



CLAY COUNTY

PUBLIC HEALTH CENTER



800 Haines Drive
Liberty, MO 64068
p: 816-595-4200
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**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 19TH, 2020
6:00 P.M.**

**Present: Board of Trustees Members: Pat Dixon, Kathy Ellermeier, Courtney Cole,
Dr. Daniel Purdom**

**Present: CCPHC Staff Members: Gary E. Zaborac, Darrell Meinke, Penni Aubut,
Nicole Reynolds**

1. CALL TO ORDER

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

2. PUBLIC COMMENTS

No public comments

3. MONTHLY BOARD EDUCATION SESSIONS –

A. None

4. A. TREASURER'S REPORT – FEBRUARY 2020 FINANCIAL STATEMENT (Attachment #1)

Gary E. Zaborac, CCPHC Director of Public Health, presented the report. Mr. Zaborac noted nothing extraordinary or unusual in this month's report. He then informed the Board that auditors are currently auditing FY2019.

Dr. Purdom wanted to know how COVID-19 (or Coronavirus) safety precautions will hinder revenue. Mr. Zaborac said it will lower March's revenue due to reduced services being offered by the health center as we realign services to respond to the pandemic.

Pat Dixon wondered if claims billed would help. Penni Aubut, CCPHC Program Manager of Accounting, stated not substantially at this point. Darrell Meinke, CCPHC Deputy Director, said we may also be eligible for state/federal reimbursement in relation to COVID-19.

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Courtney Cole made a motion to approve the February 2020 Treasurer's Report as presented and printed. Seconded by Dr. Purdom. All ayes. Motion carried.

4. B. TREASURER'S REPORT – FEBRUARY 2020 SCHEDULE OF INVESTMENTS (Attachment #1)

Mr. Zaborac noted 4 redeemed investments that need approval. Kathy Ellermeier made a motion to approve the February 2020 Schedule of Investments as presented and printed. Seconded by Courtney Cole. All ayes. Motion carried.

5. CONSENT AGENDA

- A. Bills Payable for the month of February 2020 (Attachment #1)
- B. Minutes of the February 20th, 2020 Regular Monthly Board of Trustees Meeting (Attachment #2)

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

6. NEW BUSINESS

- A. **Vote to approve to transition from Full Accrual to Modified Accrual for internal reporting.**

Ms. Aubut spoke to the Board regarding this request. She stated currently CCPHC utilizes Full Accrual Financials in which we include depreciation, inflows and outflows for pension and include assets on our balance sheet. CCPHC's Auditor has recommended that we consider using Modified Accrual Financials for internal reporting purposes. CCPHC would like approval to transition from Full Accrual to Modified Accrual for internal reporting effective January 1st, 2020.

Courtney Cole made a motion to approve the transition from Full Accrual to Modified Accrual for internal reporting effective January 1st, 2020. Seconded by Dr. Purdom. All ayes. Motion carried.

- B. **Vote to amend the budget to transfer \$500,000 from the general fund to the Capital Renewal Fund.**

Ms. Aubut reminded the Board that they approved establishment of a Capital Renewal Fund on December 10th, 2015. In 2020, the Capital Renewal Fund will be established as a separate fund, which will result in separate financial statements to keep two funds (General and Capital Renewal Fund) segregated. The Board will begin to see these statements in April 2020. To fund the

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establishment of the Capital Renewal Fund, CCPHC requests the Board's approval to amend the budget as presented and to transfer \$500,000 from the general fund to the Capital Renewal Fund.

Kathy Ellermeier made a motion to amend the budget to transfer \$500,000 from the general fund to the Capital Renewal Fund. Seconded by Dr. Purdom. All ayes. Motion carried.

C. Vote to approve investing an additional \$1.5 million dollars from the Working Cash Fund for 2020.

Mr. Zaborac informed the Board there was \$1.5 million dollars in the working cash fund at the end of 2019 that needed allocated. CCPHC would like to purchase six additional CD's, bringing our total from 18 to 24 for the calendar year 2020. CCPHC will ensure that the six new CD's mature by the end of 2020, so that we will have our CD total back to 18 investments at year end.

Courtney Cole made a motion to approve investing an additional \$1.5 million dollars from the Working Cash Fund for 2020. Seconded by Dr. Purdom. All ayes. Motion carried.

