environmental Health Division Manager, Erica Logsdon, was promoted from coordinator to manager; the removal of the part-time environmental health administrative clerk position, as the clerk resigned and as the hours will be allocated to the new environmental health biller position; and the addition of the environmental health biller position. The environmental health biller position will be filled by the full-time executive assistant, and the executive assistant's position will be reduced from 1 FTE to .4 FTE, and the environmental health biller position will be .6 FTE to make 1 FTE.

Motion to approve the updated Staffing Plan by Debbie Redford and seconded by Jean Mueller. There was no further discussion. The motion passed.

**Surplus Equipment:** Director, Lisa Marshall, presented a list of two TASKalfa printers that the department is requesting for the board to declare as surplus. Director, Lisa Marshall, informed the board that the printers are obsolete and that the printers have been replaced.

Motion to declare the two TASKalfa printers as surplus by Debbie Redford and seconded by Laurie Hayes. There was no discussion. The motion passed.

### **Division Reports**

Reports from division managers were emailed to members of the board prior to the meeting.

## **Announcements**

Next board meeting is March 27, 2025 at 2:30 p.m.

Director, Lisa Marshall, informed the board that the department's 2024 Annual Report will be presented at next month's meeting.

## **Adjourn**

Motion to adjourn at 3:49 p.m. by Laurie Hayes and seconded by Debbie Redford. There was no discussion. The motion passed.

Minutes prepared by Lindsay Lawyer, Executive Assistant



## AGENDA

Taney County Health Department  
Board of Trustees Meeting  
320 Rinehart Road, Branson, Missouri  
March 27, 2025  
2:30 PM

Call to Order	Heather Burney, Chair
Approve Agenda	Heather Burney, Chair
Introduction of Guests	Lisa Marshall, Director
<u>Review of Minutes</u> February 20, 2025	Heather Burney, Chair
<u>Review of Financial Reports</u> February 28, 2025 Financial Reports Disbursements Review	Lisa Marshall, Director
<u>Director's Report</u> Communicable Disease Update ELC-EDE Update Emergency Response Drills Environmental Health Seasonal Permitting Operations Update	Lisa Marshall, Director
<u>Unfinished Business</u>	Heather Burney, Chair
<u>New Business</u> 2025 Capital Budget Annual Report HVAC Quote	Heather Burney, Chair
<u>Division Reports</u> Performance Management Team Reports Questions?	Division Managers
<u>Announcements</u> Next Board Meeting, April 24, 2025 2:30 p.m.	
<u>Convene Executive Closed Session</u> <i>Notice is hereby given that the Taney County Health Department Board of Trustees having duly voted to close its upcoming meeting, as authorized by Section 610.021 Subsection 3 regarding personnel, will conduct a closed meeting on March 27, 2025, at the Taney County Health Department, Branson location at the end of the regular board meeting.</i>	
Adjourn	
<u>News Media Contact for Open Meeting Notice:</u> Lisa Marshall, Director 15479 US Hwy 160, Forsyth, MO 65653 (417) 546-4725	



**Taney County Health Department  
Board of Trustees Meeting  
320 Rinehart Road, Branson, Missouri  
March 27, 2025  
2:30 PM**

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

**EX-OFFICIO:** Lisa Marshall, Director  
Tiffany Stevens, Health Operations Manager  
Erica Craig, Clinical Division Manager  
Tammy Drake, WIC Division Manager  
Kayla Klein, Community Outreach Division Manager  
Erica Logsdon, Environmental Health Division Manager  
Rick White, Operations Coordinator  
Kendra Hutsell, Accountant

In Person Meeting

**Call to Order**

Chair, Heather Burney, called the regular meeting of the Board of Trustees to order at 2:32 p.m. at the Taney County Health Department, Branson location.

**Approval of Agenda**

Motion to approve agenda as presented by Laurie Hayes and seconded by Debbie Redford. There was no discussion. The motion passed.

**Guests:** Director, Lisa Marshall, introduced the guests: Pooja Gummalla, a public health intern from Missouri State University; Epidemiologist, Cassandra Henne; and Consulting Specialist, John Taylor, from Elliott, Robinson & Company, LLP. Also in attendance was Nathan from CrossFit Branson.

**Review of Minutes from February 2025**

Motion to approve minutes for February 27, 2025 by Laurie Hayes and seconded by Jean Mueller. There was no discussion. The motion passed.

**Review of Financial Report by Lisa Marshall**

Consulting Specialist, John Taylor, from Elliott, Robinson & Company, LLP, presented a summary of the financial report from February 28, 2025:

- MTD revenues are approximately \$23,000 less than budgeted.
- MTD expenditures are approximately \$25,000 more than budgeted.
- Program supplies were approximately \$5,000 over budget.

- This was attributed to the purchase of vaccine.
- Advertising was approximately \$6,000 over budget.
  - This was attributed to the department's annual contract renewal with the local radio station.
- Professional fees were approximately \$24,000 over budget.
  - This was attributed to the department's contract with Elliott, Robinson & Company, LLP for accounting services and to the department's contract with Missouri Center for Public Health Excellence for the revision of the department's Emergency Operations Plan.
- Salaries were approximately \$19,000 under budget.
  - Health Operations Manager, Tiffany Stevens, commented that payroll and benefit expenses were higher than budgeted because January was a three-paycheck month.

Motion to approve the February 2025 financial report by Laurie Hayes and seconded by Debbie Redford. There was no further discussion. The motion passed.

**Disbursements Review:** A list of disbursements from February 2025 was emailed to members of the board prior to the meeting.

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

**Communicable Disease Update:** Director, Lisa Marshall, prefaced the communicable disease update with the comment that at this time, the Taney County Health Department is monitoring the recent outbreaks as part of its preparedness if cases are to be detected in Taney County, especially as Branson is a tourist destination.

Clinical Division Manager, Erica Craig, provided a situational update regarding the recent outbreak of measles throughout the United States. The situational update included the current number of confirmed cases: 378; the current number of reported deaths: 1 confirmed and 1 suspected; the number of states reporting cases, including those closest to Missouri: Kansas and Oklahoma; signs and symptoms; means of transmission; and an overview of the populations most at risk, including children under the age of 5 and those who were vaccinated between 1963-1968 with the non-live version of the vaccine. Clinical Division Manager, Erica Craig, also commented that 95% of a population needs to be fully vaccinated against measles for the population to achieve herd immunity, and that at this time, 82% of kindergartners in Taney County are fully vaccinated against measles.

Epidemiologist, Cassandra Henne, provided the situational update regarding the recent outbreak of avian flu throughout the United States. The situational update included the current number of confirmed cases in humans: 70; the current number of reported deaths: 1; signs and symptoms; and an overview of the populations most at risk, including those who work with cattle and those who work on poultry farms. Epidemiologist, Cassandra Henne, added that at this time, there have not been any reported cases from person-to-person transmission. Epidemiologist, Cassandra Henne, also shared the importance of not touching deceased birds, including waterfowl, and that the department has publicized a link that allows the public to report sightings of deceased birds to the Missouri Department of Conservation, who will retrieve the bird and send it for testing.

Vice-Chair, Beth Huddleston, inquired if the department is aware of anyone selling unpasteurized milk in Taney County. The selling of unpasteurized milk is outside the scope of the environmental health division's regulatory duties.

Secretary/Treasurer, Laurie Hayes, recommended sharing information with the Branson Landing.

Chair, Heather Burney, inquired if the department has received any interest from the local media. At this time, the department has not had any requests.

**ELC-EDE Update:** Director, Lisa Marshall, provided the ELC-EDE update. The department was notified this past Tuesday at approximately 1:00 p.m. that this grant and two others, including the Adult Immunization Grant and the Health Disparity grant, were immediately discontinued this past Monday at midnight. The department will be moving forward with projects that were to be billed toward the ELC-EDE grant, including the Microsoft 365 conversion and the updating of the department's website. The department was anticipating receiving approximately \$35,000 in funding for these projects; however, the department will now not be receiving that funding. The department had spent all the funding of the Health Disparity Grant, which funded the purchase of the mobile unit, and had approximately 2 months left of the Adult Immunization Grant. Director, Lisa Marshall, added that the department has diversified its stream of funding, and as a result, the department does not need to consider making staffing changes, as other local health agencies are having to do.

**Emergency Response Drills:** Director, Lisa Marshall, informed the board that the department has been invited to both attend and help plan two upcoming emergency response drills. The department has been invited to participate in a tabletop exercise with Silver Dollar City and Stone County Health Department and has also been invited to participate in a point of dispensing exercise with other health departments in Region D.

Secretary/Treasurer, Laurie Hayes, inquired if any members of the department staff will be attending the crowd control training hosted by the Branson Convention Center. Two members of the department staff have registered to attend the training.

**Environmental Health Seasonal Permitting:** Director, Lisa Marshall, informed the board that the department's environmental health division is beginning to have conversations regarding the possibility of adding an additional health permit type to account for local venues, such as Thunder Ridge and Branson Convention Center, who host multiple events within a short period. Director, Lisa Marshall, commented that this would likely involve the proposal of a new ordinance and that the department will gather input from local businesses and the public. Other health departments have a similar type of health permit.

**Operations Update:** Operations Coordinator, Rick White, provided the operations update. The repair of the roof of the Forsyth office has been completed. A crew from Kansas City will be at the Branson office on Monday to begin the repairs of the elevator, and the repairs are tentatively scheduled to be completed by the end of next week. The new clinical cabinets will be installed after the elevator is repaired. The new custodian/maintenance technician starts tomorrow. The department has the final contract for the Microsoft 365 conversion but not for the website update.

### **Unfinished Business**

There was no unfinished business.

### **New Business**

**2025 Capital Budget:** The department presented the 2025 Capital Budget to the board. The department is proposing to spend \$233,000, and the budget includes the purchase of three new fleet vehicles, as the department is short several vehicles due to the expansion of the environmental health team; the cost to repair the roof of the Forsyth office, as the payments have not yet been made; the updating of the department's website; and the Microsoft 365 conversion.

Chair, Heather Burney, commented that the new health inspectors are generating revenue and that new vehicles are needed for efficiency. Health Operations Manager, Tiffany Stevens, added that the environmental health division is currently using a couple vehicles that staff routinely utilize to take to meetings and trainings and that staff are having to claim mileage because a fleet vehicle is not available.

Secretary/Treasurer, Laurie Hayes, discussed that the vehicles will be assets and that the roof needed to be repaired to increase the resell value of the Forsyth office.

Director, Lisa Marshall, noted that the presented budget is based off the assumption that the department will not generate more revenue, but the department will generate more revenue.

Motion to approve the 2025 Capital Budget as presented by Laurie Hayes and seconded by Debbie Redford. There was no further discussion. The motion passed.

**Annual Report:** Director, Lisa Marshall, presented the proposed final draft of the 2024 Annual Report to the board with the comment that the department will add a picture of Member, Jean Mueller, to the report.

Members of the board praised the presented draft. Director, Lisa Marshall, praised Epidemiologist, Cassandra Henne, for putting the report together and for having it completed in a short amount of time.

The board recommended sharing the report with local medical offices, and Chair, Heather Burney, recommended placing a QR code in the lobby that would allow clients to view the report.

Motion to approve the 2024 Annual Report by Jean Mueller and seconded by Debbie Redford. There was no further discussion. The motion passed.

**HVAC Quote:** The department presented three received quotes to replace the HVAC unit that supplies the environmental health offices. The quotes were received from Knight Heating & Air Conditioning, ProMan HVAC, and D&B HVAC Systems. The quote from Knight Heating & Air Conditioning includes furnishing and installing both the air handler and the heat pump. Operations Coordinator, Rick White, commented that Knight Heating & Air Conditioning has recently replaced three units at the department and that the quote includes a 5-year warranty for the compressor and a 1-year warranty for the other parts and labor. ProMan HVAC provided two quotes. One quote includes replacing only the heat pump and the other includes replacing both the heat pump and the air handler. The second quote specifies that once registered by ProMan HVAC, it includes a 10-year warranty for both the parts and the compressor and a 1-year warranty for labor. D&B HVAC Systems only quoted replacing the heat pump. Operations Coordinator, Rick White, has requested an updated quote to include replacing the air handler. The board recommended not to introduce a motion to approve a quote until the updated quote is received from D&B HVAC Systems. The department will request an electronic vote once the quote is received.

### **Division Reports**

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

The board praised the operational plan report.

The board praised the department for being invited to be part of planning committees for upcoming emergency response drills.

The board praised how much revenue has already been collected from the annual bulk billing for health permits that expire on April 30<sup>th</sup>. The department complimented staff, as many have been working to

update the information in the software to ease the process of bulk billing and as this was the quickest that bulk billing has occurred.

**Announcements**

Next board meeting is April 24, 2025 at 2:30 p.m.

