



CLAY COUNTY

# PUBLIC HEALTH CENTER



800 Haines Drive  
Liberty, MO 64068  
p. 816-595-4200  
clayhealth.com

**MINUTES OF THE REGULAR MONTHLY  
MEETING OF THE BOARD OF TRUSTEES OF THE  
CLAY COUNTY PUBLIC HEALTH CENTER  
800 HAINES DRIVE  
LIBERTY, MO 64068  
APRIL 16<sup>TH</sup>, 2020  
6:00 P.M.**

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

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

**Guest: Michael Keenan, Cochran, Head, Vick & Co.**

## **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. Michael Keenan, Cochran, Head, Vick & Co. - 2019 CCPHC Audit (Attachment #1, Attachment #2)**

#### **Highlights:**

- Tonight he is presenting the draft financial and compliance audit for the year ended December 31<sup>st</sup>, 2019. To assist with this presentation Mr. Keenan distributed a PowerPoint (**Attachment #3**) with the key findings.
- Audit conducted in accordance with Generally Accepted Auditing Standards and Government Auditing Standards.

### **Our Mission**

The mission of the Clay County Public Health Center is to deliver the essential public health services of prevention, promotion and protection to the communities of Clay County.



CLAY COUNTY

# PUBLIC HEALTH CENTER



800 Haines Drive  
Liberty, MO 64068  
p. 816-595-4200  
clayhealth.com

- The Auditing Standards Board of the American Institute of Certified Public Accountants (AICPA) recommends communication of the following matters to CCPHC's Governing Board:
  - No illegal acts came to attention as a result of performing audit procedures.
  - There were no changes in significant accounting policies.
  - No difficulties or disagreements with management.
  - Had full access to books and records.
- Issued an unmodified opinion that the financial statements are fairly presented in all material respects.
- No deficiencies in internal control that we consider to be material weaknesses were found.
- No noncompliance was noted with the finance-related laws and regulations that govern CCPHC's operations.
- All 2018 recommendations were implemented.
- No significant pronouncements to report.
- Recommends all government entities keep COVID-19 tracking in mind for 2020.

## **B. Insurance Broker Award – Jami Hrenchir, Operations Section Chief (Attachment #4)**

### **Highlights:**

- A Request for Proposal (RFP) for health and property/casualty insurance brokerage services was released on February 25<sup>th</sup>, 2020 with a due date of March 20<sup>th</sup>.
- Proposals were received from 3 organizations.
- The Health Center's criteria for awarding the contract are based on best value. Value was evaluated by the utilization of a scoring matrix that assesses the following specifications: Organizational Strength, Quality of Service, Fees, Customer Service and Ability to Conform to CCPHC Service Needs/Scope of Work. The vendor with the highest overall score – thereby the best value - was selected.
- Lockton Companies has been the service provider since 2015 and based on the information provided within the RFP responses, including but not limited to cost, service details and internal experience, the recommendation is to continue services with Lockton Companies for benefit brokerage services for a period of three plan years (2020-2021, 2021-2022, 2022-2023).

### **Our Mission**

The mission of the Clay County Public Health Center is to deliver the essential public health services of prevention, promotion and protection to the communities of Clay County.



CLAY COUNTY

# PUBLIC HEALTH CENTER



800 Haines Drive  
Liberty, MO 64068  
p. 816-595-4200  
clayhealth.com

## C. Environmental Health Annual Report – Robert Gilliland, EH Section Chief (Attachment #5)

### Highlights:

#### Food Protection

- The current Clay County Food Code was adopted in October 2019.
- A QR code has been placed on the food permit. When scanned, it will go to the Clay County Public Health Center's environmental health webpage and allow the inspection reports for that establishment to be viewed.
- Awarded three FDA/AFDO Grants totaling \$6,376.
- There has been a 3.8% reduction of food safety risk factor violations cited on all food inspections between 2018 and 2019.
- A focus will be placed on food handler/manager certification due to the increase in violations saw in 2019.

#### Recreational Waters

- Updated Rules and Regulations went into effect in 2019 which incorporated many key elements of the CDC's Model Aquatic Health Code.
- New test kits are being utilized using a titration method for testing disinfectants and alkalinity compared to the traditional water chemistry test kits that are based on color comparison charts for required test ranges.
- A QR code has also been placed on this permit.
- CCPHC created a Pool Quality of Excellence Award.
- The top violations cited in 2019 were all critical items and/or foundational to reduce the occurrence of critical items focused on water quality and life safety.

