



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
May 19, 2022
6:00 P.M.**

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

Present: CCPHC Staff Members: Gary E. Zaborac, Darrell Meinke, Jami Hrenchir, Wennekota Tarama, Kara Martorana

Guests: No Guest Speakers

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 offer for public comments, Ms. Ellermeier closed public comments at 6:00 p.m.

3. MONTHLY BOARD EDUCATION SESSIONS

A. Emergency Preparedness Annual Report – Wennekota Tarama, Emergency Response Program Coordinator

Highlights:

- **Wenne gave a brief introduction on the Report**
- **Every year we must pick 3 capabilities. This year we picked 4:**
 - **Medical countermeasure dispensing**
 - **Medical material Management**
 - **Non-Pharmaceutical interventions**
 - **Public health investigations and contract tracing**
- **CRI - City Readiness Initiative Grant, provided by the CDC (Centers for Disease Control), which is a grant offered to health departments in the country to promote working with partners to respond efficiently and effectively in the event of a Public Health Emergency. The main purpose is to get medications out within 48 hours**



CLAY COUNTY

PUBLIC HEALTH CENTER



- **Achievements from 2021:**
 - **Operation Safe:** almost 100k vaccines were given.
 - **Focus on equitable distribution of vaccine.** Homebound and high-risk populations were targeted.
- **Collaboration with MARC to distribute PPE (PERSONAL PROTECTIVE EQUIPMENT) to daycares with help from the Boy Scouts**

B. Benefits Committee Recommendation – Jami Hrenchir, Section Chief of Operations and HR Director

Highlights:

- **Affordable benefits are imperative for recruitment and retention**
- **Mental health is covered under both BCBS plans offered in accordance with the Mental Health Parity Act.**
- **There is a 6.9% cost increase in our BCBS plans for the following year.**
- **We added the Spira Care network 2 years ago, which lowers employee costs. 8 out of 40 participate in that option.**
- **There have been talks about pooling with another group through Midwest Public Risk pool. This decreases costs but can disrupt care for employees.**
 - **Dr. Gates stated he feels this is something we should really investigate. Jami indicated that we are planning to talk about it in Strategic Planning. We do not want to go to change carriers 2 years in a row due to the disruption but are considering it for 2023.**
 - **Dr. Purdom asked CCPHC's per employee cost: Jami responded it costs \$730 a month with 44 participating. Employees cover the family cost if they opt in.**

C. Personnel Policy Manual Updates – Jami Hrenchir Section Chief of Operations and HR Director

Highlights/Edits:

- **Jami referenced the Personnel Manual that everyone has a copy of**
- **Page 10 – Code of Conduct**
 - **Possession of firearms in vehicles is allowed by Missouri law. The attorneys have been consulted regarding wording.**
- **Page 11 – Temporary Staff**
 - **Updated benefit policy to specify exactly what benefits they are eligible for.**



CLAY COUNTY

PUBLIC HEALTH CENTER



- **Juneteenth was added as a holiday for 2022.**
 - Jami noted that a lot of places have changed Columbus Day to Indigenous Peoples Day.
 - Dr. Gates thought a slash would work best, to call it “Columbus Day/Indigenous People’s Day.”
- **In, 2021, the State of MO passed the Victims Economic Safety and Security Act (VESSA) requiring employers with at least 20 employees to provide victims of domestic or sexual violence with both job-protected leave and safety accommodations, and we have updated the manual to reflect this.**
- **Updated FMLA (Family and Medical Leave Act) situations to include pregnancy loss**
- **Page 31 – Dress Code**
 - Through the pandemic, we have allowed wearing jeans and we have decided to continue with this change.
 - Added language for dress code accommodations.
 - Guidelines for those giving direct patient care were pulled from the American Medical Association and added.
- **Page 40 – Healthcare Immunization for Workers**
 - Updated with the guidance of the Immunization Program Manager to reflect current recommendations.

