



**Williamson County and Cities Health District  
Board of Health Meeting  
Thursday, January 5, 2017 6:30p.m.  
Round Rock Public Health Center  
Wellness Center, Building A  
211 Commerce Blvd., Round Rock, TX 78664**

The meeting was called to order at 6:36 p.m. by Board of Health Chair Ehab Kawar

1) Invocation and Pledge of Allegiance and Roll call was taken

Present: Chair Ehab Kawar, Mary Faith Sterk, Selicia Sanchez-Adame, Larry Madsen, Pamela Sanford, Joanne Land, Marlene McMichael, Ed Strout, John H. Teel

Absent: Dr. Luis Egelsee, Selicia Sanchez-Adame

2) Acknowledge staff and visitors; hear any comments.

Staff members present included Virginia Headley, Richard Hamala, Deb Strahler, Michelle Broddrick, Albert Chiuminetta, Margaret Richardson, Ryan Moeller, Deborah Marlow, Victoria Lippman, Tina Horkey, Ivah Sorber, Lisa Cornelius, Ray Langlois, Jan Pelosi, Susanna Thornton, Karina Martinez

Public present: Commissioner Terry Cook, Commissioner Larry Madsen

**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, November 3, 2016, and Special Called Meeting and Retreat, December 3, 2016

5) Approval of current investment reports (November 15, 2016 and December 9, 2016)

**Motion to approve consent agenda**

**Moved: Mary Faith Sterk**

**Seconded: Marlene McMichael**

**Vote: Approved unanimously**

**REGULAR AGENDA**

6) 2017 Election of Board Officers

- Ehab Kawar called for nominations for Board Chair. Pam Sanford nominated Ehab Kawar as Chair, seconded by Marlene McMichael. Vote: approved unanimously
- Ehab Kawar called for nominations for vice-chair. He nominated Ed Strout, seconded by Mary Faith Sterk. Vote: approved unanimously
- Ehab Kawar called for nominations for secretary. Mary Faith Sterk nominated Pam Sanford, seconded by Joanne Land. Vote: approved unanimously

7) Health District Update by Executive Director Mr. John Teel

Mr. Teel provided a brief update on the following items:

- Each WCCHD employee eligible for a salary increase received his/her increase, effective December 16, 2016
- The Wilco Wellness Alliance and the Health District have completed the 2017-2019 Community Health Improvement Plan, driven by the county's gaps in health care defined in the 2016 Community Health Assessment
- Administration will be working with Williamson County's two recent appointments to the Board to schedule and implement New Board Member Orientation
- The Draft 2017-2019 Health District Strategic Plan is complete, from the staff's perspective, and awaiting policy direction from the Board
- The Health District has been encouraged by the Georgetown Health Foundation to consider submission of one or more applications during the Foundation's 2017 grant year. We are working with the City of Georgetown on at least two projects. We will bring these draft applications to the Board during the March meeting
- We just completed hosting a third-year medical resident, and this year, will host two or more second-year medical school students in a public health rotation (in partnership with TAMU College of Medicine)

Joanne Land asked for clarification of the nature of the grant that WCCHD is considering co-applying for. Mr. Teel explained that Georgetown Health Foundation invited WCCHD and City of Georgetown to a meeting to address gaps found in the 2015 Southeast Georgetown Needs Assessment. Transportation vouchers and mobile fresh food vehicle were both discussion topics.

**No action needed by the Board**

8) Recognition of County Commissioner Larry Madsen for service on WCCHD Board of Health (taken out of order – moved to Item #6)

Chairman Kawar acknowledged Mr. Madsen's service to the Board by reading a proclamation and presenting him with a plaque. The members of the Board joined him to thank Mr. Madsen for his service during May 2014 to October 2016.

9) Discussion and possible action regarding 2017-2019 Community Health Improvement Plan (CHIP)

Mr. Ray Langlois, WilCo Wellness Alliance Coordinator, presented the history and process that the WilCo Wellness Alliance and the Public Health Initiatives and Planning Division have completed on the facilitating and writing of the 2017-2019 Community Health Improvement Plan (CHIP). Administration is requesting a discussion and vote on whether to adopt the 2017-2019 CHIP as one of the foundational documents guiding the next three years of activities of the WCCHD.

Ed Strout commented that he felt that presentations to cities need to outline the needs and priorities for their geographic areas. Mary Faith Sterk stated that the needs were reflected in the CHA as part of the assessment process. Marlene McMichael suggested that specific bullets be added for each city. Mr. Langlois suggested that perhaps WCCHD could work with City Planners to create an infographic for each member government highlighting their data, and that the action plans be sorted into geographic areas of the county. Mr. Teel suggested that the 2015 service report could be the "face" of the member government paired with the CHIP.

**Motion to approve the 2017-2019 Williamson County Community Health Improvement Plan as presented**

**Moved: Ed Strout**

**Seconded: Marlene McMichael**

**Vote: Approved unanimously**

10) Discussion on Strat Plan

Mr. Teel explained that the Division Directors (DLT) were asked to identify two to five strategic goals to be accomplished over 2017-2019. A rough draft strategic plan (Plan) was created, containing 56 overall strategic goals. The draft Plan was discussed during the Board of Health strategic visioning and planning retreat on December 3, 2016. Of the 56 strategic goals in the Plan presented to the Board for consideration, each goal is tied back to one or two strategic issues of Accountability, Sustainability, and Preparedness, or one of the five Health Priorities identified in the 2016 CHA. The final Plan will be the official roadmap for the strategic management and continuous quality improvement of the WCCHD through December 31, 2019.

Mary Faith Sterk commented that she wished the Board had had a chance to address high-arching goals in the Plan at the retreat in December. Mr. Teel asked the Division Directors to give a short overview of their goals to the Board. Mary Faith Sterk requested that the Board have a special called meeting to discuss and address the governance aspect of the Plan. The other members of the Board agreed that would be helpful. Marlene McMichael asked what type of preparation might be helpful for the discussion, Ms. Sterk replied that she felt that alignment with each member government, PHAB and other assessments need to be addressed.

**Motion to hold a special called meeting to discuss the WCCHD 2017-2019 Strategic Plan**

**Moved: Mary Faith Sterk**

**Seconded: Joanne Land**

**Vote: Approved unanimously**

11) Discussion and possible action regarding Fiscal Year 2017 Contract Signatory Authority Delegation authorizing the Executive Director and Deputy Director to sign documents binding WCCHD to contractual relationships with various organizations, funding entities, and for any required legal services.

**Motion to authorize signatory authority**

**Moved: Joanne Land**

**Seconded: Mary Faith Sterk**

**Vote: Approved unanimously**

12) Discussion and possible action regarding authorization for the Chairman and Executive Director to meet with chief elected officials of member governments to discuss continuation of public health district governance structure.

**Motion to contact County Judge Gattis to formulate a plan to re-open the CAWG discussion and report back in March**

**Moved: Marlene McMichael**

**Seconded: Mary Faith Sterk**

**Vote: Approved unanimously**

17) New business

18) Set next meeting date, place, agenda, next regular meeting set for Thursday, March 2, 2017 (6:30 p.m. at the Round Rock Wellness Center)

19) Chair Kavar adjourned the meeting at 8:56 pm

Recorded by: \_\_\_\_\_

  
Deb Strahler

Reviewed by: \_\_\_\_\_

  
Pamela Sanford