



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
March 16, 2023
6:00 P.M.**

Present: Board of Trustee Members: **Kathy Ellermeier, Courtney Cole, Dr. Lancer Gates, Dr. Daniel Purdom (via Teams), Andrew Pileggi**

Present: CCPHC Staff Members: **Gary E. Zaborac, Darrell Meinke, Penni Aubut, 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 6:00 p.m.

3. MONTHLY BOARD EDUCATION SESSIONS

A. PRESENTATION OF PROPOSED ACCOUNTING MANUAL UPDATES – PENNI AUBUT, PROGRAM MANAGER OF ACCOUNTING

Highlights:

- We added the new Pension Obligation Fund, that was approved at the February Board Meeting
- Significant change made to the Asset Management and Inventory Control Section
- We are requesting to increase Capital Asset minimum value from \$2,500 to \$5,000 to coincide with federal requirements.
- We are requesting to increase the inventory tracking minimum from \$250 to \$500. The cost of maintaining inventory should not outweigh the benefit.
- Director's purchase limits were increased to coincide with Bylaw changes made.
- Price Quotes/Bids was also updated with purchase limits per the Bylaws.
- Addition information was added to the Reimbursable Travel Expenses section:



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B. FY 2022 ANNUAL REPORT – DARRELL MEINKE, DEPUTY DIRECTOR

Highlights:

- Darrell introduced the report and discussed the history of it and what will come next. Our Communication Specialist, Kelsey, created the report with assistance from the leadership team.
- It has been updated to follow the strategic plan.

C. PRESENTATION OF CCPHC JOB DESCRIPTIONS – GARY E. ZABORAC

Highlights:

- Gary introduced the job descriptions currently in use.
- One of the items he recommends changing is the residency requirement for the director due to the growth of our county.
- Dr. Gates indicated that he wants us to have the most qualified person and doesn't want to exclude anyone due to residency requirements.
- Ms. Ellermeier indicated she would like to see them in Missouri at least.
- Dr. Purdom agreed that living in Missouri does make sense. There is a lot of competition in recruitment, and this could help with that.

4. TREASURER'S REPORT – COURTNEY COLE, Treasurer

A. FEBRUARY 2023 FINANCIAL STATEMENT

Statement of Revenue and Expenditures comments:

- Revenue for February was \$574,510.00. Year to date Revenue is \$5,720,703.00. We have received approx. 60% of budgeted revenue – revenue high due to 95% of budgeted tax levy received in January.
- Expenses for February \$2,114,768. Year to date Expenses are \$2,718,848.00. We have spent approximately 22% of budgeted expenses.
- Gary noted that \$1.5 million of that was for the Pension Obligation Fund.

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

B. FEBRUARY 2023 SCHEDULE OF INVESTMENTS

Schedule of Investments comments:

- 2 maturing this month
- 2 maturing next month
- We will be purchasing 2 this month

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



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6. CONSENT AGENDA

- A. Bills Payable for the month of February 2023**
- B. Minutes of the February 16th, 2023 Regular Monthly Board of Trustees Meeting**

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

7. NEW BUSINESS

A. VOTE TO APPROVE ACCOUNTING MANUAL UPDATES

Dr. Purdom made a motion to approve the Accounting Manual Updates. Seconded by Dr. Gates
All ayes. Motion carried.

B. VOTE TO APPROVE THE ADOPTION OF THE FY 2022 ANNUAL REPORT

Ms. Cole made a motion to approve the Adoption of the FY 2023 Annual Report. Seconded by
Mr. Pileggi. All ayes. Motion carried.

**C. VOTE TO APPROVE THE AMENDMENT OF THE DIRECTOR OF PUBLIC HEALTH
JOB DESCRIPTION**

Dr. Gates made a motion to approve the Amendment to the Director of Public Health Job
Description to include Missouri Residency within 6 months of hire date. Seconded by Mr.
Pileggi. All ayes. Motion carried.

D. VOTE TO APPROVE THE PENSION OBLIGATION FUND

- **Gary recapped last month's Board action to create the fund and put 3 million dollars into the fund and expend \$1.5 million to LAGERS.**
- **This vote is to expend the remaining \$1.5 million from the Pension Obligation Fund to LAGERS.**
- **Dr. Gates and Dr. Purdom both expressed that we should fund the pension, but asked for clarification on how this would work in the future. Gary explained that we have LAGERS in our budget every year, and how they are connected to each other. This will be for the Board to discuss at annual budget conversations in future years.**

Dr. Gates made a motion to approve the remaining \$1.5 million from the Pension Obligation
Fund payment to LAGERS from the fund within 30 days. Seconded by Ms. Cole. All ayes.
Motion carried.



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8. MANAGEMENT MONTHLY REPORTS – DARRELL MEINKE

Highlights:

- **Communications**
 - We have updated our social media policies
 - We have added the Monsido app to our website to assist individuals with disabilities to navigate our website

- **HR**
 - RFP's for Risk Management have gone out
- **Client Services**
 - Our Google review ratings have gone up this year
- **Emergency Preparedness**
 - There have been updates to the reporting mechanisms thru PHEP and there will be more details to come
- **Strategic Planning**
 - VMSG training is completed, and Board training is on the way
- **Environmental Health**
 - Currently hiring to replace one team member
 - Priority violations are down so far this year
- **Immunizations**
 - Still providing COVID 19 shots

9. DIRECTOR OF PUBLIC HEALTH REPORT - GARY E. ZABORAC

Highlights:

- Covid numbers continue to decline.
- Opioid Task Force – no news on possible additional funds
- Gary and Darrell have consulted with Sheriff Akin regarding the possibility of hiring security onsite for employee safety. We are in the process of creating an RFP and will keep the Board updated.
- Gary reminded the board of upcoming Chamber events if they would like to represent CCPHC at them.



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10. BOARD OF TRUSTEES' COMMENTS

- **Ms. Ellermeier reviewed a recent concern expressed regarding our social media pages while we were in the process of updating our Social Media Policy.**

11. ADJORN

Ms. Cole made a motion to adjourn at 7:18 p.m. Mr. Pileggi seconded. All ayes. Motion carried. Meeting adjourned at 7:18 p.m.

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

Date

**Dr. Daniel Purdom, Vice Chair
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

