



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  
JUNE 18<sup>TH</sup>, 2020  
6:00 P.M.**

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

**Present: CCPHC Staff Members: Gary E. Zaborac, Darrell Meinke, 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.

Ms. Dixon called for a moment of silence to remember long-time Clay County Public Health Center Board of Trustees member, Freddie Nichols, who recently passed away.

## **2. PUBLIC COMMENTS**

No public comments

## **3. ELECTION OF OFFICERS**

Patrick Avila made a motion to maintain officer positions as currently held. Seconded by Courtney Cole. All ayes. Motion carried.

## **4. MONTHLY BOARD EDUCATION SESSIONS –**

### **A. COVID-19 CARES Act funding & FY2020 budget update - Gary E. Zaborac**

#### **Highlights:**

- Primary uses of the COVID-19 CARES Act funding are: staffing, testing and PPE.
- The funding also allows for reimbursement of time spent devoted to COVID-19. Billing is due by the 15<sup>th</sup> of the month.
- Goals on staffing include 10-15 Disease Case Investigators.
- Ordered 6 PAPR units.

#### **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

- Researching alternative methods of obtaining COVID-19 tests. Need to make sure we have enough for fall when an expected Second Wave hits along with flu season.
- Ordered ultraviolet equipment for sanitization.

## **B. Personnel Policy Updates – Darrell Meinke, Deputy Director (Attachment #1)**

### **Highlights:**

- Update to personnel policy to insert temporary employee language.

## **C. CCPHC COVID-19 Recovery Dashboard – Gary E. Zaborac**

**NOTE: Clay County Public Health Center Board of Trustees member, Dr. Daniel Purdom, joins the meeting at 6:24 p.m.**

Location of Dashboard: <https://www.clayhealth.com/288/Data-Dashboards>

### **Highlights:**

- Covered the three screens contained in the CCPHC COVID-19 Recovery Dashboard: local case information, COVID-19 cases in Clay County by symptom onset date, and overall metrics.
- As of this meeting, 316 total cases and 9 deaths.
- As the dashboard points out, we currently do not have the public health capacity we need.
- Spikes noted, as of this meeting, on page 2 of the Recovery Dashboard, are due to nursing home data, shows capacity and granular data.
- There is also a Director's Dashboard which gives more granular details necessary for decision making.
- CCPHC performed most mobile tests in area, and was recognized by Kansas University Medical Center.

Pat Dixon asked outside of the nursing home outbreaks, what age group is currently seeing the most cases. Mr. Zaborac said 45 and over, also seeing an increase in people in their 30s.

Ms. Dixon also asked about asymptomatic versus symptomatic cases. Mr. Zaborac stated as of last Friday, the CCPHC mobile testing site had performed 1,692 tests with 45 positive, of that, 11 were asymptomatic.

### **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

Ms. Dixon then wondered about antibody testing and if it's effective. Mr. Zaborac replied this form of testing is not reliable for public health epidemiology efforts at this time. Dr. Purdom said antibody testing does not tell us anything about immunity at this point.

## **5. A. TREASURER'S REPORT – MAY 2020 FINANCIAL STATEMENT (Attachment #2)**

Patrick Avila, Treasurer, presented the report. Current balance as of period ending May 31<sup>st</sup>, 2020 is \$11,903,673.30 with \$5,957,673.30 uninvested. Noted the balance sheet looks good. Reconcile cash accounts also look good. Kathy Ellermeier made a motion to approve the May 2020 Treasurer's Report as presented and printed. Seconded by Dr. Purdom. All ayes. Motion carried.

## **5. B. TREASURER'S REPORT – MAY 2020 SCHEDULE OF INVESTMENTS (Attachment #2)**

Mr. Avila noted 1 redeemed investment that needs approval. Courtney Cole made a motion to approve the May 2020 Schedule of Investments as presented and printed. Seconded by Kathy Ellermeier. All ayes. Motion carried.

## **6. CONSENT AGENDA**

- A. Bills Payable for the month of May 2020 (Attachment #2)**
- B. Minutes of the May 21<sup>st</sup>, 2020 Regular Monthly Board of Trustees Meeting (Attachment #3)**

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

## **7. NEW BUSINESS**

- A. Vote to increase the Credit Card Limit from \$35,000 to \$50,000 for the duration of the pandemic**

This is necessary because of the increased CARES funding and spending for the pandemic efforts. Patrick Avila made a motion to increase the Credit Card Limit from \$35,000 to \$50,000 for the duration of 2020. Seconded by Courtney Cole. 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

## **B. Vote to approve recommended Personnel Policy changes**

Patrick Avila made a motion to approve recommended Personnel Policy changes. Seconded by Kathy Ellermeier. All ayes. Motion carried.

