



**Williamson County Board of Health Meeting
Monday, October 18, 2021 1:00p.m.
Round Rock City Hall
HR Training Room
231 E. Main St. Round Rock, TX 78664**

The meeting was called to order at 1:00 p.m. by Board of Health Chair Kathy Pierce.

- 1) Invocation and Pledge of Allegiance
This item was skipped.
- 2) Roll call was taken. Ms. Pierce confirmed that all Board Members were present.
Present: Chair Katy Pierce (Williamson County), David Morgan (Georgetown), Ed Tydings (Williamson County), Laurie Hadley (Round Rock), Jeffery Jenkins (Taylor), Rick Beverlin (Leander/Liberty Hill), Chris Copple (Cedar Park), Bob Farley, (Hutto).

Absent: None
- 3) Acknowledge staff and visitors; hear any comments.
Staff members and visitors present: Richard Hamala, Cindy Botts, Deb Strahler, Dr. Caroline Hilbert, Michelle Broddrick, Ivah Sorber, Melissa Tung, Dr. Amanda Norwood, Matt Wojnowski (City of Hutto), Martha Dickie and Ethan Rainis of Almanza, Blackburn, Dickie & Michell, LLP.

1:05PM – Executive Session called

EXECUTIVE SESSION

The Williamson County and Cities Health District Board of Directors may convene in closed Executive Session to discuss pending or contemplated litigation, settlement matters other confidential attorney-client legal matters (EXECUTIVE SESSION as per VTCA Govt. Code sec. 551.071 consultation with attorney), and any other matters permitted by the Texas Open Meetings Act to be discussed in closed Executive Session, including the following:

- a) Litigation or claims or potential litigation or claims against WCCHD or by WCCHD
- 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.

Notice of claims against WCCHD by Derrick Neal, Executive Director

1:44PM – Reconvened to Regular Session

No Action Taken on Executive Session

REGULAR AGENDA

Skipped to Agenda Item 6

- 4) Discuss, consider, and take appropriate action on appointment of interim Executive Director

Motion to appoint Caroline Hilbert as interim WCCHD Executive Director effective Oct. 15, 2021 at a salary equal to the former Executive Director.

Moved: Jeffrey Jenkins
Seconded: Bob Farley
Vote: Approved unanimously

- 5) 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
 - 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) Notice of claims against WCCHD by Derrick Neal, Executive Director

No Action Taken

- 6) New Board Member Orientation – Quality and Strategic Management Division, Melissa Tung
Ms. Tung gave a brief presentation of the Williamson County and Cities Health District Quality and Strategic Management Division and the activities the Division is responsible for.

Information Only

- 7) Discuss, consider, and take appropriate action on Williamson County and Cities Health District (“WCCHD”) Equal Opportunity Policy
Item was tabled due to links to online policy website only work inside the agency’s firewall.

Motion to table item until a redlined copy of policy can be reviewed.

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

- 8) Discuss, consider, and take appropriate action on WCCHD Flexible Work Environment Policy

Item was tabled due to links to online policy website only work inside the agency’s firewall. More information was requested for the next meeting: number of staff that are telecommuting, if they are exempt vs non-exempt, and how many hours and days per week are remotely worked.

Motion to table item until a redlined copy of policy can be reviewed.

Moved: Ed Tydings
Seconded: David Morgan
Vote: Approved unanimously

- 9) Discuss, consider, and take appropriate action on WCCHD FY21 Budget Amendment
Dr. Hilbert explained FY21 budget adjustments were needed due to unforeseen COVID spending and new grant awards. Environmental Health Division service fee shortfalls are due to closed businesses and lack of event permit fees due to COVID. Clinical Services also had a shortfall of administrative fees due to clinics being closed for 14 months. The Board requested a longer meeting in November to review FY21 Budget amendment and a presentation to explain the current budgeting process before the FY22 budget is brought before them. Also requested that the long version of budget and CAFER documents be sent to board.

Motion to adopt budget amendment excluding the \$70K overtime and request for a FY21 tutorial during the Nov. meeting, and a special session in Dec. on FY22.

Moved: David Morgan
Seconded: Rick Beverlin
Vote: Approved unanimously

- 10) Discuss, consider, and take appropriate action on 2021 Scott D. Evans Award Process
The board discussed the current process vs. proposed staff section process.

Motion to maintain current process

Moved: Ed Tydings
Seconded: Laurie Hadley
Vote: Approved unanimously

- 11) Executive Director’s Update
The board requested to move the Update as last standing item at each meeting.

Information only

- 12) Discuss, consider, and take appropriate action on License Agreement for Use of Certain County Real Property – for Class D Pharmacy Licensing Purposes

Motion to give authority to Dr. Norwood to apply for Pharmacy D Licensing after authorization of leasing is obtained from

Commissioners Court.

Moved: Kathy Pierce
Seconded: Laurie Hadley
Vote: Approved unanimously

- 13) Discuss, consider, and take appropriate action on payment invoice from Tiemann, Shahady & Hamala, PC (July-September 2021)
No Action Taken

3:00PM – Executive Session called

3:31PM – Reconvened to Regular Session

Skip to Agenda Item 4

- 14) Adjourn
Next meeting set for 10:00 am Nov. 10, 2021 at City of Round Rock HR Training Room

Motion to adjourn

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

Board Chair Pierce adjourned the meeting at 3:40 PM

Recorded by: _____

 11/10/21
Deb Strahler, Marketing and Community Engagement Director

Reviewed by: _____


Chris Copple, Secretary