

**Minutes of the Regularly Scheduled Meeting  
Platte County Board of Health Center Trustees  
May 18, 2021**

**Call to Order:** Jackson called the meeting to order at 7:00PM at the 7925 NW 110<sup>th</sup> Street, KCMO facility.

**Trustees Present:** Jackson, Wright, Hill attended in person.  
Willmarth and Kingsley attended via Go-To-Meeting format.

**Staff Present:** Vernon, Luebbert, Smith, Gallagher

**Others Present:** Jen Snider, Attorney and Bryan Ruoff, Architect

**Agenda Additions:** Special Session Board Minutes May 15, 2021  
Cities Readiness Initiative Contract

**Public Comments:** Members of the General Public were given the opportunity to speak to the Board.  
Mike Claxton was present & spoke to the Board.

**COVID-19 Situational Update:**

Luebbert and Vernon gave the Board an update on the COVID-19 numbers in Platte County and an update on the mass vaccination clinic progress at the Riverside warehouse location. Luebbert reported that Platte County remains in the “Moderate Transmission Zone” for COVID-19 cases and that Platte County is in the top 10 counties in MO for percent of population vaccinated. Vernon reported that nearly 29,000 COVID-19 vaccinations had been administered by PCHD. She informed the Board that three more clinics were scheduled at the Mass Vaccination Site, which will terminate on June 4. Vaccinations will then be offered at the PCHD Parkville clinic, pop-up clinics throughout the community and offered at businesses.

**Public Health Order Review:**

Vernon reported that no discussion was needed on the topic of “Public Health Order” due to the change to Public Health Recommendations at the Saturday, May 15, 2021 Special Session Board meeting.

**Unified Facility Planning Update:**

Bryan Ruoff, Architect, gave the Board an update on the planning of the new facility. Ruoff reported on the following:

- KC City Planning Commission meeting on June 15, 2021
- Potential additional budget items: landscaping & lawn sprinklers
- Property easement(s) to the East
- Permit will be submitted to KC following the Planning Commission meeting on 6/15/21
- At June Board meeting will need to discuss General Contractor bidding process.
- Need for additional meeting with staff regarding final clinic details.
- Ruoff met 5/17 with Structural Engineer regarding the Storm shelter restroom

**Appraisal of Platte City and Parkville Facilities:**

Vernon informed the Board that she reached out to Pryor Appraisal for the cost of updating the appraisals on the Platte City and Parkville facilities. Pryor responded that the cost to update the two appraisals that he performed in March 2020 would be \$1,600 each with a 30 – 45-day time frame to complete. After discussion, Hill made the motion to have Pryor Appraisal perform an updated appraisal on the Platte City and Parkville facilities, seconded by Wright. Roll call vote: Wright – yes, Hill – yes, Willmarth – yes, Kingsley – yes, Jackson – yes. Motion passed by unanimous vote.

**Discussion of Adding Public Comments to Agenda:**

Dr. Kingsley requested that the Board discuss adding Public Comments to each Board Agenda. Discussion ensued regarding:

- asking members of the public to submit questions a week in advance, but still allow people to comment at the meeting without having given prior notice
- possibility of changing the one week notice to 48 hours
- consistently post the Board meeting agenda one week in advance
- delay a decision until the June Board meeting when further logistical details can be discussed.

Vernon offered that she & Luebbert would research other possible locations in Platte County that would accommodate several members of the public to attend the meetings.

**Personnel Action:**

Vernon informed the Board that Natalie Klaus has given her resignation as the Marketing Specialist I and that the position had been advertised internally.

**Cities Readiness Initiative Contract:**

Luebbert proposed to the Board that the Cities Readiness Initiative Contract for the amount of \$13,904.00 be approved for the period of July 1, 2021 through June 30, 2022. This contract will be voted on at the June Regular Board meeting since it was a late agenda addition.

**Director Report:**

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

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

Luebbert gave the Deputy Director's 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 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, Hill made the motion to approve the bills, seconded by Wright. 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 April 20, 2021 were reviewed. Wright moved to accept the minutes, seconded by Hill. 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 April 29, 2021 were reviewed. Willmarth moved to accept the minutes, seconded by Wright. Roll call vote: Wright – yes, Hill – yes, Willmarth – yes, Kingsley – yes. Motion passed by unanimous vote.

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

**Fee Resolution:**

Vernon informed the Board that there were no fee changes this month, which would require a Fee Resolution.

**EXECUTIVE SESSION:**

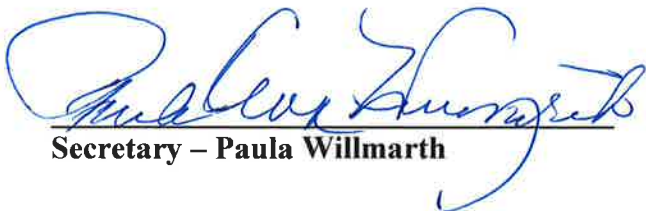
At 8:10PM Hill made the motion, seconded by Wright to enter into Executive Session for HR discussion, pursuant to 610.021 (1), (3), and (13) RSMo 2000. Roll call vote: Wright – yes, Hill – yes, Willmarth – yes, Kingsley – yes, Jackson – yes. Motion passed by unanimous vote. Snider remained in the meeting. All staff left the meeting.

Executive Session ended at 8:32PM. Hill made the motion, seconded by Willmarth 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.

Willmarth made the motion, seconded by Wright to designate a subcommittee to determine what criteria to use in the selection of the new Public Health Director. Roll call vote: Wright – yes, Hill – yes, Willmarth – yes, Kingsley – yes, Jackson – yes. Motion passed by unanimous vote

Willmarth moved to nominate Hill as chair of the subcommittee, seconded by Wright. Roll call vote: Wright – yes, Hill – yes, Willmarth – yes, Kingsley – yes, Jackson – yes. Motion passed by unanimous vote

At 8:32PM Wright made the motion, seconded by Hill to end Executive Session. Roll call vote: Wright – yes, Hill – yes, Willmarth – yes, Kingsley – yes, Jackson – yes. Motion passed by unanimous vote

  
Secretary – Paula Willmarth

6-16-21  
Date