#### Onsite Wastewater Treatment Systems (OWTS)

- Septic permits are up due to increased population and new construction.
- Created a standardized process for training that includes classes with MO DHSS, continuing education courses, and internal shadowing followed by joint inspections.

### Our Mission

The mission of the Clay County Public Health Center is to deliver the essential public health services of prevention, promotion and protection to the communities of Clay County.



CLAY COUNTY

# PUBLIC HEALTH CENTER



800 Haines Drive  
Liberty, MO 64068  
p. 816-595-4200  
clayhealth.com

## Lodging Inspections

- CCPHC assesses compliance with state hotel regulations at 19 hotels in Clay County to protect public health and safety.
- Lodging complaints were 100% addressed and resolved in a timely manner.

## Vector Control Program

- Successfully collaborated with Epidemiology and PIO when a bat had tested positive for rabies to get public education materials out through social media.

Pat Dixon requested that the numbers for tick-borne diseases and animal rabies/rabies exposures be updated as soon as possible on the report.

## **4. A. TREASURER'S REPORT – MARCH 2020 FINANCIAL STATEMENT (Attachment #6)**

Patrick Avila, Treasurer, presented the report. Total assets as of March 31<sup>st</sup>, 2020 were \$15,277,474.71. Total liabilities as of March 31<sup>st</sup>, 2020 were \$6,896,550.92. Courtney Cole made a motion to approve the March 2020 Treasurer's Report as presented and printed. Seconded by Dr. Purdom. All ayes. Motion carried.

## **4. B. TREASURER'S REPORT – MARCH 2020 SCHEDULE OF INVESTMENTS (Attachment #6)**

Mr. Avila noted 3 redeemed investments that need approval. Courtney Cole made a motion to approve the March 2020 Schedule of Investments as presented and printed. Seconded by Dr. Purdom. All ayes. Motion carried.

## **5. CONSENT AGENDA**

### **A. Bills Payable for the month of March 2020 (Attachment #6)**

### **B. Minutes of the March 19<sup>th</sup>, 2020 Regular Monthly Board of Trustees Meeting (Attachment #7)**

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

## Our Mission

The mission of the Clay County Public Health Center is to deliver the essential public health services of prevention, promotion and protection to the communities of Clay County.



CLAY COUNTY

# PUBLIC HEALTH CENTER



800 Haines Drive  
Liberty, MO 64068  
p. 816-595-4200  
clayhealth.com

## 6. NEW BUSINESS

### A. Vote to approve Lockton Companies as CCPHC's Insurance Broker

Courtney Cole made a motion to approve the Insurance Broker award to Lockton Companies. Seconded by Patrick Avila. All ayes. Motion carried.

### B. Vote to approve Environmental Health Annual Report

Patrick Avila made a motion to approve the Environmental Health Annual Report with updates requested. Seconded by Dr. Purdom. All ayes. Motion carried.

### C. Vote to approve updates to the parking lot security system (Attachment #8)

Darrell Meinke, CCPHC Deputy Director, presented proposed updates to the parking lot security system.

The Board asked Senior Leadership to evaluate the performance of the new system installed last year and recommend any needed updates for phase two. After evaluation, and consultation with our attorney to resolve any privacy concerns, the recommendation follows:

- ADS to install security cameras to increase visibility of all vehicles and entry points to the CCPHC parking lot.
- Estimated total project cost = \$27,760.26

Patrick Avila made a motion to approve updates to the parking lot security system. Seconded by Courtney Cole. All ayes. Motion carried.

### D. Vote to approve 1<sup>st</sup> quarter 2020 CCPHC Strategic Plan 1/4ly update (Attachment #9)

CCPHC Director of Public Health, Gary E. Zaborac, presented the 1<sup>st</sup> quarter 2020 CCPHC Strategic Plan 1/4ly update. Noted the majority of the key performance indicators on the report are ranked meeting or exceeding. Those in yellow (caution) are largely due to the impact of COVID-19 on health department operations while our focus is on combating the virus.

