



**Williamson County and Cities Health District
Board of Health Meeting
Thursday, January 2, 2020 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 (Williamson County), Secretary Mary Faith Sterk (Georgetown), Vice Chair Ed Strout (Cedar Park), Joan Maxfield (Taylor), Cynthia Flores (Round Rock), Derrick Neal (WCCHD) Joanne Land (Williamson County)
Absent: None
- 3) Acknowledge staff and visitors; hear any comments.
Staff members and visitors present: Richard Hamala, Justine Price, Caroline Hilbert, Ivah Sorber, Michelle Broddrick, Emperatriz Kennedy, Maria Andrea Martinez, Cynthia Botts
- 4) Recognition of Ehab Kawar
Mr. Kawar (not present) was recognized for his service as a WCCHD Board member, representing the City of Hutto. His award plaque will be given to him at a later date.

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 5-11)

- 5) Approval of minutes, Regular Meeting (11-07-19)
- 6) Approval of current investment reports (October & November 2019)
- 7) Salary Schedule
- 8) Approval of 2019 Summary of Actions
- 9) Approval of 2020 Board Meeting Dates
- 10) Approval of new Texans Care for Children Mini-Grant for U.S. Census Activities
- 11) Approval of Occupational Safety and Health Policy
- 12) Approval of updated Attendance and Leave Policy

This item was pulled from the Consent Agenda for discussion and moved to the regular agenda, per Directors Maxwell and Strout's request.

Motion to approve consent agenda

Moved: Ed Strout

Seconded: Joanne Land

Vote: Approved unanimously

REGULAR AGENDA

- 12) Approval of updated Attendance and Leave Policy

At the July 30, 2019 Board of Health meeting, the Board approved a new Leave and Attendance Policy, as well as a new Flexible Work Environment Policy. In implementing these new policies, staff identified some unintended changes that were brought forth to be corrected. Most changes were in relation to language clarifications; however, staff asked for discussion on increasing the Floating Leave hours from 16 to 26 in order to correct an inequity in which employees who are working an alternative schedule by department requirement are using vacation time to cover "holiday hours". Staff explained that when the flexible work schedule was implemented, several departments opted to make a 4/10 schedule mandatory, in order to extend clinic hours and better serve the public. The current holiday leave schedule, which mirrors the Williamson County holiday schedule, is allocated to staff on a "per hour" basis, under the assumption of 8 hours per day. Those employees who work more than 8 hours are, therefore, not receiving enough hours for a full holiday off and must use vacation time to cover the difference. This change would allow staff to use "floating leave" as originally intended, at their discretion, or to supplement their holiday needs.

The Board discussed multiple aspects of approved leave, including overtime verses compensation time and why the original 16 hours of

Floating Holiday Leave was provided to staff in 2004. Staff addressed several questions, including a request that the Floating Holiday Leave be renamed to Floating Leave and a clarification that the leave was originally provided to staff in order to provide an incentive that was non-monetary based. Staff also reiterated that the additional requested 10 hours would remain non-monetary based and would not affect the previously approved 2020 annual budget. After further discussion, the Board requested staff bring back this item, at the next meeting, along with additional information in relation to how many employees are currently being negatively impacted by the existing policy, including those who chose the flexible work schedule and those who were assigned to it in order to extend clinic hours for the good of the community. Additionally requested was a comparison to existing Williamson County policies.

Motion to approve the commentary section of the policy regarding the compensatory/overtime policy modification and bring back to the Board additional information on how many people are affected by the requested policy change.

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

13) Crisis CoAg Presentation (Dr. Caroline Hilbert)

The CDC Crisis Cooperative Agreement currently funds WCCHD to promote vaccination among local firefighters, police, and EMTs. A video was produced with said funding to pique the interest of first responders in this topic and was shown at the meeting. This video will be further shared with first responders starting on January 8th at the Williamson County Fire Chief's meeting, and from there it will be primarily utilized by interested stations in onboarding and periodic trainings for their personnel countywide.

