



CLAY COUNTY  
**PUBLIC HEALTH CENTER**



**MINUTES OF THE REGULAR MONTHLY MEETING OF  
THE BOARD OF TRUSTEES OF THE  
CLAY COUNTY PUBLIC HEALTH CENTER  
800 HAINES DRIVE  
LIBERTY, MO 64068  
THURSDAY, JANUARY 19<sup>th</sup>, 2023  
6:00 P.M.**

**Present:** Board of Trustee Members: Kathy Ellermeier, Courtney Cole, Dr. Lancer Gates, Dr. Daniel Purdom

**Present:** CCPHC Staff Members: Gary E. Zaborac, Darrell Meinke, Kara Martorana

**Guests:** James Kessinger, Attorney

**1. CALL TO ORDER**

Kathy Ellermeier, Chair, called the Clay County Public Health Center's Meeting of the Board of Trustees to order at 6:00 p.m.

**2. PUBLIC COMMENTS**

Ms. Ellermeier opened public comments at 6:00 p.m.

Seeing no public comments Ms. Ellermeier closed public comments at 6:01 p.m.

**3. MONTHLY BOARD EDUCATION SESSIONS**

**A. 2022 BOARD SELF-ASSESSMENT – GARY E. ZABORAC**

**Highlights:**

- Gary introduced the document, which is a compilation of board feedback on board performance in 2022.
- There is almost unanimous agreement amongst the board on all areas except for diversity on the board.
  - Gary stated that we will be having an in-service with the board and our Health Equity Program Manager to address this
- Gary would like the board to review the areas for prioritization this year for a conversation in February
- This assessment meets a PHAB requirement for our board



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## B. 2022 BOARD ACTION ANALYSIS – DARRELL MEINKE

### Highlights:

- Darrell introduced the document, which is a trend data report of board meetings from 2022. This is a summary of CCPHC Trustees engagement at monthly board meetings.
- This is also a PHAB requirement.
- Darrell noted that this report shows how engaged the board is.
- Gary voiced appreciation to the board of their engagement.

## C. 2023 LEGISLATIVE SESSION AND PRIORITIES – GARY E. ZABORAC

### Highlights:

- Gary sends a weekly legislative report to the board
  - There have been over 800 bills filed already this session
  - We give special focus on bills that impact public health
  - There has been \$3.8 million added to the governor's budget for public health, and we will be tracking how that moves through the budget process.
  - MOCPE will be putting together a group to go to Jefferson City in March to meet with legislators regarding Public Health activities.
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- Dr. Purdom stated that there is a new role of Chief Medical Officer at the Missouri Department of Health

## D. 2023 CCPCH BOT BY-LAWS – GARY E. ZABORAC

### Highlights:

- Gary introduced the document in the draft form
- Some recommended changes include:
  - Guests will no longer be required to give their street address but rather their city only. Dr. Purdom asked that we add their County as well.
  - Budget to be at the county no later than September 30<sup>th</sup> from August 31<sup>st</sup>
  - Purchase amounts needing board approval have been raised to reflect rising costs of necessary items.
  - Dr. Purdom asked for a small wording change to include “at or over” the amount.
  - Surplus equipment value increased from \$1,000 to \$3,500 without board approval.
  - There are several minor grammatical changes that were addressed.



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**4. TREASURER'S REPORT FOR PERIOD ENDING DECEMBER 31<sup>st</sup> 2022– COURTNEY COLE, TREASURER**

**A. DECEMBER 2022 FINANCIAL STATEMENT**

Statement of Revenue and Expenditures comments:

- Revenue for the month was \$273,712.00. Year to date Revenue is \$8,051,954.00. We have received approx. 78% of budgeted revenue.
- Expenses for the month was \$447,299.00. Year to date Expenses are \$7,186,255.00. We have spent approximately 89% of budgeted expenses
- Year end and Audit entries not yet complete.

Dr. Gates made a motion to approve the December 2022 Treasurers Report as presented. Seconded by Dr. Purdom. All ayes. Motion carried.

**B. DECEMBER 2022 SCHEDULE OF INVESTMENTS**

Schedule of Investments comments:

- One maturing this month, one to purchase, and three pending
- One pending for next month

Dr. Purdom made a motion to approve the December 2022 Schedule of Investments as presented. Seconded by Dr. Gates. All ayes. Motion carried.

