



**Williamson County and Cities Health District
Board of Health Meeting
Thursday, January 4, 2018 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 6:37 p.m. by Board of Health Chair Ehab Kawar

- 1) Invocation and Pledge of Allegiance
- 2) Roll call was taken
Present: Ehab Kawar, Mary Faith Sterk, Selicia Sanchez-Adame, Marlene McMichael, Ed Strout, Dr. Luis Egelsee, John H. Teel
Absent: Joanne Land
- 3) Acknowledge staff and visitors; hear any comments.
Staff members present included Virginia Headley, Richard Hamala, Deb Strahler, Catherine Nalen, Deborah Marlow, Karina Martinez
Public present: Pamela Sanford
- 4) Acknowledge 2017 Scott D. Evans Award recipient
Recipient was unable to attend meeting – tabled for March

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 5-10)

- 5) Approval of minutes, Regular Meeting, November 2, 2017
- 6) Approval of current investment reports (October and November 2017)
- 7) Approval of WCCHD Operations Policy
- 8) Approval of Healthcare Fee Policy
- 9) Approval of Disease Surveillance, Investigation and Outbreak Policy
- 10) Approval of Amended Summary Budget for FY2018

Motion to approve consent agenda

Moved: Mary Faith Sterk

Seconded: Selicia Sanchez-Adame

Vote: Approved unanimously

REGULAR AGENDA

- 11) 2018 Election of Board Officers
 - Ehab Kawar called for nominations for Board Chair. Mary Faith Sterk nominated Marlene McMichael as Chair, seconded by Selicia Sanchez-Adame Vote: approved unanimously
 - Ehab Kawar called for nominations for vice-chair. Dr. Egelsee nominated Ed Strout seconded by Selicia Sanchez-Adame. Vote: approved unanimously
 - Ehab Kawar called for nominations for secretary. Dr. Egelsee nominated Mary Faith Sterk, seconded by Selicia Sanchez-Adame Vote: approved unanimously

Newly elected Chair Marlene McMichael assumed coordination of the meeting.

- 12) Discussion and possible action to recognize Pam Sanford for service on WCCHD Board of Health
John Teel acknowledged Ms. Sanford's service to the Board by reading a proclamation and presenting her with a plaque. The members of the Board joined him to thank Ms. Sanford for her service during May 2014 to October 2016.
- 13) Discussion and possible action to recognize emergency response actions of a WCCHD Board of Health Director
The Board of Health and Administration recognized Director Ed Strout for his selfless and meritorious actions providing emergency medical care to victims of Hurricanes Harvey and Maria in Texas and Puerto Rico. John Teel presented Mr. Strout a plaque and members of the Board joined him to thank Mr. Strout for his service.
- 14) Executive Director's Update
Refer to Agenda Packet – Discussion on a new WCCHD PHC in Leander, WilCo Commissioner Long has volunteered to host a

brainstorming session in February aimed at each of the governments, non-profits, and faith groups desiring a multi-agency, multi-service facility serving citizens in western Wilco.

15) Discussion and possible action on implementation of retention incentive program for WCCHD Staff.

At the November 2, 2017 Regular Meeting, the Directors expressed a desire to reward the contributions of the District employees through a one-time bonus payment using funds available at the end of the fiscal year. The opinion from legal counsel is that it is possible as per the Texas Attorney General's interpretation of the Texas Constitution. However, counsel did indicate that a prospective rewards program could be implemented that would not be in violation of the Constitution. One such prospective reward would be the adoption of an employee incentive program for maintaining employment for a specified future time period such that WCCHD would benefit from the retention of trained and qualified employees.

Motion to authorize staff to develop a retention program for FY2018, contingent on available funds identified by Administration as surplus from FY2017, whereas employees would be rewarded 1% of their base salary for continuous employment. Bring back developed program to March 1 meeting for approval.

Moved: Ed Strout

Seconded: Luis Egelsee

Vote: Approved unanimously

16) Discussion and possible action on creation of Swimming Pool Permitting, Inspection, and Enforcement Program

Deborah Marlow presented background on a proposed pool inspection program. Environmental Health Division seeks authorization from the Board of Health to move forward with adopting a Board of Health Order to regulate non-residential, man-made bodies of water, and to create a fully fee-funded permitting, inspection, and enforcement program. To ensure that Williamson County's stakeholders support such a program (i.e. owners/operators of swimming pools and hot tubs) the EH Division implemented the Swimming Pool Work Group, and held numerous public meetings throughout 2017. The majority of the stakeholders involved in the Work Group are in favor of the Board of Health authorizing staff to 1) write and adopt a Swimming Pool Order and 2) begin administering this permitting, inspection, and enforcement program as soon as feasible in 2018.

Motion to authorize staff to complete all tasks necessary to bring a Swimming Pool Order before the Board at March 1 meeting.

Moved: Mary Faith Sterk

Seconded: Ehab Kawar

Vote: Approved unanimously

Motion authorize staff to complete all administrative tasks required to develop the Swimming Pool Inspection program and report back to the March 1 regular Board meeting.

Moved: Mary Faith Sterk

Seconded: Selicia Sanchez-Adame

Vote: Approved unanimously

17) Discussion and possible action on revision of Retail Food Order to create new food establishment category and adopt permit fee

Environmental Health Division requests to amend the Retail Food Order, to add one additional type of food establishment (Commissary) to the definitions and to set a specific annual permit fee to this new category. The creation of this new category of food establishment and the setting of a category-specific annual permit fee will simply the enforcement of various sections of the Retail Food Order. This change will make it easier for certain retail food stores and for many operators of temporary food events to use existing Wilco-area commissaries as sources of various food products intended for retail sale. A commissary is either 1) a commercial food establishment that prepares food items solely for wholesale to a retail food establishment or 2) a retail food establishment that also prepares one or more food products intended for wholesale to a retail food establishment.

Motion to authorize staff to complete all tasks necessary to amend the Retail Food Order to create a new category called Commissary, and propose an annual permit fee for commissaries at the March 1 meeting for approval.

Moved: Mary Faith Sterk

Seconded: Luis Egelsee

Vote: Approved unanimously

18) Discussion and possible action on WCCHD's research on access to cancer care by uninsured and underinsured Williamson County residents TX Oncology, Austin Cancer Care, Baylor Scott & White Cancer Treatment Center meetings.

Motion to authorize staff to continue researching methods of providing access to cancer care for WilcoCare and other uninsured cancer patients who reside in Williamson County.

Moved: Mary Faith Sterk

Seconded: Luis Egelsee

Vote: Approved unanimously

19) Discussion and possible action on future DSRIP-funded programs of service

In late December, Texas HHSC notified all DSRIP providers that the federal government had provided Texas a five-year extension of the Texas 1115 Medicaid Waiver. WCCHD is awaiting further information to proceed with the application process. The new project would include a "system of care" partnership with WCCHD, WilCo EMS, and WilCo MOT to reduce frequent emergency room visits. Board requests a special meeting if necessary to review the draft of the application before submittal.

Motion to authorize staff to submit detailed applications to HHSC that will allow continued receipt of DSRIP funds for key WCCHD programs and services (which will be tailored to attain newly-described performance measures).

Moved: Ed Strout

Seconded: Ehab Kawar


Vote: Approved unanimously

20) New Business


21) Set next meeting date, place, agenda, next regular meeting set for Thursday, March 1, 2018 (6:30 p.m. at the Round Rock Wellness Center)

21) Chair McMichael adjourned the meeting at 8:49 pm

Recorded by:


Deb Strahler

Reviewed by:


Mary Faith Sterk, Secretary