

Committee for Health Department Service Integration
Minutes and Notes of Meeting
August 13, 2008

Chairperson Beth Huddleston called the meeting to order at 3:30 pm.

Branson Mayor Raeanne Presley, Lodging Assoc. member Linda Sprague, Skaggs Hospital Ann Davy, TCHD Board President Beth Huddleston and member Janet Gard, TCHD Director Jim Berry, Missouri Restaurant Association member Jerry Shackette, Branson Council member Bob McDowell, City Administrator Dean Kruithof, Assistant City Administrator Frank Schoneboom, and Jerry Adams Public Relations Director from the City of Branson, Linda Randolph, EHS Section Director, Bob Reynolds, EHS Inspector, and Jim Compton from the Taney County Health Department, and reporters from KRZK and the Branson Daily News were in attendance.

Jim Berry started off the meeting with a short review of the purpose of the committee and its accomplishments in the past in integrating the City of Branson and Taney County Health Department, as some of the attendees were unaware of the history. He then went on to explain that the current construction of the new building for the Environmental Services section and lab were on schedule to be completed at the end of December.

Bob McDowell asked what kind of problems the merger had created for Jim, as Director, and the employees, and how they had been resolved.

Jim responded by saying that the merger had gone much better than he had expected, other than minor personality conflicts. The Environmental Section personnel take any issues they might have to their section managers, Linda Randolph and Michael Hill, and those issues would be dealt with as any other issue.

Bob then asked about the morale of the employees, both the ones coming from the City and those who were employed by TCHD prior to the merger, and the impact on services to the City.

Jim replied that of the employees that had come over from the City, one had been let go just over a week prior, due in part to being unhappy about the merger and the personnel changes it created. Other than that, he had not had any complaints to speak of.

Frank Schoneboom informed the Task Force that he had had no negative feedback on the services that had been supplied by the Health Department, and was certain that the Department Managers at the City would have informed him of such, particularly the Building Department.

Linda Randolph explained that Jan Railing picked up mail and building plans on Tuesdays and Thursdays, and that she attends the A.R.T. meetings on Wednesdays, and this allowed her to keep up with the review and approval of plans for the Building Department. She also mentioned that the Archives Department at the City had been

helpful during the transition as well. She went on to give a brief review on the class given by Lisa Westfall, the City Clerk; and William Duston, City Prosecutor of the City of Branson about the proper way to handle the writing of citations, as most of the inspectors and Animal Control personnel were not available when the class was given prior to the EHS section moving to the Rinehart facility, being in classes in Jefferson City. “We’re all working very hard to ensure the quality of service remains the same.”

Beth Huddleston asked Linda, Ann, and Jerry if they had heard of any problems or comments from the public. They all denied hearing any negative comments. All of the services provided by the Health Department appeared to have stayed the same.

Beth then mentioned that the Health Department was in the process of setting up the results of the EHS Food Establishment inspections on the Internet.

Jerry Shackette said that the members of the Restaurant Association didn’t seem to have any objections to it, however they would like to be kept in the loop as to when the inspections would be showing up on the TCHD website.

RaeAnne Presley mentioned that it would be a good idea to inform the Chamber of Commerce of the inspections being on the website as well, as it would be a good way to get the information out to the public and businesses alike.

Jim Berry added in that a lot of the general opinion of the public, as far as those looking to use the water lab, was that the move was a good thing, as the new facility was not downtown, and parking was not as difficult to find. He then went on to ask Bob Reynolds how the interactions with between inspectors, animal control officers and City of Branson Police Department personnel had fared during the transition.

Bob, currently a health inspector and formerly an animal control officer; reported that the rapport was excellent between the TCHD and the PD. The ACOs and inspectors had been working very hard to maintain lines of communication and work with the PD, as their mutual presence and assistance had been necessary in several cases since the merger.

Linda said that communication between the two departments was very important. The Branson PD dispatcher’s office has on hand both the pager numbers and cellular phone numbers for the EHS department and Animal Control Officers, as well as her own cellular phone number.