**5. CONSENT AGENDA**

**A. Bills Payable for the month of December 2022**

**B. Minutes of the December 15<sup>th</sup>, 2022 Regular Monthly Board of Trustees Meeting**

Ms. Cole made a motion to approve the January 2023 Consent Agenda as presented and printed. Seconded by Dr. Purdom. All ayes. Motion carried.

**6. NEW BUSINESS**

**A. VOTE TO PLACE ON FILE 2022 BOARD SELF ASSESSMENT**

Dr. Gates made a motion to place on file the 2022 Board Self-Assessment. Seconded by Ms. Cole All ayes. Motion carried.

**B. VOTE TO PLACE ON FILE THE 2022 BOARD ACTION ANALYSIS REPORT**

Dr. Purdom made a motion to approve the 2022 Board Action Analysis Report. Seconded by Dr. Gates. All ayes. Motion carried.



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## C. VOTE TO APPROVE THE 2023 CCPHC BOT BY-LAWS

Ms. Cole made a motion to approve the 2023 CCPHC BOT By-Laws with edits as discussed. Seconded by Dr. Gates. All ayes. Motion carried.

## 7. MANAGEMENT MONTHLY REPORTS – DARRELL MEINKE

### Highlights:

- **Communications**
  - Almost 1600 posts created in 2022 and 2.3 million impressions with 81K engagements
  - 1.8k messages were sent as CCPHC
  - Average open rate of 47% on the monthly newsletter
  - 41 news stories were known to include CCPHC
- **Public Health Core Competency assessment results were presented to staff to help with learning and development needs**
- **Human resources**
  - Turnover in 2022 was 11.6%
  - 98.5% completion of annual training from staff with goal of 100%
  - Wellness program was at 100% satisfaction with 80% of staff utilizing the program
- **Information Technology**
  - Control panels for HVAC have been installed
  - AV upgrades in conference rooms is currently underway
- **Continuous Improvement**
  - All information has been uploaded into the new Performance Management software – VMSG
  - Continuous Improvement committee has created cards with QR codes for surveys. Also working on google reviews
- **Environmental Health**
  - We will be adding a new EH Specialist to keep up with county growth this year
  - Dr. Purdom asked if we have any program to help people who cannot afford the food handlers cert. Darrell will check on that.
- **Community Health**
  - We are still providing Covid vaccines and flu vaccines
- **STI Clinic**
  - Our new nurse has started and will be doing Rapid STI Testing training
  - We have seen changes in demographics this year and we will be tracking the changes



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## 8. DIRECTOR OF PUBLIC HEALTH REPORT - GARY E. ZABORAC

### Highlights:

- Covid numbers are currently in the yellow indicating a medium level of community spread, and more variants are continuing to occur.
- Opioid Task Force: Clay County will be receiving \$80k per year for 18 years. There is a meeting tomorrow regarding these funds and how they are distributed. Gary will keep the board informed on the meeting results.
- Dr. Gates asked if there was a way to get a lump sum rather than over the 18 years. Gary will look into that and let the board know.
- Our replacement chairs have started to arrive. Platte County HD will be purchasing some of the items we are replacing.
- City of Liberty received a CDC water fluoridation award to help reduce dental cavities in the area.
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## 9. BOARD OF TRUSTEES' COMMENTS

- Dr. Purdom asked if there is a need to have a dedicated person on staff focused on security.
- The board discussed the pros and cons. Gary assured them that we will look into this.

## 10. ADJORN

Ms. Cole made a motion to adjourn at 7:16 p.m. Dr. Gates seconded. All ayes. Motion carried. Meeting adjourned at 7:16 p.m.

**Kathy Ellermeier, Chair**  
Clay County Public Health Center  
Board of Trustees

Date

**Dr. Lancer Gates, Secretary**  
Clay County Public Health Center  
Board of Trustees

Date

Submitted by: Kara Martorana, Human Resource Specialist

All Referenced Attachments are Available for Review Upon Request to Gary E. Zaborac, Director of Public Health of the Clay County Public Health Center, Located at 800 Haines Drive, Liberty, MO 64068