



**Williamson County and Cities Health District
Board of Health Meeting
Tuesday, September 5, 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 6:30 p.m. by Board of Health Chair Marlene McMichael

- 1) Invocation and Pledge of Allegiance
- 2) Roll call was taken
Present: Chair Marlene McMichael (Williamson County), Mary Faith Sterk (Georgetown), Ehab Kawar (Hutto), Ed Strout (Cedar Park), Joan Maxfield (Taylor), Cynthia Flores (Round Rock), Derrick Neal (WCCHD)
Absent: Joanne Land (Williamson County), Ehab Kawar (Hutto)
- 3) Acknowledge staff and visitors; hear any comments.
Staff members and visitors present: Carl Shahady, Virginia Headley, Justine Price, Teresa Galindo, Vincent Delisi, Stacy Schweitzer, Cassandra Edwards, Victoria Lippman, Alissa Orozco, Michelle Broddrick, David Maserang,
- 4) Special Presentation: Honoring Dr. Headley's Year of Service to WCCHD

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 5-12)

- 5) Approval of minutes, Regular Meeting (07-30-19), Strategic Planning Workshop (08-05-19)
- 6) Approval of current investment reports (July 2019)
- 7) Salary Schedule
- 8) 2019-2020 Holiday Schedule
- 9) Approval of FY19-20 Texas Department of Agriculture 3E's grant for \$10,000
- 10) Approval of FY19 Texas Medical Association Be Wise grant for \$2,500
- 11) Approval of FY2019 Amended Summary Budget
- 12) Approval of authority for approval of grants and contracts by Deputy Director, Justine Price, effective 10-01-2019

Motion to approve consent agenda

Moved: Ed Strout
Seconded: Cynthia Flores
Vote: Approved unanimously

REGULAR AGENDA

- 13) Executive Director's Update
(Summarized; full details in Board packet)
Request for budget allocation for leadership development, update on partnership meetings, TACCHO, WCCHD human resources orientation, Healthy Williamson County executive leadership team, HVAC update – for this last item Michelle Broddrick explained scope of A/C condensation problems in RR facilities, history of work performed by contractors and inability to resolve issue, and remedy/response timeline still pending, with the problem ongoing, especially during hot Summer months. Ed: we should be moving as fast and forcefully as we can on this; the last thing we would want is for WCCHD to be in the news for sick building. Marlene: Has anyone contacted the County Judge or Commissioners? Discussion indicating need for third-party air sampling to verify issues prior to remediation.

No action requested – information only

- 14) FY2019 Budget Update
Dr. Headley presented budget data for January – June 2019. Revenue has essentially met needed Expenses, and Expenses are 10% below Budget.

No action requested – information only

- 15) Discussion and possible action on the implementation of a Swimming Pool Inspection Program
The Environmental Health Services Division has been working to create and implement a Swimming Pool and Spa Safety Program for

several years. This program will require all public and semi-public pools, spas, and other recreational water features to be permitted and inspected by this Division for protection of the health and safety of the citizens and visitors of Williamson County.

Estimated cost for the data management software is currently unknown. Cities cannot opt out of paying as the draft order stands. Marlene: Public hearings critical to gauge reception and costs. Counsel: Don't actually have to hold public hearings, but it's helpful. These are not new laws, but state laws that already must be enforced. Mary Faith: A lesson we've learned in WilCo is to educate people first, so that permitting process makes sense and isn't just one more level of regulation. What about potential incentives? Vincent: It would not go to everyone (doesn't apply to residential), just those on our list. Ed: How do you address year-round vs. seasonal? Are your apps going to be electronic? What is the turnaround between application and permitting? Total number of inspectors? How is work divided? Vincent: (1 annual/seasonal) same price, based on cost of inspection. Two inspectors. Concerned with major health concerns as outlined in the Texas H.S.C. Can work with stakeholders and make the experience work. We will review app, contact applicant, schedule – pretty quick turnaround (10 days from app to inspection is target). Would like to have 75% of pools permitted by July 2020. Marlene: I would ask that there is proper notification and hearings, with program start time adjusted to ensure comfort of stakeholders.

