

**Minutes of the Regularly Scheduled Meeting  
Platte County Board of Health Center Trustees  
July 19, 2022**

**Call to Order:** Jackson called the meeting to order at 7:00PM at the Platte City facility.

**Trustees Present:** Jackson, Wright, and Hill attended in person. Willmarth and Kingsley attended virtually via Zoom.

**Trustees Absent:** None

**Staff Present:** Warlen and Luebbert attended in person. Cogan and Smith attended virtually via Zoom.

**Others Present:** Bryan Ruoff, Architect

**Agenda Additions:** None

**COVID-19 Situational Update:**

Luebbert gave the Board an update on the COVID-19 numbers in Platte County. Case rates remain high with a 7-day case rate of 167.4 cases per 100,000 residents at the end of last week. According to the CDC's July 14<sup>th</sup> update, Platte County's community level remains "Medium". However, the Kansas City, MO Health Department has determined the city of Kansas City's community level is "High" based on their local case rates and hospitalization data.

**Annual Audit:**

Kenney Hales, CPA presented the 2021 Annual Audit of the Platte County Health Department to the Board of Trustees. Hales reported to the Board that the change in net position for FY2021 was \$238,145.00. Copies of the audit document were distributed to all Board members and PCHD Director. Hales left the meeting following his presentation.

**Unified Facility Planning Update:**

Bryan Ruoff, Architect, gave the Board an update on the progress at the new facility. Warlen asked the Board to authorize the second construction bill submitted by Straub. After discussion, Hill made the motion to approve the construction bill from Straub for \$271,651.00, seconded by Wright. Roll call vote: Wright – yes, Kingsley – yes, Willmarth – yes, Hill – yes, Jackson - yes. Motion passed by unanimous vote.

Warlen presented the Contractor's Proposal Request #2 for \$11,628.00 for approval. After discussion, Board asked Warlen to contact Straub for clarification on various fees and report back to the Board at the August Board meeting.

Warlen presented the Contractor's Proposal Request #3 for approval. After discussion, Wright made the motion to approve the Contractor's Request #2 for \$14,132.00, seconded by Hill. Roll call vote: Wright – yes, Kingsley – yes, Willmarth – yes, Hill – yes, Jackson - yes. Motion passed by unanimous vote.

Warlen informed the Board that during the ground prep for the garage the pipes draining the water from the roof had to be removed. The Civil Engineer provided Option #1 for a cost of \$20,000 that would be Engineer approved. Option #2 for a cost of \$10,000 would not be Engineer approved. After discussion, Hill made the motion to accept Option #1 that the Engineer would approve at a cap of \$20,000 with a 10% contingency to allow Warlen and Ruoff to settle on acceptable terms.

**September Board Meeting Date:**

At the June Board meeting the Board changed the Board Meeting date to September 27, 2022 because Warlen and Luebbert would be attending the State Public Health Association Conference. Warlen informed the Board that this late date will cause issues for the Finance Department and would like to move the date to earlier in the month. After discussion, the Board decided to move the September Board Meeting to September 13, 2022.

**Public Health Emergency Preparedness Amendment #03:**

Luebbert proposed to the Board that the Public Health Emergency Preparedness Amendment #03 be approved, which increases the contract amount by \$7,245.00 for a total contract amount to \$44,030.00 for the period of July 1, 2022 through June 30, 2023. Wright made the motion, seconded by Hill to authorize the Director to sign Amendment #03 to the Public Health Emergency Preparedness Contract for the period of July 1, 2022 through June 30, 2023. Wright – yes, Hill – yes, Willmarth – yes, Kingsley – yes, Jackson – yes. Motion passed by unanimous vote.

**Show Me Healthy Women Contract:**

Smith proposed to the Board that the Show Me Healthy Women Contract for the amount of \$1,200.00 be approved for the period of June 30, 2022 through June 29, 2023. Hill made the motion, seconded by Willmarth to authorize the Director to sign the Show Me Healthy Women contract for the contract period of June 30, 2022 through June 29, 2023. Roll call vote: Wright – yes, Hill – yes, Willmarth – yes, Kingsley – yes, Jackson – yes. Motion passed by unanimous vote.

**Personnel Action:**

Warlen advised the Board of the following Personnel Action:

Michelle Engledow has resigned her position as a full-time Public Health Nurse I, effective June 21, 2021. Paperwork was signed by Jackson.

**Director Report:**

Warlen gave the Directors Report and answered inquiries regarding each of his respective divisions. Report was reviewed.

**Operational Assistant Director Report/Financial Report:**

Luebbert gave the Operational Assistant Directors report and answered inquiries regarding each of the respective divisions. Report was reviewed.

**Clinic Manager Report:**

Smith gave the Clinic Manager Report and answered inquiries regarding each of the respective divisions. Report was reviewed.

**Financials:**

The description of Revenue and Expenditures for the FY 2022 Budget year to date was reviewed. Warlen answered inquiries regarding the respective divisions.

**Payment of Bills:**

The list of checks proposed for payment was reviewed, along with the explanation of non-customary bills. After review and discussion, Hill made the motion to approve the bills, seconded by Wright. Roll call vote: Wright – yes, Hill – yes, Kingsley – yes, Willmarth – yes, Jackson – yes. Motion passed by unanimous vote.

**Fee Resolution:**

Hill made the motion to approve the Fee Resolution, seconded by Kingsley. The Fee Resolution included nine code changes to the Pfizer and Moderna vaccine but no price changes. Roll call vote: Wright – yes, Hill – yes, Kingsley – yes, Willmarth – yes, Jackson – yes. Motion passed by unanimous vote. The Fee Resolution was signed by Jackson.

**Minutes:**

Minutes of the Regular Board meeting of June 21, 2022 were reviewed. Hill moved to accept the minutes as amended by removing Jen Snider from Others Present, seconded by Willmarth. Roll call vote: Wright – yes, Hill – yes, Kingsley – yes, Willmarth – yes. Motion passed by unanimous vote.

Minutes of the Executive Session Board meeting of June 21, 2022 were reviewed. Hill moved to accept the minutes, seconded by Wright. Roll call vote: Wright – yes, Hill – yes, Kingsley – yes, Willmarth – yes. Motion passed by unanimous vote.

Minutes of the Special Session Board meeting of June 24, 2022 were reviewed. Wright moved to accept the minutes, seconded by Willmarth. Roll call vote: Wright – yes, Hill – yes, Kingsley – yes, Willmarth – yes, Jackson – yes. Motion passed by unanimous vote.

**Adjournment:**

Hill made the motion to adjourn the meeting, seconded by Wright.  
Roll call vote: Wright – yes, Hill – yes, Kingsley – yes, Willmarth – yes,  
Jackson – yes. Motion passed by unanimous vote.

Jackson adjourned the Regular Meeting at 8:38PM.

**EXECUTIVE SESSION:**

At 8:41PM Hill made the motion, seconded by Wright to enter into  
Executive Session for Real Estate discussion, pursuant to 610.021 (1), (3),  
and (13) RSMo 2000. Roll call vote: Wright – yes, Hill – yes, Kingsley –  
yes, Willmarth – yes, Jackson – yes. Motion passed by unanimous vote.

Warlen, Luebbert and Ruoff were in attendance for the Executive Session.

Executive Session ended at 9:03PM. Hill made the motion, seconded by  
Wright to end Executive Session, pursuant to 610.021 (1), (3), and (13)  
RSMo 2000. Roll call vote: Wright – yes, Hill – yes, Kingsley – yes,  
Willmarth – yes, Jackson – yes. Motion passed by unanimous vote.

  
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Secretary – Paula Willmarth

8-16-22  
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Date