**Adjourn**

Motion to adjourn the regular meeting of the Board of Trustees at 3:41 p.m. and convene an executive closed session as authorized by Section 610.021, Subsection 3, regarding personnel by Laurie Hayes and seconded by Beth Huddleston. Voting aye: Laurie Hayes, Debbie Redford, Jean Mueller, Heather Burney, and Beth Huddleston. Voting nay: none. Motion carried.

Minutes prepared by Lindsay Lawyer, Executive Assistant/Environmental Health Biller



## AGENDA

Taney County Health Department  
Board of Trustees Meeting  
320 Rinehart Road, Branson, Missouri  
April 24, 2025  
2:30 PM

Call to Order	Heather Burney, Chair
Approve Agenda	Heather Burney, Chair
Introduction of Guests	Lisa Marshall, Director
<u>Review of Minutes</u> March 27, 2025	Heather Burney, Chair
<u>Review of Financial Reports</u> March 31, 2025 Financial Reports Disbursements Review	Lisa Marshall, Director
<u>Director's Report</u> Pooja Gummalla Presentation CD Update City of Branson Comprehensive Planning Committee Taney & Stone Counties KidsWin Initiative PHAB Gap Analysis Quarter 2 Priority Projects Operations Update	Lisa Marshall, Director
<u>Unfinished Business</u> HVAC Quote E-Vote Confirmation	Heather Burney, Chair
<u>New Business</u> Vehicle Quote E-Vote Confirmation IT Policies	Heather Burney, Chair
<u>Division Reports</u> Team Reports Performance Management Questions?	Division Managers
<u>Announcements</u> Next Board Meeting, May 22, 2025 2:30 p.m.	
Adjourn	

News Media Contact for Open Meeting Notice:  
Lisa Marshall, Director  
15479 US Hwy 160, Forsyth, MO 65653  
(417) 546-4725



Taney County Health Department  
Board of Trustees Meeting  
320 Rinehart Road, Branson, Missouri  
April 24, 2025  
2:30 PM

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

**EX-OFFICIO:** Lisa Marshall, Director  
Tiffany Stevens, Health Operations Manager  
Erica Craig, Clinical Division Manager (absent)  
Tammy Drake, WIC Division Manager (absent)  
Erica Logsdon, Environmental Health Division Manager  
Kayla Klein, Community Outreach Division Manager  
Rick White, Operations Coordinator  
Kendra Hutsell, Accountant  
Abbi Vachon, Executive Assistant

In Person Meeting

**Call to Order**

Chair, Heather Burney, called the regular meeting of the Board of Trustees to order at 2:31 p.m. at the Taney County Health Department, Branson location.

**Approval of Agenda**

Motion to approve agenda as presented by Laurie Hayes and seconded by Debbie Redford. There was no discussion. The motion passed.

**Guests:** Director, Lisa Marshall, introduced the guests: Pooja Gummalla, a public health intern from Missouri State University and Consulting Specialist, John Taylor, from Elliott, Robinson & Company, LLP.

**Review of Minutes from March 2025**

Motion to approve minutes for March 27, 2025 by Laurie Hayes and seconded by Beth Huddleston. There was no discussion. The motion passed.

**Review of Financial Report by Lisa Marshall**

Consulting Specialist, John Taylor, from Elliott, Robinson & Company, LLP, presented a summary of the financial report from March 31, 2025:

- MTD revenues are \$88,530.57 more than budgeted.
  - Consulting Specialist, John Taylor, attributed this to the annual billing for environmental health permit renewal fees and to the invoicing of grants for reimbursement.

- Director, Lisa Marshall, added that the department has received all reimbursement as part of the ELC-EDE Grant.
- MTD expenditures are \$9,356.72 less than budgeted.
  - Program supplies were \$8,800.00 over budget.
  - Repairs and maintenance were \$5,300.00 under budget.
  - Office expenses were \$6,300.00 over budget.

Consulting Specialist, John Taylor, informed the board that the offices expenses category is pending a possible adjustment as the purchased office equipment will be capitalized.

Member, Debbie Redford, inquired about the \$2,500.00 budgeted revenue to be received from the City of Hollister. The invoicing for the renewal of annual health permits for facilities in Hollister has not yet occurred.

Member, Debbie Redford, inquired how much of the department's budgeted revenue is from federal grants. Director, Lisa Marshall, informed the board that the department is evaluating its streams of funding and that a study session will be requested in the near future. In addition to grants, the department also receives funding from provided clinical and environmental health services.

Secretary/Treasurer, Laurie Hayes, requested a YTD comparison to be included with future financial reports.

Motion to approve the financial report from March 31, 2025 by Laurie Hayes and seconded by Beth Huddleston. There was no further discussion. The motion passed.

**Disbursements Review:** A list of disbursements from March 2025 was emailed to members of the board prior to the meeting.

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

**Intern Presentation:** Public Health Intern, Pooja Gummalla, presented policy recommendations for the use of artificial intelligence (AI) in public health. The presentation included challenges to implementing AI in public health, including the risk to the privacy of health data and the speed at which technology evolves compared to policies; current applications of AI in the public health field, including the use of AI to predict disease outbreaks and to automate administrative tasks, such as processing claims; acceptable uses of AI, including analyzing anonymous health trends and drafting communications; unacceptable uses of AI, including failing to disclose the use of AI and entering private health information into AI platforms; and policy recommendations, such as ensuring that there is human oversight and that health data is protected.

The board praised the presentation.

**CD Update:** Director, Lisa Marshall, provided the communicable disease update. The Taney County Health Department was notified at 7:30 a.m. last Thursday morning that the first suspected case of measles in Taney County had been detected. The case was confirmed at 7:00 p.m. that evening. Members of the department staff immediately contacted individuals who were exposed and provided vaccinations to those individuals. Director, Lisa Marshall, praised Epidemiologist, Cassandra Henne, Clinical Division Manager, Erica Craig, and Public Health Nurse, Carole Dragosljvich for their quick response and the education they provided. Director, Lisa Marshall, also praised Community Relations Specialist, Tatum O'Dell, and Public Health Educator, Kara Miller, for their support with the media. Director, Lisa Marshall, also expressed thanks to the Stone County Health Department and to the emergency department of the local hospital for their response and support.

**City of Branson Comprehensive Planning Committee:** Director, Lisa Marshall, informed the board that the department has been invited to participate on the City of Branson's comprehensive planning committee and that the department has been instrumental in distributing surveys to populations that were not reached. The next steps include tabletop discussions and reviewing the survey results.

Member, Debbie Redford, inquired if the survey was distributed to residents of surrounding areas. The survey was distributed to residents outside Branson's city limits.

**Taney & Stone Counties KidsWin Initiative:** Director, Lisa Marshall, informed the board that the department has been invited, along with many other community partners, to be part of the KidsWin initiative for Taney and Stone Counties. The purpose of the initiative is to improve the accessibility of childcare in both counties. Several surveys have been developed and are in circulation, including surveys designed for caregivers of children under age 5, employers, and childcare providers. The department's environmental health division will partner with licensed childcare providers to distribute the survey. Director, Lisa Marshall, attended the first meeting last month.

**PHAB Gap Analysis:** Director, Lisa Marshall, informed the board that several members of staff, including Health Operations Manager, Tiffany Stevens; Community Outreach Division Manager, Kayla Klein; and Accountant, Kendra Hutsell, and Consulting Specialist, John Taylor, have been working to complete this year's gap analysis. The Missouri Department of Health and Senior Services has requested for all local public health agencies to complete the analysis, as the results will be used to request more funding from the state at the legislature level.

The board recommended sharing the department's annual reports with state representatives to demonstrate how grant funding has served clients and voters.

**Quarter 2 Priority Projects:** Director, Lisa Marshall, listed the priority projects, identified by the department's leadership team, for the second quarter: update the department's external website, continue with the Microsoft 365 conversion, revise the department's Administration Policy Manual, finalize the department's Communications Plan, develop a proposal for a new health permit type, complete the OKR's for the second quarter as part of the progress on the Strategic Plan, identify a language service that provides American Sign Language, and pilot providing internet access for the community at the Forsyth office location.

The board inquired about providing internet access for the community. The department has identified access to the internet as a need of the community, and members of the community would be able to complete applications for health insurance and complete courses on food safety.

**Operations Update:** Operations Coordinator, Rick White, provided the operations update. The elevator in the Branson office has been repaired and is functional; however, the pit in the elevator shaft still needs to be flushed and a pump needs to be installed. The department informed the board that an electronic vote might be requested after three quotes are received to install the pump. The cabinets for the storage of clinical supplies have been installed. The HVAC unit that services the environmental health office space has been replaced. The department has received one new fleet vehicle, and two other vehicles are in transit and are expected to be delivered in mid-May. The IT policy has been revised and submitted for approval. The IT division is working on getting the backup software replaced, installing drivers on all staff computers for the new printers, and setting up six new laptops.

## **Unfinished Business**

**HVAC Quote E-Vote Confirmation:** Director, Lisa Marshall, requested an in-person vote to reaffirm the electronic vote to accept the bid from Knight Heating & Air Conditioning to replace the HVAC unit that services the environmental health office space.

Motion to confirm the electronic vote to accept the bid from Knight Heating & Air Conditioning to replace the HVAC unit by Laurie Hayes and seconded by Debbie Redford. There was no discussion. The motion passed.

### **New Business**

**Vehicle Quote E-Vote Confirmation:** Director, Lisa Marshall, requested an in-person vote to reaffirm the electronic vote to approve the purchase of the three new fleet vehicles.

Motion to confirm the electronic vote to purchase the three new fleet vehicles by Laurie Hayes and seconded by Debbie Redford. There was no discussion. The motion passed.

**IT Policies:** The revised copy of the department's IT and Electronic Communications Policies was emailed to members of the board prior to the meeting for review.

Motion to approve the IT and Electronic Communications Policies by Laurie Hayes and seconded by Jean Mueller. There was no further discussion. The motion passed.

### **Division Reports**

Reports from division managers were emailed to members of the board prior to the meeting.

Member, Debbie Redford, praised the observed increase in the number of health inspections performed each month.

The board praised the department for its upcoming scheduled training with local schools regarding measles.

The board praised Environmental Public Health Specialist, Nicholas Walker, for his assistance provided to organizers of an event when the venue was moved from Stone County to Taney County.

### **Announcements**

Next board meeting is May 22, 2025 at 2:30 p.m.

Secretary/Treasurer, Laurie Hayes, informed the department that Missouri Governor, Mike Kehoe, has been invited to attend the Branson Area Lodging Association's Christmas Gala.

Secretary/Treasurer, Laurie Hayes, requested for the department to have representation at an upcoming meeting with a lodging inspector from the Missouri Department of Health and Senior Services.

Secretary/Treasurer, Laurie Hayes, invited the department to participate in the Branson Area Lodging Association's new social media campaign.

### **Adjourn**

Motion to adjourn at 3:36 p.m. by Debbie Redford and seconded by Beth Huddleston. There was no discussion. The motion passed.

Minutes prepared by Lindsay Lawver, Executive Assistant/Environmental Health Biller



## AGENDA

Taney County Health Department

Board of Trustees Meeting

320 Rinehart Road, Branson, Missouri

May 22, 2025

2:30 PM

Call to Order	Heather Burney, Chair
Approve Agenda	Heather Burney, Chair
Introduction of Guests	Lisa Marshall, Director
<u>Review of Minutes</u> April 24, 2025	Heather Burney, Chair
<u>Review of Financial Reports</u> 2024 Audit Presentation April 30, 2025 Financial Reports Disbursements Review	Lisa Marshall, Director
<u>Director's Report</u> Facility Update Incentive Funding Update PHAB Readiness Assessment Results Operations Update Special Districts Governance Summit Update RFP for Commercial Real Estate Brokerage Services / Real Estate Advisory Services	Lisa Marshall, Director
<u>Unfinished Business</u>	Heather Burney, Chair
<u>New Business</u> Surplus Items Social Media Policy Elevator Sump Pump Quote for Branson Office Location Special Meeting Date	Heather Burney, Chair
<u>Division Reports</u> Team Reports Performance Management Questions?	Division Managers
<u>Announcements</u> Next Board Meeting, June 26, 2025, 2:30 p.m.	
Adjourn	

News Media Contact for Open Meeting Notice:

Lisa Marshall, Director

15479 US Hwy 160, Forsyth, MO 65653

(417) 546-4725



Taney County Health Department  
Board of Trustees Meeting  
320 Rinehart Road, Branson, Missouri  
May 22, 2025  
2:30 PM

**ATTENDANCE:** Heather Burney, Chair  
Beth Huddleston, Vice-Chair  
Laurie Hayes, Secretary/Treasurer  
Debbie Redford, Member  
Jean Mueller, Member (absent)

**EX-OFFICIO:** Lisa Marshall, Director  
Tiffany Stevens, Health Operations Manager  
Erica Craig, Clinical Division Manager  
Tammy Drake, WIC Division Manager  
Kayla Klein, Community Outreach Division Manager  
Erica Logsdon, Environmental Health Division Manager  
Kendra Hutsell, Accountant  
Abbi Vachon, Executive Assistant

**In Person Meeting**

**Call to Order**

Chair, Heather Burney, called the regular meeting of the Board of Trustees to order at 2:34 p.m. at the Taney County Health Department, Branson location.

