



**Williamson County and Cities Health District
Board of Health Meeting
Thursday, March 5, 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 6:31 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) Joanne Land (Williamson County)
Absent: Cynthia Flores
- 3) Acknowledge staff and visitors; hear any comments.
Staff members and visitors present: Richard Hamala, Justine Price, Ivah Sorber, Michelle Broddrick, Cynthia Botts, Amanda McKenzie, Heidi Shalev, Kim Stilwell, Cindy McKinney, Tanya Monroy, Commissioner Cynthia Long, Shelbi Davis, Melissa Tung

Ms. McMichael asked that the guests introduce themselves.
- 4) Recognition of Tanya Monroy, Nurse – Austin Regional Clinic
Ms. McMichael asked that Tanya and Ms. Land come to the front of the room while Ms. Land told the story of her heart attack and how she was saved by Ms. Monroy. Ms. Monroy was a customer at a local restaurant who performed CPR and brought Ms. Land back to life after she collapsed. Ms. Monroy mentioned that this was the first time she had done CPR outside of a clinical setting. Ms. McMichael presented Ms. Monroy with flowers and a Certificate of Recognition. Commissioner Long formally thanked Ms. Monroy as well. Ms. Monroy thanked the Board for the recognition and several photos were taken.
- 5) Introduction of Lori Murphy, Director of Environmental Health Services.
Ms. Murphy introduced herself and Mr. Neal briefly gave her background. The Board welcomed her to the District.

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 6-10)

- 6) Approval of minutes, Regular Meeting (01-02-20)
Ms. Maxfield brought to the attention of the Board a typo in her name in the minutes. Ms. Botts responded that she would correct the typo prior to posting the approved minutes.
- 7) Approval of current investment reports (December 2019 and January 2020)
- 8) Approval of New Grants and Summary Budget Amendment
- 9) Approval of Non-material changes to Flexible Work Environment Policy
- 10) Approval of reappointment of Dr. Lori Palazzo to second term as Local Health Authority

Motion to approve consent agenda

Moved: Ed Strout

Seconded: Joanne Land

Vote: Approved unanimously, with the correction to the minutes.

REGULAR AGENDA

The Board requested that Item 14 be brought to the beginning of the regular agenda.

- 14) Discussion and possible action on updated Attendance and Leave Policy
Ms. Sorber gave a presentation to clarify questions from the January 2, 2020 meeting that arose. Mr. Strout asked for clarification on the request for certain departments to adhere to alternative work schedules (4/10s) in order to better serve the public. Mr. Neal asked how many people were telecommuting and Ms. Sorber responded that 17 additional staff members were doing so. Ms. Sorber stated that

approximately 70% of employees are currently participating in alternative work schedules. Ms. Maxfield asked how many people had resigned over this issue and was told that none had listed a change in schedule as a reason for their resignation. Mr. Parker asked for clarification on the FMLA change (to ensure that compensatory time or other time used does not qualify for FMLA time) and was told it does not. Ms. Maxfield asked that a restriction be added to the policy so that staff must work both the day before and the day after a holiday in order to qualify to be paid for the holiday. Both Mr. Strout and Ms. McMichael asked for clarification on Ms. Maxfield's rationale for the language change. The Board discussed and agreed to move forward without the language change. Ms. Sorber requested to add in a change to the sick leave policy to add in 8 hours per accrual. Mr. Strout asked for clarification on the language regarding time off for staff that were also members of the military and requested that the coverage include NDMS deployment. Scott asked to add a statement, as a second action item to include an addendum regarding any inadvertent omissions and that the time period covered from July 1, 2019 to current.

Motion to approve the changes to the Attendance and Leave Policy as written, including additions to the language regarding NDMS deployment and additional sick leave.

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

Motion to approve any inadvertent omissions in the policy language and adjust the time period of this policy to begin on July 1, 2019.

Moved: Scott Parker
Seconded: Mary Faith Sterk
Vote: Approved unanimously.

11). Update on Community Health Improvement Plan Progress Report

Ms. Davis gave a presentation on the Community Health Improvement Plan. She described the sub-committees and the different organizations that contributed to this Plan. Mr. Strout asked in relation to one of the objectives of the plan- to establish three peer support groups for moms- if the use of "moms" was a generic term. He brought up a concern about excluding single parents, adoptive moms, same sex parents, etc. Ms. Tung stated that she would bring up this concern in the working group.

No action requested – information only

12). Presentation of final 2020-2022 Strategic Plan and recap of 2017-2019 progress

Ms. Tung and Ms. Davis presented an overview of the 2017-2019 Strategic Plan, including lessons learned, such as focusing on fewer goals to be more impactful, that were included in the 2020-2022 version. Ms. Tung requested if moving forward the Board would prefer electronic updates of the Strategic Plan and how often those updates should occur. The Board discussed and opted for quarterly updates to be distributed electronically.

