



**Williamson County and Cities Health District  
Board of Health Meeting  
Thursday, March 7, 2019 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 6:33 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, Ehab Kawar, Joanne Land, Ashley Suker, Ehab Kawar, Ed Strout, Derrick Neal  
Absent: Carole Bachmayer
- 3) Acknowledge staff and visitors; hear any comments.  
Staff members and visitors present: Commissioner Terry Cook, Richard Hamala, Jonathan Cochran, Virginia Headley, Lori Palazzo, 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 4-10)

- 4) Approval of minutes, Regular Meeting, 01-03-2019
- 5) Approval of current investment report (December 2018, January 2019)
- 6) Approval of authority for approval of grants and contracts by Executive Director
- 7) Approval of Electronic Systems Use Policy
- 8) Approval of Personal Social Media Use Policy
- 9) Approval of County Indigent Program Policy
- 10) Approval of Emergency Response Policy

**Motion to approve consent agenda**

Moved: Joanne Land  
Seconded: Ehab Kawar  
Vote: Approved unanimously

**REGULAR AGENDA**

- 11) Executive Director Update
  - DSRIP DY7 payment arrived in January: \$1,403,036.38, of which \$586,609.51 was sent up as intergovernmental transfer, for net income of \$816,426.80. An additional \$704,000 in net income is expected in July 2019.
  - In February, held meetings with all Division Directors
  - In February, began meetings with all individual WCCHD employees
  - Beginning April 2019 will hold bi-monthly staff meetings
  - Met February 12 with Williamson County Senior Director of Infrastructure and Facilities Director to discuss facility needs and planning for future
  - Participated in TACCHO Legislative Advocacy Briefing February 26
  - Developing a contract for a branding and marketing program to increase WCCHD visibility
  - Notice for upcoming WilCo Wellness Alliance Conference April 24 (flyer)
  - Completed application for a 3-year (total \$853,912) grant from the Cancer Prevention and Research Institute of Texas (CPRI) for the development of a tobacco cessation program, in partnership with Texas State University: "Tobacco-Free Williamson County: A Multi-Layered, Collaborative Approach to Comprehensive Tobacco Prevention, Referral and Cessation." Awards are announced in August.

**No action requested – information only**

- 12) FY2018 Budget to Actual Report  
As most, if not all, transactions for 2018 have been entered into the WCCHD accounting database, a provisional analysis of revenues and expenditures was presented. Significant points:
  - Revenue exceeded budget projections by \$39,363 (0.5%)
  - Revenue exceeded actual expenses by \$574,566 (7.0%)
  - Largest source of savings is related to unspent salary and associated fringe

- Most significant differences in budget to actual was due to shift from salary and fringe budget to support two FTE responsible for information technology to a contract with Williamson County

The external audit process to generate the accrual-based Comprehensive Annual Financial Report (CAFR) will begin in March, and the CAFR itself will be presented at the Regular Meeting of the Board in May.

**No action requested – information only**

13) Discussion and possible action on continuation of Employee Retention Incentive Awards

At the September 11, 2018 Board of Health Meeting, the Board authorized WCCHD to continue an employee retention incentive program. The Board also requested the opportunity to consider an extension of the program, pending availability of funds. Since employee turnover and budget is now stable, Administration recommends expanding the retention program to an annual 1% incentive for the time period of March 8, 2019 to March 5, 2020 (a 26 pay period duration), inclusive of all criteria as last time period. The Board discussed that they would like to stay with the current six-month incentive payout timeframe and would be willing to encumber funds for one year (two payouts with no Board approval needed for the second six months).

**Motion to continue incentive awards payout in six-month time period increments, and encumber funds for one-year, using the same criteria as past awards for the time period of March 8, 2019 to March 5, 2020**

Moved: Mary Faith Sterk  
 Seconded: Joanne Land  
 Vote: Approved unanimously

14) Discussion and possible action on Retail Food Program

At the January 3, 2019 Board Meeting, public comments were provided to the Board voicing concerns about WCCHD's Retail Food Program. As a result, Chair McMichael requested a staff briefing at the March Board Meeting to include information regarding the status of rules and regulations for mobile food permits and farmers' markets.

WCCHD proposes to institute a Retail Food Collaborative in Williamson County to align both Environmental Health directives with those of member government code compliance departments. The Board discussed that jurisdictions' awareness of regulations and enforcement of regulations vary widely from city to city. Possible option for more frequent meetings to initially kick off the program with smaller groups of code enforcement staff from member governments before convening a large group.

**Motion to support the creation of the Retail Food Collaborative and support and convey support to member governments**

Moved: Ed Strout  
 Seconded: Mary Faith Sterk  
 Vote: Approved unanimously

15) Discussion and possible action on city funding request

The general rate for contributions by the member cities is set by the Cooperative Agreement as a per capita calculation based on the most recent U.S. Census Bureau population estimate for each city. The most recent change in rate occurred in 2015, with the rate set at \$2.35, inclusive of a \$0.25 per capita itemized amount for the Integrated Vector Management Program. Round Rock has declined participation in the program and has paid only \$2.10 per capita since 2015. Since the last change in rate, given the growing population, the contributions by the member cities have increased by an average of 5.4%.

**Motion to approve the request funds for FY2020 from member cities at FY2019 level rates of \$2.35 per capita for Cedar Park, Georgetown, Hutto, Leander, Liberty Hill and Taylor, and \$2.10 for Round Rock**

Moved: Joanne Land  
 Seconded: Ashley Suker  
 Vote: Approved unanimously

16) Discussion and possible action on facility needs development discussions with member governments

Williamson County will be discussing long-range space planning later in the year. As the county's population continues to grow, WCCHD needs to take a comprehensive look, along with its member government partners, at its current facilities as provided, as well as make short- and long-range projections for future space and location needs. The Board discussed the opportunity in Taylor with the proposed LifePark community center, which has not yet been funded nor started. A proposed WCCHD clinic in Leander was identified in the 2017-19 Strategic Plan, but no funds or location have been identified.

**Motion to authorize Executive Director and Deputy Director to put a placeholder in budget process to explore building a new facility on the property east adjacent to 355 Texas Ave.**

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

17) Discussion and possible action on planning for 2020 - 2022 Strategic Plan

WCCHD's 2017-2019 Strategic Plan was completed in a two-step planning retreat process, first with the District Leadership Team in November 2016 followed by a retreat by the Board of Health in December 2016. The Board discussed options for levels of involvement in the next strategic planning process. They agreed that it is a core responsibility and would like two to three focused meetings. Administration will report back on planning, and what tools will be used. The Board asked to be kept informed as the process.

**No action requested – information only**

18) Set next meeting date, place, agenda (Thursday, May 2, 2019, 6:30 p.m., Evans Conference Room, Round Rock Public Health Center)

19) Adjourn

**Motion to adjourn at 8:22 p.m.**

Moved: Mary Faith Sterk

Seconded: Ehab Kwar

Vote: Approved unanimously

Recorded by:



Deb Strahler

Reviewed by:



Mary Faith Sterk, Secretary