**Approval of Agenda**

Motion to approve agenda as presented by Debbie Redford and seconded by Laurie Hayes. There was no discussion. The motion passed.

**Guests:** Director, Lisa Marshall, introduced the guests: Sabrena Shipley and John Helms from Abacus CPAs, LLC and John Taylor from Elliott, Robinson & Company, LLP.

**Review of Minutes from April 2025**

Motion to approve minutes for April 25, 2025 by Laurie Hayes and seconded by Beth Huddleston. There was no discussion. The motion passed.

**Review of Financial Report by Lisa Marshall**

**2024 Audit Presentation:** Representatives from Abacus CPAs, LLC, Sabrena Shipley and John Helms, presented an overview of the department's 2024 audit to the board. The department received a clean opinion, as no instances of noncompliance nor deficiencies in internal control that would be deemed material weaknesses were identified. The presentation included procedural recommendations, such as reviewing fixed assets on a regular basis; a statement of net position comparison; an overview of revenue by type; and an overview of expenses by type. Sabrena Shipley and John Helms highlighted that the

department's net position increased by \$391,691, that operating program revenues increased by \$1,247,760, and that nonoperating general revenues increased by \$90,746.

Member, Debbie Redford, inquired about the difference between operating and nonoperating revenue. Sabrena Shipley explained that operating revenue includes fees for services and intergovernmental revenue and nonoperating revenue includes revenue received from taxes, interest, and assets.

Secretary/Treasurer, Laurie Hayes, inquired about the progress on the finalization of the report. The report is under final review by a managing partner and there will not be any material changes.

Director, Lisa Marshall, informed the board that the final report will be presented at next month's meeting and that a motion to approve the report will be entertained then.

**April 30, 2025:** Consulting Specialist, John Taylor, from Elliott, Robinson & Company, LLP, presented a summary of the financial report from April 30, 2025:

- MTD revenues are \$158,780.83 more than budgeted.
  - This was attributed to medical billing, environmental health billing, and grant billing.
- MTD expenditures are \$7,363.62 more than budgeted.
  - Consulting Specialist, John Taylor, discussed that the program supplies line item is over budget due to the purchase of supplies for the department's Family Planning clinics and that the repairs and maintenance line item is over budget due to the repair of the elevator in the Branson office.

Chair, Heather Burney, inquired if the budget is divided by month. Consulting Specialist, John Taylor, that it depends on the revenue type as some billing periods, such as invoicing for health permits, are scheduled.

Secretary/Treasurer, Laurie Hayes, inquired about the reasoning as to why some line items are missing a budgeted amount. Consulting Specialist, John Taylor, commented that this could be due to the addition of new financial accounts or due to errors in coding.

Motion to approve the financial report from April 30, 2025 by Laurie Hayes and seconded by Debbie Redford. There was no further discussion. The motion passed.

**Disbursements Review:** A list of disbursements from April 2025 was emailed to members of the board prior to the meeting.

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

**Facility Update:** Director, Lisa Marshall, provided the facility update. The department recently had testing performed at the Forsyth office location for environmental health hazards. A minuscule amount of mold was identified and treated; however, the mold was determined not to be hazardous. Members of staff have been sorting through items and equipment at the Forsyth office to determine which items are in good repair and which items need to be discarded.

**Incentive Funding Update:** Director, Lisa Marshall, informed the board that the department is to receive \$48,000 from the Missouri Department of Health and Seniors as part of their program that incentivizes local public health agencies to seek accreditation and/or reaccreditation. Director, Lisa Marshall, commented on several met deliverables, including the department signing memorandums of understanding with two local public health agencies and the department hosting an intern from the Pathways Program. Director, Lisa Marshall, shared that one of the local public health agencies was

interested in signing a memorandum of understanding with the department because the department has four certified environmental health specialists.

**PHAB Readiness Assessment Results:** Director, Lisa Marshall, informed the board that members of the department's PHAB core team recently completed the PHAB Readiness Assessment that was offered by the Missouri Department of Health and Senior Services. Director, Lisa Marshall, commented that the assessment was helpful in identifying how much progress the department has made toward reaccreditation. The department has prioritized completing the larger items first, including the Emergency Operations Plan and the Communication Plan. Both are close to completion and will be sent to the board for approval.

Vice-Chair, Beth Huddleston, inquired if the Public Health Accreditation Board is a separate entity than the Department of Health and Senior Services. The Public Health Accreditation Board is a separate entity.

**Operations Update:** Health Operations Manager, Tiffany Stevens, provided the operations update. All three of the new fleet vehicles have been delivered to the department. One vehicle needs to have the decals placed and two vehicles still need to have GPS trackers installed. Camping World will be replacing the current 1100 BTU air conditioning unit with a 1500 BTU air conditioning unit in the mobile unit. The department is in contact with Sho-Me Tint to have repairs made to the wrap of the mobile unit as corners have started to peel. Secretary/Treasurer, Laurie Hayes, recommended asking Sho-Me Tint for best practices to help prevent the deterioration of the vehicle wrap. Director, Lisa Marshall, commented that the wrap is still under warranty. Health Operations Manager, Tiffany Stevens, informed the board that the company who provides document shredding services to the department has stained flooring in the Forsyth office with ink, and the company will pay the cost to repair the flooring.

**Special Districts Governance Summit Update:** Director, Lisa Marshall, informed the board that she and Health Operations Manager, Tiffany Stevens, recently attended the Mid-America Special Districts Summit in Springfield. Director, Lisa Marshall, shared that the summit focused on governance and policy issues and that attendees had the opportunity to attend a session hosted by the Missouri Attorney General's Office's Sunshine Unit. Director, Lisa Marshall, commented that the department would like to host a meeting with a representative from the unit.

**RFP for Commercial Real Estate Brokerage Services / Real Estate Advisory Services:** Director, Lisa Marshall, informed the board that the department published a request for proposal on Monday, May 19<sup>th</sup> for commercial real estate brokerage services for purchase and/or sale of property. The department will be accepting submissions until Monday, June 2<sup>nd</sup> at 4:30 p.m. The department has already been contacted by two brokers. Director, Lisa Marshall, informed the board that the department will request to schedule a special meeting to discuss the bids.

### **Unfinished Business**

There was no unfinished business.

### **New Business**

**Surplus Items:** Director, Lisa Marshall, presented a list of obsolete items from the Forsyth office that the department is requesting for the board to declare as surplus so that the pieces of equipment may be disposed of appropriately, including two refrigerators, four desks, five filing cabinets, and one lab chair.

Motion to classify the presented list of items as surplus by Laurie Hayes and seconded by Beth Huddleston. There was no discussion. The motion passed.

**Social Media Policy:** A copy of the department's recently written Social Media Policy was emailed to each member of the board prior to the meeting for review. Director, Lisa Marshall, commented that the purpose of the policy is to provide guidelines for the appropriate use of social media by the Taney County Health Department and the public, including the public's engagement with the department's social media.

Vice-Chair, Beth Huddleston, inquired if the policy would be accessible to the public. If approved, the final couple pages, specifically the Commenting Policy section, would be posted to the department's social media.

Secretary/Treasurer, Laurie Hayes, recommended including a section regarding reporting threatening language to authorities.

Motion to approve the current policy as presented with the addition of the reporting to authorities section to be added at a later date by Laurie Hayes and seconded by Debbie Redford. There was no further discussion. The motion passed.

**Elevator Sump Pump Quote for Branson Office Location:** Director, Lisa Marshall, presented the received quotes to install a sump pump in the elevator shaft of the Branson office with the comment that the department was only able to obtain two quotes due to the difficulty in scheduling elevator technicians and plumbing contractors to be available during the same timeframe. The department recommended to accept the quote from Redmon Plumbing Company, noting that the company is the most cost-effective option and that the company has a more efficient plan.

Motion to accept the department's recommendation to accept the quote from Redmon Plumbing Company by Laurie Hayes and seconded by Beth Huddleston. There was no discussion. The motion passed.

**Special Meeting Date:** Director, Lisa Marshall, requested to schedule a special meeting of the Board of Trustees during the week of June 2<sup>nd</sup> to discuss the submissions received from the request for proposal. Members of the department and the board discussed their availability on June 3, 2025 and requested to schedule the meeting for June 3, 2025 at 3:00 p.m.

### **Division Reports**

Secretary/Treasurer, Laurie Hayes, praised the number of health inspections the environmental health division has performed.

Member, Debbie Redford, praised the addition of the social media analytics to the division reports.

Member, Debbie Redford, inquired about the progress of the case investigation related to the detected case of measles in the county. The case investigation has concluded, and the department is writing a press release to thank community partners who aided in the response and the individuals who were exposed for their response.

### **Announcements**

Secretary/Treasurer, Laurie Hayes, thanked the department for its large representation at the most recent BALA luncheon.

Secretary/Treasurer, Laurie Hayes, informed the board that June's BALA meeting will be held at Silver Dollar City in the morning.

Next board meeting is June 26, 2025 at 2:30 p.m.

**Adjourn**

Motion to adjourn at 4:04 p.m. by Laurie Hayes and seconded by Debbie Redford. There was no discussion. The motion passed.

Minutes prepared by Lindsay Lawyer, Executive Assistant/Environmental Health Biller



## AGENDA

Taney County Health Department  
Board of Trustees Meeting  
320 Rinehart Road, Branson, Missouri  
June 26, 2025  
2:30 PM

Call to Order Heather Burney, Chair

Approve Agenda Heather Burney, Chair

Introduction of Guests Lisa Marshall, Director

Review of Minutes Heather Burney, Chair

5.22.2025 Board Minutes  
6.3.2025 Special Board Meeting Minutes

Review of Financial Reports Lisa Marshall, Director

May 31, 2025  
Financial Reports  
Disbursements Review

Director's Report Lisa Marshall, Director

Women, Infants, & Children (WIC) Update  
Clinical Update  
Communicable Disease Update  
Legislative Update  
Operations Update

Unfinished Business Heather Burney, Chair

Elevator Sump Pump Quote

New Business Heather Burney, Chair

2025 Final Audit  
Surplus Items  
Ethics Resolution

Board of Trustees Comments

Division Reports Division Managers

Team Reports  
Performance Management  
Questions?

Announcements

Next Board Meeting, July 24, 2025 2:30 p.m.

*Notice is hereby given that the Taney County Health Department Board of Trustees having duly voted to close its upcoming meeting, as authorized by Section 610.021, Subsection 2 regarding real estate, will conduct a closed meeting on June 26, 2025 at the Taney County Health Department, Branson location at the end of the regular board meeting.*

Adjourn

News Media Contact for Open Meeting Notice:

Lisa Marshall, Director  
15479 US Hwy 160, Forsyth, MO 65653  
(417) 546-4725



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Taney County Health Department  
Board of Trustees Meeting  
320 Rinehart Road, Branson, Missouri  
June 26, 2025  
2:30 PM

ATTENDANCE: Heather Burney, Chair (absent)  
Beth Huddleston, Vice-Chair  
Laurie Hayes, Secretary/Treasurer  
Debbie Redford, Member  
Jean Mueller, Member

EX-OFFICIO: Lisa Marshall, Director  
Tiffany Stevens, Health Operations Manager  
Erica Craig, Clinical Division Manager  
Tammy Drake, WIC Division Manager  
Kayla Klein, Community Outreach Division Manager  
Erica Logsdon, Environmental Health Division Manager  
Kendra Hutsell, Accountant  
Abbi Vachon, Executive Assistant

In Person Meeting

**Call to Order**

Vice-Chair, Beth Huddleston, called the regular meeting of the Board of Trustees to order at 2:31 p.m. at the Taney County Health Department, Branson location.

**Approval of Agenda**

Motion to approve agenda as presented by Laurie Hayes and seconded by Debbie Redford. There was no discussion. The motion passed.

**Guests:** Director, Lisa Marshall, introduced the guests: new Public Health Nurse, Aubrey Cheney; John Taylor from Elliott, Robinson & Company, LLP; and Glen Greenstone from Currier & Company Real Estate.

**Review of Minutes**

**5.22.2025 Board Minutes:** Motion to approve minutes for May 22, 2025 by Debbie Redford and seconded by Laurie Hayes. There was no discussion. The motion passed.

**6.3.2025 Special Board Meeting Minutes:** Member, Jean Mueller, acknowledged the incorrect spelling of Mueller in the second to last paragraph. Motion to approve the minutes for June 3, 2025 with the correction of the misspelling by Laurie Hayes and seconded by Jean Mueller. There was no further discussion. The motion passed.

