



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
OCTOBER 20, 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, Darrell Meinke, Jami Hrenchir, Kara Martorana

Guests: Denise McNerney with iBosswell – Virtual
James Kessinger, Attorney

1. CALL TO ORDER

Kathy Ellermeier, Chair, called the Clay County Public Health Center's Meeting of the Board of Trustees to order at 6:01 p.m.

2. PUBLIC COMMENTS

Ms. Ellermeier opened public comments at 6:01 p.m.

Seeing no public comments provided, Ms. Ellermeier closed public comments at 6:01 p.m.

3. MONTHLY BOARD EDUCATION SESSIONS

A. Total Rewards Plan – Jami Hrenchir, Operations Section Chief

Highlights:

- **Gary introduced the document noting that Total Rewards represents an investment in our staff and organization allowing us to be proactive in the areas of staff retention and equity in the workforce.**
- **Jami noted the recent shift in the job market and the information gathered to develop the plan. External and internal data and information was used in our research including national, state, regional and local sources. This included LPHA's, Non-Profits, government and private organizations.**
- **We consider our people to be our most important resource. There is a model for "Total Rewards" in the report. We consider all aspects of pay and benefits to determine the Total Rewards.**



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- We have a smaller organization with 40 positions in 20 programs. A lot of our positions have multiple roles.
- We recognize that pay is a big factor in recruitment and retention.
- A Benefit and Pay Analysis was conducted this summer.
- Workload, burnout and equity surveys were conducted with employees.
- We have almost 25% of staff within 5 years of retirement.
- We drafted a new pay scale based on the new median living wage.
- We do believe that adding additional staff will be necessary.
- We are looking at changing our insurance to provide less expensive options for family coverage, which staff indicated was a source of dissatisfaction.
- We are reviewing our retirement plans to see if there is anything we can do to improve staff satisfaction with them.
- We have started discussions on providing parental leave and how that affects the budget and staffing.
- We have implemented a Wellness Stipend, which has been well received.
- We have 40-50% of staff participating in a telework program

Discussion:

Gary expressed appreciation with the work Jami has done on this project. A lengthy discussion followed including:

- Dr. Purdom asked for clarification on the insurance switching process and the underwriting process. Jami explained that due to our size, we are faced with specific challenges, with cost being one of them. We have not evaluated since 2016 and feel it is time to do so again. Unfortunately, underwriting is required.
- Dr. Gates asked if we would be staying with one carrier, and yes, we will. Ms. Ellermeier asked if we intend to do a full compensation study. Jami indicated that we have done this, and it was the basis for this report. We reviewed pay, benefits, and job descriptions for different organizations to see where we line up. Jami reminded the Board that we must consider that any adjustments are annualized.
- Ms. Ellermeier asked if we considered benefit costs versus actual pay across private organizations, and yes, we did. We are currently in the middle range of benefit levels. We did an extensive benefit review as we were doing the pay analysis.
- Dr. Purdom asked for clarification on the LAGERS deficit, and Gary explained what we have done in the past and what we intend to do going forward.



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- Ms. Ellermeier thanked Jami for her hard work and thoroughness in completing this review. She said this level of in-depth analysis probably would have cost the organization \$50,000 if an outside firm would have been used.

B. 2023 Holiday Schedule – Jami Hrenchir, Operations Section Chief

Highlights:

- No major changes

C. Board Strategic Planning – Denise McNerney, iBossWell; Gary Zaborac

Highlights:

