



**Williamson County and Cities Health District  
Board of Health Meeting  
Wednesday, April 13, 2022, 1:30 p.m.  
City of Round Rock  
231 E. Main Street, HR Training Room  
Round Rock, TX 78664**

The meeting was called to order at 1:31 p.m. by Board of Health Chair Kathy Pierce.

- 1) Pledge of Allegiance  
Ms. Pierce led the Pledge of Allegiance
- 2) Roll call was taken.  
Present: Chair Kathy Pierce (Williamson County), Ed Tydings (Williamson County), Laurie Hadley (Round Rock), David Morgan (Georgetown) [Arrived Late], Robert Powers (Leander/Liberty Hill), Bob Farley (Hutto), Jeffery Jenkins (Taylor), Chris Copple (Cedar Park), Dr. Caroline Hilbert (WCCHD).  
  
Absent: None
- 3) Acknowledge staff and visitors; hear any comments.  
Staff members and visitors present: Richard Hamala of Tiemann, Shahady & Hamala, Cindy Botts, Nicole Evert, Lori Murphy, Kaitlin Murphee, Alissa Orozco, Ivah Sorber

**CONSENT AGENDA**

- 4) Approval of minutes, Regular Meeting, 03/09/22  
  
**Motion to approve the minutes of the March 9, 2022, meeting.**

Moved: Christopher Copple  
Seconded: Ed Tydings  
Vote: Approved unanimously

- 5) Approval of WCCHD policy review timeline  
  
**Motion to approve the WCCHD policy review timeline.**

Moved: Christopher Copple  
Seconded: Ed Tydings  
Vote: Approved unanimously

Ms. Hadley asked for clarification on the policy review timeline. Ms. Hilbert explained that staff originally brought to the Board a list of policies that would be addressed during the current calendar year. Per the Board's request, that priority list was adapted into a timeline, listing the policy and which meeting it would be brought to the Board for review. Ms. Hadley requested that the policies be provided to the Board ahead of the meetings, so Board members had time to thoroughly review. Ms. Hilbert agreed they would be.

**1:36 p.m. – Executive Session called**

**1:37 p.m. – David Morgan arrived for the meeting and went directly into Executive Session**

**2:35 p.m. – Reconvened to Regular Session**

**REGULAR AGENDA**

- 11) Discuss, consider, and take appropriate action on pending or contemplated litigation, settlement matters and other legal matters, including the following:
  - a. Litigation or claims or potential litigation or claims against WCCHD or by WCCHD, including claims by former Executive Director Derrick Neal
  - b. Status Update-Pending Cases or Claims
  - c. Employee/personnel related matters
  - d. Other confidential attorney-client matters, including contract and certain matters related to WCCHD defense issues in which the duty of the attorney to the governmental body within the attorney/client relationship clearly conflicts with Chapter 551 of the Texas Government Code. e. EEOC Charge of Discrimination 451-2021-02587: Derrick Neal v. Williamson County and Cities Health District and investigation of claims and conduct of former Executive Director Derrick Neal.
  - e. Weaver and Tidwell, L.L.P. Phase 2 workplan and fee estimate for conducting a forensic audit on behalf of WCCHD.

**Motion to approve Phase Two of the Forensic Audit, with Weaver and Tidwell, LLP, in an amount not to exceed \$90,000.**

Moved: Laurie Hadley  
Seconded: David Morgan  
Vote: Approved unanimously

- 6) Pre-approval of CSTE Concurrent Disaster Preparedness Grant

Ms. Hilbert informed the Board that WCCHD had been notified of a \$20,000 award for a grant that was discussed at the February 2022 meeting. The grant is for Emergency Response Preparedness tabletop exercises with external stakeholders and is the first grant WCCHD has received from the Council of State and Territorial Epidemiologists (CSTE). Ms. Hilbert explained that the grant has a short timeline, and most of the budgetary impact is for the tabletop exercises, including travel expenses. Ms. Hilbert explained that due to the short timeline, she is requesting the Board’s approval to sign the contract, pending legal review, so that staff does not have to wait until the May board meeting to begin expending funds.

