



**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