Ms. Sterk left the Board Meeting at 7:27PM

No action requested – information only

13) FY2019 Budget to Actual Report

Ms. Price presented the FY 2019 Budget to Actual Report and explained that the Health District will be getting the full DSRIP payment but will not actually receive the full payment until July 2020. She clarified that Staff met with the Health District's Auditor and WCCHD is able to book some of that payment now. Ms. Price also explained that due to salary savings from vacant positions, unbudgeted revenue from the District's new pool program and an increase in clinical services, the District's Net Position was anticipated to increase more than budgeted. She also explained that the District Staff have been good stewards of the money they have received. Intentional budgeting by Staff has resulted in the Supplies category decreasing over past few years and the Contractual Services budget ending approximately \$15,000 under budget. Not budgeted were the Health District's camera system, based on a safety need, and the Leadership training the Board of Health later approved. The Insurance category went up and was not anticipated to do so, resulting in that category being overbudget. Ms. Price concluded that cash flow was looking positive and the Health District's investments have grown 37%. With the excess money coming in July 2020 from DSRIP and the positive net position going to reserves, Ms. Price asked the Board to remain cautious and reminded them that DSRIP funding will be stair stepping down over the next few years prior to the program being potentially eliminated altogether. The Board had no questions.

14) Executive Director's Update

Mr. Neal gave a COVID-19 update, stating that there currently 14 people that were considered Persons Under Monitoring (PUM). He explained that Staff has been regularly in contact with the County Judge and Wilco Emergency Management. The Board was notified that Dr. Palazzo was recorded a video with the County in order to assist in clarifying the message and calm fears. Mr. Neal explained that Staff was having regular communication with partners and local ISDs. Communication has been constant and consistent. He mentioned that the District has stepped up its ability to surge and now has a tiered system in place, including operating in the Incident Command Structure (ICS) currently. The District Operations Center (DOC) was set up and is also in process. The District was now pulling in additional staff outside the Disease Control and Prevention department and splitting shifts. Response emphasis has also included a lot of coordination and routing back to the CDC guidance. Mr. Neal explained that response is what Public Health does and there are many communicable diseases around us all the time. A large-scale coordinated response is no different in its response elements. He explained that we would continue to work with Austin Public Health to plan for potential unknowns. Staff was also in the midst of finalizing a list of funding requests from St. David's Foundation who would (based on partners and needs assessments) potentially fund us with meeting supply and testing needs. Ms. McMichael asked about current symptoms that Staff was seeing in Williamson County positive cases. Ms. Price explained that in general, 80% of patients were found to be asymptomatic or have mild symptoms, mimicking influenza. 20% of those who were found to be positive had acute respiratory distress. Thus far, the disease, worldwide, appeared to have a more acute effect on the elderly or have compromised immunize systems. The mortality rate is 1-2% worldwide, whereas seasonal influenza is approximately 03%. Community transmission in Williamson County is currently unknown. Mr. Neal went on in his report to the Board to state that the census is extremely important, and the Health District has received 3 grants (2 for \$30,000 and 1 for \$5,000) to assist in counting traditionally hard-to-count populations. As of the end of February, Ms. Murphy explained that about 30% of the pools in the Pool Program have been approved. 1 City pool (Taylor), 1 County pool (Splash Pad), 4 MUDs (3 in Brushy Creek, 1 in Round Rock), more than half of all apartments with pools and 12 hotels. Mr. Strout asked if there was anything the Board could do to assist the Pool Program in being successful. Ms. Murphy said she was happy to craft an email for the Board to utilize in reaching out to their member cities. Pool customers are given until June, so there is still time to connect with those that are outstanding. In regard to Kalahari, the plan review is turning out more extensive than originally provided to WCCHD, so Staff may need to address that factor in the future. Environmental Health staff will also be cross trained to assist in addressing both the pool program and the food establishments in the future. Mr. Strout asked about the District providing cancer service in the future. Ms. Price responded that Austin Area Research would be leading the charge with providing cancer care for those of lower socioeconomic ability. The focus has started to align with the social determinants of health and address more comprehensively the prevention side of chronic conditions and shoring up those gaps.

No action requested – information only

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

16) Adjourn

Board Chair McMichael adjourned the meeting at 8:32 p.m.

Recorded by: 
Cindy Botts, Executive Assistant

Reviewed by: Minutes approved on May 7, 2020, as part of the Consent Calendar. To be signed at a later date.
Mary Faith Sterk, Secretary