



**Williamson County and Cities Health District
Board of Health Meeting
Thursday, May 7, 2020 6:30p.m.
Meeting Held via Video/Telephone Conference Call
Due to a Disaster Declaration and the Existence of the COVID-19 Epidemic
Round Rock Public Health Center
Scott D. Evans Conference Room
355 Texas Ave., Round Rock, TX 78664**

The meeting was called to order at 6:31 p.m. by Board of Health Chair Marlene McMichael

- 1) Invocation and Pledge of Allegiance
- 2) Roll call was taken
Present: Chair Marlene McMichael (Williamson County), Secretary Mary Faith Sterk (Georgetown), Vice Chair Ed Strout (Cedar Park), Joan Maxfield (Taylor), Cynthia Flores (Round Rock), Scott Parker (Liberty Hill/Leander), Derrick Neal (WCCHD)
Absent: Terrance Owens (Hutto), Joanne Land (Williamson County)
- 3) Acknowledge staff and visitors; hear any comments.
Staff members and visitors present: Richard Hamala, Justine Price, Michelle Broddrick, Ivah Sorber, Cindy Botts, Jimmy Romell, Veronica Lomas Day

CONSENT AGENDA

The consent agenda includes items considered to be routine that the Board of Health may act on with one motion. There will be no separate discussion of these items unless requested by a Board director in which event the item will be removed from the consent agenda and considered in its normal sequence on the regular agenda. (Items 4-5)

- 4) Approval of minutes, Regular Meeting (03-05-20)
- 5) Approval of current investment reports (February and March 2020)

Motion to approve consent agenda

Moved: Mary Faith Sterk

Seconded: Scott Parker

Vote: Approved unanimously by roll call (called by Cindy Botts)

REGULAR AGENDA

- 6) Discussion and possible action on the FY2019 Comprehensive Annual Financial Report

Ms. McMichael asked that Ms. Botts introduce the auditors attending the meeting, as part of item 6 of the agenda. Ms. Botts, in turn, introduced Ms. Broddrick, WCCHD Administrative and Finance Director, to lead the discussion of this item. Ms. Broddrick introduced Mr. Rommell and Ms. Day of Maxwell, Locke and Ritter, the Health District's auditing firm for questions on the FY2019 Audit presentation.

Mr. Rommell summarized the FY2019 auditing report (CAFR) he assisted in preparing, including information on the Health District's Net Position. Mr. Rommell explained that the result of the audit was an "Unmodified/Clean Opinion", which is the highest level of assurance the firm can provide. Mr. Rommell brought to the Board's attention that the unknown effect of COVID-19 was included in the notes for the audit, as is required, and this note will also appear in FY2020's audit. He also brought to the Board's attention that a change to how leases are reported within the CAFR, as required by the Government Finance Officers Association (GFOA), was originally scheduled to become effective next year. This change is anticipated to be deferred one additional year due to COVID. The WIC program's audit was also issued a "Clean Opinion", with no reportable findings and no material weaknesses.

Mr. Strout asked if because the procurement policy still needs to be updated and the current version is included as part of the audit process, if the approval of the FY2019 CAFR needed to be extended until that policy has been completed. Ms. McMichael and Ms. Sterk stated that they did not think the vote was required to wait. They also asked a related question regarding the finding on the WIC program from the prior year, which lead to staff's intended policy updates, and if that policy update would be part of the need to extend the vote. Ms.

Broddrick clarified that the vote tonight was on the financials as stated. She further explained that it would be a disadvantage to the Health District to wait until July to approve the financial, as there are requirements by certain grants to report on the financials by a specific timeline. Mr. Strout requested that the procurement policy be brought back to the Board with the recommended changes in July.

Motion to accept the findings of the auditors for FY2019, as presented.

Moved: Scott Parker
Seconded: Mary Faith Sterk
Vote: Approved unanimously by roll call (called by Cindy Botts)

7) COVID-19 Response Update

Ms. Price presented a PowerPoint slide deck to the Board of Health detailing relevant updates on COVID-19 cases within Williamson County and the Health District's related response efforts. Ms. Price summarized the current case count and explained the epidemiological relevance of the charts in the PowerPoint. Information regarding current hospital capacity, long-term care facilities, community testing, contact tracers and volunteer assistance elements were also discussed. Ms. McMichael requested additional information about the County's public/private partnership testing sites, which Justine explained are separate than the Community Testing Site in Georgetown that the Health District is currently standing up. Mr. Strout asked about current COVID-19 positive clusters and investigations, including both long-term care facilities and businesses.

