



Taney County Health Department
Board of Trustees Regular Meeting
320 Rinehart Road, Branson, Missouri
April 23, 2026
2:30 PM

ATTENDANCE: Heather Lyons-Burney, PharmD, Chair
Laurie Hayes, Secretary/Treasurer
Jean Mueller, Member (absent)
Mike Dawson, EdD, Member
Brian Williams, MD, Member

EX-OFFICIO: Lisa Marshall, Director
Tiffany Stevens, Health Operations Manager
Erica Craig, Clinical Manager
Tammy Drake, WIC Manager
Kayla Klein, Community Outreach Manager (absent)
Erica Logsdon, Environmental Health Manager (absent)
Rick White, Operations Coordinator
Gracie Blair, Finance Officer
Jeffrey Cary, Executive Assistant

In Person Meeting

Call to Order

Chair, Dr. Heather Lyons-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 Dr. Mike Dawson. There was no discussion. The motion passed unanimously.

Guests: Director, Lisa Marshall, introduced the guests: Sabrena Shipley, from Abacus CPAs, LLC and Community Relations Specialist, Tatum O'Dell, from the department.

Review of Minutes from March 2026

Motion to approve minutes for March 26, 2026 by Laurie Hayes and seconded by Dr. Heather Lyons-Burney. There was no discussion. The motion passed unanimously.

Review of Financial Report by Gracie Blair

Finance Officer, Gracie Blair, presented a summary of the financial report from March 31, 2026:

- MTD revenues are \$37,191.32 more than budgeted.
 - Finance Officer, Gracie Blair, attributed this to ordinary income being over budget by \$28,737.74.
- MTD expenditures are \$64,939.47 less than budgeted.

- Finance Officer, Gracie Blair, attributed this to the salaries line item being under budget by \$18,114.81 and to program costs being under budget by \$15,847.17.
- Finance Officer, Gracie Blair, informed the board that because February's financials were approved at the last regular meeting, a journal entry was made in March to capitalize the \$4,950.00 in professional fees from Paragon Architecture in accordance with GASB statement No. 34.
- YTD revenues are \$64,131.85 more than budgeted.
- YTD expenditures are \$125,483.13 less than budgeted.
- The department observed a net increase in cash of \$59,613.94.
 - Finance Officer, Gracie Blair, commented that the department received \$112,310.87 in reimbursement from the invoicing of contracts.

Motion to approve the financial report from March 31, 2026 by Laurie Hayes and seconded by Dr. Brian Williams. There was no further discussion. The motion passed unanimously.

Disbursements Review: A list of disbursements from March 2026 was emailed to members of the board prior to the meeting.

2025 Audit Presentation: Sabrena Shipley, from Abacus CPAs, LLC presented an overview of the department's audit from the 2025 fiscal year to the board. The department received a clean opinion, as there were no identified instances of material weaknesses, significant deficiencies, nor noncompliance. The presentation included a couple recommendations, including maintaining a debt amortization schedule and creating and maintaining a schedule of expenditures of federal awards (SEFA) throughout the year. The presentation also included a list of journal entries made, a comparison of the department's net position over the past few years, an overview of revenue by type, and an overview of expenses by type.

Sabrina Shipley commented that there are a few documentation pieces that need to be finished for the conduction of the Single Audit, a separate audit that the department had to complete because it expended over 1 million dollars of federal funds, but that there were no findings and that she does not anticipate any changes.

The board will have one month to review the audit report before entertaining a motion to approve the report at next month's regular meeting.

Director's Report by Lisa Marshall

Building Communities for Better Health (BCBH) Update: Community Relations Specialist, Tatum O'Dell, shared that the department has hired a coordinator, Kendra Findley, to oversee the implementation of this contract and that she will start on May 4th. Community Relations Specialist, Tatum O'Dell, and Community Outreach Manager, Kayla Klein, attended a training in March as part of the department's participation in this contract, and Community Relations Specialist, Tatum O'Dell, shared that the training allowed for networking and team-building opportunities with representatives from the 6 other participating counties. Community Outreach Coordinator, Cassandra Henne; Community Relations Specialist, Tatum O'Dell; and BCBH Program Coordinator, Kendra Findley, will be attending a training in early May that focuses on the technology of participation. Director, Lisa Marshall, shared that the board will observe the payments of two separate invoices from Ozarks Public Health Institute, the vendor that will be assisting the department with the focus groups, as the department learned that the process will be completed over a 2-year period.

Paragon Update: Director, Lisa Marshall, informed the board that Paragon Architecture hosted a public opening of the received bids for the renovation of the new Forsyth office building yesterday at the

Branson office. The bids were from Hambey Construction LLC, Newland Construction, MSI Constructors, and Carson-Mitchell, Inc. Paragon Architecture developed a comparison of the most pertinent information from the bids, including pricing, estimated timeframes of project commencement and completion, and lists of subcontractors. Director, Lisa Marshall, shared that Paragon Architecture discussed with the department that pricing can be negotiated in the contract with the selected vendor and that the contract will allow for the department and/or the vendor to dissolve the agreement if obligations cannot be met. Director, Lisa Marshall, commented that the board will need to discuss a feasible total project cost.

Facility Updates: Director, Lisa Marshall, provided the facility update. The department's last day of providing services from its current location in Forsyth is May 20th, and the department is contacting moving companies to schedule a date to transport larger items, such as exam tables, to the Branson office. In anticipation of not being able to move to the new location until later than anticipated, the department is researching possible rental opportunities to minimize the disruption of services. Director, Lisa Marshall, shared that ideally the department will be able to secure a lease for 6 months with the option to renew on a monthly basis after that.