## **Review of Financial Report by Lisa Marshall**

Consulting Specialist, John Taylor, from Elliott, Robinson & Company, LLP, presented a summary of the financial report from May 31, 2025:

- MTD revenues are \$36,217.69 less than budgeted.
  - Consulting Specialist, John Taylor, attributed this to the invoicing of the City of Branson for two months of environmental health services occurring in the same month. Consulting Specialist, John Taylor, also attributed this to the environmental health division already receiving over 90% of its billed annual permit renewal fees from the most recent billing cycle.
- MTD expenditures are \$20,305.63 more than budgeted.
  - Consulting Specialist, John Taylor, discussed that the program costs line item is over budget due to the clinical division's purchase of immunizations and of supplies for the department's Family Planning clinics and that the professional fees line item is over budget due to fees associated with the annual audit. Consulting Specialist, John Taylor, also noted that the services line item is due to the fees associated with the department's development of its website and due to the purchase of IT items. Director, Lisa Marshall, commented that the department had anticipated receiving some grant funding related to the cost of updating the department's website; however, this particular grant abruptly ended overnight.

Member, Debbie Redford, inquired about the water testing line item. Consulting Specialist, John Taylor, explained that because payments for water samples are now being recorded in the environmental health division's operating software, the payments are being coded to the permitting line item. Environmental Health Division Manager, Erica Logsdon, added that the division tested 48 water samples in May.

Motion to approve the financial report from May 31, 2025 by Laurie Hayes and seconded by Jean Mueller. There was no further discussion. The motion passed.

**Disbursements Review:** A list of disbursements from May 2025 was emailed to members of the board prior to the meeting.

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

**Women, Infants, & Children (WIC) Update:** WIC Division Manager, Tammy Drake, provided the WIC update. The WIC division is coordinating with Lodge Ministries to establish a new mobile unit site in Taneyville. The WIC division has distributed a survey to current participants who might be interested in receiving services at the proposed new location, and the division has requested for surveys to be submitted by July 15<sup>th</sup>. Member, Debbie Redford, inquired how the division identified participants who might be interested. The WIC division reviewed addresses of current participants. WIC Division Manager, Tammy Drake, also informed the board that the total funding the division received as part of the WIC Farmers' Market Nutrition Program increased from \$3,900 to \$8,000. Vice-Chair, Beth Huddleston, inquired if the division knows how much of the funding has been spent by participants. \$300 has been spent so far.

**Clinical Update:** Clinical Division Manager, Erica Craig, provided the clinical update. From June 2024 to June 2025, 14.73% of total insurance claims have been submitted to Medicaid, 12.01% of total insurance claims have been submitted to Medicare, 14.25% of total insurance claims have been submitted to private insurance, and 58.99% of clients either received self-pay services or were uninsured. For the first quarter of 2025, Medicaid has reimbursed the department \$4,273.09, Medicare has reimbursed \$10,805.09, private insurance has reimbursed \$51,999.25, and uninsured and self-pay clients have paid \$40,716.22.

**Communicable Disease Update:** Clinical Division Manager, Erica Craig, provided the communicable disease update. The department has observed an increase in the number of observed Pertussis cases compared to previous years. Clinical Division Manager, Erica Craig, explained that the department typically only observes less than 10 cases per year but that the department has already observed more than 5 cases this year. The department has not observed any new cases in the past couple of weeks and attributed this to summer schools ending; however, the department does anticipate observing an uptick in the number of cases in late summer and early fall. The division has drafted and published press releases and has hosted discussions with local schools. Vice-Chair, Beth Huddleston, inquired if a vaccine against Pertussis is included in the vaccine schedule. Pertussis is vaccinated against as part of the DTaP vaccine and is included in the vaccine schedule.

Director, Lisa Marshall, informed the board that a communications specialist from the Missouri Center for Public Health Excellence (MOCPHE) recently interviewed members of staff regarding the department's response to the confirmed case of Measles detected in the county and that MOCPHE will be highlighting the department's response in a spotlight.

**Legislative Update:** Director, Lisa Marshall, provided the legislative update. The 2025 Missouri Legislative Session has concluded. The department's core funding for 2025 is secure. The federal budget has impacted funding for the PHEP Grant, specifically cutting it by approximately 50%. The department is anticipating keeping the contract at the reduced rate; however, the department will not be able to meet all deliverables at the reduced rate and anticipates that the deliverables will change to account for the funding cut.

Director, Lisa Marshall, informed the board that Senate Bill No. 3, pertaining to tax credits for certain sporting events, passed out of the Special Session and that the department will update the board as the question of whether to grant a property tax credit to eligible taxpayers will be placed on the ballot.

**Operations Update:** Operations Coordinator, Rick White, provided the operations update. The A/C unit in the mobile unit has been replaced. The IT division is shifting the department's backup system to a more up-to-date system, and to do this, the department had to buy more equipment, specifically a network-attached storage device. Additionally, both the department's former accounting and current timekeeping software programs have been moved to a new server, allowing for the 2 oldest servers to be decommissioned. The IT division is also working to replace the internet lines at both office locations. The department has also secured an agreement with The Wax Shop to have the fleet vehicles professionally detailed twice a year.

### **Unfinished Business**

**Elevator Sump Pump Quote:** Director, Lisa Marshall, informed the board that the department is unable to establish contact with the vendor the board approved at last month's meeting to install the sump pump in the elevator shaft.

Motion to amend the previously adopted motion and to accept the quote from D.S.&F. Plumbing, LLC by Laurie Hayes and seconded by Debbie Redford. There was no discussion. The motion passed.

### **New Business**

**2025 Final Audit:** Director, Lisa Marshall, presented the final draft of the audit to the board. The department wanted the board to have the draft in their possession for 30 days to be able to review it and to ask any questions.

Motion to approve the final Audit Report by Laurie Hayes and seconded by Jean Mueller. There was no discussion. The motion passed.

**Surplus Items:** Director, Lisa Marshall, presented a list of obsolete equipment from both office locations that the department is requesting for the board to declare as surplus so that the items can be disposed of appropriately.

Motion to declare the presented items as surplus by Laurie Hayes and seconded by Debbie Redford. There was no discussion. The motion passed.

**Ethics Resolution:** The department presented the 2025 Ethics Resolution to the board. Director, Lisa Marshall, informed the board that this is reviewed and signed every two years and that the only changes to the resolution pertain to updating the specified dates in the document. Director, Lisa Marshall, informed the board that this is required to be compliant with the Missouri Ethics Commission.

Motion to approve the 2025 Ethics Resolution by Debbie Redford and seconded by Jean Mueller. There was no discussion. The motion passed.

### **Board of Trustees Comments**

Secretary/Treasurer, Laurie Hayes, discussed the proposed TIF Redevelopment Plan involving Gretna Road and Town and County Drive, including the estimated costs, the proposed new facilities included in the plan, and how the financing of the project would impact the department. Secretary/Treasurer, Laurie Hayes, recommended for the department, as an impacted taxing jurisdiction, to develop an opinion and encouraged for the department to have representation at the upcoming City of Branson TIF Commission meeting on July 15, 2025.

Director, Lisa Marshall, informed the board that she has spoken with the department's TIF Representative, Cody Fenton, and that he will be hosting a meeting with all represented entities soon.

### **Division Reports**

Reports from managers were emailed to members of the board prior to the meeting.

### **Announcements**

Next board meeting is July 24, 2025 at 2:30 p.m.

### **Adjourn**

Motion to adjourn the regular meeting of the Board of Trustees at 3:29 p.m. and convene an executive closed session as authorized by Section 610.021, Subsection 2, regarding real estate, by Laurie Hayes. Voting aye: Laurie Hayes, Debbie Redford, Jean Mueller, and Beth Huddleston. Voting nay: none. Motion carried.

Minutes prepared by Lindsay Lawyer, Executive Assistant/Environmental Health Biller



## AGENDA

Taney County Health Department  
Board of Trustees Meeting  
320 Rinehart Road, Branson, Missouri  
July 24, 2025  
2:30 PM

Call to Order	Heather Burney, Chair
Approve Agenda	Heather Burney, Chair
Introduction of Guests	Lisa Marshall, Director
<u>Review of Minutes</u> June 26, 2025	Heather Burney, Chair
<u>Review of Financial Reports</u> June 30, 2025 Financial Reports Disbursements Review	Lisa Marshall, Director
<u>Director's Report</u> Breastfeeding Friendly Award Priority Project Updates Staffing Update Operations Update Preliminary Assessed Valuation before BOE Emergency Operations Plan	Lisa Marshall, Director
<u>Unfinished Business</u>	Heather Burney, Chair
<u>New Business</u> Single Audit Communications Plan Event Sponsorship Policy Elevator Cleaning Service Quote	Heather Burney, Chair
<u>Board of Trustees Comments</u>	Board of Trustees
<u>Division Reports</u> Team Reports Performance Management	Division Managers
<u>Announcements</u> Next Board Meeting, August 28, 2025, 2:30 p.m.	
<u>Closed Session</u> <i>Notice is hereby given that the Taney County Health Department Board of Trustees having duly voted to close its upcoming meeting, as authorized by Section 610.021, Subsection 2 regarding real estate, will conduct a closed meeting on July 24, 2025 at the Taney County Health Department, Branson location at the end of the regular board meeting.</i>	
Adjourn	
<u>News Media Contact for Open Meeting Notice:</u> Lisa Marshall, Director 15479 US Hwy 160, Forsyth, MO 65653 (417) 546-4725	



**Taney County Health Department  
Board of Trustees Meeting  
320 Rinehart Road, Branson, Missouri  
July 24, 2025  
2:30 PM**

**ATTENDANCE:** Heather Burney, Chair  
Beth Huddleston, Vice-Chair  
Laurie Hayes, Secretary/Treasurer  
Debbie Redford, Member (absent)  
Jean Mueller, Member

**EX-OFFICIO:** Lisa Marshall, Director  
Tiffany Stevens, Health Operations Manager  
Erica Craig, Clinical Manager (absent)  
Tammy Drake, WIC Manager  
Kayla Klein, Community Outreach Manager  
Erica Logsdon, Environmental Health Manager  
Kendra Hutsell, Accountant  
Abbi Vachon, Executive Assistant

**In Person Meeting**

**Call to Order**

Chair, Heather Burney, called the regular meeting of the Board of Trustees to order at 2:31 p.m. at the Taney County Health Department, Branson location.

**Approval of Agenda**

Motion to approve agenda as presented by Laurie Hayes and seconded by Jean Mueller. There was no discussion. The motion passed.

**Guests:** Consulting Specialist, John Taylor, from Elliott, Robinson & Company, LLP is in attendance. Director, Lisa Marshall, informed the board that Glen Greenstone from Currier & Company Real Estate will be attending the meeting for the executive session and that Austin Bordovsky from Abacus CPAs, LLC will also be attending the meeting to present the report from the Single Audit.

**Review of Minutes from June 2025**

Motion to approve minutes for June 26, 2025 by Laurie Hayes and seconded by Beth Huddleston. There was no discussion. The motion passed.

**Review of Financial Report by Lisa Marshall**

Consulting Specialist, John Taylor, from Elliott, Robinson & Company, LLP, presented a summary of the financial report from June 30, 2025:

- MTD revenues are \$39,681.01 more than budgeted.

- Consulting Specialist, John Taylor, attributed this to the revenue generated from both the clinical and environmental health divisions being over budget and to the invoicing of the State Investment in Local Public Health Services Contract in the amount of \$46,503.
- MTD expenditures are \$79,152.02 less than budgeted.
  - Consulting Specialist, John Taylor, explained that expenditures are under budget due to several adjustments that were made to the financials, including voiding two invoices from Henry Schein and GlaxoSmithKline and capitalizing pieces of printing equipment. These pieces of equipment are now reflected on the balance sheet as assets.

Consulting Specialist, John Taylor, explained that the cash balance is trending downward, as expected, and that it will trend upward when the department receives payments from residents' payments of property taxes at the end of the year. Director, Lisa Marshall, added that the department will also observe an upward trend in cash balance when the environmental health division bills lodging establishments for annual health permit renewal fees next month.

Secretary/Treasurer, Laurie Hayes, inquired about the water testing line item. Consulting Specialist, John Taylor, noted that the adjustment was made this month and will consequently be reflected as part of this month's financials at the next meeting but that the department has received over \$5,000 in water testing fees.

Secretary/Treasurer, Laurie Hayes, asked which payments are coded to the services line item. Health Operations Manager, Tiffany Stevens, commented that the services line item includes payments for operating software and technology services, including Patagonia and HealthSpace. Consulting Specialist, John Taylor, added that payments made as part of the Microsoft 365 conversion are also coded to this line item.

Motion to approve the financial report from June 30, 2025 by Laurie Hayes and seconded by Beth Huddleston. There was no further discussion. The motion passed.

**Disbursements Review:** A list of disbursements from June 2025 was emailed to members of the board prior to the meeting.

