



**Williamson County and Cities Health District
Board of Health Meeting
Thursday, May 4, 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 6:32 p.m. by Board of Health Chair Ehab Kavar

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

Present: Chair Ehab Kavar, Mary Faith Sterk, Pamela Sanford, Marlene McMichael, Ed Strout, Acting Executive Director Virginia Headley

Absent: Dr. Luis Egelsee, Selicia Sanchez-Adame, Joanne Land, John H. Teel

- 2) Acknowledge staff and visitors; hear any comments.

Staff members and visitors present: Steve Gilmer, Matt Richardson, Deborah Marlow, Albert Chiuminetta, WCCHD Attorney Richard Hamala, Michelle Broddrick, Dr. Lisa Cornelius, Laurie Born (LifeSteps Executive Director), Dr. Jim Jackson (LifeSteps Medical Director), J.Terron Everton, (Williamson County Engineer), Jimmy Romell (Maxwell Locke & Ritter)

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 4-7)

- 4) Approval of minutes, Regular Meeting, March 2, 2017
- 5) Approval of current investment report (April 7, 2017)
- 6) Approval of Open Government Policy
- 7) Approval of amended Salary Schedule (addition of Medical Technician IV)

Motion to approve consent agenda

Moved: Marlene McMichael

Seconded: Pam Sanford

Vote: Approved unanimously

REGULAR AGENDA

- 8) Executive Director's Update

WCCHD Acting Executive Director Virginia Headley referred to the prepared update in the board packet and asked the members if any clarification was needed.

No action requested – information only

- 9) Discussion on 2016 Annual Service Report

Each year WCCHD compiles a detailed report describing all services provided to Williamson County, including details of services provided to residents in each member government.

Board member Ed Strout asked how prepared WCCHD is to meet DSRIP encounter goals for DY6. Matt Richardson replied WCCHD is working with the County jail and planning on offering flu shot clinics again in 2017. He also explained how the DSRIP projects would change if the expansion is approved beyond December 2017. Board Director McMichael asked why the vaccination rates dropped in the clinics over the past ten years, Mr. Richardson explained that the Texas Vaccines For Children program had changed its focus more of an administrative program and tightened restrictions on who was eligible; therefore, focus on providing vaccine at WCCHD decreased and shifted to community TVFC provider medical homes.

No action requested – information only

- 10) Discussion and possible action on request for assistance from Executive Director of LifeSteps

Laurie Born, Executive Director of LifeSteps, Williamson County's substance abuse and prevention non-profit agency, presented an evidence-based screening tool in use by some physicians called SBIRT, which stands for Screening, Brief Intervention, and Referral for Treatment. She also informed the group that LifeSteps can give presentations on marijuana and opioid abuse, and a prescription drug monitoring program. LifeSteps Medical Director, Dr. Jackson, spoke on the misdiagnosis of substance abuse deaths and other ill effects from substance abuse such as hepatitis and HIV/AIDS. Board Chair Kavar asked if LifeSteps was requesting that WCCHD use the screening tool with clients. Dr. Cornelius commented that she would like to request that more research be done - WCCHD is not considered a primary care provider and does not usually see clients on a regular basis to monitor them.

Motion to further research the SBIRT screening and report back to the Board

Moved: Mary Faith Sterk

Seconded: Pam Sanford

Vote: Approved unanimously

11) Discussion and possible action on transfer of WCCHD's On-Site Sewage Facility (OSSF) program to Williamson County in October 2017

On April 4, 2017 the Williamson County Commissioners Court voted 5 – 0 to transfer WCCHD's OSSF program to the WilCo County Engineer's department to create a "one stop shop" for homeowners and businesses wanting to develop in areas of Williamson County which are not served by a centralized wastewater collection system.

To allow the county government and WCCHD Administration to move forward with the logistical, administrative, and legal tasks necessary to make the transfer, a public discussion and vote needs to occur. If approved by the WCCHD Board of Health, seven staff and all OSSF functions will be transferred as of October 1, 2017.

County Engineer J.Terron Evertson explained the three-step process to transfer regulatory authorization from WCCHD to Williamson County, which would involve applying for a transfer with Texas Commission on Environmental Quality. Richard Hamala explained the legal process for handover through TCEQ. Mr. Evertson reviewed the positives and negatives of the transfer, with the ultimate goal of focus on the customer. Mr. Evertson also stated that staff would not need to reapply for positions. The main drawback he believed would be assuming a regulatory program which generates customer complaints and issues.

