



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
July 21, 2022
6:00 P.M.**

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

Present: CCPHC Staff Members: Gary E. Zaborac, Jami Hrenchir, Kara Martorana

Guests: Warren Herrick, Hood & Associates; Chris Hanson and Justin Finnigan,
McConnell & Associates

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 pm.

With no public comments Ms. Ellermeier closed public comments at 6:00 pm.

Ms. Ellermeier called for a motion to change the order of items listed on the agenda.

Ms. Cole made a motion to amend the agenda by moving item 2 to 3 and item 3 to 2.
Seconded by Dr. Gates. All ayes. Motion carried.

3. MONTHLY BOARD EDUCATION SESSIONS

A. DISCUSSION REGARDING CCPHC 2021 ANNUAL AUDIT – HOOD AND ASSOCIATES, CPA'S, PC

Highlights:

- Warren Herrick with Hood and Associates here to present the audit findings
- Conducted in accordance with generally accepted auditing and accounting standards
- They did not find any material weaknesses or deficiencies



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- CCPHC cooperated fully with their audit
- They intend to issue an unmodified report
- Mr. Herrick made us aware of the upcoming accounting changes for next year and management level comments
 - Change on leases
 - ARPA funding – Budgets need to be reflective of the changes in funding
- Mr. Herrick provided an overview for the board, starting with the actual report, which was unmodified,
 - There were some structural changes in the report
 - The biggest changes were to do with the net pension liability and CARES Act funding.
 - Revenue decreases occurred due to CARES Act funding
- Mr. Herrick opened the floor for questions, but there were none.

B. PRESENTATION OF CCPHC'S 2ND QUARTER 2022 STRATEGIC PLAN PROGRESS REPORT – GARY E. ZABORAC

Highlights:

- Increased enrollment in the WIC program. 211 clients have been enrolled since we opened our satellite location at the NKC School District Early Education Center
- We are ahead of schedule on the FDA Voluntary Retail Food Program. Once completed, we will be one of only 8 health departments in the nation to complete this goal.
- We are on target with the CHIP and the CHA. All task forces are meeting and forming their priority items.
- We have recently made an offer to a new volunteer specialist, and we hope that will bring our internship and volunteer program back in the green.
- We are on track to double the amount of STD tests performed in 2022 compared to 2021. We are actively looking for ways to increase testing further in our strategic plan.
- Staff burnout and recruitment issues continue to be problematic for the HR department.
- Fire alarm system replacement has not been able to be completed. It will likely be 2023.
- The HVAC System replacement has not been completed. The technology is the issue that needs to be replaced specifically. We will move this to 2023 also.
- The Generator Monitoring Device replacement will not be completed with this strategic plan.
- Dr. Purdom asked if the 3 building related projects were pushed due to other items being prioritized. Jami explained that we have already allocated the money for the fire alarm system, HVAC and Generator Monitoring Device, we just haven't had the time to complete the projects due to staffing issues.
- We have a lot of items in the green, and a few in the yellow. We are overall on point. Gary explained how this document pertains to PHAB Accreditation.



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C. PRESENTATION OF RFP BIDS FOR PARKING LOT REPAIRS – JAMI HRENCHIR, OPERATIONS SECTION CHIEF

Highlights:

- Chris Hanson and Justin Finnigan were present from McConnell and Associates
- Jami explained that the building is aging, and repairs are needed, mainly due to drainage issues.
- We had 3 RFPs and utilized a scoring matrix to review and compare the bids. Based upon that review, management recommends the bid be awarded to McConnell and Associates.
- We are looking at September before the work can be completed and it will take about 4 weeks.
- The total cost is \$362,220.
- Gary added that this is a complete replacement, not a patch, and that is why the cost is a little higher than expected.
- Chris explained the process and that we will have a brand-new lot with a life expectancy of about 20 years. It will be done in 2 phases, and there will always be access to half of the lot.
- Gary mentioned that it will be impactful on parking for our employees and clients, and that we will need to work out a plan for that.
- Ms. Ellermeier asked if there were any conflicts with the other construction projects happening in the area, and there are not.
- Mr. Pileggi asked if the price included the painting of lines, and yes it does.
- Gary indicated appreciation that there was foresight by the team to preplan for this project. Kathy also voiced appreciation.

4. A. TREASURER'S REPORT – JUNE 2022 FINANCIAL STATEMENT

Courtney Cole, Treasurer, presented the report for the period ending June 30, 2022.

