

CARTER COUNTY HEALTH CENTER
IN COOPERATION WITH THE
MISSOURI DEPARTMENT OF HEALTH AND SENIOR SERVICES

BOARD OF TRUSTEES

November 25 @ 1PM

AGENDA

Reading of Minutes

Monthly Bills Presented

OLD BUSINESS:

Activity Report

NEW BUSINESS

Board Filing

Policy Updates : PTO Discussion

Pay Plan Discussion

Employee Eval Discussion

EXECUTIVE SESSION:

610-021

Personnel Issues

PO BOX 70 VAN BUREN, MISSOURI 63965

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CARTER COUNTY HEALTH CENTER

November 25 2024

Board Chairperson, Mrs. Dougherty, called to order the regular board meeting at the Carter County Health Center November 25, 2024

BOARD MEMBERS PRESENT:

Sara Cooper

Jane Dougherty

Kelly Jenkins

BOARD MEMBERS ABSENT

Robyn Murphy

Debbie Turley

PERSONNEL PRESENT:

Michelle Walker

MINUTES:

The board minutes were approved as read for the October 2024

BILLS:

Mrs. Cooper made a motion, second by Mrs. Jenkins, to approve the paid bills. Motion carried.

OLD BUSINESS

ACTIVITY REPORT:

The monthly activity report and individual department reports were reviewed for the month of October 2024

NEW BUSINESS

ACCREDITATION UPDATE

Mrs. Walker informed the board that the board member who will need to file for a board seat will be Mrs. Jenkins. She may refile for their board position beginning between December 10th and December 31st.

PTO POLICY DISCUSSION

Mrs Walker brought to the board concerns regarding the current PTO policy that has been in place since last November, concerns were raised about the excessive accumulation of PTO and the resulting operational challenges. Several employees were observed to work only three days per week on average, creating persistent staffing shortages and increasing the burden on remaining staff. It was noted that some employees have accrued over 500 hours of PTO, highlighting a need for policy changes to ensure staffing consistency and service quality. A key proposal discussed involved reverting back to the previous policy of separate sick leave and vacation leave, aiming to clarify the purpose of each type of leave. By clearly defining sick leave for health-related absences and vacation leave for personal time off, the board hopes to reduce misuse of PTO and encourage responsible leave usage. This distinction may improve staffing levels by limiting unplanned absences and ensuring that employees reserve sick leave for genuine medical needs. The following considerations were made and discussed.

- **Setting a Maximum PTO Accrual (288 hours)**
The board discussed capping PTO accrual at 288 hours. This limit would help avoid overly large PTO balances and promote regular time-off usage. Additionally, staff members would be encouraged to plan their absences more carefully, thereby reducing sudden staffing gaps.
- **Restricting Consecutive Days Off and Holiday Extensions**
Proposed adjustments include limiting the number of consecutive days employees may take off, particularly around holidays. The intention is to prevent scenarios where multiple staff members extend

holiday weekends into longer breaks, compounding the staffing shortage problem. While the board acknowledged employees' right to take vacation, they emphasized the need to maintain adequate coverage for day-to-day operations.

- **PTO Payout for Excess Balances**

Another strategy under consideration is paying out excess PTO. This approach could reset PTO balances for employees who have accumulated hours beyond the new cap and encourage more conscientious planning of leave. However, the financial impact of regular PTO payouts on the organization's budget and cash flow must be carefully evaluated. The board stressed that any cash-out guidelines should be transparent and fairly applied, with clear eligibility criteria to preserve workforce morale.

- **Communication Plan and Employee Engagement**

Throughout the conversation, board members emphasized the importance of clear, consistent communication. The leadership team would be responsible for explaining the reasons behind each change—reducing absenteeism, improving scheduling, and supporting overall productivity—so that employees understand both the policy updates and their personal responsibilities.

The following action items were asked of Mrs. Walker prior to the December board meeting

- **Calculate the cost** of implementing the new PTO policy with a 288-hour maximum and a 70% payout.
- **Prepare samples** of the revised PTO policy for review, incorporating the changes discussed.
- **Rewrite the PTO policy** to include sick and vacation leave, establish maximum accrual limits, and define usage restrictions.

PAY PLAN REVISION DISCUSSION

Mrs. Walker presented concerns regarding inaccuracies in the existing pay plan's step increase calculations, noting that employees were receiving smaller raises than the intended 3.16%. The Board acknowledged the importance of correcting these discrepancies to ensure fair compensation and preserve morale. Following discussion, Mrs. Jenkins made a motion—seconded by Mrs. Cooper—to institute a revised pay plan on January 1, 2025. This plan provides accurate 3.16% step increases based on current salaries and includes mechanisms to streamline future cost-of-living adjustments. The projected cost of \$5,538 for the year was deemed necessary to align employee salaries fairly. The motion was carried, setting January 1, 2025, as the implementation date.