**D. Grounds Maintenance RFP recommendation – Grass Action – Jami Hrenchir,
Section Chief of Operations and HR Director**

Highlights:

- **We sent out 8 requests and received 2 bids: Grass Action and Cutting Edge.**
- **Per policy, we select the vendor thru a matrix.**
- **We have done business with Grass Action in the past and found their bid to be acceptable.**
- **We can back out after 30 days if they do not meet our standards.**

E. 1st Quarter CCPHC Strategic Plan Update – Gary E. Zaborac

Highlights:

- **There were 8 items in the caution, but none in the red. This is a testament to staff being able to keep up during the pandemic.**
- **Blue areas were in Environmental Health, and Gary indicated they are doing a fantastic job.**



CLAY COUNTY

PUBLIC HEALTH CENTER



- Ms. Ellermeier asked about timelines and if things will be carried into the next plan. Gary stated that we will be discussing this further during 2022 strategic planning sessions.

F. Security card reader recommendation – C&C Group – Darrell Meinke

Highlights:

- Building is now 15 years old, and the system is original to the building.
- We are starting to have repair issues with the 12 card readers, and the system needs to be updated. We are also having issues with the front door which needs to be addressed.
- Went thru the RFP process and the scoring matrix.
- C&C Group was the recommended vendor and is local.
- Jason checked their references and scored a 5, which is the highest.
 - Dr. Purdom asked about a warranty, and what the risk is if we are unhappy with the product. Darrell is going to check with Jason to get the answer to this. Dr. Purdom stated that he would feel more comfortable putting the vote off till next month if we cannot get that answer tonight.

4. TREASURER'S REPORT – APRIL 2022 FINANCIAL STATEMENT

Courtney Cole, Treasurer, presented the report.

Statement of Revenue and Expenditures comments:

- The ARPA (American Rescue Plan Act) budget for 2022 has been approved for \$1,000,000.00. In April, we billed year to date expenses of \$59,456.44. We received ARPA reimbursement from 2021 ARPA funding in April of 2022 in the amount of \$535,535.39.
- Revenue for March was \$270,310.00. Year to date Revenue is \$5,971,741.00. We have received approx. 63% of budgeted revenue – this is due to 95% of budgeted tax levy received in January.
- Expenses for March \$708,956.00. Year to date Expenses are \$2,197,786.00. We have spent approximately 23% of budgeted expenses.

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

5. TREASURER'S REPORT APRIL 2022 SCHEDULE OF INVESTMENTS

- Schedule of Investments comments:
 - Synchrony Bank maturing this Month

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



CLAY COUNTY
PUBLIC HEALTH CENTER



6. CONSENT AGENDA

- A. **Bills Payable for the month of April 2022**
- B. **Minutes of the April 21, 2022, Regular Monthly Board of Trustees Meeting**

Ms. Cole made a motion to approve the May 2022 Consent Agenda as presented and printed. Seconded by Dr. Gates. All ayes. Motion carried.

7. NEW BUSINESS

- A. **Vote to approve 2021 CCPHC Emergency Preparedness Annual Report**

Dr. Gates made a motion to approve the **2021 CCPHC Emergency Preparedness Annual Report as presented**. Seconded by Ms. Cole. All ayes. Motion carried.

- B. **Vote to approve BCBSKC as CCPHC's health benefits provider for 2022-23.**

Dr. Gates made a motion to approve **BCBSKC as CCPHC's health benefits provider for 2022-23**. Seconded by Ms. Cole. All ayes. Motion carried.

- C. **Vote to approve 2022 CCPHC Personnel Policy Manual Updates**

Ms. Cole made a motion to approve the **2022 CCPHC Personnel Policy Manual Updates with the recommended changes by Dr. Gates**. Seconded by Dr. Gates. All ayes. Motion carried.

- D. **Vote to award the 2022 Grounds Maintenance contract to Grass Action**

Dr. Gates made a motion to approve the award of the **2022 Grounds Maintenance contract to Grass Action**. Seconded by Dr. Purdom. All ayes. Motion carried.

- E. **Vote to approve 2022 1st Quarter CCPHC Strategic Plan Update**

Ms. Cole made a motion to approve the **2022 1st Quarter CCPHC Strategic Plan Update as presented**. Seconded by Dr. Gates. All ayes. Motion carried.



