



**Williamson County and Cities Health District  
Board of Health Meeting  
Tuesday, November 30, 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 6:31 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), Secretary Mary Faith Sterk (Georgetown), Vice Chair Ed Strout (Cedar Park), Joan Maxfield (Taylor), Cynthia Flores (Round Rock), Derrick Neal (WCCHD)  
Absent: Ehab Kawar (Hutto), Joanne Land (Williamson County)
- 3) Acknowledge staff and visitors; hear any comments.  
Staff members and visitors present: Richard Hamala, Justine Price, Deb Strahler, Justine Price, Michelle Broddrick, Vincent Delisi, Karina Martinez, Lori Palazzo, Nancy Napolitano, Tiffany Riggins, Cassandra Edwards, Dorothy Rodriguez, Imelda Lawton, Jodie Kuling, Caroline Hilbert, Cynthia Botts, Jeremy Barclay (RRMC), Mary Goertz, Karin Crump, Kendra Miller (RRMC), Paul Cauduno (Austin Apt. Assoc), Art Rodriguez, Sheila Kieser
- 4) Recognition of Mary Goertz  
Ms. Goertz was presented a plaque and recognized for her role as pharmacist at WCCHD
- 5) Presentation of Hepatitis B Birth Dose Honor Roll Awards  
WCCHD formally honored St. David's Round Rock Medical Center (RRMC) for achieving a score of 90% of Hepatitis B birth dose coverage acts as a tremendous safety net for the babies of Williamson County. RRMC has not only managed to achieve this 90% coverage rate but exceeded the 90th percentile for 4 consecutive years: 2015 – 2018. RRMC was also the first hospital to be named to the honor roll.

#### **PUBLIC HEARING**

Public hearing was called by Chair McMichael at 6:44pm

WCCHD Interim Environmental Health Division Director Vincent Delisi served as moderator with Richard Hamala as legal representation. This is the fifth Public Hearing on the new proposed pool inspection program set to start in January 2020.

Public comments were made by Austin Apartment Assoc. - Paul Cauduno. He proposed postponing the program start to January 2021 to allow ample time for properties to ramp up and become compliant with regulations. He requested that fee changes be announced well in advanced to allow for budgets and expressed concerns with the plan review process potentially impeding the timely completion of projects. He also requested that the corporate owner, not operator, be the subject of judicial proceedings, and that online applications be considered.

Public hearing closed at 6:52 pm

#### **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 6-11)

- 6) Approval of minutes, Regular Meeting (09-06-19)
- 7) Approval of current investment reports (10-07-19)
- 8) Approval of Patient Navigation Policy
- 9) Approval of Workers' Compensation Policy
- 10) Approval of Integrated Vector Management Policy
- 11) Strategic Planning Update

#### **Motion to approve consent agenda**

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

## REGULAR AGENDA

### 12) Executive Director's Update

The realignment of Divisions among the Executive Director and Deputy Director took effect in October in an effort to better to support the efficient outcomes of public health at WCCHD across 10 divisions. This current alignment as reflected in the revised organizational chart includes a new position of an executive assistant to better manage the schedules, priorities and ancillary functions of the above reflected roles in order to achieve the high level of qualitative outputs.

Executive Director continued to meet one on one with existing staff in office-setting to better engage employees at every level. Since February of 2019 96 individual employee meetings have taken place. This process will be an ongoing cycle occurring through the year in order to enhance workplace relationships from the top down.

Cynthia Botts introduced herself as the new WCCHD Executive Assistant and described her background.

Joan Maxfield questioned if the facilities issues have been resolved, Mr. Neal explained that we are in ongoing contact with WilCo facilities to address the ongoing the issues after rainfall and leaking.

**No action requested – information only**

### 13) Discussion and possible action on Board appointments, terms, officers, and responsibilities

There are two primary documents which outline Williamson County Board of Health operations, including appointments, terms officers, and associated responsibilities: (1) The Cooperative Agreement; and (2) The WCCHD Standard Operating Guideline, Board of Health Director Selection, Orientation, and Responsibilities. While these documents broadly cover the scope of Board duties, there is room to improve the procedural aspects, including more specific times and methods by which the Board would prefer to hold elections or notify WCCHD and Members of their interest to renew or let lapse Director terms which are set to expire.

Board member questions on why terms end in December of the year, and why are officers elected in January if 1/3 members are new, how can they know who elect? Is there Board officer training? Board members were asked to review own tenure. BOH has an opportunity now to put procedures in place. Recommend: a subcommittee to propose SOP for alerting member gov't of not renewing term and other succession planning. Executive Director and Commissioners Court both should request that a seat be filled and member government participate more in Board activities.

