



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 FEBRUARY 16<sup>th</sup>, 2023  
6:00 P.M.**

- Present:** Board of Trustee Members: Kathy Ellermeier, Courtney Cole, Dr. Lancer Gates, Dr. Daniel Purdom, Andrew Pileggi
- Present:** CCPHC Staff Members: Gary E. Zaborac, Darrell Meinke, Ashley Wegner
- Guests:** Khoi Huynh, Medical Student

**1. CALL TO ORDER**

Kathy Ellermeier, Chair, called the Clay County Public Health Center's Meeting of the Board of Trustees to order at 6:01 p.m.

**2. PUBLIC COMMENTS**

Ms. Ellermeier opened public comments at 6:01 p.m.

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

**3. MONTHLY BOARD EDUCATION SESSIONS**

**A. PRESENTATION OF THE ANNUAL CHIP EVALUATION – ASHLEY WEGNER,  
HPP SECTION CHIEF**

**Highlights:**

- Ashley introduced the document and gave the background on who is involved and the work that went into it.
- This presentation is to give the board highlights of the 2020 to 2022 CHIP Evaluation. A new CHIP has been implemented in 2023.
- One of the main objectives of the 2020-22 CHIP was to show a higher level of impact by joining forces with community partners.
- Another objective was to be able to show measurable outcomes to our initiatives in a more concise way.



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- Some initiatives that have had greater success:
  - Mental and Behavioral Health Task Force
    - Initial goal to eliminate teenage suicide. This has been modified to reduce suicide in vulnerable populations.
    - Another goal was to educate the community on suicide recognition and prevention.
    - “Parent Up” campaign targeted adults 21-60 to educate on the signs of suicide and what to do if they are recognized.
  - Chronic Disease Task Force
    - Goal was to work with partners to Increase Food Access to vulnerable populations and address food insecurity.
    - This was a successful initiative, with nearly 5 million meals being delivered in 2020.
    - The group set out to increase enrollment in WIC and SNAP and food insecurity screening in the community.
- 2020-2022 CHIP was the first one to demonstrate a high level of measurable initiatives and have set the stage for improvement for the current CHIP.
- Dr. Purdom stated he was happy with the initiatives and expressed interest in reaching the geriatric populations. Ashley indicated that they are partnering with Clay County Senior Services and others that target the elderly population. Gary indicated that this has been recognized, and the board discussed how to ramp that up. Ms. Cole added that we partner with the Samaritan Center also which serves a large geriatric population.
- Mr. Pileggi added that there are more families now that are living with several generations in the home and the need to care for all of them, including meals on wheels and food pantries.

## **B. PENSION OBLIGATION FUND RECOMMENDATION PRESENTATION – DARRELL MEINKE, DEPUTY DIRECTOR**

### **Highlights:**

- The Pension Obligation (LAGERS) is our last unfunded liability.
- Darrell explained how much we are contributing to the pension fund and the formula is used to determine the payment from CCPHC.
- The recommendation is to pay down the liability over the next 3 years. 50% this year, and 25% for each of the next 2 years.
- This decreases our payroll obligations and shows investment in our staff.
- It also allows us to capitalize on LAGERS investment strategy.
- Darrell explained the example provided of different contribution amounts.
- Dr. Gates asked for clarification on what was meant by “capped and uncapped”. Darrell explained that it is the difference between what they charge and what we can contribute. Gary clarified that we could adjust this number to go higher.



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- CCPHC pays 100% of LAGERS; Vesting occurs at 5 years. Darrell explained that the LAGERS program is cross organizational and not all years have to be consecutive. One can get LAGERS credit from several organizations to total 5 years and become vested.
- Dr. Gates wanted to be sure that we are not overfunding it, for instance, if it were to be phased out. Gary explained that you can't opt out per LAGERS rules. Darrell reiterated that LAGERS is one of the best funded and reliable retirement options in the state of Missouri.
- Dr. Gates asked what the benefits of doing it over three years. Gary explained that it is to give the Board flexibility by implementing a stairstep program. He also explained that this expenditure is a Board action item, and that only they can make this decision.
- Dr. Purdom stated that he appreciates leadership proactively addressing this.
- Ms. Ellermeier asked for clarification on the recommended amount and what would be left after the expenditure.
- Mr. Pileggi asked if we are expecting any large expenditures this year. Gary explained the capital renewal fund and how it is in place to deal with large items like HVAC. We have been handling those items proactively and no we are not expecting any large expenditures in 2023.
- Darrell explained that we get a report from LAGERS every year telling us the status of the pension fund.
- This reduces our liability now and puts us into a better position as the county grows and we employ more staff.
- The board discussed the pros and cons.

## **C. PRESENTATION OF AN AMENDMENT TO THE 2023 CCPHC BOT BY-LAWS – GARY E. ZABORAC, DIRECTOR**

### **Highlights:**

- Gary explained that the by-laws must first be amended to create the Pension Obligation Fund and cited the specific language and the order that things must occur.

