



**Williamson County and Cities Health District
Board of Health Meeting
Tuesday, September 11, 2018 6:30p.m.
Round Rock Public Health Center
Scott D. Evans Conference Room
355 Texas Ave., 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: Chair Marlene McMichael, Mary Faith Sterk, Ed Strout, Dr. Luis Egelsee, Ehab Kavar, Virginia Headley
Absent: Selicia Sanchez-Adame, Carol Bachmayer, Joanne Land
- 3) Acknowledge staff and visitors; hear any comments.
Staff members and visitors present: WCCHD Attorney Richard Hamala, Dr. Lori Palazzo, Karina Martinez, Michelle Broddrick, Melissa Tung, Deb Strahler

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 4-6)

- 4) Approval of minutes, Regular Meeting, July 12, 2018
- 5) Approval of current investment reports (June and July 2018)
- 6) Approval of 2018-2019 Holiday Schedule

Motion to approve consent agenda

Moved: Mary Faith Sterk
Seconded: Luis Egelsee
Vote: Approved unanimously

REGULAR AGENDA

- 7) Executive Director Update, including Employee Feedback Sessions and Budget
Interim Executive Director Dr. Headley reported on feedback from listening sessions with staff that were held in July - overall the comments were positive. The most common comments were a general lack of communication, working in silos, confusion about plans moving forward, and traffic/client flow at 355 Texas Ave. The staff intranet site "Heartbeat" has been re-launched to be a single point of information. Another request from the listening sessions was for time to socialize together - a "tailgate party" has been planned for September. Other items reported on:
 - New Employee Orientation under review
 - Staff turnover update - since July 1, nine new hires, Tina Horkey retiring Oct. 31
 - West Nile Update - there have been four positive samples, two each in Taylor and Cedar Park locations
 - WCCHD providing flu shots for WilCo employees
 - Under new 115 Waiver projects, DSRIP payment increases \$300K net
 - Question on Pool Inspection program - new coordinator to be hired in fall, start program in January

No action requested - information only

- 8) Community Health Assessment Update
Melissa Tung reported on the progress of the Community Health Assessment, starting with the electronic community survey conducted in May, focus groups held in June and July, and door-to-door survey to be conducted in September.

No action requested - information only

- 9) Discussion and possible action on Executive Director search and selection process
Mary Faith Sterk reported that the sub-committee (Selicia Sanchez-Adame, Joanne Land, Marlene McMichael and herself) have screened 24 applications. Applicants were from a broad range of backgrounds and locations. The committee wishes to outsource background and

references checks with a HR vendor. Timeline is to have initial screening/reference checks done before interviewing, conduct interviews in October-November. Member governments have offered to be engaged in process, the committee is discussing a way to engage them.

Motion to contract with an outside HR firm to conduct reference and background checks and authorize Dr. Headley to create a purchase order for payment.

Moved: Mary Faith Sterk
Seconded: Luis Egelsee
Vote: Approved unanimously

10) Discussion and possible action on insurance coverage

In September of each year, the Board approves the insurance coverage for WCCHD for the policy year beginning in October, and in the past, this has been a continuation of the current year's coverage for General Liability and Errors and Omissions. In June, we were notified by the Williamson County Auditor's Office, that we were to seek coverage for Workers' Compensation, Auto Liability and Physical Damage as well as Real and Personal Property coverage separate from their policy since WCCHD is its own entity with an EIN and TIN respectively. All coverage with the exception of Worker's Compensation is proposed to be under WCCHD's own coverage effective October 01, 2018. Michelle Broddrick presented an option to enroll with an alternate Risk Pool Coverage provider. The Board discussed the differences in each coverage package and would like more time for review before making a change.

Motion to stay with TML for 2018-19 and obtain more details to make an informed decision for September 2019.

Moved: Mary Faith Sterk
Seconded: Ehab Kawar
Vote: Approved unanimously

11) Discussion and possible action on continuation of retention incentive program

At the March 2018 the board voted on a 1% incentive program – 64 employees were eligible for the incentive period March-September 2018. The Board asked to revisit the program at the September 2018 meeting.

Motion to continue incentive program for next six months under same guidelines, excluding employees with written disciplinary review.

Moved: Mary Faith Sterk
Seconded: Luis Egelsee
Vote: Approved unanimously

Recess was called at 8:22 p.m.
Executive session was convened at 8:28 p.m.

12) Executive session to consider staff nominations for the Scott D. Evans Excellence in Public Health Award

Board Chair Ehab Kawar convened Executive Session at 7:48 pm to receive staff nominations for the Scott D. Evans Excellence in Public Health Award
Reconvene regular session at 8:39 p.m.

13) Discussion and possible action regarding selection of awardee for the Scott D. Evans Excellence in Public Health Award

Motion to select Candidate 3 for Scott D. Evans award

Moved: Mary Faith Sterk
Seconded: Luis Egelsee
Vote: Approved unanimously

14) New Business

No new business was discussed

15) Next regular meeting set for Thursday, November 1, 2018 (6:30 p.m. at the Scott D. Evans Conference Room).

16) Chair McMichael adjourned the meeting at 8:41 p.m.

Recorded by:


Deb Strahler

Reviewed by:


Mary Faith Sterk, Secretary