



**Williamson County and Cities Health District
Board of Health Meeting
Tuesday, November 1, 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 6:35 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, Selicia Sanchez-Adame, Carol Bachmayer, Ed Strout, Joanne Land, Dr. Luis Egelsee, Virginia Headley
Absent: Ehab Kawar
- 3) Acknowledge staff and visitors; hear any comments.
Staff members and visitors present: WCCHD Attorney Richard Hamala, Jonathan Cochran, Karina Martinez, Michelle Brodrick, Kelli Becerra, Deb Strahler, Elise Huebner, Alissa Orozco, Caroline Hilbert, Teresa Galindo, David Urban, Williamson County Commissioner Valerie Covey, Gessi Rincon (NHANES), Tiffany Price (LifePark)

Public Comments – WCCHD staff member Elise Huebner made a public comment regarding the employee leave policy, thanking the Board and ELT for supporting her in caring for a sick family member.

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 4-7)

- 4) Approval of minutes, Regular Meeting, 09-11-2018
- 5) Approval of current investment reports (August, September 2018)
- 6) Adoption of the classification and salary schedule to be effective December 14, 2018 (2019 Pay Period 1 start, no changes from current)
- 7) Approval of new grant contract with Department of State Health Services for Hurricane Crisis Cooperative Agreement – Immunization Capacity During Disaster Response, First Responder Coordination

Motion to approve consent agenda

Moved: Mary Faith Sterk
Seconded: Selicia Sanchez-Adame
Vote: Approved unanimously

REGULAR AGENDA

- 8) Discussion and possible action on recognition of service to Williamson County Board of Health by Selicia Sanchez-Adame and Dr. Luis Egelsee

Chair McMichael presented a proclamation and plaques to Round Rock representative Selicia Sanchez-Adame and Leander/Liberty Hill representative Dr. Luis Egelsee thanking them for their service on the Board of Health.

No action requested – information only

- 9) Executive Director Update (taken out of order after item 12)
Recruitment Subcommittee Chair Mary Faith Sterk reported that reference checks had been completed on six applicants by an outside HR firm and the committee intends to invite three finalists for interviews, with a target date of finalist selection prior to Dec. 31, 2018.

No action requested – information only

- 10) NHANES Presentation (taken out of order before Item 9)
Gessi Rincon, presented on the process to prepare for the National Health and Nutrition Examination Survey (NHANES) in Williamson County. NHANES is a program of studies designed to assess the health and nutritional status of adults and children in the United States.

The survey is unique in that it combines interviews and physical examinations. The local office has been set up in Round Rock, the mobile exam site was selected at the Marriott Hotel parking lot in Round Rock. An open house media day is January 25, where the public can experience the exam process. The study will be conducted from Jan 26 – Mar 6.

No action requested – information only

11) Discussion and possible action on support for Sequential Intercept Model (SIM) ISD Meeting

Williamson County Commissioner Valerie Covey presented information and background on the Behavioral Health Task Force. She explained that she met with representatives from all the Williamson County ISDs and as a result held a meeting that was facilitated to get responses about the biggest mental health issues Williamson County students are facing. Another training was held for judicial and law enforcement/first responders that was sponsored by Bluebonnet Trails Community Services (BBTCS). The county funds these types of programs for jail diversion. Crisis Intervention Teams are law enforcement, Mobile Outreach Teams are mental health counselors. The feedback gained from ISDs were that they needed more mental health counselors and plan on requesting the legislature for more funding. The County has a grant through BBTCS to increase mental health beds at Georgetown Behavioral Health Institute. Commissioner Covey remarked that the Commissioners Court appreciates the support that WCCHD staff provides to Alan's Hope, the Behavior Health Taskforce, and Suicide Task Force.

No action requested – information only

12) Discussion and possible action on involvement with LifePark Center in Taylor

Executive Director Tiffany Price presented an update on the LifePark Center project. She was hired in June 2018 by the LifePark Board which at the time included the former WCCHD Executive Director. She explained the purpose of the center and named the other members of the board. The WilCo Wellness Alliance Coordinator Kelli Becerra has been attending meetings as a non-voting member. Ms. Price requested the Board to appoint a voting member (two-year term) to discuss locating a WCCHD office/clinic on-site. Agencies on-site would incur only a utility cost; there would not be a rent charged.

