Taney County Health Department
Board of Trustees Regular Meeting
320 Rinehart Road, Branson, Missouri
May 28, 2026
2:30 PM

ATTENDANCE:	Heather Lyons-Burney, PharmD, Chair (absent)
	Jean Mueller, Vice-Chair (joined virtually)
	Laurie Hayes, Secretary/Treasurer
	Mike Dawson, EdD, Member
	Brian Williams, MD, Member (joined virtually)
EX-OFFICIO:	Lisa Marshall, Director
	Tiffany Stevens, Health Operations Manager (absent)
	Erica Craig, Clinical Manager
	Tammy Drake, WIC Manager (absent)
	Kayla Klein, Community Outreach Manager
	Erica Logsdon, Environmental Health Manager
	Rick White, Operations Coordinator
	Gracie Blair, Finance Officer
	Jeffrey Cary, Executive Assistant

In Person Meeting

Call to Order

Vice-Chair, Jean Mueller, called the regular meeting of the Board of Trustees to order at 2:33 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: Community Outreach Manager, Kayla Klein, introduced Kendra Findley, who was recently hired as the department's Building Communities for Better Health Program Coordinator.

Review of Minutes

April 10, 2026 – Special Meeting: Motion to approve minutes for April 10, 2026 by Laurie Hayes and seconded by Dr. Brian Williams. There was no discussion. The motion passed unanimously.

April 23, 2026 – Regular Meeting: Motion to approve minutes for April 23, 2026 by Laurie Hayes and seconded by Dr. Mike Dawson. There was no discussion. The motion passed unanimously.

April 28, 2026 – Special Meeting: Motion to approve minutes for April 28, 2026 by Laurie Hayes and seconded by Dr. Mike Dawson. 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 April 30, 2026:

- MTD revenues are $23,628.21 less than budgeted.
  - Finance Officer, Gracie Blair, informed the board that environmental health billing was slightly under budget and this was attributed to the performance of fewer revisit inspections than in April 2025.
- MTD expenditures are $45,224.79 more than budgeted.
  - Finance Officer, Gracie Blair, informed the board that per the recommendation from Abacus CPAs, LLC, payroll is now being reported on an accrual basis, and this is the reason for the payroll line item being over budget by $50,224.51.
- YTD revenues are $41,320.05 more than budgeted.
- YTD expenditures are $80,258.34 less than budgeted.
- The department observed a net decrease in its cash balance of $62,718.24.
  - Finance Officer, Gracie Blair, informed the board that the department received $109,868.25 in reimbursement from the billing of grants/contracts and $23,948.18 from the Taney County Collector from the payment of property taxes.

Member, Dr. Mike Dawson, inquired about reporting payroll on an accrual basis. Finance Officer, Gracie Blair, specified that the change is in response to a recommendation from Abacus CPAs, LLC after the completion of the audit.

Secretary/Treasurer, Laurie Hayes, inquired about the "Training & Education, Community Outreach" line item. Members of department staff recently attended a training as part of the Building Communities for Better Health Grant. The cost to attend the training will be reimbursed.

Secretary/Treasurer, Laurie Hayes, inquired about the "Contract Services" line item. The line item includes invoices for cleaning and janitorial services.

Director, Lisa Marshall, commented that the department received a significant portion of its reimbursement from the billing of the ELC-ED Expansion Grant in April of last year and that this is why revenue appears to be significantly less this year.

Motion to approve the financial report from April 30, 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 April 2026 was emailed to members of the board prior to the meeting.

Director's Report by Lisa Marshall

Facilities Update: Director, Lisa Marshall, provided the facilities update. The department is currently in the process of arranging its temporary location in Forsyth at 155 Main Street with a tentative opening date of June 8th. The temporary, leased facility will be open 3 days a week, specifically Monday – Wednesday, with shorter hours due to the inability to store vaccine overnight. The department's clinical division will be providing services from the location. The department has nearly vacated its previous location in Forsyth, and the department is performing a walk-through tomorrow with the purchaser and will hand over the keys on Monday, June 1st. Director, Lisa Marshall, informed the board that the department continues working with Paragon Architecture and Hambey Construction LLC to finalize contract negotiations. Cost saving opportunities continue to be discussed, and the department learned that a smaller generator would be sufficient. The department does not yet have a final estimated cost, and the department is consequently unable to present an updated capital expenditure budget at this meeting.

Operations Update: Director, Lisa Marshall, provided the operations update. The department's clinical division is currently attending a statewide webinar regarding how different healthcare entities would respond if notified that a resident and/or traveler to the state had recently visited an area that is considered to be at an increased risk for exposure to Ebola. Director, Lisa Marshall, shared that if a resident and/or visitor to Taney County had traveled to a high risk area, the department would be notified and would perform contact tracing. This webinar is part of the state's preparation for the anticipated increase in travel to the state for the 2026 FIFA World Cup.