Ms. Pierce asked if the exercises would be local. Ms. Hilbert confirmed they would be local. Ms. Headley asked if the travel component only covered the local travel. Ms. Evert stated that the travel component would also cover sending staff to the CSTE conference.

**Motion to pre-approve the 2022 CSTE Concurrent Disasters Tabletop Exercise contract, pending legal approval, and authorize the Executive Director to sign the contract on behalf of the Williamson County and Cities Health District.**

Moved: Jeffery Jenkins  
Seconded: Ed Tydings  
Vote: Approved unanimously

- 7) Board Member Orientation – Women, Infants and Children Program, Alissa Orozco

Ms. Orozco began by introducing herself and her WIC team. She then focused on the process of how WIC services were delivered to clients, both during and after COVID, eligibility criteria and funding contracts. Ms. Pierce asked about the maximum allowable reimbursement rate/funding rate for WCCHD and if that per participant amount is how the general administrative funding contract amount is calculated. Ms. Orozco stated that the general administrative funding contract is based on the funding rate, but the participants are not the current number, but a historical average, and serves as a “ceiling” of funding, which then translates into a maximum funding for the month. Mr. Tydings asked if WIC staff actively market the program. Ms. Orozco stated that they do. Staff sets monthly goals and works to meet those participation goals. Clients come in for benefit renewals every three to four months and are required to participate in a nutrition education component. While the maximum allowable amount for reimbursement is approximately \$90,000 per month, a surplus is allowed to roll over to cover any months that participation may be slightly less. Ms. Pierce also asked Ms. Orozco to expand on WIC benefits that are allowable at farmer’s markets. Ms. Orozco explained that every summer, WIC partners with the Sustainable Food Center to allow the fruit and vegetable benefit amount to be used at an approved farmer’s market, thorough a voucher program. As an incentive to using this program, WIC clients are given an additional \$30 per participant. Mr. Tydings asked if growing your own food is taught as part of the Sustainable Food Center’s program, or part of the WIC nutritional education program. Ms. Orozco stated that it is currently not part of the program, though when the Health District maintained a community garden via a prior grant, that may have been part of the program. WIC staff is discussing partnering with Head Start, who has a community garden themselves to work with the preschool-aged participants.

**No Action Taken – Informational Item Only**

- 8) Discuss, consider, and take appropriate action regarding WCCHD 2022 Salary Study Request for Proposal

Ms. Hilbert began by stating that the Health District received a single response to the issued Request for Proposal that was over the Board-approved budget, but in discussions internally and with human resources partners of some of the Member Cities (Round Rock, Cedar Park and Williamson County), Staff feels it would be best to move forward with negotiations with the single respondent. Staff also reached out to some of the non-respondents as to why they did not provide a response and the answer was that while the companies were interested, they were not able to take on additional clients until 2023. Ms. Hilbert stated that within the price sheet, there are assumptions that allow for price negotiation. Mr. Tydings asked if it was Staff's intention to do a review of all of the WCCHD positions at once. Ms. Hilbert stated that it was. Implementation of suggested changes might be phased in, depending on what information comes back, but the intent was for all of the positions to be reviewed at once, to provide a full baseline. Mr. Tydings stated that the County, with more than 1,800 employees, chose to take a phased approach to study the job descriptions and should WCCHD choose to do something similar, it might be a cost-savings. Ms. Hadley, Mr. Morgan, Mr. Jenkins, and Mr. Copple all agreed that it was their preference to move forward on reviewing all of the 80-90 job descriptions at once. Mr. Copple added that the City of Cedar Park recently did a compensation study refresh, that did not include a review of job descriptions and the range of pricing from respondents ran from \$60,000 to \$110,000. The price received from the single respondent to WCCHD's RFP was in line with those the City of Cedar Park received. Mr. Copple and Mr. Farley both suggested authorizing the full amount quoted from the single respondent and allowing staff to work on negotiations from there. Mr. Powers added that the City of Leander also recently did a salary study and the single respondent to WCCHD's RFP also responded to the City of Leander's. While the City chose not to select them, based on price, as both the City of Leander and the City of Cedar Park have recently not selected them, the respondent might be more open to negotiation with the Health District. Ms. Hilbert added that while the respondent met almost all the requirements in the RFP, they did not provide information on was reviewing the existing WCCHD merit policy, so a more in-depth review of that policy will also be worked into the negotiations.

