

**Minutes of the Regularly Scheduled Meeting
Platte County Board of Health Center Trustees
July 20, 2021**

Call to Order: Jackson called the meeting to order at 7:28PM at the Platte City facility. The meeting had a delayed start due to the Board members meeting at 7:00PM with members of the public gathering outside of the building prior to the start of the meeting. Chairman Jackson made the decision to allow the group to have 20 minutes to present their concerns regarding children wearing masks in the upcoming school year to the Board.

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

Staff Present: Vernon and Luebbert attended in person. Smith, Sanders and Gallagher attended virtually via Go-To Meeting format.

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

Agenda Additions: None

Public Comments:

Mike Claxton, Platte County resident, provided comments to the Board regarding his suggested modifications to our draft Public Comments Resolution.

Cara Rolofson, Platte County resident provided comments to the Board regarding optional masking of children in the upcoming school year.

Jackson requested that Vernon place the topic of School Masking Guidance on the previously scheduled August 6, 2021 Special Session Board meeting agenda.

Claxton & Rolofson left the meeting following their public comments.

COVID-19 Situational Update:

Sanders, Luebbert & Vernon gave the Board an update on the COVID-19 numbers in Platte County. Platte County is in the “Red Zone” indicating greater than 100 new cases per 100,000 population in the past 7 days. Vernon informed the Board of an alarming trend in the past three weeks of sharp increases in cases throughout the KC Metro.

Public Comments at Board Meetings:

Luebbert presented the revised “Resolution Adopting Policies and Procedures Regarding Public Comments at Regular Meetings of the Platte County Board of Health Center Trustees”. After review, Hill made the motion to table a decision (until the August Board meeting) on this resolution to allow Board members to review the comments made from Mr. Claxton at this meeting. Motion was seconded by Willmarth. Roll call vote: Wright – yes, Hill – yes, Willmarth – yes, Kingsley – yes, Jackson – yes. Motion passed by unanimous vote.

Re-Evaluation of Comp Time Policy:

Vernon requested that this topic be discussed during the Closed Executive Session later in the meeting, Attorney Snider agreed.

Unified Facility Planning Update:

Bryan Ruoff, Architect, gave the Board an update on the planning of the new facility. Ruoff & Snider updated the Board that an email letter to the attorney of the neighboring property owner will go out tomorrow. The letter is to negotiate the easement language.

Vernon informed the Board that after advertising for an RFP for the new facility plan review, she had received only one response and was awaiting the cost from that company. After discussion, Hill made the motion for the Director to issue another RFP for “special inspection” per the 2018 IBC, seconded by Kingsley. Roll call vote: Wright – yes, Hill – yes, Willmarth – yes, Kingsley – yes, Jackson – yes. Motion passed by unanimous vote.

Discussion ensued with Snider and Ruoff regarding future decisions needed pertaining to Bid and Performance Bonds. No decision was required at this time.

Ruoff left the meeting following the Updated Facility discussion.

Hiring Process for New Director:

Vernon gave the Board an update regarding four responses to the advertisement for the new Director. Copies of the Resumes/CV's have been provided to each Board member. The subcommittee has meetings scheduled for August 5, 6, 9 and 10, 2021 to review the applications for the new Director position.

Opening of Parking Lot Bids:

Jackson opened the one bid for repair of the Platte City and Parkville Parking Lots. Following review and discussion, Hill made the motion to reject all bids, seconded by Wright. Roll call vote: Wright – yes, Hill – yes, Willmarth – yes, Kingsley – yes, Jackson – yes. Motion passed by unanimous vote.

Children's Health Insurance Program MOU/Local Public Health Services Contract:

Luebbert proposed to the Board that the MOU for the Children's Health Insurance Program be approved, in conjunction with the Local Public Health Services contract for the amount of \$87,266, for a period of June 1, 2021 through May 31, 2024. Kingsley made the motion, seconded by Hill to authorize the Director to sign the MOU with Missouri DHSS regarding CHIP HSI for the contract period of June 1, 2021 through May 31, 2024. Roll call vote: Wright – yes, Hill – yes, Willmarth – yes, Kingsley – yes, Jackson – yes. Motion passed by unanimous vote.