- This is the third time we have worked together on Strategic Planning with Ms. McNerney and iBossWell.
- Denise shared a rough draft of the Strategic Plan for the group to view.
- The intention of this meeting is to complete the Board Goals and determine a work plan for the Board. The full plan will be presented at the November Board Meeting.
- Denise gave an overview of the plan set up and how it is organized regarding KPI's and goals.
- Goal
 - Support the board in efforts to advance the strategies and goals of CCPHC to be reflective of the diverse populations we serve.
 - Board Education Sessions
 - Provide regular education session to the Board to increase awareness of program activities, community improvement progress, legislative updates, and maintain high ethical standards. Ensure the integration of DEI and strategic plan priorities into ongoing education efforts.
- Influence public support, awareness, education on CCPHC's mission, vision and values
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- Gary and Denise discussed the work that went into getting where we are, including surveys, meetings and breakout groups internally, as well as external things like the CHA and the CHIP.
- Dr. Gates asked why we decided to do a 3-year plan versus a 4- or 5-year plan. Denise explained that different organizations have different time frames that they are required to do their strategic plans. We chose a 3-year plan in an effort to match timelines with those organizations that we partner with.



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4. TREASURER'S REPORT – SEPTEMBER 2022 FINANCIAL STATEMENT

Courtney Cole, Treasurer, presented the report.

Statement of Revenue and Expenditures comments:

- Revenue for September was \$344,178.00. Year to date Revenue is \$7,213,286.00. We have received approx. 77% of budgeted revenue –95% of budgeted tax levy was received in January.

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

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

Courtney Cole, Treasurer, presented the report.

Schedule of Investments comments:

- There are no investments maturing this month.

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

6. CONSENT AGENDA

- A. Bills Payable for the month of the September 2022**
- B. Minutes of the September 2022 Regular Monthly Board of Trustees Meeting**
- C. Minutes of the September 30th, 2022 Tax Levy hearing Board of Trustees Meeting**

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

7. NEW BUSINESS

A. Vote to approve 2023 Holiday Schedule

Dr. Gates made a motion to approve the 2023 Holiday Schedule with a correction of the 12/23/22 to 12/23/23. Seconded by Ms. Cole. All ayes. Motion carried.



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8. MANAGEMENT MONTHLY REPORTS – DARRELL MEINKE

Highlights:

- Facebook impressions up 135% due mainly to advertisement initiatives
- Community events have helped upped the email subscribers
- Parking lot project is almost complete. One spot we are having MAC look at but should be wrapped up soon. We have been happy overall with the progress.
- New card access systems are up and running
- Contract for conference room AV equipment has been signed, but replacement equipment is on back order
- HVAC equipment has been ordered
- We have done demos with control system vendors and are in the process of evaluating
- CCPHC awarded the Social Determinates of Health Acceleration plan grant which was \$125K. NHA awarded a \$12K grant thru Children's Mercy and it is currently being discussed how to utilize the funds
- QI Dashboard, VMSG, was approved and is going thru pre-implementation currently. This is a performance management software that was designed specifically for public health and is certified by PHAB.
- EH food inspection numbers are on point for September.
- We are still giving COVID vaccines, and have recently started with Flu vaccines
- We have held our first community forum in NKC and have several more planned going forward
- WIC has had a 9.2% increase in clients since March. We are looking at funding and the possibility of adding more staff

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

Highlights:

- The Board has been given their ethics handout to read in preparation for the Ethics education session.
- Proposition A handout was given, and Gary explained the financial effect that will have on CCPHC.
- CCPHC will be doing a presentation on the new CHIP plan with the community tomorrow morning.
- Next month will be very busy with the finalization of the 2023 budget and Strategic Plan.



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10. BOARD OF TRUSTEES' COMMENTS

- Dr. Gates asked for clarification on the types of funding we received through COVID. Darrell explained the funding we received and what it was for including federal CARES Act, and ARPA funding and also state funding through the ELC contract.
- Dr. Gates indicated there may be some federal funding coming available under the CARES Act Employee Retention Plan. Darrell indicated he will investigate that. Gary followed up with how the process worked with ARPA funds for informational purposes.

11. ADJORN

Ms. Cole made a motion to adjourn at 8:06 p.m. Mr. Pileggi seconded. All ayes. Motion carried. Meeting adjourned at 8:06 p.m.

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

11-17-2022

Date

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

11/17/2022

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