Motion to approve the draft Order regarding the regulation of public swimming pools, establishing permitting and inspection requirements and applicable fee schedule.

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

Motion to direct WCCHD to hold a public hearing on the draft Order prior to the next regularly scheduled meeting of the Board for it to consider adoption of the final Order.

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

**5-minute break at 8:31 PM
Board reconvened at 8:43 PM**

- 16) Discussion and possible action on support of Leadership Development and Training Program
Executive Director is requesting a budget allocation of \$172,000 to develop WCCHD leadership. These funds will be used in a three-pronged approach, to: (1) Contract with an organizational psychology consulting team to evaluate the organization and inform recommendations for ongoing improvements; (2) Contract with leadership experts and facilitators to develop our leadership team—including front-line supervisors and team leads—through six structured, “workshop” trainings beginning on 10/19; and (3) offer individual opportunities for each Division Director to attend an Executive Leadership program.

Dr. Witt: What is your #1 priority? We're talking strategy alignment. Cultural values. The employees I spoke with said that we have many sub-cultures. We would do a “360” evaluation and create personal development plans with each director. Derrick: It's one part of a multi-prong approach. There's also the executive leadership trainings. Marlene: What about concerns over favoritism? Ed: how long would this evaluation take? Dr. Witt: Optimistic, 2 months; pessimistic, years. Cynthia: I think we need to also compare with other organizations (bidding) for that amount of money. Derrick: I feel we have the right people here, and part of that was bringing in outside, but local, leaders who could help. Cynthia: so here's my concern – this is a lot of money and I don't think it's broken down clearly enough; and I'd also like to see (three) presentations from different bidders. I agree with what you're trying to achieve. Joan: I'm also concerned with the cost, especially the individual training courses. Ed: I want to echo that you make sure you're getting a return. I don't want to invest to train someone to go somewhere else. Mary Faith: One concern is the balance – cultural development alongside leadership development. Retention rates might be one outcome. Marlene: #1 – I would have preferred that the executive leadership training be approved by the Board, so I think we may need a policy for that. #2 – we can use a bidding process, but I'm not opposed to using his preferred contractors if they are his preference (absent the \$100,000 individual trainings item). Ed: I think we should proceed with Dr. Witt's evaluation so that we know what we need. We don't have a good handle other than anecdotal of what we need right now. Dr. Witt: it would be a competency-based evaluation. Mary Faith: Speaking from my experience, I think this is the right move at the right time.

Motion to approve contracting with Dr. Witt (University of Houston) for \$20,000 with subsequent Board consideration of additional services pending the results of the evaluation.

Moved: Cynthia Flores
Seconded: Joan Maxfield
Vote: Approved unanimously

Executive Session was called at 9:42 p.m

- 17) Executive session to consider staff nominations for the Scott D. Evans Excellence in Public Health Award
Board Chair McMichael called for Executive Session at 9:42 p.m to receive staff nominations for the Scott D. Evans Excellence in Public Health Award

Regular Session Reconvened at 9:53 p.m.

- 18) Discussion and possible action on selection of awardee for the Scott D. Evans Excellence in Public Health Award

Motion to select Candidate "2" for the Scott D. Evans Excellence in Public Health Award

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

Executive Session was called at 9:56 PM

Regular Session Reconvened at 10:42 p.m.

- 19) Discussion and possible action regarding the Executive Director's performance evaluation

No motion or action taken


- 21) Set next meeting date, place, agenda (Thursday, November 7, 2019, 6:30 p.m., Evans Conference Room, Round Rock Public Health Center)
- 22) Adjourn

Board Chair McMichael adjourned the meeting at 10:51 p.m.

Recorded by:


Justine Price

Reviewed by:


Mary Faith Sterk, Secretary