CLAY COUNTY

PUBLIC HEALTH CENTER



F. Vote to approve C&C Group as vendor for security card reader replacements

Discussion summary:

- Jason returned the warranty question that C&C has a 1-year warranty and the possibility to purchase a service agreement.
- Dr. Purdom indicated he was ok with that warranty.

Ms. Cole made a motion to approve **C&C Group as vendor for security card reader replacements**. Seconded by Dr. Gates. All ayes. Motion carried.

8. MANAGEMENT MONTHLY REPORTS – DARRELL MEINKE

Highlights:

- Focused on Instagram this month in efforts to up the public engagement. Kelsey has worked hard to improve that presence.
- Kelsey revamped the Covid 19 page to make it more user friendly.
- Day of Wellness on April 20th went very well with great staff involvement.
- Received \$1 million in ARPA (American Rescue Plan Act) funds.
- Still working on hiring a PT Communications Specialist to work on the COVID vaccination campaign.
- Ryan Shafer, as our Health Policy Analyst, is working on grants with community partners.
- PHAB (Public Health Accreditation Board) virtual site visit was April 8th for CCPHC. The PHAB board meeting tomorrow to discuss our reaccreditation.
- WIC is now fully staffed and working on training new employees.
- Jason Stalling studied whether vaccine incentive worked in our county. His study showed that it was effective.
- Environmental and Epidemiology teamed up to handle a Hepatitis outbreak in the community.

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

Highlights:

- PHAB Board Meets tomorrow to determine if CCPHC will be re-accredited. It will still be a few weeks until we hear the results.
- Gary felt positive about the site visit. He noted that we have grown so much as an organization since we have chosen to accept the PHAB Accreditation Model.
- KC Health Collaboration is a group that Gary is involved in locally. They are focused on Health Equity. We have embraced that here also and will be a significant part of our strategic planning. He foresees it to be incredibly challenging but recognizes the need and is committed to the challenge.
- Lewis Smith, Health Equity Program Manager, is working on grants and partnerships for Health Equity.



CLAY COUNTY

PUBLIC HEALTH CENTER



- **Kickoff meeting for strategic planning is Monday, May 23, with iBossWell.**
 - **Phase One – External Environmental Assessment**
 - **CHIP (Community Health Improvement Plan) and the CHA (Community Health Assessment)**
 - **Phase Two – High Level Strategy Development**
 - **Starts in July**
 - **3 opportunities for staff involvement to include surveys and all staff input meetings**
 - **Deadline for plan to be finished is October to be ready for 2023 budget conversations.**
- **Challenges with incentives for employees who worked so hard during the pandemic.**
 - **Annual appreciation day for employees set for June 5th at Chicken and Pickle.**
- **Opioid Taskforce Update:**
 - **Reviewed the purpose of the taskforce and the partnerships:**
 - **Education**
 - **Narcan Distribution**
 - **Resource list for treatment access**
 - **Next meeting is May 31st.**

Gary met with EBSI (Emergent BioSolutions) on 5/16, who is the vendor approved by the state of Missouri. As a public entity, we are eligible for a discount on Narcan: 2 doses for \$67.50, which is still expensive. There is an opioid settlement agreement in the works through the Missouri Attorney General's Office, and we are hoping we can access that to pay for it.
 - **Hoping to use the backing of the Northland Health Alliance to assist in this process.**

10. BOARD OF TRUSTEES' COMMENTS

- Dr Gates asked about the Breastfeeding Support group and how we can help with the formula shortage. Brief discussion followed.

11. ADJORN

Dr. Gates made a motion to adjourn at 7:57 p.m. Ms. Cole seconded. All ayes. Motion carried. Meeting adjourned at 7:57 p.m.



CLAY COUNTY

PUBLIC HEALTH CENTER



Kathy Ellermeier

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

6-16-2022

Date

Dr. Daniel Purdon

~~Dr. Daniel Purdon, Vice Chair~~
Clay County Public Health Center
Board of Trustees

6/16/2022

Date

Dr. Lanceer Crates, Secretary

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