



**Williamson County and Cities Health District  
Board of Health Meeting  
Thursday, March 1, 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 6:38 p.m. by Board of Health Chair Marlene McMichael

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

Present: Marlene McMichael, Mary Faith Sterk, Ed Strout, Dr. Luis Egelsee, Joanne Land, John H. Teel

Absent: Ehab Kawar, Carol Bachmayer,

- 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

**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, Regular Meeting, January 4, 2018
- 5) Approval of current investment reports (December 2017 and January 2018)

**Motion to approve consent agenda**

**Moved: Mary Faith Sterk**

**Seconded: Joanne Land**

**Vote: Approved unanimously**

**REGULAR AGENDA**

- 6) **Executive Director Update**  
Retail food inspector assaulted by restaurant owner in Cedar Park – no charges pressed  
Marlene McMichael asked the difference between DSRIP and CPRIT grants for tobacco  
The Board was invited to attend the Cancer Summit coordinated by WCCHD on March 19 at the Jester Annex  
Marlene McMichael congratulated the WCCHD staff on TACCHO LHD of the Year Award
- 7) **2017 (Provisional) Budget-To-Actual Report (taken out of order after item 8)**  
Deputy Director Headley presented an informal budget analysis that reflected the general trends of cash flow for planning and projection purposes. Most transactions for 2017 have been entered into the WCCHD accounting database, a provisional analysis of revenues and expenditures was presented. Significant points were that Environmental Health Fee revenue exceeded budget projections, Clinical Services fee revenue exceeded budget projections by 33%, grant receipts were lower than budget projections, and final expenses were lower than revenue.  
Director Sterk asked to see itemized expenditures at the end of the year.
- 8) **Progress report on Quality Management Committee (taken out of order item 7)**  
Presentation by Justine Price on what the WCCHD Quality Management (QM) Committee is, and how are its members helping to guide the agency toward excellence and continuous improvement. QM Committee members were recognized and received certificates.
- 9) **Discussion on 2017 Major and Significant Accomplishments**  
The Major and Significant Accomplishments report contains a list of the 23 Major and 71 Significant accomplishments performed during 2017 by WCCHD staff. Mr. Teel reviewed top achievements including LHD of the year award, Project Public Health Ready certification, flu shot clinics, and the legionella outbreak response.  
The Board directed Mr. Teel to submit the report to the public.
- 10) **Progress report on 2017-2019 Community Health Improvement Plan (CHIP)**  
WCCHD staff members Kelli Becerra and Melissa Tung presented an update of the first year (2017) progress on the Community Health Improvement Plan.

**11) Discussion and possible action on Smoke Free Round Rock**

Greg Talamantez of the American Heart Association, leads Smoke-Free Round Rock, a broad coalition of organizations and individuals who believe all Round Rock residents have the right to breathe clean indoor air. Mr. Talamantez presented the current policy initiatives of Smoke-Free Round Rock.

Director Land asked how new initiatives would work with the current Round Rock ordinance. Mr. Talamantez replied that the City could possibly amend the ordinance to include all businesses in Round Rock. Some exemptions still exist at businesses that do not serve food. City Council has agreed to move the proposed change forward to a City Council meeting for a vote.

Mr. Talamantez asked the Board to provide a resolution of support for Smoke Free Round Rock.

**Motion to support Smoke Free Round Rock Initiative**

**Moved:** Ed Strout

**Seconded:** Dr. Egelsee

**Vote:** Approved unanimously

**Motion to draft a resolution to present to City of Round Rock – written and signed by Chair and Secretary by March 12**

**Moved:** Mary Faith Sterk

**Seconded:** Joanne Land

**Vote:** Approved unanimously

**12) Discussion and possible action on Interlocal Agreement with Williamson County for Information Technology Services**

Williamson County has proposed to enter into an Interlocal Agreement (ILA) with WCCHD to supply all IT services, including physical infrastructure as well as desktop and application support. Marlene McMichael remarked that the agreement fees would be higher than just hiring independent WCCHD staff and asked if we had the budget to support. Deputy Director Headley explained that the new arrangement will expand support services from all of WilCo IT (42 staff).