Kingsley made the motion, seconded by Hill to authorize the Director to sign the Participation Agreement for State Investment in Local Public Health Services for the contract period of June 1, 2021 through May 31, 2024. Roll call vote: Wright – yes, Hill – yes, Willmarth – yes, Kingsley – yes, Jackson – yes. Motion passed by unanimous vote.

Public Health Emergency Preparedness Amendment #01:

Luebbert proposed to the Board that the Public Health Emergency Preparedness Amendment #01 be approved, which increases the contract amount by \$10,179 for a total contract amount to \$46,964 for the period of July 1, 2021 through June 30, 2021. Kingsley made the motion, seconded by Wright to authorize the Director to sign Amendment 01 to the Public Health Emergency Preparedness Contract with the Missouri Department of Health and Senior Services for the contract period that ended June 30, 2021.. Wright – yes, Hill – yes, Willmarth – yes, Kingsley – yes, Jackson – yes. Motion passed by unanimous vote.

Strategic Highway Safety Plan Program Agreement:

Luebbert proposed to the Board that the Strategic Highway Safety Plan Program Agreement for the amount of \$12,273.00 be approved for a period of July 1, 2021 through June 30, 2022. Kingsley made the motion, seconded by Hill to authorize the Director to sign the Strategic Highway Safety Plan Program Agreement with the Missouri Highways and Transportation Commission for the period of July 1, 2021 through June 30, 2022. Roll call vote: Wright – yes, Hill – yes, Willmarth – yes, Kingsley – yes, Jackson – yes. Motion passed by unanimous vote.

Show Me Healthy Women Contract:

Smith proposed to the Board that the Show Me Healthy Women Contract for the amount of \$1,200.00 be approved for the period of June 30, 2021 through June 29, 2022. Willmarth made the motion, seconded by Hill to authorize the Director to sign the Show Me Healthy Women contract with the Platte County Health Department for contract period of June 30, 2021 through June 29, 2022. Roll call vote: Wright – yes, Hill – yes, Willmarth – yes, Kingsley – yes, Jackson – yes. Motion passed by unanimous vote.

Personnel Action:

Vernon advised the Board of the following Personnel Action:

Emily Pintado has resigned her position as full-time WIC Nutritionist, effective June 24, 2021.

Jordan Gabauer has resigned her position as part-time Public Health Nurse, effective August 23, 2021.

Taylor Holland is no longer employed as a part-time Clerk, effective June 25, 2021.

Aaron Smullin has been hired as the new full-time Marketing Specialist, effective July 12, 2021. Aaron will be at Scale/Step 11M:2B, salary starting at \$21.86/hour.

Bethany Taylor has been hired as the new part-time Nursing Clerk, effective July 16, 2021. Bethany will be at Scale/Step 2:1A, salary starting at \$14.76/hour.

Kingsley made the motion, seconded by Hill to approve these personnel actions. 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 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 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 Regular Board meeting of June 15, 2021 were reviewed. Kingsley moved to accept the minutes, seconded by Wright. 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 July 1, 2021 were reviewed. Kingsley 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.

Fee Resolution:

Wright made the motion to approve the Fee Resolution, seconded by Hill, which included a new vaccine for \$131 which includes Dtap, IPV, Hib & HepB. 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.

Adjournment:

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

EXECUTIVE SESSION:

At 9:19PM Kingsley made the motion, seconded by Hill to enter into Executive Session for the discussion of Real Estate and HR issues, 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, Luebbert & Vernon attended the Closed Session.

Executive Session ended at 9:47PM. 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.


Retaining Real Estate Agent:

After discussion, Kingsley made the motion, for a term of 6 months to hire Re-Max as the listing agency with Patty Farr, as the Broker, with her designating another listing agent as the primary agent, seconded by Wright. Roll call vote: Wright – yes, Hill – yes, Willmarth – yes, Kingsley – yes, Jackson – yes. Motion passed by unanimous vote.

Board Members instructed Vernon to advertise for the Director’s position with additional University’s that may have Public Health programs such as St. Louis University, Omaha and Columbia.

Adjournment:

Jackson adjourned the Regular Meeting at 9:47PM.


Secretary – Paula Willmarth

8-18-21
Date