A recess was called at 7:57 pm and meeting was reconvened at 8:03 pm

Board Director Mary Faith Sterk asked if Deborah Marlow, Division Director over the OSSF program, could speak. Ms. Sterk commented that she wished the Board of Health had had the opportunity to discuss the transfer before the Commissioners Court voted. Ms. Marlow commented that the OSSF staff are used in a surge emergency response capacity (i.e. legionella water testing) and also work as a team with Retail Food staff for reviewing applications for new restaurants that are on an OSSF. Ms. Sterk suggested that perhaps they could be a "shared" program so the staff could still be available for public health emergency responses. Dr. Headley commented that removing the OSSF program from under WCCHD may reclassify WCCHD from a "full-service" to a lesser Local Health Department classification and could impact future grant funding. Board Director Marlene McMichael questioned if the move was driven by Commissioners or constituents. Mr. Evertson replied that it was Commissioners Court's decision. Board Director Ed Strout suggested a special called meeting with Williamson County for further discussion.

Motion to hold a special called meeting to hear research on the impacts of transferring

Moved: Ed Strout

Seconded: Mary Faith Sterk

Vote: Approved unanimously

12) The independent Certified Public Accounting firm of Maxwell Locke & Ritter has completed the Consolidated Annual Financial Report (CAFR) for the fiscal year ending December 31, 2016 (FY2016).

Maxwell Locke & Ritter thanked WCCHD administration for their cooperativeness and presented the Independent Auditor's Report including Basic Financial Statements and other supplemental information for FY2016:

- The audit results were the best achievable (unmodified aka "clean" opinion)
- Cash flow is consistent with past budget years
- WCCHD investments were found to have a significant finding related to internal control over financial reporting and compliance with federal requirements for collateralization of assets when deposits periodically exceed \$750,000 due to flow of money related to the Medicaid 1115 Waiver. A correction action plan will be developed with the County Treasurer's Office and WCCHD Division of Administration and Finance.

Motion to approve and adopt the CAFR

Moved: Ehab Kavar

Seconded: Marlene McMichael

Vote: Approved unanimously

13) Discussion and possible action on FY2017 Budget revision addressing unobligated funds

The Department of State Health Services Immunization Grant for FY2018 was increased for the first time in 10 years, from \$368,515 to \$475,709. This provides an additional \$158,570 to WCCHD's FY2017 Budget for both income and operational expenses (\$125,595 in salaries, \$25,697 in benefits, and \$7,278 in operating costs). This additional funding will add two new Immunization Program positions to handle increased auditing functions for TVFC providers and the state immunization registry.

Additional FY2017 Budget revisions include the following new Operating Cost Line Item Expenses to be funded by \$160,000 from Non-Designated Unobligated Funds. One time purchase requests of budgeting software, strategic plan tracking software, vaccine freezers, and vehicles for the mosquito and EPR program for a \$160,000 cost.

Motion to approve the 2017 Budget revision

Moved: Mary Faith Sterk

Seconded: Pam Sanford

Vote: Approved unanimously

- 14) Discussion and possible action on confirmation of Executive Director's appointment of Dr. Vinita Magoon as Backup Local Health Authority for WCCHD

The current Williamson County back up Local Health Authority is relocating out of state; therefore, the Executive Director has selected Vinita Magoon, MD to act as backup Local Health Authority to Dr. Lisa Cornelius. Chapter 121, section 033.a of the Texas Health and Safety Code requires that the governing body of a local health department confirm the appointment of a local health authority by a non-physician director of a local health department. Administration estimates that the backup local health authority may be "on duty" for up to 20 days per year.

Motion to approve Dr. Vinita Magoon as Backup Local Health Authority for WCCHD

Moved: Mary Faith Sterk


Seconded: Marlene McMichael

Vote: Approved unanimously

- 15) Next regular meeting set for Thursday, July 6, 2017 (6:30 p.m. at the Round Rock Wellness Center). Special Called meeting to be determined by survey of Board.

- 16) Chair Kawar adjourned the meeting at 9:01 pm

Recorded by: 
Deb Strahler

Reviewed by: 
Pamela Sanford