



**Williamson County and Cities Health District  
Board of Health Meeting  
Thursday, May 18, 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 6:35 p.m. by Board of Health Chair Ehab Kawar

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

Present: Chair Ehab Kawar, Mary Faith Sterk, Joanne Land, Marlene McMichael, Selicia Sanchez-Adame, Executive Director John H. Teel  
Ed Strout entered at 6:39 p.m. after roll call completed  
Absent: Dr. Luis Egelsee, Pamela Sanford

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

Staff members and visitors present: Virginia Headley, Steve Gilmer, Deborah Marlow, WCCHD Attorney Richard Hamala, Judge Dan Gattis (Williamson County Court), Bob Daigh (Williamson County Senior Director of Infrastructure)

#### **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. (Item 4)

- 4) Approval of minutes, Regular Meeting, May 4, 2017

**Motion to approve consent agenda**

**Moved: Joanne Land**

**Seconded: Marlene McMichael**

**Vote: Approved unanimously**

#### **REGULAR AGENDA**

- 5) Discussion and possible action on transfer of WCCHD's On-Site Sewage Facility (OSSF) program to Williamson County in October 2017  
Discussion opened with remarks from Judge Gattis. This transfer request is after three years of discussion following a vote by the Court which it didn't follow through on while criticism of the program was still high. WCCHD has done an excellent job correcting those issues, and in April 2017, Court voted 5-0 to move the program from WCCHD to the County with the idea of looking at the development community, making the program consumer-friendly, and giving the program engineering back-up. Judge Gattis requested that the Board move to transfer the program with the assurance that those personnel moving over would be taken care of by the County.

Mr. Teel gave presentation summarizing program organization and metrics and staff to be transferred.

Chair Kawar requested clarity on only the OSSF program from Environmental Health Services transferring, not also Retail Food and Integrated Mosquito Management. Mr. Teel confirmed. Director Sterk expressed desire to have considered the opportunity to use this to think strategically horizontally: as the public health component of the program moves, how to continue to leverage the expertise and availability of staff so that still able to do cooperative disease surveillance and data exchange. Important to continue to be part of oversight of health of the county and not mutually exclusive activities. Director Strout requested explanation of current permitting process – who is involved? Mr. Teel stated first point of contact is a customer service representative, then talking with a plan reviewer. Director Strout – will process be the same? Mr. Daigh: given that there are multiple questions that need to be answered such as legal lot and flood plain issues, current process is that customers must go to two places now, but will only come to one after the transfer. This will provide efficiency in data review process and get more redundancy in cross-training of staff. A larger staff will also create a buffer for absences. Director Strout: so the customer will have a single point of contact for all processes? Mr. Daigh: Yes. Director Strout: How will this impact the tenure of transferred staff? Mr. Teel explained that WCCHD employees already receive all benefits through the county, but there are some differences related to leave balance caps. Judge Gattis confirmed that benefits and payroll already through county. Mr. Daigh commented that transferred staff would now have benefit of county's merit compensation system, which is not a current benefit of WCCHD. Judge Gattis addressed cooperative communication during health-related emergencies as something that is already in place between the county and WCCHD. Director McMichael requested comments for the record regarding classification of WCCHD in terms of services provided. Mr. Teel gave an update on Senate Bill 969 based on a draft report by the Texas Department of State Health Services (DSHS) in March 2017 which defined services provided by local health departments, which services were considered "core", which were considered "enhanced", and defining a full-service health department as one performing all core services, and if not, then would be considered a "targeted" health department. Mr. Teel's opinion on the impact of these definitions is that there will be none given DSHS will continue to need vendors to perform the work of public health, regardless of how they are "classified." Director Land asked if WCCHD would be classified as a "core" health department if OSSF transferred to the county? Mr. Teel: no, WCCHD would then be a "targeted" health department. Chair Kawar: Will this transfer affect our PHAB accreditation? Mr. Teel: It should not, will only have to document that the function is provided in the county and by what agency. Chair Kawar: what about capital assets? Mr. Teel: Vehicles and computers have a value that contributes to WCCHD's net financial position.

If transferred with compensation, net position will not be changed, if transferred without, then net position will show decrease in amount equal to value of assets transferred. Director McMichael: who makes that decision? Judge Gattis: County Auditor.

Closing remarks: Judge Gattis: Transfer is not to be done tomorrow, but in October, but process needs to start now. Richard Hamala: several steps need to be taken to transfer authority with Texas Commission on Environmental Quality (TCEQ). Mr. Hamala has already spoken with TCEQ who has already done a simultaneous transfer in the past, and Mr. Hamala will do everything necessary to assure that happens. Director Sterk expressed appreciation for conversation and presence of the County Judge and Director to assist the Board in their decision. Director Strout asked if office space already available? Mr. Daigh: Yes. Director Strout: any benefit to moving staff now to work out details in place? Mr. Daigh: given the number of issues to resolve, especially those related to information management, it would be best for staff to stay at WCCHD with current management.

**Motion to transfer the OSSF program and give authority to Executive Director and corresponding county official(s) to negotiate the transfer of WCCHD assets**

**Moved: Marlene McMichael**

**Seconded: Mary Faith Sterk**

**Vote: Approved unanimously**

6) Next regular meeting confirmed for Thursday, July 6, 2017 (6:30 p.m. at the Round Rock Wellness Center). (No action necessary since set May 4, 2017)

7) Chair Kavar adjourned the meeting at 7:32 pm

Recorded by:

  
Virginia Headley

Reviewed by:

  
Pamela Sanford