

**Minutes of the Regularly Scheduled Meeting  
Platte County Board of Health Center Trustees  
June 21, 2022**

---

**Call to Order:** Hill called the meeting to order at 7:01PM at the Platte City facility.

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

**Trustees Absent:** Jackson

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

**Others Present:** None

**Agenda Additions:** None

**COVID-19 Situational Update:**

Luebbert gave the Board an update on the COVID-19 numbers in Platte County. Case rates plateaued last week with a 7-day case rate of 101.2 cases per 100,000 residents at the end of the week. Platte County's community level remains "Low".

**Unified Facility Planning Update:**

Warlen gave the Board an update on the progress at the new facility by reporting that the Easement has been signed and filed with the County. Warlen reported that the generator for the new building will be paid for through the Epidemiology and Laboratory Capacity CARES contract. Warlen asked the Board to authorize the first construction bill submitted by Straub. After discussion, Kingsley made the motion to approve the construction bill from Straub for \$182,410.00, seconded by Wright. Roll call vote: Wright – yes, Kingsley – yes, Willmarth – yes, Hill – yes. Motion passed by unanimous vote.

**Duct Cleaning:**

Warlen proposed to the Board that duct cleaning be done at the new building before the new HVAC units are installed. After discussion, Kingsley made the motion, seconded by Wright to authorize the Director to send out an RFP for duct cleaning services and negotiate with the company to perform duct cleaning at the new facility. Roll call vote: Wright – yes, Willmarth – yes, Kingsley – yes, Hill - yes. Motion passed by unanimous vote.

**HVAC Unit Pricing:**

Warlen informed the Board that the HVAC units have increased in price by about \$11,000.00. After discussion, Kingsley made the motion, seconded by Wright to approve the increased cost of the HVAC units. Roll call vote: Wright – yes, Willmarth – yes, Kingsley – yes, Hill – yes. Motion passed by unanimous vote.

**Bathroom Fixtures:**

Warlen informed the Board that the cost of the new bathroom fixtures for three of the existing bathrooms have increased and will now be about \$6,000 each. After discussion, Kingsley made the motion, seconded by Willmarth to authorize the Director to obtain new bathroom fixtures for the three existing bathrooms at the new facility. Roll call vote: Wright – yes, Willmarth – yes, Kingsley – yes, Hill – yes. Motion passed by unanimous vote.

**Furniture & Moving RFP:**

Sealed bids for the furniture and moving for the new building were opened by Hill. After discussion, Kingsley made the motion for Warlen and Luebbert to review the three bids and make a recommendation to the Board at the Special Board Meeting on Friday, June 24, 2022 for furniture and moving at the new building, seconded by Wright. Roll call vote: Wright – yes, Kingsley – yes, Willmarth – yes, Hill – yes. Motion passed by unanimous vote.

**Third-Party Inspections for New Building RFP:**

There were no bids submitted for Third-Party Inspections for the New Building RFP. Warlen received a bid from Kansas City Testing & Engineering for \$11,730.60. After discussion, Wright made the motion to accept the bid from Kansas City Testing & Engineering in the amount of \$11,730.60 for Third-Party Inspections for the new building, seconded by Kingsley. Roll call vote: Wright – yes, Kingsley – yes, Willmarth – yes, Hill – yes. Motion passed by unanimous vote.

**Cyber Liability Insurance:**

Warlen informed the Board that in the past MPR was providing Cyber Liability Insurance for PCHD. Due to rising costs and claims filed in 2021, MPR will no longer provide this service. Warlen recommended that the Board approve the \$2M limit option at a cost of \$4,400 per year. After discussion, Kingsley made the motion to purchase the \$2M limit Cyber Liability Insurance for \$4,400 per year, seconded by Wright. Roll call vote: Wright – yes, Willmarth – yes, Kingsley – yes, Hill – yes. Motion passed by unanimous vote.

**Cities Readiness Initiative Contract Amendment #03:**

Luebbert proposed to the Board that Cities Readiness Initiative Contract Amendment #03, for a total amount of \$14,597.00 be approved for the period July 1, 2022 through June 30, 2023. Wright made the motion, seconded by Kingsley to authorize the Director to sign the Cities Readiness Initiative Contract Amendment #03. Roll call vote: Wright – yes, Willmarth – yes, Kingsley – yes, Hill - yes. Motion passed by unanimous vote.

**Move September Board Meeting:**

Warlen informed the Board that he will be attending the State Public Health Association Conference during the week of the September Board meeting and requested that the Board meeting be moved to either September 13, 2022 or September 27, 2022. After discussion, it was decided that the September Board meeting will be held on September 27, 2022.

**Board of Trustees Email Addresses:**

Warlen discussed with the Board that per the PCHD attorney, Jen Snider, the Board of Trustees should only be using their PCHD email addresses for all Platte County Health Department business. Warlen asked the Board to make sure their PCHD email addresses were working and going forward they should be using their PCHD email addresses.

**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.

**Personnel Action:**

Warlen advised the Board of the following Personnel Action:

Alec Higgins has been hired as the new full-time Case Investigator, effective June 21, 2022. Alec will be at Scale/Step 10:1A, salary starting at \$1533/bi-weekly. Paperwork was signed by Hill.

**Payment of Bills:**

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

**Fee Resolution:**

No fee changes occurred the past month.

**Minutes:**

Minutes of the Regular Board meeting of May 17, 2022 were reviewed. Wright moved to accept the minutes, seconded by Kingsley. Roll call vote: Wright – yes, Kingsley – yes, Willmarth – yes, Hill – yes. Motion passed by unanimous vote.

**Adjournment:**

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

Hill adjourned the Regular Meeting at 8:36PM.

  
Secretary – Paula Willmarth

7-19-22  
Date