

**Minutes of the Regularly Scheduled Meeting
Platte County Board of Health Center Trustees
April 19, 2022**

Call to Order: Jackson called the meeting to order at 7:08PM at the Platte City facility.

Trustees Present: Jackson, Wright, Hill attended in person. Willmarth attended virtually via GoToMeeting.

Trustees Absent: Kingsley

Staff Present: Warlen and Luebbert attended in person. Cogan, Gallagher and Smith attended virtually via GoToMeeting.

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

Agenda Additions: None

COVID-19 Situational Update:

Sanders gave the Board an update on the COVID-19 numbers in Platte County. Case rates increased to a 7-day case rate of 62.6 cases per 100,000 residents at the end of last week. This places us back in substantial transmission and is the highest Platte County's case rate has been since early March. According to CDC's April 14th update, Platte County's community level remains "Low".

Unified Facility Planning Update:

Bryan Ruoff, Architect, gave the Board an update on the planning of the new facility. The Board will hold a Special Session Board Meeting on Tuesday, April 26, 2022 at 2:30PM to open the Financing Bids. When a lender is chosen, the General Contractor agreements will be signed and work will begin on the new facility.

Board Meeting/Board Packet Format Changes Update:

Warlen updated the Board that work is continuing on some format changes to the reports that are included in the board packets and will be presented at a later Board meeting.

Board of Trustees Officer Elections:

After discussion, Motion was made by Hill, seconded by Wright to leave the current Board of Trustee's Officers the same, with no changes. Roll call vote: Wright – yes, Hill – yes, Willmarth – yes, Jackson – yes. Motion passed by unanimous vote.

The following are the Officers for 2022-2023:

Chairman: Jackson
Vice-Chair: Hill
Secretary: Willmarth
Treasurer: Wright
Member: Kingsley

Financial RFP:

Warlen informed the Board that the Request for Proposals for capital project financing for the new building has been provided to lending institutions and all proposals are due by Monday, April 25, 2022. A Special Session Board Meeting will be held on Tuesday, April 26, 2022 at 2:30PM to open the bids.

ELC Cares Contract Amendment #02:

Luebbert proposed to the Board that the Epidemiology and Laboratory Capacity Cares Contract Amendment #02 be approved extending the contract through March 31, 2024 and contract amount shall not exceed \$126,150, for a period of August 1, 2020 through March 31, 2024. Wright made the motion, seconded by Willmarth to accept the Epidemiology and Laboratory Capacity Cares Contract Amendment #02. Wright – yes, Hill – yes, Willmarth – yes, Jackson – yes. Motion passed by unanimous vote.

Security System Change Order:

Warlen presented the Security System Change Order for the Board to review. Warlen recommended Option #2 for a total of \$5,845.00. After discussion, Hill made the motion to go with Option #2 at a cost of \$5,845.00, seconded by Willmarth. Roll call vote: Wright – yes, Hill – yes, Willmarth – yes, Jackson – yes. Motion passed by unanimous vote.

MPR Insurance Rates:

Warlen informed the Board that the Midwest Public Risk "Open Enrollment" period will be in May 2022, with Health Insurance rates increasing effective July 1, 2022. After review and discussion of the information presented on PCHD's current contribution to employee Health, Dental & Vision insurance coverage, Hill made the motion, seconded by Wright, to increase the monthly contribution from \$630 to \$660 per month for each full-time employee. Roll call vote: Wright – yes, Hill – yes, Willmarth – yes, Jackson – yes. Motion passed by unanimous vote.

Employee Appreciation:

Warlen inquired if the Board would like to continue their annual tradition of awarding the PCHD employees a gift card for Employee Appreciation, along with providing a catered lunch to each location. After discussion, Wright made the motion, seconded by Hill to give each employee a \$50 gift card and a catered lunch for Employee Appreciation. Roll call vote: Wright – yes, Hill – yes, Willmarth – yes, Jackson – yes. Motion passed by unanimous vote.

Personnel Action:

Warlen advised the Board of the following Personnel Action:

Alicia Hunter has moved from the part-time WIC Nutritionist to the full-time WIC Nutritionist, effective, April 4, 2022. Alicia will be at Scale/Step 11:1A, salary starting at \$21.34/hour.

Wright made the motion, seconded by Hill to approve the Personnel Action. Roll call vote: Wright – yes, Hill – yes, Willmarth – yes. Motion passed by unanimous vote. Paperwork was signed by Jackson.

Annual Report:

Warlen presented the 2021 Annual Report to the Board. After discussion and review, Wright made the motion to approve the 2021 Annual Report, seconded by Hill. Roll call vote: Wright – yes, Hill – yes, Willmarth – yes, Jackson – yes. Motion passed by unanimous vote.

EXECUTIVE SESSION:

At 8:05PM Hill made the motion, seconded by Wright to enter into Executive Session for building discussion, pursuant to 610.021 (1), (3), and (13) RSMo 2000. Roll call vote: Wright – yes, Hill – yes, Willmarth – yes, Jackson – yes. Motion passed by unanimous vote.

Warlen, Luebbert, and Snyder were in attendance for the Closed Session.

Attorney guidance was given to the Board on the new building easement issues and how to move forward.

Attorney guidance was given to the Board on the Financial Services that will be discussed at the Special Session Meeting on April 26, 2022.

Kingsley joined the Executive Meeting at 8:22PM.

Executive Session ended at 8:36PM. 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.

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:

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

Fee Resolution:

Wright made the motion to approve the Fee Resolution, seconded by Willmarth. The Fee Resolution included one change, Typhoid Vaccine is going from \$83 to \$98. Roll call vote: Wright – yes, Hill – yes, Kingsley – yes, Willmarth – yes, Jackson – yes. Motion passed by unanimous vote. The Fee Resolution was signed by Jackson.

Minutes:

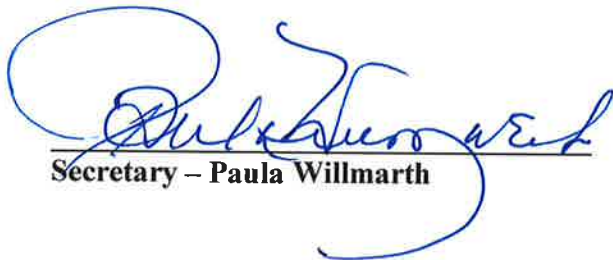
Minutes of the Regular Board meeting of March 15, 2022 were reviewed. Hill moved to accept the minutes, seconded by Willmarth. Roll call vote: Wright – yes, Hill – yes, Kingsley – yes, Willmarth – yes, Jackson – yes. Motion passed by unanimous vote.

Minutes of the Special Session Board meeting of March 21, 2022 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.

Adjournment:

Hill made the motion to adjourn the 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 9:05PM.


Secretary – Paula Willmarth

5-17-22
Date