Bob McDowell asked if Linda felt comfortable about the transition, and she responded in the affirmative.

Bob said that he was very glad to hear all of the positive responses, as in the planning stages of the merger, the committee had worked out a lot of the more “negative possibilities.”

Jim Berry responded that the entire TCHD had worked very hard since the merger to simply be known as “the Health Department,” without any possessive prefix to it. Jim went on to report that during an incident a short time ago, even the media had simply called the organization “the Health Department.”

Linda stated that the City’s business licensing was a key point that the entire section had worked hard to keep up with, to ensure timely initial inspections of the businesses to allow them to get their business licenses with a minimum of delay. Frank stated that they would all have heard if there had been any problems in that area.

Jim Berry stated that “We do have a complaint log,” with a laugh, to which Beth had stated that the Department was going through accreditation. The complaint logging was a portion of the requirements for accreditation. They both went on to explain the accreditation process to the members of the committee, and the fact that less than 15% of the Health Departments in Missouri are accredited, as the standards are very high. In fact, there are even departments that are outside of Missouri that are looking to our (the state’s) standards for accreditation for a national standard.

Jim Berry then began the attached presentation. After the presentation, Raeanne Presley commented that she thought that Jim should show the entire presentation to the Branson Aldermen when he gives his report.

Bob McDowell stated that he was “feeling very good” about the merger and handing off the reins of the Environmental Services section to the TCHD, and that he did not really see a reason to continue the task force meetings.

Jim replied that there were new people at the City government, and at least one of the old members of the Board of Aldermen that either were not aware of the background issues or were not in favor of the merger. He said that he wanted to be sure to address their issues, and to give them as much information about the Health Department as he could.

Raeanne Presley stated that she wanted to thank the members of the task force that were representing the community stake holders for their time and hard work to help make this merger a success.

Jim Compton mentioned that he was under the impression that the agreement that was voted upon and signed by both the TCHD and the City of Branson required the meetings to continue for at least a certain amount of time, and questioned if, contractually, the task force could be disbanded.

Beth Huddleston stated that they would look at the contract to see exactly what is spelled out for the meetings, and would contact the other task force members with that information and a time for the next meeting.

The meeting was adjourned shortly after 4:30 pm.

TANEY COUNTY HEALTH DEPARTMENT SIGN IN SHEET

DATE: August 13, 2000
LOCATION: TCHD / Pinehart Road
TOPIC: Meeting of Task Force on Integration of Services
FACILITATOR: RaeAnne Presley / Beth Huddleston

Jim Berry - TCHD

James D. Dard TCHD

Beth Huddleston

Jerry Shackette

Linda Spague

Ann Davy

Linda Randolph

RaeAnne Presley

Frank Schonboom

DEAN KRUITHOE

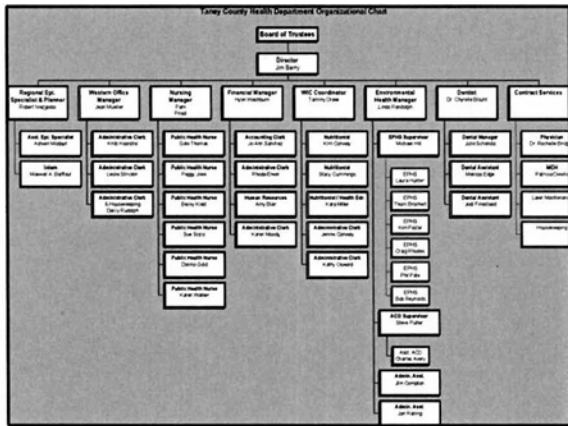
Bob McDaniel



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Taney County Health Department Services Report: January-June 2008

Jim Berry
Director



Environmental Public Health Services .