Patrick Avila wanted to know if CCPHC is vulnerable to any of the internet viruses going around related to COVID-19. Darrell Meinke stated we have more than one process in place to protect us from hacks and viruses.

### Our Mission

The mission of the Clay County Public Health Center is to deliver the essential public health services of prevention, promotion and protection to the communities of Clay County.



CLAY COUNTY

# PUBLIC HEALTH CENTER



800 Haines Drive  
Liberty, MO 64068  
p. 816-595-4200  
clayhealth.com

Courtney Cole made a motion to approve the 1<sup>st</sup> quarter 2020 CCPHC Strategic Plan 1/4ly update. Seconded by Patrick Avila. All ayes. Motion carried.

## **E. PHAB Annual Report II and PHAB Report II Feedback – Darrell Meinke (Attachment #10, Attachment #11)**

Darrell Meinke presented the PHAB Annual Report II and feedback from PHAB.

### **Highlights:**

- Primary focus in illustrating our program management and quality improvement was highlighting our continued partnership with Washington University – St. Louis and the AIM group.
- Outlined how PHAB wants to see what steps our health department has taken since we last submitted Annual Report Section II, the results of those steps, and what steps we plan to take before reapplying for reaccreditation.
- CCPHC was commended by PHAB on our work to move towards implementing the Public Health 3.0 Transformation Model and becoming the county's Chief Health Strategist.

Patrick Avila made a motion to place the PHAB Annual Report II and PHAB Report II Feedback on file. Seconded by Dr. Purdom. All ayes. Motion carried.

## **F. Public Health Emergency Order discussion**

CCPHC Director of Public Health, Gary E. Zaborac led the discussion.

### **Highlights:**

- COVID-19 case counts as of this meeting: 50 in CCPHC jurisdiction in Clay County, 83 cases in Kansas City's jurisdiction in Clay County for a total of 133 cases in Clay County.
- The current public health emergency order expires on April 24<sup>th</sup>.
- Lack of testing capabilities are keeping us behind in not only treatment but getting accurate data and analysis of what is happening here in Clay County.
- Patrick Avila wondered if the numbers are less than projected. Mr. Zaborac stated his opinion is the numbers underrepresent the cases the county actually has. He feels the numbers are greatly higher, but due to lack of robust testing we don't have an accurate count of the actual number of cases.

### **Our Mission**

The mission of the Clay County Public Health Center is to deliver the essential public health services of prevention, promotion and protection to the communities of Clay County.



CLAY COUNTY

# PUBLIC HEALTH CENTER



800 Haines Drive  
Liberty, MO 64068  
p. 816-595-4200  
clayhealth.com

- Reminded that this is a novel virus making its way through the human population for the first time.
- There are multiple models that can be used to predict when the apex of the COVID-19 outbreak will occur and then decrease. Kansas City metro models, at the moment, are showing roughly April 28<sup>th</sup> as that date. Kansas is earlier as they saw cases sooner.
- Therefore, the issue up for discussion at the aforementioned regional meeting of Public Health Directors was: do we extend? If so, date? With the apex showing as April 28<sup>th</sup> and a 14 day incubation period added, May 15<sup>th</sup> was tentatively agreed upon. However, regional counties have since determined other dates fit their county's needs.
- With different dates nationally, at the state level and at the county level, makes the decision on how long to extend order even tougher. Therefore, wanted CCPHC Board of Trustees to become involved and get their thoughts.

## Discussion:

- Dr. Purdom feels no one is saying when the shelter-in-place ends that all doors open rather there should be phases of reopening. Since all models are based on testing capabilities, the biggest concern is lack of robust testing.
- Mr. Zaborac states we are expecting a percentage of testing kits to arrive from a group of local entrepreneurs.
- Ms. Dixon states she supports the May 15<sup>th</sup> date with a phase in plan in place. Courtney Cole and Dr. Purdom voiced their support of May 15<sup>th</sup> and phase in plans.
- While CCPHC waits on testing kits to perform drive through testing, a Wal-Mart in Gladstone has plans to have a testing site as well.
- Ms. Dixon feels that messaging is missing on what happens when shelter-in-place is over. People don't understand that everything will not go back to normal.