No action requested – information only

8) Establishment of Executive Director Evaluation Committee

Ms. McMichael informed the Board that the Executive Director has been employed by the Health District for more than a year now and she did not wish to delay his evaluation any longer. Due to the current pandemic Ms. McMichael would like to appoint a subcommittee to determine how the evaluation should be done and what elements it should include. The subcommittee would then bring back a recommendation to the full Board. Ms. McMichael asked if this timetable was acceptable to Mr. Neal. He agreed it was. Ms. McMichael asked if Mr. Strout, as Vice-Chair of the Board, would be willing to serve on the sub-committee with her as Board Chair. Mr. Strout agreed to serve. Ms. McMichael explained that only three Board Members would be allowed to serve on the subcommittee to avoid a quorum and unless another Board member had a passion to serve, Ms. Land had agreed to serve as the third member of the subcommittee. No comments or requests to serve were made by the other Board Members.

Ms. McMichael appointed herself, Mr. Strout and Ms. Land to meet in a subcommittee to determine the parameters of the Executive Director's evaluation and bring back a complete evaluation to the Board for approval.

9) Executive Director's Update

Mr. Neal explained that while Ms. Price gave a detailed look at the Health District's response to COVID-19, he would be providing a higher-level overview. Mr. Neal explained that the County's Emergency Security Operations Center (ESOC), which was set up in response to COVID-19, has begun to demobilize. This means that County operations will begin to operate as normal, and that the County's response to COVID-19 is essentially over. Mr. Neal clarified that the Health District, due to its responsibilities as Local Health Authority and a Local Health Agency, was still very much in the midst of the response and he has requested that the County be ready to stand up the ESOC once more if the case counts increases dramatically. He also explained that the Health District has no current plans to return to work out of the District's physical offices. Caution and the current level of COVID-19 response both dictate that it is too soon to return to normal operations for the Health District and most of the Health District staff is working almost exclusively on the response. He did emphasize that staff has begun to strategize on how certain public health elements can be accomplished, including back-to-school immunizations. Mr. Neal detailed his pride in the work the staff has done as part of the COVID-19 response. Mr. Neal also provided updates on approved grants and the Health District's pool program. Mr. Strout noted that there were a couple of spelling errors on the attachment. Ms. Botts stated that she will fix those errors prior to posting the minutes.

Ms. McMichael asked the Board Members to each share what is going on in their represented City or County. Ms. Sterk briefly discussed that the Georgetown area was dealing with a lot of long-term care facility concerns in regard to COVID-19, and as a significant amount of

the population are older residents, there is some concern about both the isolation and the virus. Ms. Sterk related that thanks to the City of Georgetown and the Health District, the communication has been effective in assisting with reaching those more vulnerable populations. Mr. Strout stated that he hasn't heard much from the City leaders in Cedar Park, there have been some social media questions by the residents as to when swimming pools will be open. Mr. Strout's has observed both "pro-mask" and "anti-mask" residents in the community. Mr. Parker stated that with the City of Leander, there have no concerns by City leaders on the leadership of the COVID response by the Health District. Ms. Flores, as part of her work with The Serving Center, needed to provide 14 days of hotel to a COVID-positive individual who had no shelter-in-place options. This has been the only individual who has needed this assistance thus far. Ms. Flores also commented on her appreciation of daily reports and hospitalization rate information. She reported that the City of Round Rock has been very complementary about the Health District's leadership in the response. Ms. Maxfield explained that she represents Taylor, which currently has one of the lower rates of cases in the County. As a result, she is also seeing both the "pro-mask" and "anti-mask" groups. Ms. Maxfield also noted that while there is a one-day testing site occurring this Saturday, May 9th, she was disappointed in the lack of testing availability within Taylor. Ms. Maxfield also noted the fairness of the local newspaper's reports on the current COVID situation and it appropriately informing the residents. Ms. McMichael thanked the Board Members for all of their comments and Ms. Price and Mr. Neal thanked the full Board for their support and insights.

No action requested – information only


10) Set next meeting date, place, agenda (Thursday, 07-02-2020, 6:30 p.m., via video/telephone conference call)

11) Adjourn

Motion to adjourn

Moved: Scott Parker
Seconded: Cynthia Flores
Vote: Approved unanimously

Board Chair McMichael adjourned the meeting at 8:10 p.m.

Recorded by: 
Cindy Botts, Executive Assistant

Reviewed by: Minutes approved on July 2, 2020, as part of the Consent Calendar. To be signed at a later date.
Mary Faith Sterk, Secretary