



**Williamson County and Cities Health District
Board of Health Meeting
Thursday, November 2, 2017 6:30 p.m.
Round Rock Public Health Center
Wellness Center, Building A
211 Commerce Blvd., Round Rock, TX 78664**

The meeting was called to order at 7:13 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, Marlene McMichael, Joanne Land, Pamela Sanford, John H. Teel
Absent: Dr. Luis Egelsee, Ed Strout, Selicia Sanchez-Adame

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

Staff members and visitors present: Virginia Headley, WCCHD Attorney Richard Hamala, John Cochran, Catherine Nalen, Victoria Lipmann, Karina Martinez, Margaret Richardson, Tina Horkey, Lisa Cornelius, Jody Sanmuen, Kelli Becerra, Ray Langlois, Melissa Tung, Lori Palazzo, Myslie Hyffolita, Mike Knipstein

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, September 7, 2017
- 5) Approval of current investment reports (August and September 2017)
- 6) Approval of authority for approval of grants and contracts by Executive and Deputy Directors
- 7) Adoption of the classification and salary schedule to be effective December 29, 2017 (no changes from current)

Motion to approve consent agenda

Moved: Mary Faith Sterk

Seconded: Joanne Land

Vote: Approved unanimously

REGULAR AGENDA

- 8) Executive Director's Update

- John Teel updated the Board that the Legionnaires Outbreak in a Round Rock hotel is wrapping up – WCCHD has issued Control Order Three which outlines a routine water testing requirement be implemented before the pool area may be cleared to reopen.
- West Nile Virus update – two trap samples have tested positive in Cedar Park and Georgetown, follow up testing in those traps have come back negative; there has been one human probable case reported this season
- Dr. Lori Palazzo has been appointed as Local Health Authority

No action requested – information only

- 9) Discussion on 2017 Scott D. Evans Award recipient

The Board voted to award the 2017 Scott D. Evans award to Adriana Reyes. She was unable to be recognized at tonight's Board of Health meeting and will try to attend the January meeting.

No action requested – information only

- 10) Discussion on 2017 Executive Director's Awards of Excellence

Each year, at WCCHD's Fall Retreat, the Executive Director announces winners of his Executive Director's Awards of Excellence. This year, eight Team WCCHD staff members were recognized on October 13 for exemplifying the 12 Guiding Principles of the WCCHD. The winners of this award for 2017 are:

- Melissa Doyle – Environmental Health – IMM Program
- Lori Eitelbach, RN – Clinical Services: TB Management
- Ray Langlois – Marketing and Community Engagement
- Valerie Meredith – WIC

- Maria Nevarez – WIC
- Jan Pelosi – Disease Control and Prevention: TVFC Program
- Melissa Tung – Quality and Strategic Management
- Chad Winkler – Environmental Health: OSSF Program

No action requested – information only

11) Discussion on WCCHD’s Support of Smoke-Free Round Rock Project

Health Educator Kelli Becerra reported that Smoke-Free Round Rock is a broad coalition of organizations and individuals who believe all Round Rock residents have the right to breathe clean indoor air. Led by the American Heart Association, and supported by WCCHD, Smoke-Free Round Rock is close to making Round Rock the first Williamson County city to have a comprehensive smoke-free ordinance. WilCo Pct. 1 Commissioner Terry Cook sits on the Central Texas Clean Air Coalition and is a strong supporter of this and other smoking cessation initiatives such as The Great American Smoke Out on Nov. 16 and Texas Quitline. All WCCHD clinics are promoting the Great American Smoke Out on Nov. 16.

No action requested – information only

12) Discussion and possible action on confirmation of appointment of new Local Health Authority

Chapter 121 of the Texas Health and Safety Code requires Local Health Departments to have a licensed physician, appointed by the non-physician director, confirmed by the governing body of the Local Health Department. The Executive Director has appointed Dr. Lori Palazzo as WCCHD’s new, full-time Local Health Authority and Medical Director to replace the outgoing current LHA/MD.

Motion to confirm appointment of Lori Palazzo as Local Health Authority Effective Nov. 27

Moved: Joanne Land
 Seconded: Marlene McMichael
 Vote: Approved unanimously

13) Discussion and possible action on choices of DSRIP measures for any future application to Texas Health and Human Services Commission for DY7 and DY8.

WilCo EMS Director Mike Knipstein reported that WilCo EMS is waiting on a decision of the audit from HHSC – possible to appeal the ruling.

Motion to assist WilCo EMS in appealing a decision by HHSC to refund DSRIP incentive payment.

Moved: Mary Faith Sterk
 Seconded: Joanne Land
 Vote: Approved unanimously

14) Discussion on Deputy Director’s Budget to Actual Report

Virginia Headley presented the most recent financial information from the 2017 budget – overall, WCCHD is operating under budget, and expenses and revenue are booking as expected.

No action requested – information only

15) Discussion and possible action on Adoption of 2018 Line Item Budget

Executive Director John Teel presented the draft, proposed line item budget for the upcoming fiscal year. Of note: still some frozen positions, not recommending transfer of money to savings account – we have 120 day fund balance. Employee recognition funding of \$3K, EHS software. January meeting will request a commercial pool/hot tub program – not currently budgeted. Item of \$200K for move to 355 Texas Ave. (transfer of capital funds). Member government contributions increase of \$120K, new PESS CSR position, 2% salary merit increase for all employees.

Marlene McMichael questioned how \$200K moving expenses will be spent: Virginia Headley responded, estimate for moving per sq. ft., medical equipment, lobby furniture. Joanne Land asked about IT wiring costs (paid in construction budget, not our expense), Ehab Kawar asked if we could afford more of a salary increase, Mr. Teel said if the board would authorize a withdrawal from savings fund. Joanne Land asked what the fund balance would be at the end of 2017 - with \$3.5M (each 1% increase costs \$58,400). Marlene McMichael asked if the 1% could be a “bonus” – Richard Hamala commented that he would have to look into the legal aspects of a “merit bonus” – not a merit increase. Virginia Headley would know how much unspent funds in February. Ehab Kawar was in support of the 2% merit + 1 time 1% payment.

Motion to Adopt 2018 Line Item Budget as drafted, research a one-time payment option in January meeting

Moved: Marlene McMichael
 Seconded: Joanne Land
 Vote: Approved unanimously

16) New Business - None

17) Next regular meeting set for Thursday, January 4, 2018 (6:30 p.m. at the Round Rock Wellness Center).

18) Chair Kavar adjourned the meeting at 8:21 p.m.

Recorded by: Deb Strahler
Deb Strahler

Reviewed by: Mary Faith Stark
Board Secretary