Director Strout asked if the two extra staff would be solely dedicated to WCCHD or support all WilCo IT, and why a new county vehicle is needed. WilCo IT Director clarified that the WCCHD staff would be experts on WCCHD applications but would support other general WilCo IT functions. The cost of a vehicle lease is roughly equivalent to reimbursing monthly mileage expenses.

**Motion to approve the ILA with Williamson County for provisions of IT support services as described in the Agreement, and direct Administration to establish the billing cycle with the County Auditor.**

**Moved:** Joanne Land

**Seconded:** Mary Faith Sterk

**Vote:** Approved unanimously

**Motion to approve a Business Associates Agreement between WCCHD and Williamson County for IT staff to comply with HIPAA protected health information.**

**Moved:** Ed Strout

**Seconded:** Joanne Land

**Vote:** Approved unanimously

Break at 8:14 pm

Resumed at 8:28 pm

**13) Discussion and possible action on employee retention incentive program**

At the January 4, 2018 Regular Board of Health Meeting, the Directors directed Administration to develop an incentive program for employees to complete and earn an award equivalent to 1% of annual salary. Director Strout requested that language be added to protect other leave without pay status such as for military leave. The board discussed the option of two payouts of 1% to occur before Dec. 31, 2018 (WCCHD fiscal year), or the option of two 6-month programs. Board would like to revisit the program.

**Motion to approve an employee retention incentive program for FY2018, according to the suggested criteria and timeline.**

**Moved:** Dr. Egelsee

**Seconded:** Ed Strout

**Vote:** Approved unanimously

**14) Discussion and possible action on implementation of new swimming pool permitting and inspection program**

Environmental Health Director Catherine Nalen presented an update on the proposed Swimming Pool Program. The Board reviewed the first draft of a proposed commercial swimming pool inspection program in January. The draft order was sent to Member Cities and received questions and concerns regarding the draft order. Staff is proposing a Pool Lead position be hired to further research the location of all pools, develop outreach materials, rules, etc. and return during the November 2018 Board meeting for final program approval to begin implementation in January 2019.

Board Chair McMichael asked what type of feedback was received. Parks Departments were very supportive, some cities were confused as to which types of pools the Order was going to apply to. Staff concluded that more time is needed to develop the program.

**Motion to approve to move the target date for implementation of this new disease and injury prevention program to first quarter 2019.**

**Moved: Joanne Land**

**Seconded: Dr. Egelsee**

**Vote: Approved unanimously**

**15) Discussion and possible action on continued participation in Texas' 1115 Medicaid Waiver – choice of services for next four years**

Mr. Teel explained the current status of WCCHD's DSRIP project rules and submittal. WCCHD and WilCo Emergency Services met several times and investigated all options to ensure data points and delivery systems are in place. The three projects decided upon were: L1-347 Increase Tuberculosis Treatment Completion (3 points)

L1-105 Increase Tobacco Screening and Counseling (1 point)

L1-241 Decrease Preventable Mental Health Admissions to the County Jail (3 points)

Director Sterk stated that projects chosen should be for the good of the health of the county citizens, not as a payment source only.

**Motion to authorize staff to submit an official application (template) to RHP-8 in which the three Measures described above are chosen.**

**Moved: Ed Strout**

**Seconded: Dr. Egelsee**

**Vote: Approved unanimously**

**16) Discussion and possible action on performing an annual evaluation of the Executive Director at an upcoming Board of Health meeting**

The Board needs to decide what metrics to be used for performance review, WilCo HR can assist with administering a survey if needed. Board Chair McMichael appointed a sub-committee to decide on quantitative methods. Former Chair Kavar, Vice Chair Ed Strout, Mary Faith Sterk and Chair McMichael on the sub-committee. Ms. McMichael requested an employee turnover report from WCCHD Human Resources. Director Land suggested a 360-review to be completed by DLT (WilCo HR can conduct).

17) New Business

18) Set next meeting date, place, agenda (Thursday, May 3, 6:30 p.m., Scott D. Evans Conference Room, 355 Texas Ave, Round Rock)

19) Chair McMichael adjourned the meeting at 9:50 pm

Recorded by:



Deb Strahler

Reviewed by:



Mary Faith Sterk, Secretary