



**Williamson County and Cities Health District
Board of Health Meeting
Thursday, March 2, 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 6:34 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, Pamela Sanford, Joanne Land, Dr. Luis Egelsee, Selicia Sanchez-Adame, John H. Teel

Absent: Marlene McMichael, Ed Strout

2) Acknowledge staff and visitors: hear any comments.

Staff members present included Virginia Headley, Richard Hamala, Catherine Zettel Nalen

Public present: none

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, Special Called Meeting, February 23, 2017

5) Approval of FY2017 Amended Budget to include new funding for Zika response from DSHS

Motion to approve consent agenda

Moved: Joanne Land

Seconded: Selicia Sanchez-Adame

Vote: Approved unanimously

REGULAR AGENDA

6) Discussion on request for assistance from Executive Director of LifeSteps

Laurie Born, Executive Director of LifeSteps, Wilco's substance abuse prevention presented a new evidence-based screening tool in use by many physicians called SBIRT, which stands for Screening, Brief Intervention, and Referral for Treatment.

No action requested – Ms. Born unable to make presentation. Will be re-scheduled for May 4, 2017 agenda item

7) Executive Director's Update

WCCHD Executive Director John Teel gave an update to the Board on:

- Transfer of OSSF Program from Environmental Health to Wilco Infrastructure: target date 10-01-2017
- CAWG update: meeting with Hutto 02-27-2017 completed, next meeting with Round Rock 03-06-2017
- OSSF focus group just completed: met 03-01-2017 with 12 stakeholders
- Grant application to Georgetown Health Foundation: healthywilliamsoncounty.org improvements (\$50,000) requested
- 2016 Service Report: pending geographic locations of service clients, target 03-13-2017
- IGT restrictions on source and recipients clarified so that not a barrier to becoming a county department and no need to resurrect Friends of Public Health just to be recipient of incentive payments

No action requested – information only

8) Discussion and possible action on initiation of OSSF Work Group in 2017

Every two to three years, the Environmental Health Division opens the current version of the WCCHD OSSF Order to a public review process. The last official OSSF Work Group met in 2015 and spent several months analyzing the OSSF Order, followed by an official report back to the Board of Health. Current order requires a variance, so WCCHD seeks early review of order. WCCHD just hosted the second annual OSSF focus group, and has gathered large amounts of feedback from the various stakeholders regulated by Environmental Health. Administration seeks approval from the Board to open the OSSF Order for a public review process to ascertain whether any revisions to this Order are warranted and needed.

Motion to create a Work Group, and begin the process of a regulatory review of the 2015 WCCHD OSSF Order

Moved: Mary Faith Sterk

Seconded: Selicia Sanchez-Adame

Vote: Approved unanimously

9) Discussion and possible action on approval of Policy on Policies

The definition of a WCCHD policy (and therefore subject to Board input and approval) and how that is differentiated from a guideline or procedure that govern day-to-day operations (and do not necessitate Board oversight) is an inconsistency that has been identified by an administrative review. To clarify this inconsistency, a policy on the development and promulgation of policies has been drafted to clarify ownership, approval, and review frequencies for all policies under the purview of the Board of Health.

Motion to approve and adopt the WCCHD Policy Development and Promulgation Policy

Moved: Mary Faith Sterk

Seconded: Pam Sanford

Vote: Approved unanimously

10) Discussion and possible action on approval of Employee Health Policy

PHAB Accreditation rules require LHDs to regularly review all policies, and update/revise as needed, and show a recent approval date from the governing body. Administration is requesting review and approval of the Employee Health Policy. Mary Faith Sterk moved to approve agenda items 10-13 without further discussion or revisions.

Motion to approve the Employee Health Policy (along with items 11-13)

Moved: Mary Faith Sterk

Seconded: Joanne Land

Vote: Approved unanimously

11) Discussion and possible action on approval of Infection Control Policy

PHAB Accreditation rules require LHDs to regularly review all policies, and update/revise as needed, and show a recent approval date from the governing body. Administration is requesting review and approval of the Infection Control Policy.

Motion to approve the Infection Control Policy (along with items 10, 12-13)

Moved: Mary Faith Sterk

Seconded: Joanne Land

Vote: Approved unanimously

12) Discussion and possible action on approval of Quality Improvement Policy

WCCHD has dedicated resources through its Quality and Strategic Management Division, has applied Local Public Health Services grant dollars towards performance management, and seeks to promulgate QI strategies at all levels of the agency and into the community for improving health outcomes in Williamson County. To endorse these efforts to develop a culture for quality, policy-level support is necessary to ensure administrative and process consistencies.

Motion to approve the Quality Improvement Policy (along with item 10-11, 13)

Moved: Mary Faith Sterk

Seconded: Joanne Land

Vote: Approved unanimously

13) Discussion and possible action on approval of Billing & Coding Fraud and Abuse Policy

PHAB Accreditation rules require LHDs to regularly review all policies, and update/revise as needed, and show a recent approval date from the governing body. Administration is requesting review and approval of the Billing & Coding Fraud and Abuse Policy.

Motion to approve the Quality Improvement Policy (along with items (110-12)

Moved: Mary Faith Sterk

Seconded: Joanne Land

Vote: Approved unanimously

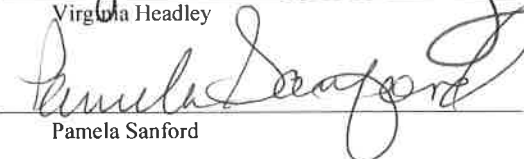
14) Next regular meeting set for Thursday, May 4, 2017 (6:30 p.m. at the Round Rock Wellness Center)

15) Chair Kawar adjourned the meeting at 6:58 pm

Recorded by:


Virginia Headley

Reviewed by:


Pamela Sanford