No action requested – information only

14) Discussion of Subcommittee Progress: Member Terms, Responsibilities, Standing Agenda Items, and Succession Planning

At the November 7, 2019 Board meeting, a Board sub-committee was established to review the existing Board appointment and terms of service standard operating procedures. Director Flores, the appointed sub-committee's Chair, explained that after staff review of historical documents, the current Director terms were found to be accurate, apart from the City of Taylor. Taylor's term, for which Director Maxwell's appointment began the May 2019 meeting, should have run through 2020. Director Maxwell clarified that she notified the sub-committee during its meeting that the City of Taylor incorrectly notified her the term expired in 2019. Mr. Neal explained that as Executive Director, he drafted a letter to the City of Taylor, asking for the term dates to be corrected. Director Flores stated that the sub-committee also suggested language changes to the existing Board of Health Selection, Orientation and Responsibilities SOG to clarify the Executive Director, or their designee, if unavailable, would provide the general new Board Member orientation and that the biographies of current Board members would be included in the new Board Member orientation packet. Director McMichael requested that a notification letter from the Executive Director been sent in July to any Member City with an expiring appointment term that December. Director Sterk requested that new Director photos be taken at the March meeting as part of the update to Director biographies on the District's website.

15) Election of Board Officers for 2020

The Williamson County Board of Health, annually, at its first meeting of the year, elects three officers as defined in the Cooperative Agreement. The officers elected are Chairman, Vice-Chair and Secretary. Director Sterk stated that for the purposes of continuity in determining succession planning strategies for the Board, the current officers should continue to serve for the next year. There was general agreement on this suggestion.

Motion to continue the current slate of officers

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

16) Discussion and Possible Action for Updated Policy Paragraph on Interim Approvals of Grant Opportunities

Staff explained that grant awards frequently have short turnaround times from award notification to execution of the grant agreement and prescribed start of grant activities. The two recent census grants awarded to WCCHD and County partners exemplify this common scenario. In these cases, staff explained that WCCHD Executive Leadership requires the flexibility to enter into new grant agreements without risking the loss of funding by waiting for approval at an upcoming Board meeting, which may be up to eight weeks away. Director McMichael asked that language within the policy paragraph be altered to state that with the approval of the Board of Health Chair, the Executive Director may proceed with execution of the grant agreement. Director Strout asked that language also be added to include a designee within the Board for approval, should the Board Chair be unavailable.

Motion to approve the policy paragraph, with the requested changes.

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

17) Executive Director's Update

Mr. Neal stated that as Executive Director his focus is on the strategic development of the District. He reiterated that he will be evaluating the Leadership team on their involvement in the Strategic Plan, including how they drive their strategic process in their divisions. He commented that the Texas Association of City and County Health Officials (TACCHO) will be presenting their Medicaid 11-15 Waiver position information to Texas legislators. Mr. Neal explained that many health districts, including WCCHD, have a significant investment in DSPIP funding, which comes through Medicaid funding, but is helpful for the all public health and currently is used in the District for vaccinations, BMI screening and TB treatment/screening. He clarified that strategically, the District must begin to look at how to replace this funding if is not continued in the 2021 legislative year, as current 17 WCCHD positions are funded by DSRIP. Director McMichael Marlene offered to accompany local TACCHO representatives to discussions with legislators on the importance of continuing this avenue of funding as Board Chair. Ms. Price brought to the Board's attention the updated budget summary reflecting the first of the newly awarded Census grants. Mr. Neal concluded with a report on the new pool program. As of 1/2/20, 17 pool fees have been received. No negative feedback had been received regarding the program. Director Strout requested follow up information as to the makeup of the 17 applicants.

No action requested – information only

18) Set next meeting date, place, agenda (Thursday, 03-05-2020, 6:30 p.m., Evans Conference Room, Round Rock Public Health Center)

19) Adjourn

Board Chair McMichael adjourned the meeting at 8:26 p.m.

Recorded by: 
Cindy Botts, Executive Assistant

Reviewed by: Minutes approved on March 5, 2020, as part of the Consent Calendar. To be signed at a later date.
Mary Faith Sterk, Secretary