EMPLOYEE EVAL DISCUSSION

The Administrator presented an updated employee evaluation process designed to align performance reviews more closely with everyone's job description. Under this new system, all employees will complete self-evaluations, which supervisors will then review. The goal is to increase fairness and accuracy, moving away from the previous approach that relied heavily on peer input and often led to conflicts.

In discussing the timing of the Administrator's evaluation, the Board agreed that staff evaluations should be submitted by December 1st, after which they will be compiled and reviewed by the board at the next board meeting. This schedule ensures that the evaluation process coincides with other policy changes, such as those related to PTO and attendance, and provides adequate time for comprehensive assessments

Next Board Meeting Scheduled

After review and discussion, the next scheduled board meeting will take place on Monday December 30 at 1:00 pm, Mrs. Cooper made a motion to adjourn the meeting, seconded by Mrs. Jenkins, motion carried

Board Chair Signature

Carter County Health Department “EPHS October 2024 Report”

Board report will reflect October 1st Through 31st

Food:

Routine Inspections:	04
Attempted Inspections	00
Follow Up Inspections:	00
Technical Assistance Phone:	05
Food Correspondence:	00
Food Complaints:	00
Pre-Opening	01

Septic:

Technical Assistance by Phone	00
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<u>Lodging:</u>	00
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<u>Daycare Inspections:</u>	(No Activity)
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Other Information:

I started working on the study guide for the Missouri Certification program. After 12 hours of work I have finished working on that but continue to study up. I will be contacting them to schedule testing at the beginning of the calendar year hopefully.

Reynolds County Health Department “EPHS October 2024 Report”

Board report will reflect October 1st through 31st

Food:

Routine Inspections: 14 total
DSP
Lesterville School
Valley Springs Youth Ranch
Opy's
Old Jefferson
Rooster's
Old Tram
Eagles
Clubhouse
Bunker School
Wood's Dariette
Big Momma's
21 Line Bar
3 Forks Cafe

Technical Assistance Phone: 4

Lodging: 0

Daycare Inspections: 1 Follow Up

Water Samples: 2

Other Information:

All lodging has been caught up! I am working on my study guide for certification through the state of Missouri. I have put in 12 hours of study so far. I'm hoping to test the beginning of next calendar year. I have made one more site visit to Don's Place and currently have them scheduled for a preopening inspection.



CARTER COUNTY HEALTH CENTER

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October Report

Department: WIC

Foundational Areas : Maternal, Child and Family Health · Injury Prevention ·

Foundational Capabilities : Communications ·

In the month of October WIC had a total of 186 participants. This count includes several categories:

- **Women Pregnant- 18**
- **Women Fully Breastfeeding- 8**
- **Women Partially Breastfeeding- 3**
- **Women Postpartum- 8**
 - **Total Women- 37**
- **Infants Fully Breastfeeding- 8**
- **Infants Partially Breastfeeding-2**
- **Infants Fully Formula Fed- 26**
 - **Total Infants-36**
- **Total Children- 114**
 - **Clinic Total All Categories- 187**



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Other programs linked to WIC include:

- **Car seat program-** Available to Carter County residents. Convertible car seats and High Back booster seats are what we have available (limited supply) for Carter Co. residents. We have a question added to our participant encounter form that asks "*Do you have a Car Seat? Y or N*" if marked no, we ask if they are in need of a carseat.
 - 0 car seats given
- **Safe sleep-** Available to qualifying WIC participants. We have a question added to our participant encounter form "*Do you have a safe place for your baby to sleep? Y or N* " If marked "no " we offer the safe sleep questionnaire. The form is then submitted to the state agency and they determine whether the participant qualifies for a Pack N Play. If a participant qualifies the SA will mail a Pack N Play to CCHC and can be picked up by the participant.
 - none
- **Diaper Bank of the Ozarks-**Two packages of diapers are available to each child per household. For WIC clients and Carter Co. residents.
 - 12 packs of diapers given

We are no longer partners with Diaper Bank of the Ozarks. Currently trying to get approved with the diaper bank in New Madrid.



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October Report-Department: Financials

Foundational Capabilities Communications

ACCOUNTS RECEIVABLE

As of today

Data updated a minute ago

Total A/R amount

\$131,960.64

● **\$34,257.48**
Current

● **\$21,247.51**
1-7 days

● **\$0.00**
8-14 days



[Go to performance center](#)