**3:14 p.m. – David Morgan left the meeting**

**Motion to pre-approve item 8, subject to Staff's recommendation, including negotiation and execution, up to the amount listed in the proposal of \$88,900.**

Moved: Christopher Copple  
Seconded: Bob Farley  
Vote: Approved unanimously

9) Executive Director's Report

Ms. Hilbert began by stating that the Deputy Director position has been posted and interviews will likely begin to take place in May. The Health District's Emergency Response Team and Medical Reserve Corps volunteers were able to assist both the City of Round Rock and the County in the aftermath of the tornadoes in March. At the Multi-agency Resource Centers, several divisions were represented to offer support to those effected. Ms. Hilbert stated that she has been trying to participate in more Executive Director activities and has been traveling locally to other Local Health Entities and meeting with local partners to increase awareness and collaboration between the various agencies, as well as to exchange ideas and gain insight into how the different Health agency structures work, including any benefits or challenges to those structures. Ms. Hilbert added that the Class D Pharmacy license has finally been awarded to each of the Health District clinics and that the backup local health authority, which was approved by the Board in February, is no longer able to continue working with the Health District. WCCHD will instead work with the Region 7 Health Authority to cover LHA duties, as a backup, when Dr. Norwood is out of the office. A doctor on-call, to cover the Medical Director duties for Dr. Norwood, is still needed, however. Dr. Irvin, who originally worked with the Health District, during COVID response, is happy to pick up those Medical Directors duties, when needed, but a contract will be needed. As the contract will be very similar to the one approved by the Board in February for Dr. Magoon, Ms. Hilbert stated that she will sign the contract with Dr. Irvin and bring it back to the Board for ratification at the May meeting. Lastly, Ms. Hilbert asked Ms. Pierce and Mr. Hamala to give an update on the restaurant that is continuing to refuse an inspection. Ms. Pierce informed the Board that the warrant for WCCHD staff to enter the restaurant property, for the purpose of inspection, was halted by the Williamson County Sheriff's Office, who had concerns with some of the wording of the warrant. They did agree, however, to accompany WCCHD staff during the inspection, to ensure that the owners, who were self-declared Sovereign Citizens, did not deny staff entry, based on their belief that they are not under the jurisdiction of the federal government and are thus exempt from U.S. law. Mr. Hamala and Ms. Pierce agreed to make the requested changes and pass those changes onto the appropriate judge for issuance.

**No Action Taken – Informational Item Only**

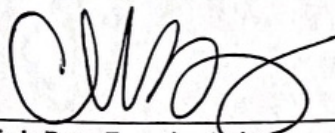
12) Adjourn

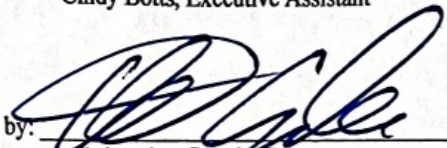
**Motion to adjourn.**

Moved: Robert Powers  
Seconded: Bob Farley  
Vote: Approved unanimously

**Board Chair Pierce adjourned the meeting at 3:27 p.m.**

**Board Chair Pierce adjourned the meeting at 3:27 p.m.**

Recorded by:   
Cindy Botts, Executive Assistant

Reviewed by:   
Christopher Cople, Secretary