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

**Breastfeeding Friendly Award:** Director, Lisa Marshall, informed the board that the department was recently presented with the Breastfeeding Friendly Award. WIC Manager, Tammy Drake, commented that this award provides the WIC division with \$21,000 in funding to support nutrition staff as they provide breastfeeding support to clients. Health Operations Manager, Tiffany Stevens, added that this award recognizes the department as breastfeeding friendly to both clients and staff.

**Priority Project Updates:** Director, Lisa Marshall, provided the update on the priority projects identified by the leadership team at their most recent offsite meeting. The department has agreed on a navigation map for its new website, and staff are identifying and writing the content needed for the different pages. The department anticipates that the new website will be live before January 2026. Operations Coordinator, Rick White, informed the board that Blue Mantis, the company assisting the department with its Microsoft 365 conversion, is currently in the collection of data phase. The department will request to schedule a study session sometime in September as the department begins to work on next year's budget. The environmental health division is working to create a new permit type for temporary events that is in compliance with the food code.

**Staffing Update:** Health Operations Manager, Tiffany Stevens, provided the staffing update. The department has recently hired two new environmental public health specialists: Madison Smith and Ally

Mulvaney. Health Operations Manager, Tiffany Stevens, informed the board that Executive Assistant, Abbi Vachon, and Environmental Public Health Specialist, Jacob Williams, have both given their resignations. Director, Lisa Marshall, informed the board that the department will delay posting their positions and the vacant clinical administrative clerk position until the department has planned next year's budget.

**Operations Update:** Operations Coordinator, Rick White, provided the operations update. D.S.&F. Plumbing has ordered the necessary parts to install the sump pump in the elevator shaft. The department is in receipt of two quotes to clean the elevator pit. The IT division is currently decommissioning servers as staff work to modernize the department's IT infrastructure, and Operations Coordinator, Rick White, informed the board that after the data is wiped from the decommissioned servers, the department will request for the servers to be declared as surplus at a future meeting. The generator in the mobile unit cannot handle the voltage load upon start up of the new A/C unit. Camping World is installing a device to correct this issue. The department has the new contract from White River Connect to provide higher speed internet services at the Branson office for the next 36 months in hand.

**Preliminary Assessed Valuation Before BOE:** Director, Lisa Marshall, informed the board that the department has received notification from the county's assessor's office that the department will receive assessed valuation numbers at a later date this year compared to years past and that these numbers will be the after Board of Equalization assessed valuations. Director, Lisa Marshall, reminded the board that they will set the tax levy at next month's meeting and that there will be time allocated for public comment.

**Emergency Operations Plan:** Director, Lisa Marshall, presented a draft of the updated Emergency Operations Plan to the board. The Emergency Operations Plan details how the department would respond in the event of a public health emergency. Director, Lisa Marshall, informed the board that the plan will need to be formally adopted but that the department wanted to share the draft with the board early because it is a large document. The department is still reviewing and editing several portions, including portions related to the need to scale up staffing and the need to expedite purchases in the event of an emergency.

Chair, Heather Burney, inquired if the department will distribute the plan to local partners once it is completed. The department will share the document with local emergency response partners.

### **Unfinished Business**

There was no unfinished business.

### **New Business**

**Single Audit:** Austin Bordovsky with Abacus CPAs, LLC presented the Single Audit Report, an audit the department had to undergo as the department expended more than \$750,000.00 in federal awards. The department received an unmodified opinion, the best opinion an organization can receive, as no material weaknesses nor significant deficiencies were identified. Austin Bordovsky informed the board that the next step is to submit the report to the Federal Audit Clearinghouse. Austin Bordovsky also informed the board that the spending threshold that warrants a Single Audit to be performed has increased from \$750,000.00 to \$1,000,000.00.

Motion to approve the report of the Single Audit as presented by Laurie Hayes and seconded by Beth Huddleston. There was no discussion. The motion passed.

**Communications Plan:** The department presented the new Communications Plan to the board. Director, Lisa Marshall, explained that the plan is intended to provide a framework for both external and internal communications and that the plan includes things such as the department's branding strategy.

Motion to accept the Communications Plan as presented by Beth Huddleston and seconded by Jean Mueller. There was no discussion. The motion passed.

**Event Sponsorship Policy:** Director, Lisa Marshall, informed the board that the department has been receiving more requests from local partners and organizations to sponsor events and that as a result, the department identified the need to develop an event sponsorship policy as the department wants to invest in community partnerships and initiatives that promote public health while also ensuring responsible and effective use of public funds. A draft of this proposed policy was presented to the board.

Secretary/Treasurer, Laurie Hayes, recommended ensuring that there is a line item that includes event sponsorships in the department's budget.

Motion to approve the Sponsorship Funding Policy as presented by Laurie Hayes and seconded by Jean Mueller. There was no discussion. The motion passed.

The board praised the different types of criteria that the department included in the policy to determine eligibility.

**Elevator Cleaning Service Quote:** The department presented the received quotes to clean the elevator pit. Health Operations Manager, Tiffany Stevens, informed the board that the department was only able to receive two quotes because most of the other contacted companies wanted the hazardous waste to be brought to them. The department received quotes from Clean Management Environmental Group, INC and CleanHarbors. Operations Coordinator, Rick White, informed the board that just prior to the meeting, the department received an updated quote from Clean Management Environmental Group, INC that includes cleaning the elevator pit itself, in addition to cleaning the drainage line. Members of the board and the department discussed the specifics of the received quotes, including the extensiveness of the cleaning.

Motion to accept the amended quote received from Clean Management Environmental Group, INC in the amount of \$8,582.40 by Laurie Hayes and seconded by Beth Huddleston. There was no further discussion. The motion passed.

### **Board of Trustees Comments**

Secretary/Treasurer, Laurie Hayes, informed the board that the proposed TIF redevelopment plan involving Gretna Road and Town and County Drive passed the TIF Commission by a vote of 8 to 3 and that it will be included on the agenda of Branson's Board of Aldermen meeting on August 12<sup>th</sup>.

### **Division Reports**

**Team Reports:** Reports from managers were emailed to members of the board prior to the meeting.

**Performance Management:** The board praised the performance management report that is now included monthly as part of the board packet, as it allows the board to track the progress of projects/tasks that were identified as part of the Strategic Planning meeting.

### **Announcements**

Next board meeting is August 28, 2025 at 2:30 p.m.

Members of the department and the board discussed the need to reschedule the dates of both the November and December regular meetings. Rescheduling these meetings will be on a future meeting agenda.

**Adjourn**

Motion to adjourn the regular meeting of the Board of Trustees at 3:27 p.m. and convene an executive closed session as authorized by Section 610.021, Subsection 2, regarding real estate, by Laurie Hayes and seconded by Beth Huddleston. Voting aye: Laurie Hayes, Heather Burney, Jean Mueller, and Beth Huddleston. Voting nay: none. Motion carried.

Minutes prepared by Lindsay Lawyer, Executive Assistant/Environmental Health Biller



## AGENDA

Taney County Health Department  
Board of Trustees Meeting  
320 Rinehart Road, Branson, Missouri  
August 28, 2025  
2:30 PM

Call to Order  
Public Comment  
Approve Agenda  
Introduction of Guests  
Review of Minutes  
July 24, 2025

Heather Burney, Chair  
Heather Burney, Chair  
Heather Burney, Chair  
Lisa Marshall, Director  
Heather Burney, Chair

### Review of Financial Reports

July 31, 2025  
Financial Reports  
Disbursements Review

Lisa Marshall, Director

### Director's Report

Back to School Clinic Update  
25-26 Incentive Funding  
Website Update  
Operations Update

Lisa Marshall, Director

### Unfinished Business

Heather Burney, Chair

### New Business

Assessed Valuation  
Surplus Items  
November and December Board Meeting Dates  
Board Study Session  
Emergency Operations & Continuity of Operations Plans  
2025 Administration Policy Manual Revisions  
Board Bylaws Update  
Credit Card Fee Proposal  
Revised Website Quote  
Staffing Plan Update

Heather Burney, Chair

### Board of Trustees Comments

Division Reports Division Managers  
Team Reports  
Performance Management

Announcements  
Next Board Meeting, September 25, 2025, 2:30 p.m.

### Closed Session

*Notice is hereby given that the Taney County Health Department Board of Trustees having duly voted to close its upcoming meeting, as authorized by Section 610.021, Subsection 2 regarding real estate, will conduct a closed meeting on August 28, 2025, at the Taney County Health Department, Branson location at the end of the regular board meeting.*

Adjourn



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Taney County Health Department  
Board of Trustees Meeting  
320 Rinehart Road, Branson, Missouri  
August 28, 2025  
2:30 PM

**ATTENDANCE:** Heather Burney, Chair (joined virtually)  
Beth Huddleston, Vice-Chair  
Laurie Hayes, Secretary/Treasurer  
Debbie Redford, Member  
Jean Mueller, Member

**EX-OFFICIO:** Lisa Marshall, Director  
Tiffany Stevens, Health Operations Manager  
Erica Craig, Clinical Manager  
Tammy Drake, WIC Manager  
Kayla Klein, Community Outreach Manager  
Erica Logsdon, Environmental Health Manager

In Person Meeting

**Call to Order**

Chair, Heather Burney, called the regular meeting of the Board of Trustees to order at 2:30 p.m. at the Taney County Health Department, Branson location.

**Public Comment**

Chair, Heather Burney, called the public comment session of the meeting regarding the 2025 assessed valuation to order at 2:30 p.m. There were no members of the public in attendance. Motion to close the public comment section of the meeting at 2:32 p.m. by Beth Huddleston and seconded by Jean Mueller. There was no discussion. The motion passed.

**Approval of Agenda**

Director, Lisa Marshall, requested for an amendment to the agenda as presented, specifically to add the discussion of the date of October's regular meeting to the "November and December Board Meeting Dates" agenda item.

Motion to amend the agenda as presented and add the discussion of rescheduling the date of October's meeting to the agenda by Debbie Redford and seconded by Laurie Hayes. There was no discussion. The motion passed.

Motion to approve the amended agenda as presented by Laurie Hayes and seconded by Jean Mueller. There was no discussion. The motion passed.

**Guests:** Environmental Health Manager, Erica Logsdon, introduced the newest environmental public health specialists: Madison Smith and Ally Mulvaney. Consulting Specialist, John Taylor, from Elliott, Robinson & Company, LLP is in attendance.

### **Review of Minutes from July 2025**

Motion to approve minutes for July 24, 2025, by Laurie Hayes and seconded by Beth Huddleston. There was no discussion. The motion passed.

### **Review of Financial Report by Lisa Marshall**

Consulting Specialist, John Taylor, from Elliott, Robinson & Company, LLP, presented a summary of the financial report from July 31, 2025:

- MTD revenues are \$53,468.00 less than budgeted.
  - Consulting Specialist, John Taylor, attributed this to the revenue received from grants being under budget by \$58,800.00. Director, Lisa Marshall, informed the board that the Missouri Department of Health and Senior Services has changed their payment software and that this has caused a slight delay in local health departments receiving reimbursement.
- MTD expenditures are \$94,874.00 more than budgeted.
  - Consulting Specialist, John Taylor, attributed this to the salaries line item being over budget by \$51,800.00 because three payrolls were processed in July and to the costs associated with the Microsoft 365 conversion.

Consulting Specialist, John Taylor, informed the board that there will be a change to how purchases of vaccine and family planning supplies are coded in 2026 for budget and financial reporting reasons.

Health Operations Manager, Tiffany Stevens, added that many supplies purchased for Family Planning clinics are reimbursed as part of the department's participation in a couple of grants.

Motion to approve the financial report from July 31, 2025, by Laurie Hayes and seconded by Debbie Redford. There was no further discussion. The motion passed.

**Disbursements Review:** A list of disbursements from July 2025 was emailed to members of the board prior to the meeting.

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

**Back to School Clinic Update:** Clinical Manager, Erica Craig, provided the back-to-school clinic update. The department has hosted three vaccination clinics, including one at the Forsyth office location, one at Hollister's Night of the Tiger event, and one at Branson School's schedule pick-up day at the junior high. The clinical team provided approximately 50 vaccinations at each clinic. Clinical Manager, Erica Craig, commented that the turnout was comparable to last year's turnout.

**25-26 Incentive Funding:** Director, Lisa Marshall, informed the board that the Missouri Department of Health and Senior Services is offering incentive funding for the 2026 fiscal year and displayed the deliverables to the board. Director, Lisa Marshall, commented that the department has already met several of the deliverables and specified the deliverables that are different this next year, including an emphasis on mental health training and grant management training. The incentive funding is an additional \$45,000.00 annually.

