

**Minutes of the Regularly Scheduled Meeting
Platte County Board of Health Center Trustees
October 18, 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. Gallagher, Smith and Cogan attended virtually via Zoom.

Others Present: Bryan Ruoff

Agenda Additions: Termite Treatment for Unified Facility

COVID-19 Situational Update:

Luebbert gave the Board an update on the COVID-19 numbers in Platte County. Case rates remained steady with a 7-day case rate of **46.0** cases per 100,000 residents at the end of last week. Per CDC we are currently in high community transmission due to the high percent positivity rates being reported to CDC for Platte County. According to the CDC's October 13th update, Platte County's community level remains "Low".

Unified Facility Planning Update:

Warlen gave the Board an update on the progress at the new facility. Warlen asked the Board to authorize the construction bill submitted by Straub. After discussion, Kingsley made the motion to approve the construction bill from Straub for \$347,380.00, 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 Requests #9R, #13, #14, #15R, #16, #17 and #18 for approval. After discussion, Willmarth made the motion to approve the Contractor's Requests #9R, #13, #14, #15R, #16, #17, and #18 for \$202,554.00, seconded by Wright. Roll call vote: Wright – yes, Kingsley – yes, Willmarth – yes, Hill – yes, Jackson - yes. Motion passed by unanimous vote.

HVAC Duct & Vent Cleaning Services RFP:

Sealed bids for the HVAC Duct & Vent Cleaning Services were opened by Jackson. After discussion, Hill made the motion to authorize the staff to compare the four bids for the HVAC Duct and Vent Cleaning Services and come back to the Board at the November meeting with their recommendation, seconded by Wright. Roll call vote: Wright – yes, Kingsley – yes, Willmarth – yes, Hill – yes, Jackson - yes. Motion passed by unanimous vote.

Termite Treatment for Unified Facility:

Warlen reported to the Board that termites were found in the unified facility and needs to be treated. After discussion, Wright made the motion to hire Orkin at a cost of \$8,999.00 to treat the building and monitor it for five years, seconded by Hill. Roll call vote: Wright – yes, Kingsley – yes, Willmarth – yes, Hill – yes, Jackson - yes. Motion passed by unanimous vote.

WIC Local Agency Nutrition Services Contract:

Warlen proposed to the Board that the WIC Local Agency Nutrition Services Contract be approved for the amount of \$329,058.00, for a period of October 1, 2022 through September 30, 2023. Wright made the motion, seconded by Willmarth to accept the WIC Local Agency Nutrition Services Contract for a period of October 1, 2022 through September 30, 2023. Wright – yes, Kingsley – yes, Willmarth – yes, Hill – yes, Jackson - yes. Motion passed by unanimous vote.

Maternal Child Health Services Amendment #01:

Luebbert proposed to the Board that the Maternal Child Health Services Amendment #01 be approved for the amount of \$24,783.93, for a period of October 1, 2022 through September 30, 2023. Hill made the motion, seconded by Wright to accept the Maternal Child Health Services Amendment #01 for a period of October 1, 2022s through September 30, 2023. Wright – yes, Kingsley – yes, Willmarth – yes, Hill – yes, Jackson - yes. Motion passed by unanimous vote.

Personnel Action:

Warlen advised the Board of the following Personnel Action:

Lorena Smith has been hired as the full-time Administrative Assistant, effective September 19, 2022. Lorena will be at Scale/Step 2:1A, salary starting at \$15.35/hour.

Dawn Faudere has been hired as a full-time Public Health Paramedic, effective October 3, 2022. Dawn will be at Scale/Step 10:10A, salary starting at \$16.61/hour.

Hill made the motion to approve the Personnel Action, seconded by Willmarth. Roll call vote: Wright – yes, Hill – yes, Kingsley – yes, Willmarth – yes, Jackson – yes. Motion passed by unanimous vote. The Personnel 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, Wright made the motion to approve the bills, seconded by Willmarth. 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 Wright. The Fee Resolution included one change of adding the admin fee for the Bivalent Booster Dose at \$50.00. 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 September 13, 2022 were reviewed. Wright moved to accept the minutes as amended by showing Hill not absent but arriving late, seconded by Willmarth. Roll call vote: Wright – yes, Hill – yes, Kingsley – yes, Willmarth – yes, Jackson – yes. Motion passed by unanimous vote.

EXECUTIVE SESSION:

At 8:08PM 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.

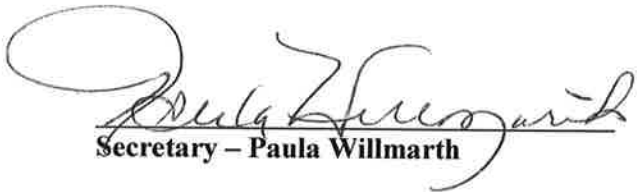
Warlen, Luebbert and Ruoff were in attendance for the Executive Session.

Executive Session ended at 8:30PM. Wright made the motion, seconded by Hill 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.

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 8:30PM.


Secretary – Paula Willmarth

11-15-22
Date