D. Vote to approve updates to the security system for the parking lot. (Attachment #3)

Mr. Meinke presented a request to approve American Digital Security (ADS) for video surveillance system phase two updates for CCPHC.

Phase Two includes:

- ADS to install two cameras on light poles on north and west side of parking lot. This increases visibility of all vehicles and entry points to the CCPHC parking lot.
- The estimated cost for ADS services would be \$10,198.18 with additional electrician cost that includes an estimated \$3,000 for trenching electrical grade conduit and \$1,000 for running electricity to these locations.
- Trenching and electrical costs may have increased from the original quotes from 2020.
- Estimated total project cost = \$14,198.18

License plate reader would cost roughly \$10,000 - \$15,000 more, so that is why it was not included in this request.

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Kathy Ellermeier asked if the reader could be added. Mr. Meinke thinks it would be possible.

Dr. Purdom said he understood privacy concerns while at the same time wanting as much safety as possible for CCPHC.

Kathy Ellermeier asked Mr. Meinke if the license plate reader could be added at a later date. Mr. Meinke stated it could be.

Dr. Purdom understands concerns for safety sufficiency. Would like to see if CCPHC could get legal counsel on privacy concerns and then speak again at the April 2020 CCPHC Regular Monthly Board of Trustees Meeting. The rest of the Board agreed.

Dr. Purdom made a motion to table approval of updates to the security system for the parking lot until CCPHC can get advisement from legal team on license plate readers. Seconded by Courtney Cole. All ayes. Motion carried.

E. Vote to approve sick leave policy revision in the CCPHC Personnel Policies. (Attachment #4)

Mr. Meinke said they are requesting approval of this revision as a response to the COVID-19 outbreak.

Pat Dixon wondered if this revision would still allow CCPHC to enforce a two week stay at home due to COVID-19. Mr. Meinke says this is something CCPHC has been working on internally and via remote work. Mr. Zaborac reminded the Board it's a situational case by case basis with regards to COVID-19.

Kathy Ellermeier requested a change in wording to recognize the need to be symptom free of fever, vomiting and diarrhea without use of fever reducing or other symptom altering medicines for 24 hours prior to returning to work at CCPHC.

Dr. Purdom made a motion to approve sick leave policy revision in the CCPHC Personnel Policies with additional revisions recommended by the CCPHC Board of Trustees. Seconded by Kathy Ellermeier. All ayes. Motion carried.

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7. MANAGEMENT MONTHLY REPORTS - DARRELL MEINKE (Attachment #5)

Highlights:

- CCPHC's all-day staff training was held offsite at Pleasant Valley Baptist on February 19th. The development sessions were based on the following learning objectives: develop comprehensive understanding of Public Health 3.0; develop solid understanding of evidence-based decision-making (EBDM); and implement health equity practices into EBDM.
- Accounting began preparing for our Annual Audit which is being conducted in March. Auditors will be on-site for two weeks beginning on March 9th.
- February's Harvester's Event was cancelled due to Harvester's closing.
Pat Dixon asked if there were alternatives being looked at to keep the Harvesters Mobile Food Pantry going at CCPHC. Mr. Meinke said he will look in to it.
- CCPHC Emergency Preparedness and Response has our resources ready for response to COVID-19.
- The CCPHC Volunteer/Intern Program has been discontinued at this time due to COVID-19.
- Section II of PHAB Annual Reports was submitted February 19th, 2020.
- The open Public Health Nurse position has been filled.
- Staff across the health department met several different times to discuss and plan for events pertaining to a new contract focusing on the high risk and homeless population for Hepatitis A.

8. DIRECTOR OF PUBLIC HEALTH REPORT – GARY E. ZABORAC (Attachment #6)

Highlights:

- LCHAT waiting on completion of CHIP, in the meantime, submitted application for the Liberty Foundation Grant.
- Legislative report – slowed due to COVID-19.
- NHA task forces are done with strategic plan. Now, entering all agreed upon objectives into WePlanWell software for presentation and approval.
- NHA applied for the Liberty Foundation Grant as well, asking for \$50,000 to assist in the implementation of the CHIP.
- COVID-19 Updates and Discussion:
 - As of 6:54 p.m. this evening, in the portion of Clay County that is under CCPHC's Epidemiology Jurisdiction, which excludes Kansas City, no positive cases have been reported.
 - Testing continues to be an issue, not robust enough.