**Website Update:** Director, Lisa Marshall, provided the website update. Mostly Serious has been in the process of designing page layouts and mocks of these designs were presented to the board. The board praised the presented mock designs. Director, Lisa Marshall, informed the board that the department has been intentional about ensuring that the website is representative of Taney County and that Environmental Public Health Specialist, Cailin Dawley, and Community Relations Specialist, Tatum O'Dell,

have both been taking photos and requesting media releases to be able to use these photos for the website rather than rely on stock images. Once the website is completed, the department will have full admin privileges and will be able to edit the website in-house, and Director, Lisa Marshall, informed the board that several staff members are familiar with WordPress. The department has been allocated 6 weeks to upload content; however, the department estimates that approximately 70% of content has already been written and just needs to be uploaded.

**Operations Update:** Health Operations Manager, Tiffany Stevens, provided the operations update. The elevator pit has been cleaned, and the sump pump has been installed. The Microsoft 365 conversion is in progress, as the new tenant is up and running and user accounts have been created. The IT division is completing Windows 11 upgrades. The department has signed the contract with White River Connect to provide internet services for the Branson office, and White River Connect is working to connect the circuit.

### **Unfinished Business**

There was no unfinished business.

### **New Business**

**Assessed Valuation:** Director, Lisa Marshall, presented the department's 2025 assessed valuation numbers received from the County Clerk's office to the board. Director, Lisa Marshall, informed the board that the department will not receive any additional revenue and that the department will receive the same amount as last year, approximately 1.8 million.

Motion to accept 2025's assessed valuation and to set the tax levy at the maximum rate, as permitted by state statute, at .1355 by Laurie Hayes and seconded by Beth Huddleston. There was no further discussion. The motion passed.

**Surplus Items:** Director, Lisa Marshall, presented a list of items that the department is requesting for the board to declare as surplus, specifically 1 KVM switch and 3 servers, as the items are obsolete.

Motion to declare the presented list of items as surplus by Laurie Hayes and seconded by Debbie Redford. There was no discussion. The motion passed.

**October, November, and December Board Meeting Dates:** Director, Lisa Marshall, requested for the board to discuss rescheduling the dates of the regular scheduled meetings for October, November, and December, commenting that the November meeting is tentatively scheduled on Thanksgiving and that the December meeting is tentatively scheduled on Christmas. Director, Lisa Marshall, reminded the board that the department also often requests for the date of October's regular meeting to be scheduled a week earlier to allow time for staff to review insurance plans and to complete open enrollment. Health Operations Manager, Tiffany Stevens, observed that there are 5 weeks in October and that staff would consequently have an extra week to review insurance options without changing the date of the meeting. Members of the board and the department discussed their availability in November and December.

Motion to change the date of November's regular meeting from November 27<sup>th</sup> at 2:30 p.m. to November 20<sup>th</sup> at 2:30 p.m. by Laurie Hayes, seconded by Beth Huddleston, and thirderd by Jean Mueller. There was no further discussion. The motion passed.

Motion to change the date of December's regular meeting from December 25<sup>th</sup> at 2:30 p.m. to December 18<sup>th</sup> at 2:30 p.m. by Jean Mueller, seconded by Debbie Redford, and thirderd by Beth Huddleston. There was no further discussion. The motion passed.

**Board Study Session:** Director, Lisa Marshall, informed the board that routinely, the department proposes a budget for the following fiscal year at the November meeting and that a vote of approval is entertained during the December meeting; however, this year, the department is requesting for the board to schedule a study session to discuss financial planning for the next several years as the department continues to monitor current contracts and has an entire year's worth of financials in the new accounting software.

Members of the board and the department discussed their availability in October and agreed to schedule the study session prior to the start of the regular meeting on October 23<sup>rd</sup> at 1:00 p.m.

**Emergency Operations & Continuity of Operations Plans:** Drafts of the updated Emergency Operations Plan and the Continuity of Operations Plan were emailed to members of the board last month for review due to their length. Director, Lisa Marshall, commented that these plans need to be in place in the event of an emergency, as the Emergency Operations Plan details how the department would respond in the event of an emergency and as the Continuity of Operations Plan provides the framework for how the department would continue to be able to perform essential functions in the event that normal operations are disrupted, such as by staff absence or departure. Director, Lisa Marshall, informed the board that these plans were identified as opportunities for improvement during the department's recent PHAB reaccreditation cycle.

The board praised the plans.

Motion to adopt both plans as presented by Beth Huddleston and seconded by Jean Mueller. There was no further discussion. The motion passed.

**2025 Administrative Policy Manual Revisions:** Copies of the updated Administrative Policy Manual were provided to the board for review prior to the meeting. Director, Lisa Marshall, informed the board that this policy manual is reviewed annually and that last year's revisions were more significant as they included more updates to the actual content of the manual whereas these revisions focused more on updating the language and overall tidiness of the manual.

Motion to approve the revised Administrative Policy Manual as presented by Laurie Hayes and seconded by Beth Huddleston. There was no discussion. The motion passed.

**Board Bylaws Update:** Director, Lisa Marshall, presented a list of changes that were made to the Board bylaws as part of the recent revision of the Administrative Policy Manual. Director, Lisa Marshall, informed the board that a motion to approve these changes cannot be introduced today as the department must allow for 30 days of review and that this agenda item will consequently be included on next month's agenda as unfinished business.

**Credit Card Fee Proposal:** Health Operations Manager, Tiffany Stevens, informed the board that the department has been paying credit card convenience fees on behalf of clients and businesses for the past couple of years. Health Operations Manager, Tiffany Stevens, explained that the department utilizes two systems to process payments: ProPay and USPay. ProPay is the system that the environmental health division uses to process online credit card and ACH payments, and USPay is the system that staff primarily use to process credit card payments at time of service. The convenience fee to process payments utilizing USPay is minimal, and the department does not want to deter clients from seeking services; however, the department is proposing to pass the responsibility of paying the convenience fee(s) to the customers/businesses when they elect to pay invoices via ProPay, as the convenience fee is 3.49% and as the department is projected to pay \$6,000-\$7,000 in convenience fees this year alone.

ProPay is the only payment processing system that is compatible with HealthSpace, the operating software of the environmental health division.

Motion to pass the responsibility of paying ProPay's 3.49% convenience fee to the customers by Laurie Hayes and seconded by Beth Huddleston. There was no discussion. The motion passed.

Secretary/Treasurer, Laurie Hayes, noted that the department will need to monitor the rate of receivables as the other payment methods are slower.

**Revised Website Quote:** Director, Lisa Marshall, informed the board that the number of hours that Mostly Serious will need to complete the website buildout will increase beyond the original projected amount because the website needs to be in compliance with HIPAA. As a result, the proposed cost has changed. Mostly Serious has honored the design phase quote, and this adjusted cost will be specific to the development phase. Director, Lisa Marshall, presented the two quotes. Both quotes include a discounted hourly rate; however, option 2 has a higher hour's cap at 165 hours compared to 126 hours.

Motion to accept option 2 by Laurie Hayes and seconded by Beth Huddleston. There was no further discussion. The motion passed.

**Staffing Plan Update:** Director, Lisa Marshall, informed the board that the department's accountant has resigned from her position and that after discussion, the department is requesting to rebrand the current accountant position as a finance officer position. Health Operations Manager, Tiffany Stevens, commented that this position would observe a slight increase in hourly pay. The department anticipates that this would appeal more to possible applicants.

Member, Jean Mueller, inquired about the education requirements. The finance officer would need to have a bachelor's degree in accounting.

Motion to rebrand the current accountant position as a finance officer position by Beth Huddleston and seconded by Debbie Redford. There was no further discussion. The motion passed.

Health Operations Manager, Tiffany Stevens, informed the board that the department will perform accounts payable functions in-house in the interim.

### **Board of Trustees Comments**

Secretary/Treasurer, Laurie Hayes, commented that the Branson City Board of Aldermen approved the first reading of the TIF Plan involving Gretna Road and Town and Country Drive.

### **Division Reports**

**Team Reports:** Reports from managers were emailed to members of the board prior to the meeting.

Member, Debbie Redford, commented that it was exciting to see the clinical team in action at Hollister's Night of the Tiger event.

Member, Debbie Redford, praised WIC Manager, Tammy Drake, for attending and promoting the WIC program at the recent children's literacy event hosted by the Library Center of the Ozarks.

**Performance Management:** Performance management reports were emailed to members of the board prior to the meeting prior to the meeting.

## **Announcements**

Next board meeting is September 25, 2025 at 2:30 p.m.

## **Adjourn**

Motion to adjourn the regular meeting of the Board of Trustees at 3:40 p.m. and convene an executive closed session as authorized by Section 610.021, Subsection 2, regarding real estate, by Laurie Hayes and seconded by Debbie Redford. Voting aye: Laurie Hayes, Debbie Redford, Jean Mueller, Beth Huddleston and Heather Burney. Voting nay: none. Motion carried.

Minutes prepared by Lindsay Lawyer, Executive Assistant/Environmental Health Biller



## AGENDA

Taney County Health Department  
Board of Trustees Meeting  
320 Rinehart Road, Branson, Missouri  
September 25, 2025  
2:30 PM

Call to Order	Heather Burney, Chair
Approve Agenda	Heather Burney, Chair
Introduction of Guests	Lisa Marshall, Director
<u>Review of Minutes</u> August 28, 2025	Heather Burney, Chair
<u>Review of Financial Reports</u> August 31, 2025 Financial Reports Disbursements Review	Lisa Marshall, Director
<u>Director's Report</u> DHSS & Local Legislature's Meeting Jurisdiction Meetings Payroll System Building Updates Operations Update	Lisa Marshall, Director
<u>Unfinished Business</u> Board Bylaws	Heather Burney, Chair
<u>New Business</u> Accounting Policy Manual Employee Handbook Update Veterans Day	Heather Burney, Chair
<u>Board of Trustees Comments</u>	Board of Trustees
<u>Division Reports</u> Team Reports Performance Management	Division Managers
<u>Announcements</u> Board Study Session, October 23, 2025 Next Board Meeting, October 23, 2025, 2:30 p.m.	
<u>Closed Session</u> <i>Notice is hereby given that the Taney County Health Department Board of Trustees having duly voted to close its upcoming meeting, as authorized by Section 610.021, Subsection 1 regarding legal, will conduct a closed meeting on September 25, 2025, at the Taney County Health Department, Branson location at the end of the regular board meeting.</i>	
Adjourn	

Media Contact for Open Meeting Notice: Lisa Marshall, Director | 15479 US Hwy 160, Forsyth, MO 65653 | (417) 546-4725



**Taney County Health Department  
Board of Trustees Meeting  
320 Rinehart Road, Branson, Missouri  
September 25, 2025  
2:30 PM**

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

**EX-OFFICIO:** Lisa Marshall, Director  
Tiffany Stevens, Health Operations Manager  
Erica Craig, Clinical Manager  
Tammy Drake, WIC Manager  
Kayla Klein, Community Outreach Manager  
Erica Logsdon, Environmental Health Manager (absent)  
Rick White, Operations Coordinator

In Person Meeting

**Call to Order**

Chair, Heather Burney, called the regular meeting of the Board of Trustees to order at 2:31 p.m. at the Taney County Health Department, Branson location.

**Approval of Agenda**

Motion to approve agenda as presented by Debbie Redford and seconded by Beth Huddleston. There was no discussion. The motion passed unanimously.

**Guests:** Consulting Specialist, John Taylor, from Elliott, Robinson & Company, LLP is in attendance.

**Review of Minutes from August 2025**

Motion to approve minutes for August 28, 2025 by Laurie Hayes and seconded by Beth Huddleston. There was no discussion. The motion passed unanimously.

**Review of Financial Report by Lisa Marshall**

Consulting Specialist, John Taylor, from Elliott, Robinson & Company, LLP, presented a summary of the financial report from August 31, 2025:

- MTD revenues are \$89,258 more than budgeted.
  - Consulting Specialist, John Taylor, attributed this to the environmental health division's invoicing of lodging establishments for annual health permits.
- MTD expenditures are \$29,138.55 less than budgeted.
  - Consulting Specialist, John Taylor, attributed this to program costs being under budget by \$25,000.

Consulting Specialist, John Taylor, commented that the months in which three payrolls will be performed will be specifically budgeted in next year's budget.

Secretary/Treasurer, Laurie Hayes, inquired which types of insurance are included in the "insurance, other" line item. Health Operations Manager, Tifffany Stevens, commented that this includes vehicles and cybersecurity.

Motion to approve the financial report from August 31, 2025 by Laurie Hayes and seconded by Debbie Redford. There was no further discussion. The motion passed unanimously.

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

**DHSS & Local Legislature's Meeting:** Director, Lisa Marshall, informed the board that the department was requested to host a meeting on behalf of the Missouri Department of Health and Senior Services (MODHSS) between local lawmakers and representatives from MODHSS. Attendees included the director of MODHSS, Sarah Wilson; the director of Stone County Health Department, Pam Burnett; State Senator, Brad Hudson; State Representative, Brian Seitz; State Representative, Burt Whaley; State Representative, Matthew Overcast; and representatives from the Missouri Public Health Institute. Director, Lisa Marshall, shared that the meeting was designed to promote relationship development and familiarize local lawmakers with public health in their represented communities.