- Accomplishments
- Laboratory Services
- Inspection Services
- Animal Control Services
- Educational Services
- Plan Review Services

Environmental Public Health Services: Accomplishments

- Personnel Additions: 3
 - Administrative Assistant
 - Animal Control Officer
 - EPHS (Personnel transferred from Animal Control)
- Contract Monitoring Passed
- Summer Feeding Program Completed
- West Nile Virus Mosquito Surveillance Program Started

Environmental Public Health Services: Equipment Purchased

- One 2008 Ford Pick-up For Animal Control
- Three 2008 Chevy Cobalts
- Six Compartment Animal Trailer
- Two Compartment Animal Box For Animal Control Truck

Environmental Public Health Services: Equipment Purchased

- Two PC Net Desktop Computers For Laboratory and Animal Control
 - Fluke 52 II NIST Calibration Certified Thermometer (Required for Laboratory Certifications)
 - Six ACER Field Laptops and Canon Printers
- Animal Control Bite Gloves, Bite Sticks, Animal Ramps

Environmental Public Health Services: Laboratory

• **Laboratory Certified, April 2008**

Water Laboratory Tests-January to June, 2008

	Number
Feb-April	62
April-July*	198
Total Number	260
Percent Change	219.4%

*All tests in response to area flooding and new clients

Environmental Public Health Services: Inspections

Type of	Routine	Follow-up	Total
Food	588	217	805
Temp Food	-	-	27
Lodging	165	86	251
Pools	541	131	672
Childcare	11	2	13
Massage/body Art	-	-	8
Animal Acts			13
Total Inspections	1,305	436	1,789

*All Inspection Categories Up-to-date

Environmental Public Health Services: Animal Control

**Number of Animal Control Investigations-
January to June 2008**

Animal Bites Investigations	47
Animal Calls Total	286

Environmental Public Health Services: Education and Educational Services

Education Programs Provided to the Community-January-June 2008

	Audience	Number of
Swimming Pool Maintenance	Business Owners/Pool Operator	88
Norovirus Prevention	Business Owners	60
Hepatitis Testing and Prevention Clinics (2)	Church Army	107
West Nile Virus Prevention	Lion's Club	
Mosquito & West Nile Virus Prevention	Hollister Middle Schools	
Pet Care-Animal Bite Prevention	All public schools	

Environmental Public Health Services: Education and Educational Services

Education and Training of Employees-January to June, 2008

Training Attended	Number of Staff
MO Certified Environmental Health Specialist	1
MO Milk, Food and Environmental Health Conference	5
NEHA Registered Environmental Health Specialist	1
NEHA/FDA Epi-Ready Team Training	3
Principles of Infectious Disease Epidemiology	3
FDA Plumbing and Cross Connection Control Workshop	3
MPH Program Enrollment	1
CERT Training	2
Registered Environmental Health Technician	1
Certified Public Pesticide Operator License, Section 1	2

Environmental Public Health Services: Education and Educational Services

Education and Training of Employees-January to June, 2008

Training Attended	Number of Staff
Certified Pool Operations	1
FDA Plan Review Conference	1
NEHA Conference	1
National Animal Control Association, Level 1 Certification	2
Management Training	1
MO Public Health Conference	1
Emergency Preparedness TTX	3
Computer Software Training	2
MO Strategic Plan, Suicide Prevention	1
Certified Pool Operations	1

**Environmental Public Health
Services: Plan Review Services**

- **Plan Reviews: 143**
- **FDA Plan Review Conference Attended**
- **FDA Plumbing and Cross Connection Control Training Completed By Staff members**

Public Health Services

- **Women, Infants, and Children Program**
- **Children's Dental Services**
- **Clinical Services Programs**
- **Health Education Programs**
- **Emergency Preparedness and Response Services**

**Public Health Services: WIC
Women, Infants, and Children
Program**

- **WIC Clients Receiving Services: 11,140**
- **Average Monthly Caseload: 1,857**

Public Health Services: WIC
Women, Infant, and Children Program

WIC Clients By City-January-June 2008

	Number	Percentage
Branson	810	42.5
Bradleyville	16	0.8
Bull Creek	1	0.1
Cedar Creek	12	0.6
Forsyth	192	10.1
Hollister	400	21.0
Kirbyville	137	7.2
Kissee Mills	35	1.8
Merriam Woods	77	4.0
Powersite	12	0.6
Protem	6	0.3
Point Lookout	4	0.2
Rockaway Beach	96	5.0
Taneyville	80	4.2
Walnut Shad	28	1.5

Public Health Services:
Children's Dental Clinic

- Total Dental Clients: 903
- Total Number of Services Offered By the Dental Clinic: 47
 - Exams, x-rays, fillings, endodontics, extractions, crowns, etc.