Rural Health Transformation Project Update: Director, Lisa Marshall, informed the board that the Missouri Department of Health and Senior Services announced the county groupings for the creation of the local community hub network. Each hub will be comprised of different organizations, such as local hospitals, healthcare clinics, pharmacies, public health agencies, etc., and the hubs will be responsible for coordinating care and implementing programs that improve the needs of the community. Taney County is in a hub with Stone County, Christian County, and Webster County. Director, Lisa Marshall, shared that the application to be designated as the anchor of the hub went live and is due June 18th. Director, Lisa Marshall, commented that the anchor will be the coordinator of the hub and will be heavily involved in data collection and reporting and that due to the department's current staff size and bandwidth, the department is considering being a co-anchor. Director, Lisa Marshall, commented that the department will likely be heavily involved in creating and maintaining partnerships within the community.

Member, Dr. Mike Dawson, inquired about the funding. Missouri received approximately 220 million in funding for the first year that is to be distributed among the five pillars. It has not yet been determined how much of the funding will be allocated toward each regional coordinating network.

Unfinished Business

2025 Audit: A final draft of the 2025 Audit Report was presented to the board for approval. The draft was presented at the previous regular meeting, but the department wanted the board to have time to review the report before entertaining a motion to approve it.

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

2025 Capital Budget Update: Director, Lisa Marshall, informed the board that this agenda item will be included as unfinished business at a future meeting, as the department does not yet have a final estimated cost for the renovation of the department's new office location.

Digital Scan/Storage Bids: The department presented two received bids to digitize documents, approximately 23 bankers boxes full, that the department has identified as documents that need to be retained either forever or until after 2031. The department commented that the digitizing of these documents would allow for quick retrieval and eliminate the need to store the physical copies in a HIPAA compliant manner. The presented bids are from Vital Records Control and Iron Mountain, and the department recommended to accept the bid from Vital Records Control, commenting that the cost per box is cheaper and that the company has been more responsive.

Secretary/Treasurer, Laurie Hayes, recommended for the digital copies to be backed up to a secondary location so that there are two copies of each document.

Motion to accept the bid from Vital Records Control and seconded by Dr. Brian Williams. There was no further discussion. The motion passed unanimously.

New Business

Surplus Items: Director, Lisa Marshall, informed the board that in anticipation of the transfer of equipment from the previous Forsyth office location to the Branson office, staff recently cleaned and reorganized the storage building behind the Branson office. During the reorganization, staff identified several pieces of equipment that are obsolete and taking up valuable space. A list of these items, specifically 4 blue tents and 2 mobile vaccination units, was presented to the board with the recommendation that the board declare the presented pieces of equipment as surplus so that they can be disposed of properly.

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

Staffing Plan Update: The department presented an updated Staffing Plan to the board. Director, Lisa Marshall, commented that it's the department's philosophy that when a staff member leaves, there is an evaluation of the position to determine if any changes need to be made to it. After the retirement announcement of the department's current WIC Manager, Tammy Drake, the department assessed her position description and is recommending a position name change, specifically from WIC Manager to WIC Coordinator, to match the common nomenclature across the state and as the position has more of a filling-in role when nutritionists and clerical staff are absent. Director, Lisa Marshall, commented that some of the managerial duties would be removed.

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

Vehicle Quotes: The department presented a received quote from Reliable Toyota for a 2026 Toyota Corolla Cross with the comment that the department would need to purchase two vehicles, as the department currently has two of its vehicles listed for auction and consequently does not have enough vehicles in its fleet for each health inspector to have one assigned to them.

Operations Coordinator, Rick White, commented that one of the vehicles should be on the lot within the next week.

Motion to approve the purchase of 2 Toyota Corollas Crosses at the presented price for each by Laurie Hayes and seconded by Dr. Mike Dawson. There was no further discussion. The motion passed unanimously.

Bank Signatories: Director, Lisa Marshall, informed the board that with the departure of a couple previous board members and the addition of two new board members, Dr. Brian Williams and Dr. Mike Dawson, the department needs to update authorized signers on the department's bank account.

Motion to remove former members Debbie Redford and Beth Huddleston and add current members Dr. Brian Williams and Dr. Mike Dawson as authorized signers on the department's bank account by Laurie Hayes and seconded by Dr. Mike Dawson. There was no 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.

Member, Dr. Mike Dawson, recommended contacting the Branson Schools Director of Early Childhood to inquire about interest in having a member of the department's WIC staff in attendance at the preschool's welcome night for families.

Secretary/Treasurer, Laurie Hayes, praised the number of attendees hosted at the department's annual "Pool School" and recommended hosting a second session later in the year to account for the staffing turnover rate in the lodging industry.

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

Announcements

Next board meeting is June 25, 2026 at 2:30 p.m.

Adjourn

Motion to adjourn at 3:20 p.m. by Dr. Mike Dawson and seconded by Laurie Hayes. There was no discussion. The motion carried unanimously.

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