**Jurisdiction Meetings:** Director, Lisa Marshall, informed the board that the annual contracts with local jurisdictions for the department to provide environmental health services will both be coming up for renewal and that she intends to be present for both readings. Director, Lisa Marshall, recently met with Cathy Stepp, the City Administrator of Branson, to discuss 2026 and 2027, including the department's desire to update local ordinances. Members of the department recently met with representatives from the City of Hollister to discuss nuances in environmental health billing, and Director, Lisa Marshall, shared that the City of Hollister was complimentary of their recent billing experience with the department. Director, Lisa Marshall, informed the board that both the City of Hollister and the City of Branson have been informed that the department is beginning to evaluate its current fee schedule.

**Payroll System:** Health Operations Manager, Tiffany Stevens, informed the board that the department is transitioning to a new payroll system, specifically to Paylocity, as it is compatible with QuickBooks, has clock-in and clock-out capabilities, and several other features, including employee onboarding and employee reimbursement features. The department anticipates that staff will be utilizing the new system by December 1<sup>st</sup>.

Member, Debbie Redford, inquired about the cost of the new system. The cost is \$500 monthly, which is comparable to the current system, and there is a \$1,500.00 implementation fee.

**Building Updates:** Director, Lisa Marshall, provided the building update. The department has recently purchased a new building in Forsyth. Prior to the department announcing the purchase to the local media, the department had shared the information with local government entities. The department did not receive any media requests after distributing the press release. Director, Lisa Marshall, informed the board that she is currently drafting a RFQ for architectural services and inquired if the board would be interested in scheduling a special meeting in November to vote on an architect.

The board praised the press release.

Vice-Chair, Beth Huddleston, inquired if the department intends to sell its current office in Forsyth. The department will be placing its current location up for sale; however, the department wants to be strategic about the sale of the current location as it hosts the department's family planning clinics.

Chair, Heather Burney, inquired if the department currently has any signage about the new location in its current office in Forsyth. The department does not yet have any signage announcing the future move.

**Operations Update:** Operations Coordinator, Rick White, provided the operations update. An electrical outlet was added to the elevator pit to separate the power to the sump pump from the power to the alarm system. The phone line that is connected to the emergency button inside the elevator was also recently repaired. The department has contacted Premier Landscapes to begin providing landscaping services at the new office location. The department has also accepted a quote from its current security company to begin securing the new building. New tables have been installed in the conference room of the Branson office. White River Connect anticipates that the Branson office will be operating on the new internet line in the coming weeks.

### **Unfinished Business**

**Board Bylaws:** As part of the department's recent revision of its Administrative Policy Manual, minor edits were made to the bylaws of the Board of Trustees. These edits were introduced at last month's meeting, and the board has had a month to review them.

Motion to approve the edits to the bylaws by Laurie Hayes, seconded by Debbie Redford, and thirded by Beth Huddleston. There was no discussion. The motion passed unanimously.

### **New Business**

**Accounting Policy Manual:** The department presented a copy of the new Accounting Policy Manual to the board. Director, Lisa Marshall, informed the board that the department removed the accounting portions from the Administrative Policy Manual and compiled them into this manual.

Motion to approve the presented Accounting Policy Manual by Laurie Hayes and seconded by Jean Mueller. There was no discussion. The motion passed unanimously.

**Employee Handbook Update:** A copy of the updated Employee Handbook was emailed to members of the board prior to the meeting for review. Director, Lisa Marshall, commented that the handbook is updated every few years and that many portions are determined by state and federal laws.

Member, Debbie Redford, inquired if a 40-hour notice to request vacation leave is enough time for managers to make any necessary accommodations to account for staff being out of the office. Director, Lisa Marshall, commented that staff often request to use vacation leave well in advance of the 40-hour notification timeframe.

Member, Debbie Redford, inquired about the volunteer emergency responder leave. Health Operations Manager, Tiffany Stevens, commented that this is a new leave policy under Missouri law and that requests will be reviewed on a case-by-case basis.

Motion to approve the updated Employee Handbook as presented by Debbie Redford and seconded by Beth Huddleston. There was no further discussion. The motion passed unanimously.

**Veterans Day:** Director, Lisa Marshall, reminded the board that a couple years ago the department had requested for the board to consider adding both Juneteenth and Veterans Day to the department's observed holiday schedule, and that at that time, the board had voted to approve adding Juneteenth to the holiday schedule and to reconsider adding Veterans Day to the observed holiday schedule at a later date. Director, Lisa Marshall, informed the board that the department is the only local government entity that is currently operating on Veterans Day and expressed concern about how this is perceived by the

community, especially as the community prides itself on recognizing and honoring veterans. Health Operations Manager, Tiffany Stevens, added that there are several veterans on staff.

Members of the board and department discussed the concern that the department would be closed to the public for three days in November, if approved. Director, Lisa Marshall, commented that the environmental health division often does not perform inspections around the holidays, and Clinical Division Manager, Erica Craig, commented that the clinical division often observes a decrease in the number of scheduled appointments around the holidays.

Motion to add Veterans Day to the department's observed holiday schedule by Debbie Redford and seconded by Beth Huddleston. There was no further discussion. The motion passed unanimously.

### **Board of Trustees Comments**

There were no comments.

### **Division Reports**

**Team Reports:** Reports from division managers were emailed to members of the board prior to the meeting.

Secretary/Treasurer, Laurie Hayes, praised the presentation that Environmental Health Coordinator, Laura Jahn, provided at a recent luncheon hosted by the Branson Area Lodging Association.

Member, Debbie Redford, praised the environmental health division as all lodging establishments have had a routine health inspection for the 2025-2026 permitting year and as over 50% of lodging establishments have been approved by TCHD to apply for their state lodging license.

Chair, Heather Burney, inquired if the clinical division has observed a change in vaccination rates compared to previous years. Clinical Manager, Erica Craig, commented that the rate for vaccinations needed for school is comparable to previous years.

**Performance Management:** Performance management reports were emailed to members of the board prior to the meeting.

### **Announcements**

Board study session is October 23, 2025 at 1:00 p.m. Director, Lisa Marshall, requested if the study session could be rescheduled. Members of the department and the board discussed their availability and agreed to reschedule the study session to November 3<sup>rd</sup> at 2:00 p.m.

Next board meeting is October 23, 2025 at 2:30 p.m.

### **Closed Session**

Motion to convene an executive closed session as authorized by Section 610.021, Subsection 1, regarding legal at 3:39 p.m. by Laurie Hayes and seconded by Debbie Redford. Voting aye: Laurie Hayes, Debbie Redford, Heather Burney, Jean Mueller, and Beth Huddleston. Voting nay: none. Motion carried.

### **Adjourn**

Motion to adjourn the regular meeting of the Board of Trustees at 4:07 p.m. by Beth Huddleston and seconded by Jean Mueller. There was no discussion. The motion passed unanimously.



## AGENDA

Taney County Health Department  
Board of Trustees Meeting  
320 Rinehart Road, Branson, Missouri  
October 23, 2025  
2:30 PM

Call to Order	Heather Burney, Chair
Approve Agenda	Heather Burney, Chair
Introduction of Guests	Lisa Marshall, Director
<u>Review of Minutes</u> September 25, 2025	Heather Burney, Chair
<u>Review of Financial Reports</u> September 30, 2025 Financial Reports Disbursements Review	Lisa Marshall, Director
<u>Director's Report</u> 2025 Q4 Priority Projects Strategic Plan Update PHAB Update RFQ for Architectural Services Update Federal Funding Update Operations Update	Lisa Marshall, Director
<u>Unfinished Business</u>	Heather Burney, Chair
<u>New Business</u> Growth Coach Annual Health Insurance Recommendations	Heather Burney, Chair
<u>Board of Trustees Comments</u>	Board of Trustees
<u>Division Reports</u> Team Reports Performance Management	Division Managers
<u>Announcements</u> Board Study Session, November 3, 2025, 2:00 p.m. Next Board Meeting, November 20, 2025, 2:30 p.m.	
Adjourn	

Media Contact for Open Meeting Notice: Lisa Marshall, Director | 15479 US Hwy 160, Forsyth, MO 65653 | (417) 546-4725



Taney County Health Department  
Board of Trustees Meeting  
320 Rinehart Road, Branson, Missouri  
October 23, 2025  
2:30 PM

**ATTENDANCE:** Heather Burney, Chair (absent)  
Beth Huddleston, Vice-Chair  
Laurie Hayes, Secretary/Treasurer  
Debbie Redford, Member (absent)  
Jean Mueller, Member

**EX-OFFICIO:** Lisa Marshall, Director  
Tiffany Stevens, Health Operations Manager  
Erica Craig, Clinical Manager  
Tammy Drake, WIC Manager  
Kayla Klein, Community Outreach Manager  
Erica Logsdon, Environmental Health Manager  
Rick White, Operations Coordinator

**In Person Meeting**

**Call to Order**

Vice-Chair, Beth Huddleston, called the regular meeting of the Board of Trustees to order at 2:31 p.m. at the Taney County Health Department, Branson location.

**Approval of Agenda**

Motion to approve agenda as presented by Laurie Hayes and seconded by Jean Mueller. There was no discussion. The motion passed unanimously.

**Guests:** Consulting Specialist, John Taylor, from Elliott, Robinson & Company, LLP is in attendance.

**Review of Minutes from September 2025**

Motion to approve minutes for September 25, 2025 by Laurie Hayes and seconded by Jean Mueller. There was no discussion. The motion passed unanimously.

**Review of Financial Report by Lisa Marshall**

Consulting Specialist, John Taylor, from Elliott, Robinson & Company, LLP, presented a summary of the financial report from September 30, 2025:

- MTD revenues are \$48,536.00 less than budgeted.
  - Consulting Specialist, John Taylor, attributed this to the billing of lodging establishments for annual health permits occurring in August, a month earlier than budgeted. Consulting Specialist, John Taylor, added that grant revenue was over budget by \$47,000.00, and this was attributed to the department receiving reimbursement from the Missouri Department

of Health and Senior Services (MODHSS) after MODHSS transitioned to a new payment system, which caused a slight delay in the receipt of reimbursement. The clinical division received \$5,000.00 more than budgeted.

- MTD expenditures are \$2,850.00 less than budgeted.
  - Consulting Specialist, John Taylor, discussed that the internet line item is over budget because the department paid for two invoices in the same month and that the salaries line item is under budget because payroll was only performed twice.

Secretary/Treasurer, Laurie Hayes, inquired about the miscellaneous income line item. Health Operations Manager, Tiffany Stevens, commented that the department received a rebate from health insurance as part of the 80/20 rule.

Motion to approve the financial report from September 30, 2025 by Laurie Hayes and seconded by Jean Mueller. There was no further discussion. The motion passed unanimously.

**Disbursements Review:** A list of disbursements from September 2025 was emailed to members of the board prior to the meeting.

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

**2025 Q4 Priority Projects:** Director, Lisa Marshall, informed the board that the department's leadership team recently met offsite to discuss progress on the department's current priority projects and to identify priority projects for the final quarter of 2025. Director, Lisa Marshall, commented that several of the identified projects are continuations of current projects. The identified projects include finalizing the department's new website as it is anticipated to launch in January of 2026; implementing the department's new payroll system; securing an architect and a contractor for the new Forsyth office; expanding the usage of the department's performance management system, VMSG; completing a cost analysis of the department's environmental health division; completing an evaluation of the department's existing programs and offerings; and transitioning to the new email system.

Vice-Chair, Beth Huddleston, inquired who will have access to the website. The department will have full access to make changes, and a training has been scheduled with several staff members for November 4<sup>th</sup>.

**Strategic Plan Update:** Director, Lisa Marshall, provided the Strategic Plan update. The department worked with Mostly Serious Co. to create the first year of the department's new Strategic Plan; however, Director, Lisa Marshall, informed the board that the current plan does not include 2026 and 2027. The department is currently drafting an updated plan and will bring it before the board at next month's meeting. The department is keeping the same 5 identified priorities.

**PHAB Update:** Community Outreach Manager, Kayla Klein, provided the PHAB update. The department has passed the midway point of its current reaccreditation cycle, and the department will apply for reaccreditation in October of 2027. Community Outreach Manager, Kayla Klein, informed the board that approximately 85% of documentation that will be submitted toward reaccreditation has either been started or is in the internal review process. Community Outreach Manager, Kayla Klein, shared that several items needed to meet accreditation requirements have been completed, including the Emergency Operations Plan, the IT Policy Manual, and the Communications Plan. In 2026, the department anticipates updating its current QI Plan and formalizing written policies and procedures pertaining to the enforcement responsibilities of the Environmental Health Division.