ACCOUNTS PAYABLE

As of today

Data updated 2 minutes ago

Total A/P amount

\$675.54

● **\$825.00**
Current

● **\$0.00**
1-7 days

● **\$0.00**
8-14 days



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CARTER COUNTY

HEALTH CENTER

REVENUE BY TIME

This year to date ▼

Total revenue

\$746,368.20



EXPENSES BY TIME

This year to date ▼

Total expenses

\$636,769.89



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October 2024

Department: Nursing

Foundational Areas: Chronic Disease Prevention Linkage to Resources

Foundational Capabilities: Communications Assessment and Surveillance

Communicable Disease Update

Reported Covid cases in September 2024

- 4 cases reported to or received testing at CCHC

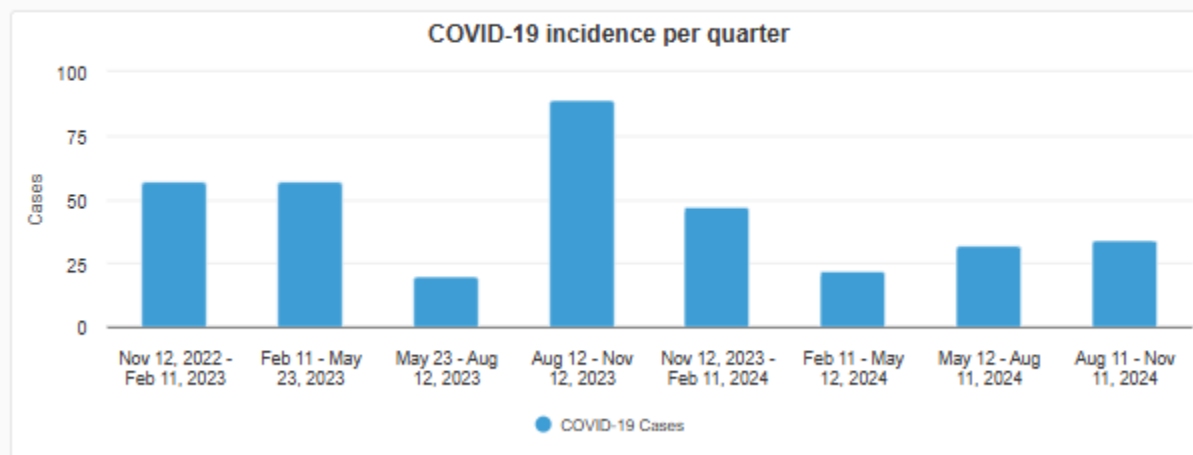
Other Communicable Diseases September or reportable events

- Salmonellosis-2
- Animal bite-1
- Ehrlichia Chaffeensis-2
- Rocky mountain-1
- TB (latent)-1
- Chlamydia-1
- Tularemia-2

Year-to-year Comparison

COVID-19

[Read more about COVID-19](#)



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- Above is a snapshot of reported COVID cases in our county for the last 2 years: **89** cases this time frame last year, **34** cases this year (Aug 11-Nov 11 2023-2024). Note: We have had minimal reporting of home positive tests from the community, so some cases are not captured.
- There has been no influenza cases reported yet this season

Vaccination update

Flu Vaccinations

- 85 flu shots provided

COVID Vaccinations

- 137 covid shots provided

School

- 26 children received vaccinations for school

RSV

- 1 vaccine provided

Adult Vaccinations

- 11 provided

Other Services:

TB test

- 3 TB tests (PPD) provided

BP check

- 2 provided

Injection of home medication

- 3 completed

Hemoglobin A1C

- 0 completed

Pregnancy Test

- 1 completed

Lead Test

- 2 completed

STD Med administration or Testing

- 0 completed

COVID test

- 3 completed

Quality Control/Counts

- Temp logs
 - checked twice a day with no abnormalities found
- Vaccine Counts
 - completed once a month between the 1st and 14th with no unresolved findings



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Expired or soon to be expired Vaccines- table below

Vaccines expired or soon to be listed below

Expired Vaccine

DTAP-HEPB-IPV (Pediarix) Lot# TS425 Expired Date 10-21-2024

Communication

- follow up appointments made for catch up schedule vaccines for children in progress
- 421 total phone calls received by CCHC
 - resulting in a total of 12.46 hours of phone calls

Vital Records

- Birth Certificates
 - 7 birth certificates provided
- Death Certificates
 - 35 death certificates provided

Fall Festival Outreach/First Aid

- 65 people volunteered to fill out our demographic sheet when visiting our outreach/first aid booth
 - The gun locks, narcan, and women's health items were very popular outreach items

Child Care Health Consultation (CCHC) Program

- Halloween safety classes in October for both school districts



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MoDot Highway Safety and Traffic Grant (Car Seat Safety)

- 1 Outreach completed at the Fall Festival
- 0 car seats provided
 - 1 inquiry but it was determined that new car seat was not needed
- 18 Car Seat checks

Delta Grant Diabetes Program

continuous glucose monitors provided this cohort for those eligible-4 in attendance for this class

NARCAN DISTRIBUTION

- The vending machine has received positive feedback from community members utilizing it.
 - Provided 22 via vending machine
- Other vending machine totals-this does not include outreach/fall fest totals
 - Covid tests: 17
 - Condoms: 5
 - Water test kits: 6
 - Drug Waste: 11
 - Gun locks: 4
 - Fentanyl Tests: 1
 - Emergency Contraceptive: 2

CPR CLASSES

- None in October
 - Van Buren School discussed offering another class to teachers like we have done in the past, date not set yet