## Our Mission

The mission of the Clay County Public Health Center is to deliver the essential public health services of prevention, promotion and protection to the communities of Clay County.



CLAY COUNTY

# PUBLIC HEALTH CENTER



800 Haines Drive  
Liberty, MO 64068  
p. 816-595-4200  
clayhealth.com

- Patrick Avila feels a phased reopening plan is vital, as well as prompt communication on any extension.
- Mr. Zaborac stated he proposes May 15<sup>th</sup> with the ability to make it an earlier date if testing increases and have plans for a phased opening in place. Mr. Avila responded that he just wants to be sure we attach hope on to our decision.
- Dr. Purdom restated he's for the May 15<sup>th</sup> extension date as we share jurisdiction of Clay County with Kansas City and they have already announced May 15<sup>th</sup>. He is open to something prior to May 15<sup>th</sup> if conditions are met and we get more testing to back up the decision.
- Ms. Dixon asked Mr. Zaborac when CCPHC will be testing and the communications around it. Mr. Zaborac said CCPHC has the testing process in place. Mr. Meinke said the communication is lined up too.
- Ms. Dixon further stated her agreement of the May 15<sup>th</sup> date with the option to make the date earlier when testing available and reopen phasing is in place.

## 7. MANAGEMENT MONTHLY REPORTS - DARRELL MEINKE (Attachment #12)

### Highlights:

- Saw a marked increase across social media platforms due to COVID-19.
- HR worked with senior leadership and management teams to plan for COVID-19 staffing and telecommuting planning. Due to our use of the cloud-based Microsoft platform, CCPHC has strong capabilities to access and collaborate on documents and files, and to communicate via chat, phone and video conferencing. The building is staffed with personnel to the degree needed to maintain essential functions and staff maintains social distancing.
- Due to the Covid-19 pandemic, all our Intern/Volunteer programs suspended on March 13<sup>th</sup>.
- Due to COVID-19, PHAB has extended all PHAB related activities for 2020 by 90 days including reaccreditation for CCPHC.
- Food inspections are down due to COVID-19 precautions.
- Due to the Public Health Emergency, our WIC program has transitioned to an offsite capacity and is conducting visits in a telehealth-based format under WIC State and Federal guidance.
- The scheduled Hep-A extension clinic for April has been put on hold due to the current Public Health crisis.

### Our Mission

The mission of the Clay County Public Health Center is to deliver the essential public health services of prevention, promotion and protection to the communities of Clay County.





CLAY COUNTY

# PUBLIC HEALTH CENTER



800 Haines Drive  
Liberty, MO 64068  
p. 816-595-4200  
clayhealth.com

- Additional offsite clinics for WIC took place in January, February and March. They are temporarily on hold; however, they have been successfully implemented.
- Due to the current COVID-19 situation school based, and on-site immunization clinics have been suspended

## 8. DIRECTOR OF PUBLIC HEALTH REPORT – GARY E. ZABORAC (Attachment #13)

### Highlights:

- NHA and LCHAT are still waiting for grant updates from the Liberty Hospital Foundation.
- Locally, did not receive any of the COVID-19 relief money.
- Potentially applying for a Community Development Block Grant.
- There is a possibility that he'll have to ask for permission to use CCPHC's emergency reserve if we do not find any COVID-19 funding.
- There's a new TIF for the city of Liberty.
- Thanks CCPHC staff for their continued dedication and rising to the occasion during this COVID-19 pandemic.

## 9. BOARD OF TRUSTEES' COMMENTS

None

## 10. ADJOURN

Patrick Avila made a motion to adjourn at 8:56 p.m. Courtney Cole seconded. All ayes. Motion carried. Meeting adjourned at 8:56 p.m.

### Our Mission

The mission of the Clay County Public Health Center is to deliver the essential public health services of prevention, promotion and protection to the communities of Clay County.



CLAY COUNTY

# PUBLIC HEALTH CENTER



800 Haines Drive  
Liberty, MO 64068  
p. 816-595-4200  
clayhealth.com

*Pat Dixon*

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

*5-21-2020*

**Date**

*Kathy Ellermeier*

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

*5-21-2020*

**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

### Our Mission

The mission of the Clay County Public Health Center is to deliver the essential public health services of prevention, promotion and protection to the communities of Clay County.