

**Minutes of the Regularly Scheduled Meeting  
Platte County Board of Health Center Trustees  
September 13, 2022**

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

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

Hill joined the meeting virtually via Zoom at 7:20PM

**Trustees Absent:** None

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

**Others Present:** None

**Agenda Additions:** Child Care Health Consultation Contract

**COVID-19 Situational Update:**

Luebbert gave the Board an update on the COVID-19 numbers in Platte County. Case rates remain relatively steady with a 7-day case rate of **92.0** cases per 100,000 residents at the end of last week. The dashboard has been updated with one additional COVID-19 death in an individual in their 70s, bringing the total deaths in PCHD's jurisdiction to 103 (of note, this was a late report of a death that occurred in 2021). According to the CDC's September 8<sup>th</sup> update, Platte County's community level remains "Medium".

**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, Wright made the motion to approve the construction bill from Straub for \$490,730.00, seconded by Kingsley. Roll call vote: Wright – yes, Kingsley – yes, Willmarth – yes, Jackson - yes. Motion passed by unanimous vote.

Warlen presented the Contractor's Proposal Requests #4, #6, #8, #10, #11, and #12 for approval. After discussion, Kingsley made the motion to approve the Contractor's Requests #4, #6, #8, #10, #11 and #12 for \$71,6623.00, seconded by Wright. Roll call vote: Wright – yes, Kingsley – yes, Willmarth – yes, Jackson - yes. Motion passed by unanimous vote.

Warlen presented the Contractor's Proposal Request #9 for Existing Dry Wall Conditions, at a cost of \$31,342.00, for approval. After discussion, Kingsley made the motion to not approve Contractor's Proposal Requests #9, and have Warlen negotiate with the Contractor on the costs of the existing dry wall conditions and discuss at the October Board meeting, seconded by Wright. Roll call vote: Wright – yes, Kingsley – yes, Willmarth – yes, Jackson - yes. Motion passed by unanimous vote.

Hill joined the meeting at 7:20PM.

Warlen presented the Contractor's Proposal Request #7 for Window Trim, at a cost of \$11,290.00 for approval. After discussion, Kingsley made the motion to allow Warlen to make the decision on window trim at a cost of \$6,000.00, seconded by Wright. Roll call vote: Wright – yes, Kingsley – yes, Willmarth – yes, Hill – yes, Jackson - yes. Motion passed by unanimous vote.

**Construction Budget:**

Luebbert presented the Construction Budget to the Board. The Budget shows which Contractor's Proposal Requests have been approved and which ones are still being negotiated. Luebbert told the Board that at this time the building is under the original budget numbers.

**Facility Service Products RFP:**

Warlen and Luebbert reviewed the two Facility Service Products bids and presented the information to the Board. After discussion, Wright made the motion to use Cintas as the Facility Service Products provider, seconded by Kingsley. Roll call vote: Wright – yes, Kingsley – yes, Willmarth – yes, Hill – yes, Jackson - yes. Motion passed by unanimous vote.

**HVAC Duct & Vent Cleaning Services RFP:**

The one sealed bid for the HVAC Duct & Vent Cleaning Services was opened by Kingsley. After discussion, Kingsley made the motion to have Warlen and Luebbert compare the new bid with the previous bid for HVAC Duct & Vent Cleaning Services and report back to the Board at the October Board meeting, seconded by Wright. Roll call vote: Wright – yes, Kingsley – yes, Willmarth – yes, Hill – yes, Jackson - yes. Motion passed by unanimous vote.

After further discussion about allowing other bids to be considered, Kingsley made the motion to not have Warlen and Luebbert to compare the two existing bids, seconded by Wright. Roll call vote: Wright – yes, Kingsley – yes, Willmarth – yes, Hill – yes, Jackson - yes. Motion passed by unanimous vote.

Kingsley made the motion to allow further bids to be submitted before the October meeting and have Warlen and Luebbert compare all the bids on the HVAC Duct & Vent Cleaning Services and report back to the Board at the October meeting, seconded by Willmarth. Roll call vote: Wright – yes, Kingsley – yes, Willmarth – yes, Hill – yes, Jackson - yes. Motion passed by unanimous vote.

**Child Care Sanitation Inspections Contract:**

Luebbert proposed to the Board that the Child Care Sanitation Inspections Contract be approved for the period of October 1, 2022 to September 30, 2023. The contract reimburses PCHD for sanitation inspections and re-inspections of child care centers and homes. After discussion, Willmarth made the motion, seconded by Hill to authorize the Director to sign the Child Care Sanitation Inspections Contract. Roll call vote: Wright – yes, Hill – yes, Willmarth – yes, Kingsley – yes, Jackson – yes. Motion passed by unanimous vote.

**Child Care Health Consultation Contract:**

Luebbert proposed to the Board that the Child Care Health Consultation Contract be approved for the period of October 1, 2022 to September 30, 2023 in the amount of \$30550.47. The contract provides consultation, health issue training, and health promotion services for children in child care. After discussion, Willmarth made the motion, seconded by Kingsley to authorize the Director to sign the Child Care Health Consultation Contract. Roll call vote: Wright – yes, Hill – yes, Willmarth – yes, Kingsley – yes, Jackson – yes. Motion passed by unanimous vote.

**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:**

Warlen 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, Kingsley 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:**

No fee changes occurred the past month.

**Minutes:**

Minutes of the Regular Board meeting of August 16, 2022 were reviewed. Wright moved to accept the minutes, seconded by Kingsley. Roll call vote: Wright – yes, Hill – yes, Kingsley – yes, Willmarth – yes, Jackson – yes. Motion passed by unanimous vote.

Minutes of the Executive Session Board meeting of August 29, 2022 were reviewed. Wright moved to accept the minutes, seconded by Kingsley. Roll call vote: Wright – yes, Hill – yes, Kingsley – yes, Willmarth – yes, Jackson – yes. Motion passed by unanimous vote.

Minutes of the Executive Session Board meeting of August 30, 2022 were reviewed. Wright moved to accept the minutes, seconded by Kingsley. Roll call vote: Wright – yes, Hill – yes, Kingsley – yes, Willmarth – yes, Jackson – yes. Motion passed by unanimous vote.

**EXECUTIVE SESSION:**

At 8:32PM Kingsley 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.

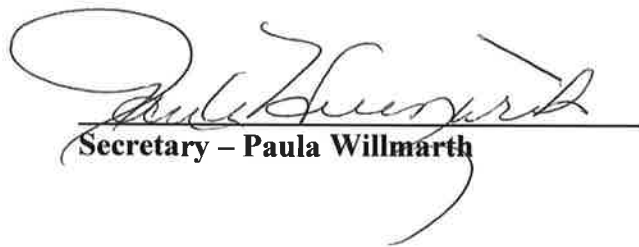
Warlen and Luebbert were in attendance for the Executive Session.

Executive Session ended at 8:46PM. Kingsley 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.

**Adjournment:**

Kingsley made the motion to adjourn the regular 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 8:47PM.

  
Secretary – Paula Willmarth

10-18-22  
Date