



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
JULY 16TH, 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, Jami Hrenchir, Penni Aubut, Nicole Reynolds

Guest: Will Akin

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

None

3. MONTHLY BOARD EDUCATION SESSIONS –

A. New Accounting Manual presentation – Penni Aubut, Finance Program Manager, Jami Hrenchir, Operations Section Chief (Attachment #1)

Highlights (Jami Hrenchir):

- Updates to increase internal control, added policies, new software
- New sections include: security and conduct

Highlights (Penni Aubut):

- Additions to the manual include: fund balance policy, security updates, petty cash and charter of accounts
- Purchase order and check procedures streamlined with purchase orders going to an online format.
- Travel policy is going to per diem
- Updates for approval process and notifications

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Kathy Ellermeier wanted to hear about the process that would make check creation become more in house. Ms. Aubut stated the use of electronic signatures, rather than the current method of having the Board sign each check.

Patrick Avila appreciates the updates and modernization of the check processes as well as the addition of electronic tracking.

Ms. Dixon noted a needed correction on page 17 of the manual. Under Applicable Bylaws, number 3, note under D. should read: "...and the vote approving the procurement shall be noted in the minutes of the next regularly scheduled Board of Trustees meeting."

4. A. TREASURER'S REPORT – JUNE 2020 FINANCIAL STATEMENT (Attachment #2)

Patrick Avila, Treasurer, presented the report. Current balance as of period ending June 30th, 2020 is \$11,595,135.09 with \$5,646,135.09 uninvested. He indicated everything looks good with nothing of note to report. Kathy Ellermeier made a motion to approve the June 2020 Treasurer's Report as presented. Seconded by Courtney Cole. All ayes. Motion carried.

4. B. TREASURER'S REPORT – JUNE 2020 SCHEDULE OF INVESTMENTS (Attachment #2)

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

5. CONSENT AGENDA

- A. Bills Payable for the month of June 2020 (Attachment #2)**
- B. Minutes of the June 18th, 2020 Regular Monthly Board of Trustees Meeting (Attachment #3)**

Kathy Ellermeier made a motion to approve the Consent Agenda as presented. Seconded by Courtney Cole. All ayes. Motion carried.

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6. NEW BUSINESS

A. Approval of 1/4ly Strategic Plan Governance Scorecard (Attachment #4)

Gary E. Zaborac, Director of Public Health, presented the report, noting that the pandemic is still causing many key performance indicators within the strategic plan to be paused. However, despite the pandemic, CCPHC still has made great progress on our goals.

Noted that we are still seeing indicators move forward. Examples of that are the following Environmental Health indicators: “At least 3% reduction in the number of food-borne illness risk factor violations annually for the duration of the plan,” and “2% reduction in disinfectant residual violations cited annually at recreational water inspections for the duration of the plan.”

Deputy Director Darrell Meinke commended the staff’s hard work. The Board also recognizes and appreciates all the employees are doing during this difficult time.

Courtney Cole made a motion to approve of 1/4ly Strategic Plan Governance Scorecard. Seconded by Kathy Ellermeier. All ayes. Motion carried.

B. Public Health Emergency Order discussion

Mr. Zaborac presented the latest:

- Order amended earlier this week. The data trends, the continued increase in cases, increase in COVID-19 hospitalizations and other data analysis made it clear that the additional public health protection of requiring masks at indoor facilities was necessary.
- As of 4:06 p.m. today, there have been 584 cases in CCPHC’s jurisdiction of Clay County, 569 cases in Kansas City’s jurisdiction of Clay County, roughly 1200 total cases in Clay County.
- The positivity rate is increasing.
- Feels that the change to the mask requirements was the right decision for the health and safety of the community.
- Learned at a recent MOCPE meeting that there has been a significant increase of teen and child COVID-19 cases in St. Louis County.
- School guidance planning for Clay County schools is in progress.

Kathy Ellermeier asked Mr. Zaborac if CCPHC’s jurisdiction of Clay County is still in Phase 2, Step 2 when school starts, what does that mean for the schools? Mr. Zaborac said it’s still to be determined how it will be managed and will see what the data tells us.

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Courtney Cole expressed concern on where data from Missouri is going and our ability to access it. Mr. Zaborac said positive tests are sent to the state health department then a report is sent to local health departments. Emails are sent every time there is a positive result, then, staff checks to see if the result is in our jurisdiction of Clay County, if so, it goes into the data on our online dashboard. Our epidemiology staff analyzes the data and puts into graph, chart, etc. form. There is no federal involvement in our numbers, our numbers are our own.

NOTE: Dr. Purdom entered meeting at 6:50 p.m.

Ms. Ellermeier voiced concern over local pediatric doctor offices not following CDC guidelines or testing as they should for COVID-19. Ms. Dixon says much will depend on what school guidelines become regarding this.

Dr. Purdom noted that kids don't cough with as much force as an adult, so it is hard to develop a plan for physical distancing and school. Ms. Dixon stated that's why plans are constantly evolving.

Mr. Zaborac states he has great respect for educators and superintendents in this environment and what they have to accomplish.

Mr. Zaborac indicated that two people must share the same air for 10-15 minutes to pass along COVID-19. Merely passing by someone is not considered as an exposure.

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

Highlights:

- The HIPAA Incident Response Team responded to a HIPAA breach occurring on the COVID-19 dashboard on the CCPHC website, affecting 315 clients. Steps have been taken to remove any further related breaches, and notification letters are due to be sent to clients. Processes are conducted according to CCPHC policy and procedure that is based on HIPAA regulations.
- Provided logistic support to the drive-through testing operations at Pleasant Valley Baptist Church, Monday through Friday
- Continued to work with closed points of dispensing (POD) sites to help them get ready to administer COVID-19 vaccine to their specific population when a vaccine is available
- CCPHC has hired 9 Disease Case Investigators as of this meeting.

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- Starting to see an increase in food inspections (routine and pre-open)
- Priority violation food inspections are up from last year at this time.
- Environmental Health responded to 33 total COVID-19 compliance complaints for June via phone and email.
- The eWIC program will still be implemented with a start date of July 6th. Due to our current waiver extension which allows for remote benefit issuance, WIC staff will be allowed to mail eWIC cards and PINS to our clients. Additional education will be provided
- Three part-time nursing staff members have been hired to work temporarily in the COVID-19 clinic.
- The Immunization clinic continued to offer services this month at limited capacity.
- Planning and scheduling is underway for the offsite back-to-school clinic partnerships with school districts.
- The Dental Program has applied for \$5,000 mini-grant from the Show-Me School-based Health Alliance
- Our new Breastfeeding Coordinator/Nutritionist, Liz Hubler, and Breastfeeding Peer Counselor, Julia Hladky, are working with Communications Specialist, Kelsey Neth to set up a Breastfeeding Group on the CCPHC Facebook page to provide evidence-based resources and advertise breastfeeding events.

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

Mr. Zaborac said he covered everything he wanted to present while discussing the Public Health Emergency Order.

9. BOARD OF TRUSTEES' COMMENTS

None

10. ADJOURN

Courtney Cole made a motion to adjourn at 7:19 p.m. Patrick Avila seconded. All ayes. Motion carried. Meeting adjourned at 7:19 p.m.

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Pat Dixon

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

8/20/2020

Date

Courtney J. Cole

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

8/20/2020

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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