Unite Us Launch: Director, Lisa Marshall, informed the board that the department has signed a contract with the software company Unite Us. The software allows entities, such as local health departments and community-based organizations, to communicate with each other to assist with the coordination of care for clients. Director, Lisa Marshall, shared that the software will provide the needed referral and communication framework for participation in the ToRCH (Transformation of Rural Community Health) model.

Q2 Priority Projects: Director, Lisa Marshall, shared that the leadership team identified the following projects for completion this quarter: the completion of the cost analysis of the environmental health division, the successful implementation of the Building Communities for Better Health (BCBH) Contract, the successful transition of the department's Family Planning Clinic to the Branson office, the successful transition of staff and equipment from the current Forsyth office location to the Branson office, the successful implementation of children's Missouri Medicaid reporting, the development of succession planning for the WIC division, and the completion of more objectives of the department's current Strategic Plan.

Health Insurance Broker RFQ: Director, Lisa Marshall, informed the board that the department will be posting an RFQ for an insurance broker in early May as the department bids out professional services every 3 years as required by state statute. Health Operations Manager, Tiffany Stevens, commented that the RFQ will also be for liability and workers' compensation insurance in addition to health insurance. The board will select a broker from the received bids at a future meeting.

Unfinished Business

There was no unfinished business.

New Business

Surplus Items: The department recommended that the board entertain a motion to declare a TaskAlpha printer from the current Forsyth office as surplus so that it can be disposed properly because it is obsolete and taking up valuable space.

Motion to declare the presented TaskAlpha printer as surplus by Laurie Hayes and seconded by Dr. Mike Dawson. There was no discussion. The motion passed unanimously.

Updated 2026 Capital Expenses: The department presented an updated 2026 Capital Expenditure List to the board. The updated list includes an estimated \$4,010.00 allocated toward facility infrastructure for the installation of a washer and dryer at the Branson office and an additional \$33,000.00 allocated to the construction of the new Forsyth office for an estimated total cost \$283,000.00. The additional \$33,000.00 is specifically the inclusion of the projected cost from Paragon Architecture for their services. The department commented that the estimated cost for the construction of the new Forsyth office building will increase because the bids exceed the projected estimate from Paragon Architecture and that an updated estimated cost for building construction will be presented again at a future board meeting for approval.

Motion to approve the updated 2026 Capital Expenditure List as presented by Laurie Hayes and seconded by Dr. Brian Williams. There was no further discussion. The motion passed unanimously.

Community Health Improvement Plan (CHIP): The department presented the Taney County Community Health Improvement Plan for 2026-2028 to the board. Community Relations Specialist, Tatum O'Dell, shared that the department and local community organizations used results from the Regional Community Health Needs Assessment and the 2025 Access to Care Assessment to formulate the presented plan to address the identified health priorities: mental health and chronic disease. The department and the participating local community organizations will meet quarterly to track the progress of the activities and objectives specified in the plan with an estimated timeline of completion for December 2028.

Motion to approve the Community Health Improvement Plan as presented by Laurie Hayes and seconded by Dr. Brian Williams. There was no further discussion. The motion passed unanimously.

2025 Annual Report: Director, Lisa Marshall, presented a proposed final draft of the department's 2025 Annual Report to the board for approval with the comment that two edits were made after the report was distributed to the board for review prior to the meeting.

The board praised the Annual Report and the inclusion of the dedication.

Motion to approve the 2025 Annual Report as presented by Laurie Hayes and seconded by Dr. Mike Dawson. There was no further discussion. The motion passed unanimously.

Board Officers: Every 2 years after the general municipal election the board elects new officers. The board nominated a slate of officers: Heather Lyons-Burney, as Chairperson; Jean Mueller, as Vice-Chairperson; and Laurie Hayes, as Secretary/Treasurer.

Motion to approve the nominated slate of officers by Laurie Hayes and seconded by Dr. Mike Dawson. There was no further discussion. The motion passed unanimously.

Public Bidding of General Contractor: Director, Lisa Marshall, stated that this agenda item will be included as unfinished business on next month's regular meeting agenda.

Special Meeting Date: The department requested for the board to schedule a special meeting before the next regular meeting to expedite securing a contractor and beginning the contract negotiations. Members of the board and the department discussed their availability for the next week.

Motion to schedule a special meeting on Tuesday, April 28th at 10 a.m. by Laurie Hayes and seconded by Dr. Mike Dawson. There was no further discussion. The motion passed unanimously.

Board of Trustees Comments

Secretary/Treasurer, Laurie Hayes, commented that she heard a request from a community member to be able to submit health permit applications on the department's website.

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

Next regular board meeting is May 28, 2026 at 2:30 p.m.

Health Operations Manager, Tiffany Stevens, shared that former Environmental Public Health Specialist, Jacob Williams, will be returning to the department this summer to assist with performing pool and spa inspections and that Bradley Wright will join the department next week as an Environmental Public Health Specialist.

Adjourn

Motion to adjourn at 4:01 p.m. by Laurie Hayes and seconded by Dr. Mike Dawson. There was no discussion. The motion carried unanimously.

Minutes prepared by Lindsay Lawver, Executive Assistant/Environmental Billing Specialist