

**Minutes of the Regularly Scheduled Meeting
Platte County Board of Health Center Trustees
February 17, 2021**

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

Trustees Present: Jackson, Hill, Kingsley attended in person
Willmarth attended by Go-To-Meeting
Wright attended by phone.

Trustees Absent: None

Staff Present: Vernon, Luebbert, Smith,
Schuman & Moore (PCHD Environmental Health Specialists) attended via
Go-To-Meeting meeting

Agenda Additions: None

COVID-19 Situational Update:

Luebbert gave the Board an up update on the COVID-19 case numbers and downward trending in Platte County. Vernon provided an update on vaccine administration and the current plans to set up a Mass Vaccination Site operation, next week, in Riverside, MO with the support of Nathaniel Hagedorn, Northpointe Development.

Unified Facility:

Vernon reported that she and the Management staff had not had time to meet with Bryan Ruoff, Architect due to COVID vaccine administration and planning. She informed the Board that a meeting would occur prior to the next Board meeting so that Ruoff could be prepared to present a final draft of the Floor plan at the March 2021 meeting.

Restaurant & Bar Seating:

Kingsley presented information to the Board regarding concerns from a local food establishment regarding the use of plexiglass shields surrounding booth seating. Kyle Shuman and Bayleigh Moore provided information to the Board from their research regarding caution of this approach due to minimizing air flow and the potential to trap the COVID viral particles. Following discussion, the decision was made to have the

Environmental Health staff provide additional education to the individual food establishments. The EH staff informed the Board that they field frequent calls from the food establishments in our jurisdiction and work collaboratively with them to ensure safe dining for our Platte County residents.

Personnel Action:

Vernon advised the Board of the following Personnel Action:

Dawn Atkins has been hired as the part-time Bookkeeper II, Scale/Step: 11:1A, Salary: \$20.51 per hour, effective January 29, 2021. Hill made the motion, seconded by Kingsley to approve the hire. Roll call vote: Wright – yes, Hill – yes, Willmarth – yes, Kingsley – yes, Jackson – yes. Motion passed by unanimous vote. Paperwork was signed by Jackson.

Marney Leister has resigned her position as part-time Bookkeeper I effective February 26, 2021. Hill made the motion, seconded by Kingsley to approve the resignation. Roll call vote: Wright – yes, Hill – yes, Kingsley – yes, Willmarth – yes, Jackson – yes. Motion passed by unanimous vote. Paperwork was signed by Jackson.

Director Report:

Vernon gave the Directors Report and answered inquiries. Report was reviewed.

Operational Assistant Director Report/Financial Report:

Luebbert explained that the bulk of his efforts the past month were dedicated to COVID-19 response and vaccine clinic assistance.

Clinic Manager Report:

Clinic Manager Report was included in the Board packet with no review occurring at the meeting.

Financials:

The description of Revenue and Expenditures for the FY 2021 Budget year to date was reviewed. Vernon 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 Kingsley. Roll call vote: Wright – yes, Hill – yes, Willmarth – yes, Kingsley – yes, Jackson – yes. Motion passed by unanimous vote.

Minutes:

Minutes of the Special Session Board meeting of January 15, 2021 were reviewed. Hill moved to accept the minutes, seconded by Kingsley. Roll call vote: Wright – yes, Hill – yes, Willmarth – yes, Kingsley – yes, Jackson – yes. Motion passed by unanimous vote.

Minutes of the regular Board meeting of January 20, 2021 were reviewed. Hill moved to accept the minutes, seconded by Kingsley. Roll call vote: Wright – yes, Hill – yes, Willmarth – yes, Kingsley – yes, Jackson – yes. Motion passed by unanimous vote.

Minutes of the Special Session Board meeting of January 29, 2021 were reviewed. Hill moved to accept the minutes, seconded by Kingsley. Roll call vote: Wright – yes, Hill – yes, Willmarth – yes, Kingsley – 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 COVID-19 Vaccine Administration changes. Roll call vote: Wright – yes, Hill – yes, Willmarth – yes, Kingsley – yes, Jackson – yes. Motion passed by unanimous vote. The Fee Resolution was signed by Jackson.

Sunshine Law Training:

Jen Snider, Attorney for the Platte County Health Department presented the annual Sunshine Law Training to the Board and answered Board member's questions regarding specific scenarios.

At 9:00PM Hill made the motion, seconded by Kingsley to adjourn the Regular Meeting. Roll call vote: Wright – yes, Hill – yes, Willmarth – yes, Kingsley – yes, Jackson – yes. Motion passed by unanimous vote

EXECUTIVE SESSION:

At 9:00PM Hill made the motion, seconded by Kingsley to enter into Executive Session for the discussion of HR issues with attorney, Jen Snider, pursuant to 610.021 (1), (3), and (13) RSMo 2000. Roll call vote: Wright – yes, Hill – yes, Willmarth – yes, Kingsley – yes, Jackson – yes. Motion passed by unanimous vote.

Willmarth joined the Executive Session per phone.

Wright left the meeting (by phone) at 9:15PM.

Executive Session ended at 9:42PM. Hill made the motion, seconded by Kingsley to end Executive Session, pursuant to 610.021 (1), (3), and (13) RSMo 2000. Roll call vote: Hill – yes, Willmarth – yes, Kingsley – yes, Jackson – yes. Motion passed by unanimous vote.

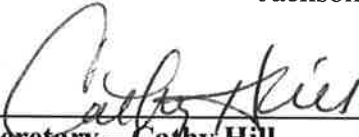
Hill made the motion, seconded by Kingsley, “Due to the extenuating Pandemic circumstances requiring additional working hours, a deviation from the current Comp Time balance (maximum of 22 hours) is authorized from March 1, 2020 to August 1, 2021. This deviation is to be re-evaluated by the PCHD Board on August 1, 2021.” Roll call vote: Hill – yes, Willmarth – yes, Kingsley – yes, Jackson – yes. Motion passed by unanimous vote.

Hill made the motion, seconded by Kingsley, “Effective February 1, 2021 PCHD will, throughout FY2021, pay out a rate of ten hours of accumulated Comp Time (due to COVID-19) per pay period for PCHD employees with an accumulated balance greater than 60 hours at their current rate of pay, in order to reduce their Comp Time balance to less than 25 hours. (COVID being defined as hours accumulated since March 1, 2020) Roll call vote: Hill – yes, Willmarth – yes, Kingsley – yes, Jackson – yes. Motion passed by unanimous vote.

Adjournment:

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

Jackson adjourned the Regular Meeting at 9:42PM.



Secretary – Cathy Hill

3 • 16 • 21

Date