## **D. PRESENTATION TO AMEND THE FY2023 BUDGET – GARY ZABORAC AND DARRELL MEINKE**

### **Highlights:**

- Gary explained how this relates to Item C. They are interconnected.



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## 4. TREASURER'S REPORT – Courtney Cole, Treasurer

### A. JANUARY 2023 FINANCIAL STATEMENT

Statement of Revenue and Expenditures comments:

- Tax Levy - 92% of revenue from the county were received in January
- Permit Fees - 47% of the annual environmental permit fees were received in January
- Revenue for January was \$5,189,311.00. Year to date Revenue is \$5,189,311.00. We have received approx. 47% of budgeted revenue – revenue high due to tax levy and permit fees received in January.
- Expenses for January \$604,080.00. Year to date Expenses are \$604,080.00. We have spent approximately 5% of budgeted expenses.
- Gary pointed out where the “Pension Obligation Fund” would be documented on the balance sheet if approved.

Mr. Pileggi made a motion to approve the January 2023 Treasurers Report as presented. Seconded by Dr. Gates. All ayes. Motion carried.

### B. JANUARY 2023 SCHEDULE OF INVESTMENTS

Schedule of Investments comments:

- 2 maturing next month
- 4 being purchased this month
- 3 have matured and been redeemed

Dr. Purdom made a motion to approve the January 2023 Schedule of Investments as presented. Seconded by Mr. Pileggi. All ayes. Motion carried.

## 5. CONSENT AGENDA

### A. Bills Payable for the month of January 2023

### B. Minutes of the January 19<sup>th</sup>, 2023 Regular Monthly Board of Trustees Meeting

Dr. Gates made a motion to approve the February Consent Agenda as presented. Seconded by Ms. Cole. All ayes. Motion carried.



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## 6. NEW BUSINESS

### A. VOTE TO AMEND 2023 CCPHC BOT BY-LAWS

Ms. Cole made a motion to approve the 2023 CCPHC BOT By-Laws Amendment as presented. Seconded by Mr. Pileggi. All ayes. Motion carried.

### B. VOTE TO ESTABLISH A PENSION OBLIGATION FUND

Dr. Gates made a motion to approve the Establishment of a Pension Obligation Fund in the amount of \$3 million. Seconded by Dr. Purdom. All ayes. Motion carried.

### C. VOTE TO AMEND THE FY2023 BUDGET

Dr. Purdom made a motion to approve a FY2023 Budget Amendment to allow for a \$1.5 Million payment to LAGERS Pension Obligation Fund in the next 30 days. Seconded by Mr. Pileggi. All ayes. Motion carried.

### D. VOTE TO ADOPT THE 3-5 PRIORITIES FROM THE 2022 BOARD SELF-ASSESSMENT

Group discussion on the priorities ensued and these items were decided to be the focus:

- Combat the opioid crisis
- Operational Excellence and Sustainability
- Supporting the implementation of the Community Health Improvement Plan
- Support and guide the implementation of the new Strategic Plan

Mr. Pileggi made a motion to approve the 4 Priorities from the 2022 Board Self-Assessment as discussed and agreed upon. Seconded by Ms. Cole All ayes. Motion carried.

## 7. MANAGEMENT MONTHLY REPORTS – DARRELL MEINKE

### Highlights:

- **Communications**
  - 43 new email subscribers last month
  - Covid campaign breakdown included in the packet highlighting the advertisement involved.
- **HPP**
  - MySidewalk has been a good tool for communication and partnerships.



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- **VMSG Dashboard training is still occurring and will be implemented soon.**
- **HEAT Committee**
  - **Will be onboarding a consultant and we are currently in the process of collecting bid**
- **Environmental Health**
  - **FDA released the new food codes for 2023 and 2 staff members have received the training. Changes will be posted on the website.**
  - **We do not control the payment for online food handler training, but we charge \$20 for in-person training. We do have options for financial hardships.**
  - **We have completed verification audits for FDA Standards 4 and 6. Our goal is to meet all 9 by the end of the strategic plan.**
- **Community Health Improvement**
  - **FDA voted in January to change to bivalent vaccine. Discussions are in progress to decide how to handle this change.**
  - **Infectious Disease nurse has been trained on Rapid Covid testing.**

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

### Highlights:

- **COVID numbers have been relatively flat. We are currently in “the green”.**
- **We are continuing to monitor and send updates to the board. MOCEPHE is planning a March visit to the capital to meet with legislators to talk to them about public health priorities.**
- **Opioid Taskforce Update: Clay County is in the process of determining whether there might be additional monies for this. We are on hold until we know the answer.**
- **Northland CAPS students have been doing school presentations on opioids and they have been well received.**
- **Gary noted that there was discussion at the last meeting on the possibility of retaining security for our facility. We are putting together an RFP with the help of the Clay County Sheriff's Office.**



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**9. BOARD OF TRUSTEES' COMMENTS**

- None

**10. ADJORN**

Ms. Cole made a motion to adjourn at 7:37 p.m. Mr. Pileggi seconded. All ayes. Motion carried. Meeting adjourned at 7:37 p.m.

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

3-16-2023

**Date**

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

3/16/2023

**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