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- Pat Dixon asked Mr. Zaborac about the testing's accuracy. Mr. Zaborac stated it was not that the tests were inaccurate; it's the lack of tests to use and the delay processing results that are at issue.
- Overall, not enough resources and capacity is nowhere near where it should be.
- Uniformity in process an issue within area.
- Dr. Purdom will be a great asset during this time for CCPHC.
- Emergency Order in CCPHC's jurisdiction effective March 18th
 - No public gatherings of 10 or more people in attendance (both indoor and outdoor). Exceptions include governmental and judicial functions, healthcare facilities, daycare facilities, grocery stores, pharmacies, private business operations, religious and faith-based activities, weddings and funerals. Gatherings/organizations that choose to continue shall follow recommendations from the CDC on preventing the spread of disease.
 - That all restaurants, dining facilities, bars, taverns, clubs, and movie theaters in the County are hereby ordered closed to the public, except that any such establishment may continue to provide curbside, drive-through and delivery food and beverage services. In all areas, establishments must follow the guidance provided by the Centers for Disease Control and Prevention for social distancing and infection control measures.
- At the start of this week, the management team began to discuss, then implement a business continuity plan for CCPHC.
 - Removed at-risk employees to be at home with paid administrative leave.
 - Noted CCPHC's robust IT and infrastructure that will enable staff to work from home.
 - Evaluated per FEMA guidelines what employees are essential versus nonessential regarding continuity of service.

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- Short-term decided following services still needed:
 - WIC
 - Birth/Death Certificates
 - Community Development joining our Epidemiology staff to field calls from community.
 - Must maintain no more than 10% of staff in CCPHC building.
 - Rodgers Health will be closing their location inside CCPHC for the time being.
 - Tri-County Mental Health has pulled their employee out for now.
- Emergency order from March 18th is for two weeks, however, is thinking to the future and what it may include.
- Mr. Zaborac was a part of a conference call today to address community concerns. Group met through NHA to get information on behavioral health and how to help the community deal with stress.
- Kathy Ellermeier asked about waves of community emotions going up and down; will it be due to anger over restrictions or COVID-19 cases? Mr. Zaborac stated both, probably. MOCPE (Missouri Center for Public Health Excellence) will be having a meeting to construct a letter to the State of Missouri Governor to recommending to adopt uniform processes throughout the state.
- Courtney Cole wondered if we'd see an up and down of cases of COVID-19 similar to influenza. Mr. Zaborac stated this is a novel virus, therefore, it is the first time though the population and would need time and data to see if it trends similar to influenza.
- Dr. Purdom said while we are working to flatten the curve of COVID-19 cases, those underneath the curve will remain the same. Social distancing is the key as there is no vaccine.
- Kathy Ellermeier thinks the CCPHC Epidemiology Department has been doing a fantastic job.
- Dr. Purdom feels that this will get worse before it gets better as we are just at the beginning right now.

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Challenge will be to see how we can offload some of the duties that can overwhelm hospitals. Cuts to access points of care will also hurt community. Dr. Purdom feels other chronic conditions should also be monitored in relation to cut off to access of care.

- Pat Dixon and Dr. Purdom both feel we should monitor and track points of access to care in the community.
- Kathy Ellermeier alerted Mr. Zaborac of SHOW-ME ECHO (Extension of Community Healthcare Outcomes) COVID-19 which provides up-to-date information and support for health care stakeholders in Missouri allowing participants to meet with an expert team every Monday from 12 to 1 p.m. beginning March 23rd via online videoconferencing.

Kathy Ellermeier wondered if Mr. Zaborac or the Board had ever seen something with this type of mortality rate. Mr. Zaborac and Dr. Purdom agreed that only SARS comes even close to what COVID-19 may do.

9. BOARD OF TRUSTEES' COMMENTS

None

10. ADJOURN

Dr. Purdom made a motion to adjourn at 8:07 p.m. Courtney Cole seconded. All ayes. Motion carried. Meeting adjourned at 8:07 p.m.

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Pat Dixon

Pat Dixon, Chair
Clay County Public Health Center
Board of Trustees

4/16/2020

Date

Courtney Cole

Courtney Cole, Secretary
Clay County Public Health Center
Board of Trustees

4/16/2020

Date

Submitted by: Nicole Reynolds, Administrative 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

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