Public Health Services:
Children's Dental Clinic

City of Residence	% of Total Dental Clients
Bradleyville	1.6
Branson	33.7
Cedar Creek	1.4
Forsyth	13.0
Hollister	20.2
Kirbyville	7.8
Kissee Mills	2.2
Powersite	0.7
Protem	0.3
Reeds Spring	0.6
Ridgedale	1.1
Rockaway Beach	10.0
Taneyville	5.6
Walnut Shade	1.9
Total	100.0

Public Health Services: Health Education

- Car Seat Presentations:2
 - Parents as Teachers. Alternative School Daycare
- Hand washing Presentation:1
 - Bradleyville Schools
- Public Health Presentations:1
 - College of the Ozarks
- Senior Health Fair, Family Fun Fest, Norovirus Seminar, Tobacco Use Prevention, Underage Drinking Coalition

Public Health Services: Clinical Services

- **Total Vaccinations: 3,968**
 - Number of Children Vaccinated: 1,311
 - Number of Adults Vaccinated: 902
- **Family Planning: 421**
- **Other Programs:** TB Case Management, Breast and Cervical Cancer Screening, Communicable Disease Control, Blood Pressure Checks, School Nurse-Bradleyville, Health Education, Lead Screening

Public Health Services: Clinical Services

ZIP CODE	Clients	Immunizations (% of Total Immunizations)	Family Planning (% of Total Family Planning)
Bradleyville	32	1.2	1.4
Branson	1,145	43.2	U. 7
Cedar Creek	20	0.7	1.2
Forsyth	275	10.1	11.9
Hollister	373	14.0	14.5
Kirbyville	97	3.8	2.9
Kissee Mills	41	1.2	3.3
Point Look Out	54	2.1	1.9
PowerSite	16	0.6	0.5
Protem	15	0.6	0.5
Rockaway Beach	158	6.2	7.1
Taneyville	78	2.6	4.8
Walnut Lade	43	3.5	1.4
Other	246	10.1	6.0
Total	2,642		

Public Health Services: Clinical Services

**Vaccinations Provided By Age Group,
From January to June, 2008**

Age Group	Number	Percent
<1yr	214	9.7
1-6yrs	528	23.9
7-18 yrs	569	25.7
19-24 yrs	186	8.4
25-44 yrs	371	16.8
45-64 yrs	261	11.8
>=65yrs	84	3.8
Total	2,213	100.0

**Public Health Services:
Emergency Preparedness**

- Planning Group Membership:
 - Faith-based Emergency Response Task Force
 - Tri-lakes Emergency Response Task Force
 - Bioterrorism Emergency Response Team Meetings-Region D
 - Region D, Missouri Hospital Association, Disaster Planning Group

**Public Health Services:
Emergency Preparedness**

- Exercises:
 - Anti-viral Distribution Table Top Exercise
 - EOC Activation Table Top Exercise
 - Observer: Homeland Security Exercise -National Guard, 7th Civil Support Unit during Functional Exercise
- Training:
 - Epi-Ready Team Training, NEHA/FDA
 - Strategic National Stockpile Preparedness Course, CDC
 - Role of Local Government: Disaster Recovery, SEMA
 - Special Needs Emergency Planning, SEMA

Public Health Services: Emergency Preparedness

- **Presentations**

- Field Epidemiology: Missouri Southern State University
- Epidemiology and Norovirus: College of the Ozarks
- Community Response: Cox College of Nursing
- Ready-in-3: Lion's Club, Branson
- Norovirus Seminar
- Faith-based Meeting Presentation