**Motion to create a subcommittee (Cynthia Flores, Ed Strout, Joan Maxfield) to review Board of Health processes as it relates to appointment and succession procedures**

Moved: Cynthia Flores

Seconded: Mary Faith Sterk

Vote: Approved unanimously

Subcommittee will bring recommendations back to the BOH in January meeting.

### 14) Discussion and possible action on WCCHD Pool Program

Stakeholder meetings were held during 2017, and the last presentation to the Board of Health was made in September 2019, at which time the Board directed WCCHD to hold hearings for public comment. Vincent Delisi updated the Board that five public hearings were held across the county to get stakeholder input. A total of nine attendees comprising of the public, elected officials and property managers over all five meetings. Questions related to fees, plan review, training, certification details, liability concerns.

Cynthia Flores asked why there aren't online payment and permit application options and requested a more "active approach" to updating the online Environmental Health system to make the process easier for customers and reduce paperwork. Justice Price informed the Board that she has a meeting scheduled with the county to review the current Acela contract. Joan Maxfield asked about cities feedback. Mr. Neal stated that cities are requesting help to bring facilities into compliance. These are not new rules – we are adopting state rules. City concerns were mostly budgetary. Cynthia Flores asked what the difference is between owner and operator - typically a management company is seeking the permit on behalf of an owner. The inspection report is considered a "legal document" and the signor is legally accepting it when signed and received, WCCHD will follow up with written letter. WCCHD's job is to seek compliance.

Chair McMichael asked Mr. Delisi's opinion on public comments to delay the start of the program. His opinion was that the program is ready to go and WCCHD has not identified any problems. Timeline is to start receiving applications in January with a deadline of March 31 and start of inspections. Permits will be valid 12 months to expire March 31, 2021. Goal is 80% of 400 pools to be permitted in 2020.

**Motion to approve the Final Order regarding the regulation of public swimming pools, establishing permitting and inspection requirements and applicable fee schedule with amendment to include certified mail to the owner in every instance.**

Moved: Ed Strout

Seconded: Cynthia Flores

Vote: Approved unanimously

Action item to direct staff to provide update at January meeting E.D. Update, full update at March meeting.

- 15) Update on WEL (WCCHD Excellence in Leadership) organizational evaluation  
HR Director Ivah Sorber presented a preliminary report from Dr. Witt that addresses WCCHD leadership team gaps.  
Chair McMichael asked how this program addresses turnover and retraining. Mr. Neal explained the goal is building a culture long-term with a two-pronged approach – train current, then train new supervisors as they turn over.

**Information only**

- 16) Recognition of 2019 Scott D. Evans Excellence in Public Health Award recipient  
(taken out of order before item 12)  
The Board recognized Karina Martinez, Director of Clinical Services, as the Scott D. Evans Awardee

**Information only**

- 17) Discussion and possible action on the level of grant opportunity and/or contract obligation to require Board pre-approval for intent to pursue.  
R Hamala presented information on the formalized inter-local facility agreement between WCCHD and WilCo Commissioners Court.

**Motion to grant the Executive Director authority to sign facility-use License Agreements with Williamson County, to avoid unnecessary delays in maintaining operations throughout public health centers.**

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

Justice Price presented information on how WCCHD on occasion is awarded grants but cannot execute the contract in a timely manner without Board approval. To expedite the acceptance of the funding, staff asks the Board to discuss the development of a policy regarding the scope of authority for Executive Director to sign and enter into contractual agreements for grants on behalf of the Board.

**Motion to direct staff to develop a policy regarding the scope of authority for Executive Director to sign agreements and enter into contractual agreements for programs grants on behalf of the Board. Per the approval of the Board Chair.**

Moved: Mary Faith Sterk  
Seconded: Cynthia Flores  
Vote: Approved unanimously

- 18) Discussion and possible action on Adoption of Fiscal Year 2020 Line Item Budget  
Justine Price presented highlights of the FY20 budget  
The Board commented on training costs in addition to \$40K request for WEL leadership training. They asked if there is an effort to send staff to local conferences and training to save on hotel, etc. Board members commented that certifications required to keep a current job such as RN or other CEUs often are out of pocket cost. Each staff should have a personal budget and over that amount is out of pocket.

**Motion to adoption of the proposed FY2020 line item budget**

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


- 19) New business

- 20) Set next meeting date, place, agenda (Thursday, 01-02-2020, 6:30 p.m., Evans Conference Room, Round Rock Public Health Center)

- 21) Adjourn

**Board Chair McMichael adjourned the meeting at 9:46 p.m.**

Recorded by:

  
Deb Strahler

Reviewed by:

  
Mary Faith Sterk, Secretary