- Revenue for June was \$192,295.00. Year to date revenue is \$6,354,982.00. We have received approx. 68% of budgeted revenue – this is due to 95% of budgeted tax levy received in January.
- Expenses for June were \$556,226.00. Year to date expenses are \$3,254,045.00. We have spent approximately 35% of budgeted expenses.
- Statement of Revenue and Expenditures comments:
 - None

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



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5. B. TREASURER'S REPORT – JUNE 2022 SCHEDULE OF INVESTMENTS

- Schedule of Investments comments:
 - 3 maturing this month
 - We will be purchasing 3 additional this month

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

6. CONSENT AGENDA

- A. **Bills Payable for the month of June 2022**
- B. **Minutes of the June 16th, 2022 Regular Monthly Board of Trustees Meeting**

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

7. NEW BUSINESS

A. **VOTE TO ACCEPT AND PLACE ON FILE THE CCPHC 2021 ANNUAL AUDIT**

Dr. Gates made a motion to approve the CCPHC 2021 Annual Audit. Seconded by Mr. Pileggi. All ayes. Motion carried.

B. **VOTE TO APPROVE THE CCPHC 2ND QUARTER STRATEGIC PLAN PROGRESS REPORT**

Ms. Cole made a motion to approve the CCPHC 2nd Quarter Strategic Plan Progress Report. Seconded by Dr Purdom. All ayes. Motion carried.

C. **VOTE TO APPROVE MCCONNELL AND ASSOCIATES FOR PARKING LOT REPAIRS**

- Gary noted that the estimate was higher than expected, but they were still the lowest bid. We have used them as a service provider in the past and have been happy with their work.
- Mr. Pileggi indicated that he has worked with them on projects and has been happy with their results.
- Dr. Purdom inquired about the electrical lines under the lot. Jami stated that she will clarify with them about the electrical, but we do believe that it is included.

Dr. Gates made a motion to approve McConnell and Associates for Parking Lot Repairs. Seconded by Mr. Pileggi. All ayes. Motion carried.



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8. MANAGEMENT MONTHLY REPORTS – JAMI HRENCHIR

Highlights:

- We started a monthly email with the public,
 - 90 subscribers opened it
- We filled the COVID Communications Specialist position, Nutritionist/RD position and Epidemiologist position.
- Dr. Jim Okapal presented a bioethics presentation for staff in the June Stag Day, and it was highly rated by staff.
- Health Benefit open enrollment occurred in June.
- IT is ready to start the Card Access System replacement project and will be working with staff to ensure all cards work properly.
- We have had to repost the RFP for the AV equipment in the conference rooms. The bids are coming in higher than expected.
- HEAT Team met twice in June and hosted a Juneteenth presentation. 25 employees attended the lunch and learn.
- We were able to send all our inspectors to the National Environmental Health Association annual conference
- We began offering Pfizer vaccine to the children 6 months through 4-year old's in June.
- Dental held a Prenatal and infant oral Health Presentation at Mid-Continent Public Library.
- Efforts from WIC program staff to increase breastfeeding initiation have resulted in a 21.6% increase.
- We had our WIC site visit and there were no concerns.

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

Highlights:

- Gary presented the current Covid numbers from our data hub. There has been a slight increase in July and we are inching back into the orange category regarding community transmission rates.

We are still doing adult vaccinations here at the health department along with children.

- Dr. Gates asked about the amount of money spent advertising, specifically for the Covid Vaccine. Gary indicated that we are working with a consulting firm to ensure that the money is spent in the best way, with the greatest return on investment.
- Opioid Task Force update:
 - Gary is working to get clarification on how the funds are to be allocated.



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- Legislature is currently out of session.
- TIF meeting next week: redevelopment area in Liberty of approximately 1,000 acres at I-35 and Church and Plattsburg Road.
- Gary reminded the BOT of the Bonne Sante at Argosy in October

10. BOARD OF TRUSTEES' COMMENTS

- None

11. ADJORN

Ms. Cole made a motion to adjourn at 7:32 p.m. Dr. Gates seconded. All ayes. Motion carried. Meeting adjourned at 7:32 p.m.

**Dr. Daniel Purdom, Vice-Chair
Clay County Public Health Center
Board of Trustees**

Date

**Dr. Lancer Gates, Vice Secretary
Clay County Public Health Center
Board of Trustees**

Date

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