Chair McMichael recalled that during the March BOH meeting the former Executive Director reported having him serve on the LifePark Board would be a conflict of interest due to WCCHD's regulatory functions. Mary Faith Sterk stated that the decision to appoint a WCCHD staff to the LifePark board should not be taken lightly due to the aspect of financial encumbrance of the Health District, decisions to design clinic and WIC space, etc.

Motion to delegate Dr. Headley to appoint a staff member to serve as LifePark Board Member

Moved: Ed Strout

Seconded: Carol Bachmayer

Vote: Approved unanimously

Motion to table discussion on WCCHD moving into LifePark until more details are reported

Moved: Ed Strout

Seconded: Selicia Sanchez-Adame

Vote: Approved unanimously

Recess was called at 8:03 p.m.

Reconvened at 8:13 p.m.

13) Discussion and possible action on temporary food establishment events

Board Chair McMichael reported on two recent community food events have brought to attention the need for improved communications with and understanding by our community partners who plan, sponsor, and/or participate in food events that may fall under regulations for temporary food establishments. A Cedar Park event had two temporary food application permits not approved due to vendors not meeting deadlines. Chair McMichael stated that WCCHD staff members should not be put in a position to make decisions that do not comply with local orders or ordinances. Ed Strout reported that he spoke to the Cedar Park parties involved and they felt that WCCHD was unwilling to work with the parties to obtain a permit. Dr. Headley explained the process of permit application, and the need to have time to complete the process, and the negative precedent that would be set with future permit applicants if waivers were made. She commented that the 24-hour time allowed is actually not enough time to review applications in the event of a large amount of applications were submitted at once. Chair McMichael suggested that this may be an opportunity to do some outreach to the Chambers to explain the process. Ms. Sanchez-Adame commented that she agreed that the 24-hour time is too short. Board directed staff to create and send electronic newsletter updates to City managers, Main Street managers, Chambers of Commerce, and others that host temporary food events explaining the permit application process. Mary Faith Sterk stated that staff should be directed to escalate a call to Executive Director if a customer does not agree with what they are being told.

No action – discussion only

- 14) Discussion and possible action on Executive Director search and selection process
Six applicants were selected to move forward with reference checks by an outside HR vendor, the committee was pleased with results. The Committee will review references then move forward with interviews, the goal is to have a finalist selected by end of year.

No action – information only

- 15) Discussion and possible action on Workers' Compensation insurance for 2019
Michelle Broddrick presented information on the need for new Workers' Compensation insurance coverage, Administration made requests for proposals to the Texas Association of Counties Risk Management Pool and the Texas Municipal League Intergovernmental Risk Pool for the Board's review. The Board reviewed proposals submitted.

Motion to contract with Texas Municipal League and review for 2020

Moved: Mary Faith Sterk

Seconded: Selicia Sanchez-Adame

Vote: Approved unanimously

- 16) Discussion and possible action on Adoption of Fiscal Year 2019 Line Item Budget
Dr. Headley explained each November, Administration drafts a proposed line item budget for the upcoming fiscal year, inclusive of the list of current contracts, salary schedule, and lists of fees. The FY2019 Total Budget is \$9,447,946 (8.1% increase over FY2018) due to increased member government contributions, 1115 Medicaid Waiver Incentive Payments, retail food fee revenue, and a new grant ("Crisis CoAg").
- Includes funds to start Pool Permitting Program in Environmental Health Division, but not supported by new fees at start up
 - Includes funding for 1% employee retention incentive award approved for payment in March 2019, as well a 2% cost-of-living adjustment for all employees (effective Jan 2019), and a potential 2% merit compensation increase for those employees meeting meritorious performance criteria
 - Includes return of \$180,000 to unobligated reserves to replace those funds expended in FY2018 to locate to the new Round Rock Public Health Center at 355 Texas Avenue

Motion to approve budget as presented with revisions of additional revues added and fee schedule

Moved: Joanne Land

Seconded: Selicia Sanchez-Adame

Vote: Approved unanimously

- 17) New Business
No new business was discussed
- 18) Next regular meeting set for Thursday, January 3, 2019 (6:30 p.m. at the Scott D. Evans Conference Room).
- 19) Chair McMichael adjourned the meeting at 9:35 p.m.

Recorded by: 
Deb Strahler

Reviewed by: 
Mary Faith Sterk, Secretary