



**Williamson County and Cities Health District
Board of Health Meeting
Thursday, May 24, 2018 6:00 p.m.
Round Rock Public Health Center
Scott D. Evans Conference Room
355 Texas Avenue., Round Rock, TX 78664**

The meeting was called to order at 6:02 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, Carol Bachmayer, Selicia Sanchez-Adame, Ehab Kawar (arrived at 7pm), John H. Teel

Absent: none

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

Staff members present: Richard Hamala, Jonathan Cochran, Virginia Headley, Deb Strahler, Dr. Lori Palazzo, Michelle Broddrick, Karina Martinez, Tina Horkey, Victoria Lippman, Kay Kelley, Nancy Napolitano, Alissa Orozco

Public present: Pat Fowler, Ray Langlois, Kendra Woods, Kelly Smith, Annie Burwell, Daniel Sledge

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 4-8)

- 4) Approval of minutes, Regular Meeting, 03-01-2018, Special Called Meeting, 05-10-2018
- 5) Approval of current investment reports (February, March, April 2018)
- 6) Approval of FY2017 General Ledger Budget to Actual Report
- 7) Approval of 2017 Williamson County Board of Health Summary of Actions
- 8) Approval of Tobacco-Free Workplace Policy

Mary Faith Sterk moved to pull Item 6 off consent agenda to discuss during regular meeting

Motion to approve consent agenda Items 4, 5, 7, 8 as presented

Moved: Ed Strout

Seconded: Selicia Sanchez-Adame

Vote: Approved unanimously

REGULAR AGENDA

Consent Item 6 discussion on the increase in Dues, Subscriptions, Support line item. Dr. Headley explained that purchasing the Environmental Health retail food inspection system was coded in Line Item Budget as Software >\$5,000 for its future purchase; however, when system was selected it was not an outright purchase of software, but rather purchase of license subscriptions. Therefore, when purchased it was coded in the Dues, Subscription, and Support code as appropriate for the actual purchase. Consequently, item was in Budget as "Equipment" and in Expenses as "Other." Another question was asked about largest expenditures by Administration, to which Dr. Headley reported that biggest expenses are copier leasing and software subscriptions.

Motion to approve Consent Agenda Item 6

Moved: Mary Faith Sterk

Seconded: Selicia Sanchez-Adame

Vote: Approved unanimously

- 9) **Discussion and possible action on Comprehensive Annual Financial Report (taken out of order)**

Jimmy Rommel, representing the independent Certified Public Accounting firm of Maxwell Locke & Ritter has completed the Comprehensive Annual Financial Report (CAFR) for the fiscal year ending December 31, 2017 (FY2017). He referred to Page 6 of handout – WCCHD's assessment was independent unmodified/clean opinion, highest level of assurance as an auditor. He pointed out a correction for 2016 described and shown on page 10-11: statement of Net position in 2016 restated. Total net position at close of 2017 \$6,355,093.

Motion to approve acceptance of Comprehensive Annual Financial Report for WCCHD's 2017 Fiscal Year

Moved: Joanne Land

Seconded: Luis Egelsee **Vote:**

Vote: Approved unanimously

10) Discussion and possible action on Proclamation for St. David's Round Rock Medical Center -Hepatitis B Honor Roll (taken out of order)

Nancy Napolitano presented information on a Perinatal Hepatitis B prevention program that WCCHD works with area hospitals to ensure that infants born to Hepatitis B-infected mothers are vaccinated to prevent this dangerous viral disease. St. David's Round Rock Medical Center is being recognized by the Board of Health for making the "Birth Dose Honor Roll" for three consecutive years and was presented a framed certificate from Board Chair McMichael.

11) Executive Director's Update (taken out of order)

Executive Director's update was provided in packet. Chair McMichael asked if there has been any pushback from the city managers as a result of restaurants that were suspended or closed. Mr. Teel stated all cities had been notified and they been supportive.