**RFQ for Architectural Services Update:** Director, Lisa Marshall, informed the board that the department has posted a RFQ for architectural services pertaining to the renovation/remodel of the new Forsyth building. Director, Lisa Marshall, estimates that the department has received interest from

approximately 12 vendors, including several from out of state. The department has allowed two companies to tour the space. The department is going to wait to secure a contractor for the renovation until after the department has secured an architect and confirmed a design, as the department needs a rendering of the work to be completed and an estimated cost to complete the work. The deadline for vendors to submit statements is October 29, 2025 at 4:30 p.m.

**Federal Funding Update:** Director, Lisa Marshall, informed the board that the department is receiving constant communication from the Missouri Department of Health and Senior Services (MODHSS) regarding the status of November WIC benefits. Director, Lisa Marshall, added that the messaging is constantly changing and that as a result, the department is unable to proactively communicate with clients. WIC Manager, Tammy Drake, commented that the most recent message was for WIC participants to use all their October benefits.

The board inquired how many families the department serves as part of the WIC Program. WIC Manager, Tammy Drake, commented that the department serves over 500 local families and estimates that approximately \$125,000.00 of benefits is issued monthly.

**Operations Update:** Operations Coordinator, Rick White, provided the operations update. The department is seeking a new vendor to answer emergency calls from the department's elevator, as the department often observes a busy tone when the emergency button is tested. Atlas Security has scheduled dates to install the alarm system in the new Forsyth office. The mobile unit is temporarily out of service as it is in the shop to have the generator vent rerouted to prevent the generator from flooding. White River Connect will be at the Branson office tomorrow to connect the new internet line. The department's IT division will test the line for a few days prior to connecting it to the department's system. The IT division is installing Microsoft Outlook on all computers to prepare for the department's transition to its own email system. The department's new email system will be running parallel with the current system for a brief period to allow time for staff to update login information for accounts and to inform contacts of new email addresses.

### **Unfinished Business**

There was no unfinished business.

### **New Business**

**Growth Coach:** The department presented an invoice from The Growth Coach of Northwest Arkansas for the department to continue its current engagement with the company through October 2026. Director, Lisa Marshall, commented that the department's Growth Coach, Jeff Roberts, has been working with the department's leadership team for the past couple of years and has been engaged with leadership development and the planning of priority projects. Director, Lisa Marshall, informed the board that the department has secured funding from a current grant to cover \$16,000 of the presented cost.

Motion to approve the invoice from The Growth Coach of Northwest Arkansas in the amount of \$17,280.00 by Laurie Hayes and seconded by Jean Mueller. There was no further discussion. The motion passed unanimously.

**Annual Health Insurance Recommendations:** Health Operations Manager, Tiffany Stevens, informed the board that if the department renews with its current health insurance provider for next year, the department will observe a 17.82% increase in cost, which equates to an increased cost of \$67,199.64. The department is recommending to accept the plan Cox HealthPlans Partners 80 Gold 1000 because staff would not have to change providers and the increased cost would be \$29,310.60, which is comparable to what the department has observed the past several years. Health Operations Manager, Tiffany Stevens,

commented that the most notable difference between the two plans is an increase in the deductible from \$1,000.00 to \$1,500.00.

Motion to accept the department's recommendation of accepting Cox HealthPlans Partners 80 Gold 1500 by Laurie Hayes and seconded by Jean Mueller. There was no further discussion. The motion passed unanimously.

### **Board of Trustees Comments**

There were no comments.

### **Division Reports**

**Team Reports:** Reports from division managers were emailed to members of the board prior to the meeting.

Vice-Chair, Beth Huddleston, commented that she is always impressed when she reads the team reports, noting that staff accomplish a lot in a month.

**Performance Management:** Performance management reports were emailed to members of the board prior to the meeting.

### **Announcements**

Board study session is November 3, 2025 at 2:00 p.m.

Next board meeting is November 20, 2025 at 2:30 p.m.

### **Adjourn**

Motion to adjourn at 3:19 p.m. by Laurie Hayes and seconded by Jean Mueller. There was no discussion. The motion passed unanimously.

Minutes prepared by Lindsay Lawyer, Executive Assistant/Environmental Health Biller



## AGENDA

Taney County Health Department  
Board of Trustees Meeting  
320 Rinehart Road, Branson, Missouri  
November 20, 2025  
2:30 PM

Call to Order	Heather Burney, Chair
Approve Agenda	Heather Burney, Chair
Introduction of Guests	Lisa Marshall, Director
<u>Review of Minutes</u> October 23, 2025 November 3, 2025, Special Meeting & Study Session	Heather Burney, Chair
<u>Review of Financial Reports</u> October 31, 2025 Financial Reports Disbursements Review	Lisa Marshall, Director
<u>Director's Report</u> Clinical CQI Staffing Update Microsoft Conversion Update Website Update Payroll System Update EH Cost Analysis Update Facilities Update Architect Firm Update	Lisa Marshall, Director
<u>Unfinished Business</u>	Heather Burney, Chair
<u>New Business</u> Property, Liability, & Casualty Insurance Ozarks Dynacom 2026 Proposal Draft 2026 Budget Draft 2025 Staffing Plan	Heather Burney, Chair
<u>Board of Trustees Comments</u>	Board of Trustees
<u>Division Reports</u> Team Reports Performance Management	Division Managers
<u>Announcements</u> Holiday Staff Meeting, December 11, 2025 Next Board Meeting, December 18, 2025, 2:30 p.m.	
Adjourn	



**Taney County Health Department  
Board of Trustees Meeting  
320 Rinehart Road, Branson, Missouri  
November 20, 2025  
2:30 PM**

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

**EX-OFFICIO:** Lisa Marshall, Director  
Erica Craig, Clinical Manager  
Tammy Drake, WIC Manager  
Tiffany Stevens, Health Operations Manager [absent]  
Erica Logsdon, Environmental Health Manager [absent]  
Rick White, Operations Coordinator

In Person Meeting

**Call to Order**

Chair, Heather Burney, called the regular meeting of the Board of Trustees to order at 2:33 pm at the Taney County Health Department, Branson location.

**Approval of Agenda**

Motion to approve agenda as presented by Laurie Hayes and seconded by Jean Muller. There was no discussion. The motion passed unanimously.

**Guests:** Consulting Specialist, John Taylor, from Elliott, Robinson & Company, LLP is in attendance. Niccole Cottone, Medical Billing Specialist, is in attendance as a presenter. Taylor Clark, with Bank of Missouri.

**Review of Minutes from October 2025**

Motion to approve minutes for October 23, 2025, by Laurie Hayes and seconded by Member, Debbie Redford. There was no discussion. The motion passed unanimously.

Motion to approve November 4<sup>th</sup>, 2025, Special Meeting and Study Session minutes by Secretary/Treasurer, Laurie Hayes second by Member, Debbie Redford.

**Review of Financial Report by Lisa Marshall**

Summary of the financial report for October 2025:

- YTD Revenue: \$3,608,794
- YTD Expense: \$3,249,443

- Total Change to Net Assets (including non-operational), YTD: \$300,573
- Cash, October 31: \$1,815,994

Motion to approve the financial report from October 2025 by Laurie Hayes and seconded by Beth Huddleston. There was no further discussion. The motion passed unanimously.

**Disbursements Review:** A list of disbursements from October 2025 was emailed to members of the board prior to the meeting.

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

Clinical CQI: Erica Craig, Clinical Manager, presented a Medical Billing CQI project overview. This Continuous Quality Improvement (CQI) initiative streamlined medical billing practices at TCHD, leading to an increase in revenue and reduction in accounts receivable within a single year.

Staffing Update: Director, Lisa Marshall, reported that Gracie Blair will begin as Finance Officer on November 24. Two Environmental Health Inspector positions remain open, with interviews underway. The Administrative Clerk and Executive Assistant positions will be posted shortly.

Microsoft Conversion Update: Director, Lisa Marshall, reported that the email conversion process is progressing smoothly, with staff beginning to use new addresses and transitioning accounts accordingly. Rick White noted that December 8 will mark the official cut-off for old email accounts, after which all correspondence must use the new system. In compliance with sunshine laws, the department will retain the archive of prior emails. Debbie Redford inquired about how to best inform the public of the change. Director, Lisa Marshall, public notification is underway.

Website Update: Director, Lisa Marshall, reported that the new website is approximately 75% complete, with most content developed in-house. She provided a live demonstration to showcase its design and functionality, noting that each page features interconnected navigation for easy access to resources. The build is scheduled for a five-week timeline, with most of the work finished and current efforts focused on fine-tuning. Following completion, a one-month testing and adjustment period will take place, with the site expected to launch in January.

Payroll System Update: Director, Lisa Marshall, reported that TCHD will transition its payroll system to Paylocity. The new platform will reduce manual entry, increase automation, and minimize errors. It also includes time-coding features to track grant-related hours. Paylocity offers onboarding tools for new employees and training for current staff. Once implemented, all employees will use a clock-in/clock-out system, with multiple stations located near entryways and breakrooms. A mobile app will enable environmental teams in the field to check in and out remotely.

EH Cost Analysis Update: Director, Lisa Marshall, reported that the environmental health program is conducting a cost analysis to capture full operational expenses, including inspection time and both direct and indirect costs. New ordinances will require City approval, with community discussions anticipated in 2026. Tax revenue allocations are being reviewed to ensure equitable distribution. The project remains in progress.

Facilities Update: Director, Lisa Marshall, reported that realtors toured the Forsyth office and contacted neighboring parties to gauge interest. They are scheduled to photograph the building on December 4, 2025, after which the property will be listed on the MLS.

Architect Firm Update: Director, Lisa Marshall, reported that she held an initial call with Paragon, the architectural firm, last week. The discussion provided clarity on their process and design estimate, with

significant focus on building design and project budget. Following the call, Director, Lisa Marshall and Erica Craig, Clinical Manager, developed a plan tailored to departmental needs, proposing most renovation needs in the back portion of the building. The draft design includes two nursing offices, a lab with sink, and a reception area. Paragon recommended adding a wall for enhanced security, and Secretary/Treasurer, Laurie Hays, suggested extending it further to protect the reception space. Construction is projected for completion early fall. Paragon is conducting additional cost analysis based on the revised design and will provide updated estimates.

### **Unfinished Business**

No unfinished business

### **New Business**

**Property, Liability, & Casualty Insurance:** Lisa presented the proposed insurance renewal cost from Moperm.

Motion to approve the Moperm's insurance renewal for 2026 as presented by Beth Huddleston and seconded by Laurie Hayes. There was no discussion. The motion passed.

**Ozarks Dynacom 2026 Proposal:** Lisa presented Dynacom's 2026 radio advertising contract.

Motion to approve the Ozarks Dynacom renewal contract as presented by Laurie Hayes and seconded by Beth Huddleston. There was no discussion. The motion passed.

**Draft 2026 Budget:** Director, Lisa Marhsall, presented the draft 2026 budget. John Taylor noted minor adjustments to next year's depreciation from the draft budget present in October's board meeting. Director, Lisa Marshall, confirmed that the budget reflects the current staffing plan and includes merit increases.

**Draft 2026 Staffing Plan:** Lisa presented the proposed 2026 staffing plan, noting that it reflects no changes from the 2025 plan.

### **Board of Trustees Comments**

#### **Division Reports**

**Team Reports:** Reports from division managers were emailed to members of the board prior to the meeting.

**Performance Management:** Performance management reports were emailed to members of the board prior to the meeting.

#### **Announcements**

Holiday Staff Meeting, December 11, 2025  
Next Board Meeting, December 18, 2025, 2:30 p.m.

#### **Adjourn**

Motion to adjourn at 4:15 pm by Heather Burney seconded by Debbie Redford. There was no discussion. The motion carries unanimously.



## AGENDA

Taney County Health Department  
Board of Trustees Meeting  
320 Rinehart Road, Branson, Missouri  
December 18, 2025  
2:30 PM

Call to Order	Heather Burney, Chair
Approve Agenda	Heather Burney, Chair
Introduction of Guests	Lisa Marshall, Director
<u>Review of Minutes</u> November 20, 2025	Heather Burney, Chair
<u>Review of Financial Reports</u> November 30, 2025 Financial Reports Disbursements Review	Lisa Marshall, Director
<u>Director's Report</u> Website Launch 2025 Audit Jurisdiction Contracts Rural Health Transformation Project Community Health Improvement Plan Facility Update	Lisa Marshall, Director
<u>Unfinished Business</u> Strategic Plan	Heather Burney, Chair
<u>New Business</u> Paragon MOU Workers Comp, Crime, and Cyber insurance 2026 Budget 2026 Staffing Plan	Heather Burney, Chair
<u>Board of Trustees Comments</u>	Board of Trustees
<u>Division Reports</u> Team Reports Performance Management	Division Managers
<u>Announcements</u> Next Board Meeting, January 22, 2026, 2:30 p.m.	
Adjourn	

Media Contact for Open Meeting Notice: Lisa Marshall, Director | 15479 US Hwy 160, Forsyth, MO 65653 | (417) 546-4725