Construction Update

- Timeline
- Photos

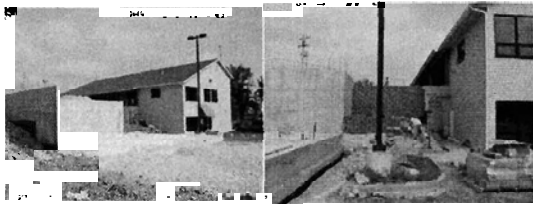
Construction Update



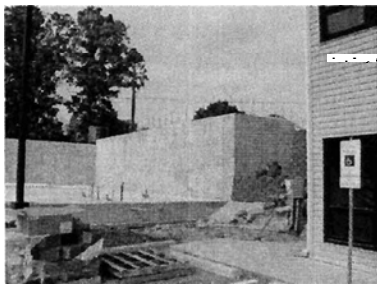
Construction Update



Construction Update



Construction Update



Construction Update



Construction Update



Construction Update



Financial Update

- P & L
- Discussion

Capital Asset Fund

Capital Asset Fund		
	Beginning Balance	Remained Balance
	\$106,000.00	\$ 106,000.00
Expenses:		
* Truck	(18,982.00)	87,018.00
* Trailer/Accessories	(6,240.00)	78,778.00
* Step Ramps	(297.96)	78,480.04
* Light Bar	(114.98)	78,365.06
* 2 Computers/software/wireless	(3,161.85)	75,203.21
* 8 Acer Laptops	(5,759.94)	69,443.27
* 8 Canon Printers	(1,155.84)	68,287.43
*14 MS Office 2007	(3,186.48)	65,100.97
* 5 Auto, 2008 Chev/Cadillac Cobalt Sedans	(42,065.50)	\$ 23,035.47

Financial Update: Feb. 1, 2008-June 30, 2008

	Environmental	Animal Control	Total (Combined)
Revenue			
Branson City Funding/Environmental	\$400,000.00		\$400,000.00
Total Revenue	400,000.00		400,000.00
Expenses			
Salaries/Environmental/Animal Control Service	143,632.09		143,632.09
Holiday/Environmental Services	4,489.76		4 — 76
Vacation/Environmental Service	3,887.47		3,887.47
Sick/Environmental Services	3,439.18		3,439.18
FICA/Environmental Services	11,464.55		11,464.55
Retirement/Environmental Services	20,123.52		20,123.52
Health Insurance/Environmental	30,571.54		30,571.54
Workers Comp/Environmental	814.63		814.63
Cont Svcs/Environmental Service	6,770.50	7,950.00	14,720.50
Travel/Lodging/Environmental Services	6,470.64	1,576.40	8,047.04
Auto Maintenance/Environmental	2,483.08	1,097.11	3,580.19
Auto/Gasoline Exp/Environmental			
Supplies Environmental	1,306.41	1,993.98	3,300.39

**Financial Update:
Feb. 1, 2008-June 30, 2008**

	<u>Environmental</u>	<u>Animal Care</u>	<u>Total (Combined)</u>
Expenses			
Service Agreements/Envir	4,536.35		4,536.35
Educational Supplies/Envir	8.00		8.00
Training & Education/Environmental	1,190.00	1,780.00	2,970.00
Dues and subscriptions	264.00		264.00
Insurance Expense/Building Environmental	2,000.00	940.56	2,940.56
License Expense/Environmental	655.21	7.22	662.43
Depreciation	326.00	11.00	337.00
Miscellaneous E M	157.44		157.44
Lease Expense/Trailer/Environ	8,000.00		8,000.00
Plant Operations/Animal/Environ			6,000.00
General/Admin Expense		1,491.86	1,491.86
Total Expenses	315,311.21	20,140.75	335,451.96
Net Income From Operations	400,000.00		400,000.00
Net Income (Loss)	\$84,688.79	\$(20,140.75)	\$64,548.04

Questions?



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