

**Minutes of the Regularly Scheduled Meeting  
Platte County Board of Health Center Trustees  
March 16, 2021**

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

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

**Trustees Absent:** None

**Staff Present:** Vernon, Luebbert, Smith, Sanders attended via Go To Meeting

**Agenda Additions:** Kingsley requested to add CDC Masking to the agenda.

**COVID-19 Situational Update:**

- Sanders & Luebbert gave the Board an update on the COVID-19 numbers and trending within Platte County.
- Luebbert shared the Platte County data within the “School Gating Criteria” metrix
- Vernon explained that at recent Health Director meetings, a request had been made for the State to provide guidelines for relaxing orders.
- Discussion was lead by Kingsley regarding when masking orders should be lifted or changed to “Recommendations” due to the consistent decrease in the COVID cases.
- Kingsley requested to change the current Public Health Orders to Recommendations. Luebbert was instructed to draft proposed language, with Snider requesting the Public Health Recommendations be submitted to the Board 2 weeks in advance of the April Regular Board meeting for their review.
- Vernon gave update on the set-up and operation of the mass vaccine clinic at the Riverside warehouse location.

**Mass Vaccination Clinic Coordinator:**

Vernon presented the Board contract language for a temporary Mass Vaccination Clinic Coordinator. Following discussion, Hill made the motion to authorize the Mass Vaccination Clinic Coordinator position as open and to authorize the Director to fill the position at her discretion, seconded by Wright. Roll call vote: Wright – yes, Hill – yes, Willmarth – yes, Kingsley – yes, Jackson – yes. Motion passed by unanimous vote.

Hill made the motion, seconded by Wright to accept the Mass Vaccination Clinic Coordinator contract as presented with the compensation to be determined later in Closed Executive Session. Wright – yes, Hill – yes, Willmarth – yes, Kingsley – yes, Jackson – yes. Motion passed by unanimous vote.

**Banking Services Contract:**

Luebbert presented the new Banking Services Contract between PCHD and Central Bank. After discussion, Wright made the motion to authorize the Director to execute the Banking Services Agreement between Platte County Health Department and Central Bank of the Midwest, dated this 16th day of March, 2021 seconded by Hill. Roll call vote: Wright – yes, Hill – yes, Willmarth – yes, Kingsley – yes, Jackson – yes. Motion passed by unanimous vote.

**Personal Financial Disclosure Resolution:**

Discussion was held on the Personal Financial Disclosure Resolution. After discussion, the decision was made to have Attorney, Jen Snider, share the short form and the long form of the Personal Financial Disclosure with the Board members. This item will be placed on the agenda for the April 20, 2021 Regular Board meeting.

**Unified Facility:**

Bryan Ruoff, Architect, presented the new facility floor plans for the 7925 NW 110<sup>th</sup> Street building to the Board.

Ruoff presented the proposed AIA Contract for the Board to review. After discussion, Hill made the motion, seconded by Wright, to accept the Architect Contract, with recommended language changes by Attorney Snider related to arbitration. Roll call vote: Wright – yes, Hill – yes, Willmarth – yes, Jackson – yes. Kingsley abstained. Motion passed.

**Epidemiology and Laboratory Capacity Cares Contract Amendment 1:**

Luebbert proposed to the Board that the Epidemiology and Laboratory Capacity Cares Contract Amendment #1 for the amount of \$126,150.00 be approved for a period of August 1, 2020 through March 31, 2022. This Amendment #1 increases funding by \$55,000.00. Willmarth made the motion, seconded by Hill to accept the Epidemiology and Laboratory Capacity Cares Contract Amendment 1. Roll call vote: Wright – yes, Hill – yes, Kingsley – yes, Willmarth – yes, Jackson – yes. Motion passed by unanimous vote.

**Director Report:**

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

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

Luebbert answered inquiries regarding each of the respective divisions. Report was reviewed.

**Clinic Manager Report:**

No report this month.

**Financials:**

The description of Revenue and Expenditures for the FY 2021 Budget year to date was reviewed. Vernon answered inquiries.

**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 Hills. Roll call vote: Wright – yes, Hill – yes, Willmarth – yes, Kingsley – yes, Jackson – yes. Motion passed by unanimous vote.

**Minutes:**

Minutes of the regular Board meeting of February 16, 2021 were reviewed. Hills moved to accept the minutes, seconded by Willmarth. 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 February 22, 2021 were reviewed. Kingsley requested to add a correction to the minutes that he had expressed concern about better transparency related to the February 22 Emergency meeting. Hill moved to accept the minutes, as amended seconded by Kingsley. Roll call vote: Wright – yes, Hill – yes, Willmarth – yes, Kingsley – yes, Jackson – yes. Motion passed by unanimous vote.

**Fee Resolution:**

No Fee Resolution this month.

**Adjournment:**

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


Jackson adjourned the Regular Open Meeting at 9:24PM.

**EXECUTIVE SESSION:**

At 9:24PM Wright made the motion, seconded by Hill to enter into Executive Session for discussion 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.

Executive Session ended at 11:10PM. Kingsley 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, Willmarth – yes, Kingsley – yes, Jackson – yes. Motion passed by unanimous vote.

Wright made the motion, seconded by Kingsley to compensate the Mass Vaccination Clinic Coordinator a monthly rate of \$5,000 up to a maximum of \$15,000 for the duration of the contract. Roll call vote: Wright – yes, Hill – yes, Willmarth – yes, Kingsley – yes, Jackson – yes. Motion passed by unanimous vote.

  
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Secretary – Cathy Hill

4-20-21  
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Date