



**Williamson County and Cities Health District
Board of Health Regular Meeting
Wednesday, July 12, 2018 6:30 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 6:39 p.m. by Board of Health Chair Marlene McMichael

- 1) Invocation was given by Board Chair and Pledge of Allegiance was recited
- 2) Roll call was taken
Present: Mary Faith Sterk, Luis Egelsee, Marlene McMichael, Ehab Kavar, Selicia Sanchez-Adame, Virginia Headley
Absent: Carole Bachmayer, Ed Strout, Joanne Land
- 3) Acknowledge staff and visitors; hear any comments.
Staff members present: Attorney Richard Hamala, Melissa Tung, Deb Strahler, Teresa Galindo, Nancy Napolitano
Visitors present: Debbie Fowler, Heather Hill, Tiernyn Harris, Danielle Arnold
Public comments: none
- 4) Recognize local hospital representatives for their Perinatal Hepatitis B Honor Roll Award
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. Representatives from Baylor Scott & White hospital and Seton Williamson Medical Center were presented with a plaque honoring their participation.

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 5-6)

- 5) Approval of minutes, Regular Meeting 05-24-18, and Special Called Meetings, 06-14-18 and 06-20-18
- 6) Approval of current investment report (May 2018)

Motion to approve consent agenda as presented

Moved: Selicia Sanchez-Adame

Seconded: Luis Egelsee

Vote: Approved unanimously

REGULAR AGENDA

- 7) Discussion and possible action on amended FY18 Budget
Administration has determined through the course of routine review of accounting practices that a revenue fund source established in 2013 as a contract with Williamson County Clinical Services (a non-profit charity organization that has as its sole member St. David's Healthcare Partnership) has been since that time included in the Summary Budget as a County contribution rather than as a contract source of funds. The Amended Summary Budget (included in Board packet) correctly classifies the funds as contractual.

Motion to amend FY18 Summary Budget as presented

Moved: Ehab Kavar

Seconded: Mary Faith Sterk

Vote: Approved unanimously

- 8) Discussion and possible action on amended DY7-8 DSRIP project plans
WCCHD goals for participation in the 1115 Waiver Delivery System Reform Incentive Payment (DSRIP) program for Demonstration Years (DY) 7 and 8 are to transform how we deliver healthcare services to improve population health. During planning, WCCHD engaged with Williamson County EMS to continue the partnership established in DY2-6, and measures were chosen for potential in DY7-8. Baseline measurements during the planning period of DY7 revealed that L1-241 performance was perfect, and thus the measures chosen

were not an allowable activity for improvement. Williamson County has elected to discontinue participation in DSRIP DY7-8, and our partnership will cease after payments received for Round 1 Reporting in June 2018 of all planning activities.

The projects chosen will need to be reported to HHSC as final on July 19.

The specific and final measures chosen for DY7-8 are:

- L1-108: Childhood Immunization Status (1 point)
- L1-147: Preventive Care & Screening: Body Mass Index Screening and Follow-up (1 point)
- L1-271: Immunization for Adolescents (1 point)
- L1-272: Adults (18+ years) Immunization Status (1 point)
- L1-347: Latent Tuberculosis Infection (LTBI) treatment rate (3 points)

Motion to approve the presented five measures for WCCHD's participation in DSRIP DY7-8

Moved: Selicia Sanchez-Adame

Seconded: Luis Egelsee

Vote: Approved unanimously

- 9) Discussion and possible action on 2017 Public Health Workforce Interests and Needs Survey
In Fall 2017, WCCHD staff participated in the national Public Health Workforce Interests and Needs Survey (PH WINS) conducted by the Association of State and Territorial Health Officials (ASTHO) and the de Beaumont Foundation, in association with the National Association of City and County Health Officials (NACCHO). Dr. Headley presented the initial results of the survey of our workforce in comparison to the national data for other participating local health departments. She reported that WCCHD staff results were generally in-line with the national results, noting that areas of low satisfaction will be investigated further through "town hall" meetings and follow up training if required. Board members commented that the results were also in-line with a staff survey they administered in June and were in favor of using the ASTHO survey as a basis for training.

Motion to authorize the Interim Executive Director to utilize the results of the PH WINS to prioritize training development for WCCHD staff and develop a quality improvement initiative for intra-agency communications and receive future updates as more analysis is made available from ASTHO.

Moved: Selicia Sanchez-Adame

Seconded: Mary Faith Sterk

Vote: Approved unanimously

- 10) Consider and authorize negotiation and execution of a Memorandum of Understanding Regarding the Abatement of OSSF Nuisance Conditions
With the oversight of the onsite sewage facilities (OSSF) program being transferred from WCCHD to Williamson County, a Memorandum of Understanding ("MOU") needs to be executed for the purpose of outlining their mutual intent and understandings with respect to coordination between the Williamson County Engineer/Road and Bridge Division and the Williamson County Health Authority for abatement of public health nuisances associated with OSSF.

Motion to approve the MOU as presented regarding the abatement of OSSF nuisance conditions and direct the Interim Executive Director to proceed with the coordination with Williamson County Commissioners Court to finalize the MOU with Williamson County.

Moved: Mary Faith Sterk

Seconded: Selicia Sanchez-Adame

Vote: Approved unanimously

- 11) Discussion and possible action on Executive Director search and selection process
Dr. Headley described the current recruitment process for all WCCHD job vacancies. Comments from the Board suggested that the application procedures be simplified for Executive Director applicants, and that the job posting be added to relevant national search sites. They also suggested that reference checks be done before an interview is scheduled, and that in the past, staff input was obtained to list qualities of next ED. First steps were to form a recruitment sub-committee and start compiling interview questions. Mary Faith Sterk indicated that she had an offer from the City of Georgetown Administration to assist in the recruitment process.

Volunteers were solicited for a recruitment subcommittee; Selicia Sanchez-Adame and Mary Faith Sterk volunteered. Board Chair McMichael designated Board member Joanne Land and herself to the subcommittee.

Motion to assign the responsibility for receipt of all cover letters and applications and for screening those applications for the minimum requirements to WCCHD Human Resources Department and establish a subcommittee of the Board to receive all applications, and that the Board subcommittee develop a process for interview candidate selection and subsequent steps for hiring.

Moved: Luis Egelsee

Seconded: Ehab Kowar

Vote: Approved unanimously

- 12) Discussion and possible action on Interim Executive Director compensation
Dr. Virginia Headley, WCCHD Deputy Director, was selected by the Board on June 20, 2018 to serve as Interim Executive Director until

such time the Executive Director vacancy is filled. Assumption of the additional duties out-of-capacity for her current job description entitle her according to WCCHD standard guidelines for consideration for a temporary pay increase concurrent with her assignment as Interim Executive Director.

Motion to match the former Executive Director salary of \$140K as Interim Executive Director compensation effective July 13, 2018 through two weeks of the new Executive Director start date.

Moved: Selicia Sanchez-Adame

Seconded: Luis Egelsee

Vote: Approved unanimously

13) Set next meeting date, place, agenda (Thursday, September 6, 2018, 6:30 p.m., Evans Conference Room, Round Rock Public Health Center)

14) Adjourn

Motion to adjourn meeting

Moved: Mary Faith Sterk

Seconded: Ehab Kwar

Vote: Approved Unanimously

Chair McMichael adjourned the meeting at 7:50 p.m.

Recorded by:


Deb Strahler

Reviewed by:


Mary Faith Sterk, Board Secretary