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

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

The topic is regarding the Clay County Public Health Center Board of Trustees By-Laws Article 3.12.3 C. The article is as follows:

*3.12.3 Unless otherwise required by law, the Director of Public Health may waive the requirement of competitive bids or proposals for supplies when he/she has determined that:*

*C. it's necessary to prevent or minimize serious disruption in county services;*

This allows the Director of Public Health to waive the RFP process due to the urgency of the pandemic. Mr. Zaborac asks the CCPHC Board of Trustees to approve use of this article of the by-laws.

Pat Dixon said if the Director of Public Health chooses to waive, there must be documentation of why for auditing purposes.

Courtney Cole feels that due to the urgency of COVID-19, it may be necessary to waive.

Patrick Avila sees why this step would be necessary to stay ahead of COVID-19 needs, but feels there should be a threshold.

After discussion, it was agreed the threshold amount for COVID-19 purchases should be \$150,000. If this amount or higher, must get Board approval. The ability to waive approval and RFP will stay in effect through December 31<sup>st</sup>, 2020.

Dr. Purdom made a motion to give CCPHC Director of Public Health, Gary E. Zaborac, the authority to enact/waive RFP/Board Approval for COVID-19 purchases under \$150,000 per CCPHC Board of Trustees By-Laws Article 3.12.3 C. through December 31<sup>st</sup>, 2020. Seconded by Kathy Ellermeier. 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

## 8. MANAGEMENT MONTHLY REPORTS - DARRELL MEINKE (Attachment #4)

### Highlights:

- Noted that social media numbers continue to rise during this pandemic. Media relations also continue to rise.
- Accounting has started the planning process for electronic purchase orders and check signing, hoping to be live by late July. We are in the final stages of the Accounting Manual revision which will need to be approved by the Board before we can go live with the electronic po's/check signing.
- Started process of Phase II of camera system project
- Harvesters June event will take place as scheduled with increased amount of food for 150 families.
- All PHAB workgroups and related activities are temporarily suspended due to the COVID-19 pandemic. CCPHC has requested an extension on recertification.
- COVID-19 Environmental Health complaint calls during May totaled 61.
- The eWIC program is still on track to be implemented within the first week of July. The state of Missouri is one of a few that has elected to do the "offline" version of eWIC, this will require the client to have an in person visit with one of our WIC providers in order to have their vouchers loaded onto the eWIC card.
- Our WIC Team has started a video series titled "Cooking with Clay County", to help community members learn quick, easy and healthy recipes.
- The Immunization Clinic resumed services this month with limited appointments available. Availability of services is impacted by building occupancy, availability of PPE, and staff-due to COVID-19 testing at the offsite clinic.

## 9. DIRECTOR OF PUBLIC HEALTH REPORT – GARY E. ZABORAC (Attachment #5)

### Highlights:

- Three current nursing home outbreaks in CCPHC's jurisdiction: Pleasant Valley Manor, Ashton Court in Liberty and Heritage in Gladstone.
- Notes that a situation is considered an outbreak if 1 or more cases are involved.
- Public Health Departments play support role in nursing home outbreaks, the state does the licensing, inspections and testing.

### 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

- Current public health order shows building occupancy restrictions at 50% with mass gatherings of no more than 250. The challenge is in deciding what to do when the current order expires.
- October/November when influenza season hits is of big concern with COVID-19 occurring at the same time.
- NHA received a \$30,000 grant from the Liberty Hospital Foundation. NHA will be meeting early next week to discuss the grant.
- No legislative report
- EpiTrack software will be purchased with CARES Act money for contact/disease tracking.
- Will be featured speaker at the Liberty Chamber of Commerce virtual event next week.
- Commended staff on their awesome response to pandemic.

The CCPHC Board of Trustees also would like to convey their gratitude to the staff at CCPHC.

## 10. BOARD OF TRUSTEES' COMMENTS

None

## 11. ADJOURN

Patrick Avila made a motion to adjourn at 7:44 p.m. Courtney Cole seconded. All ayes. Motion carried. Meeting adjourned at 7:44 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**

*7/16/2020*

**Date**

*Courtney S. Cole*

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

*7/16/20*

**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.