12) Discussion and possible action on Life Park Center in Taylor (taken out of order)

Ray Langlois presented information on the LifePark Center which is a planned Community Resource Center Campus in Taylor, TX which will serve the eastern portion of Williamson County. The East Williamson County Coalition (EWCC) has made major advancements in the coordination of the project to apply for funding for construction. The EWCC and Life Park Board have asked the WCCHD Executive Director to seek conceptual approval for WCCHD to co-locate WIC, Social Services, and Clinical Services into this proposed 45,000 square foot facility located at the intersection of Carlos Parker Loop and Mallard Drive. Timing of the completion of this new non-profit center is approximately late 2019. Life Park Center's conceptual business plan would require WCCHD to pay its share of monthly utility costs, and contribute to a building repair fund; however, no rent is expected to be charged to WCCHD. Tiffany Price has been selected as the new Center Executive Director. LifePark will apply for 501c3 status. The 6th street WCCHD location would be vacated. The topic has been discussed with Commissioner Pct. 4. Board Chair McMichael requested that Commissioners' Court stay informed of activities.

Motion to authorize the WCCHD Executive Director to enter into formal discussions to move all current WCCHD services located at 115 W. 6th Street in Taylor to the new LifePark Center.

Moved: Mary Faith Sterk

Seconded: Carole Bachmayer

Vote: Approved Unanimously

A break called at 6:58 p.m., Regular Session resumed at 7:12 p.m.

13) Discussion and possible action on support of City of Round Rock Opioid Response Pilot Project (taken out of order)

Annie Burwell presented on the topic of opioid overdose medication training funded by a grant from the Texas Health and Human Services Commission. Williamson County Mobile Outreach Team is partnering with Round Rock Fire Department (Round Rock has 41% of overdoses in Williamson County) to distribute and train families and first responders on how to use the kits. In 2016 there were 83 EMS naloxone encounters, in 2017 there were 139. This is a one-year renewable grant. Dr. Palazzo has been trained and has been requested to write prescriptions which will assist residents who are waiting to get into a recognized drug treatment program. If the pilot project is successful, the techniques learned in Williamson County will likely be exported to other jurisdictions.

Motion to authorize Dr. Palazzo to prescribe the drug Suboxone® (buprenorphine and naloxone) as part of the Round Rock Fire Department's pilot project

Moved: Ed Strout

Seconded: Luis Egelsee

Vote: Approved unanimously

14) Review, discuss, and adopt criteria and procedures for evaluation of the Executive Director, including discussion and possible action on employee survey to be conducted by Williamson County Human Resources

Ehab Kavar reported that the evaluation tool had 33 questions, and the electronic staff survey questions have been drafted for the Board to review. Dr. Egelsee asked if staff emails received by various Board Members had been resolved, Board members were directed to send all messages and correspondence to Richard Hamala by May 31, 2018, and Mr. Hamala will send a packet of all correspondence to board members. Mr. Hamala advised that that correspondence would be subject to open records request. A discussion regarding the weighting of survey and evaluation tool voted upon at the May 10 meeting was revised.

Motion to change vote from May 10 meeting, changing the weighting of survey and template from equally weighted to 100% template, survey used to provide information.

Moved: Ehab Kavar

Seconded: Selicia Sanchez-Adame

Vote: Approved Unanimously

Motion to approve employee survey questions as presented

Moved: Selicia Sanchez-Adame

Seconded: Joanne Land

Vote: Approved unanimously

There was a discussion regarding the scoring matrix - what are the point ranges, and what are the actions for each number range?

Motion to adopt proposed evaluation matrix as amended

Moved: Ed Strout

Seconded: Mary Faith Sterk

Vote: Approved unanimously

Richard Hamala advised that a single Board member or subcommittee receive employee survey results at a posted meeting, or request that Williamson County HR receive and compile results. Selicia Sanchez-Adame volunteered to create the survey through her business Survey Monkey account send to Dr. Headley. Ms. Sanchez-Adame will receive responses and send to Richard Hamala to distribute to board before June 14 meeting.

- 15) Set next meeting date, place, agenda (Special Called Meeting, Thursday, 06-14-2018, 6:30 p.m., and Regular Meeting, Thursday, 07-12-2018, 6:30 p.m., Evans Conference Room, Round Rock Public Health Center)
- 16) New Business - none
- 17) Chair McMichael adjourned the meeting at 8:15pm

Recorded by:



Deb Strahler

Reviewed by:



Mary Faith Sterk, Secretary