



**Williamson County and Cities Health District
Board of Health Meeting
Wednesday, January 11, 2023, 1:30 p.m.
355 Texas Avenue
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), Jeffery Jenkins (Taylor), Christopher Copple (Cedar Park), Laurie Hadley (Round Rock), Leigh Wallace (Georgetown), Robert Powers (Leander/Liberty Hill), Ed Tydings (Williamson County), Caroline Hilbert (WCCHD).

Absent: Bob Farley (Hutto)
- 3) Acknowledge staff and visitors; hear any comments.
Staff members and visitors present: Richard Hamala of Tiemann, Shahady & Hamala, Matt Wojnowski of the City of Hutto, Nancy Ejuma, Dr. Amanda Norwood, Cindy Botts, Michelle Broddrick, Kaitlin Murphee, Ivah Sorber, Khaila Pippen, Susanna Thornton

CONSENT AGENDA

- 4) Approval of minutes, Regular Meeting, 12/14/22
Ms. Botts provided an updated version of the draft minutes to the Board and explained that the prior version mistakenly contained information in Item 15: Discuss, consider, and take appropriate action on pending or contemplated litigation, settlement matters and other legal matters from a prior meeting and did not reflect the posted agenda for the December 14, 2022, meeting. The January 11, 2023, Updated version corrected this error and would be the version of the minutes that the Board would consider for approval.

Motion to approve the January 11, 2023 version of the draft Minutes.

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

- 5) Review of 2022 Board of Health Summary of Actions Taken
Ms. Hilbert began by stating that, annually, Ms. Botts provides a summary of actions taken by the Board the prior year. No action is required of the Board for this item, but Staff would be happy to address any questions. Ms. Pierce stated that she appreciated the annual reminder of all the Board had done and thanked Ms. Botts for compiling the information. Several Board members commented that they also found the Summary helpful in reminding them of how much they accomplished in the prior year.

No Action Taken – Informational Item Only

REGULAR AGENDA

- 6) Discuss, consider, and take appropriate action on WCCHD COVID-19 After Action Report
Ms. Hilbert began by stating that in any public health emergency, incident, or event, the WCCHD Emergency Preparedness Team produces an after-action report (AAR) which provides an analysis of strengths, areas for improvement, and recommendations for future events and response. These are generally grant-required documents but are also helpful in ongoing quality improvement efforts. A copy of the draft COVID-19 AAR, which reviews the work that WCCHD and their partners conducted over the past 2 years was provided to the Board for reference. Ms. Hilbert added that the focus of the report is not on the countywide response, but on gathered staff input of the WCCHD experience in response, and where there might be room for internal improvement. The draft report will be reviewed by WCCHD's COVID-19 partners and will be sent to other emergency managers in the county for their situational awareness. An abbreviated AAR, without an analysis section for each area of improvement, will be prepared and posted on the WCCHD website.

Mr. Tydings stated that AARs are common for emergency response agencies, and he has familiarity with them through his work with

Williamson County EMS. He added that they are not often shared with the public, however, and are seen as internally focused improvement devices. Ms. Hilbert agreed and stated that moving forward, all AARs would come internal documents. Ms. Pierce stated that prior to release, a watermark, indicating that it is in draft form, should be used. Ms. Wallace asked how WCCHD would indicate it had made progress in the areas identified as needing improvement on AARs if they are internal-only documents. Mr. Tydings added that for Williamson County EMS, areas of improvement coming from AARs are included into the Division's Strategic Plan, as needed, but otherwise become internal division goals. Ms. Pierce added that this could be an update on an agenda later in the year, for the Board's reference.

No Action Taken– Informational Item Only

- 7) Discuss, consider, and take appropriate action on WCCHD Holiday Policy
Ms. Hilbert began by stating that at the Board's request, a policy overseeing Employee holidays has been brought for approval. Previously, an annual holiday schedule was brought to the Board of Health in October for adoption. The WCCHD Holiday policy provides a list of thirteen set holidays. Ms. Hilbert stated that the dates for these holidays for 2023 will be posted on the District's website and provided to staff. Ms. Hadley asked if Emancipation Day was the same as Juneteenth, which she suggested WCCHD observe, when employee holidays were last discussed by the Board. Ms. Sorber stated that it was.

Motion to approve the WCCHD Holiday Policy as presented.

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

- 8) Discuss, consider, and take appropriate action on WCCHD Policy Development and Promulgation Policy
Ms. Hilbert began by stating that the Board of Health approved a Policy Development and Promulgation Policy in 2017. This "policy on managing policies" has been updated based on an assessment of the Health District's policy management system, PolicyTech. Currently, there are over 600 active documents in the system, including approximately 100 policies with 500 related documents, including standard operating guidelines (SOGs), standard operating procedures (SOPs), reference documents and guides. The revised Policy Development and Promulgation Policy provides clear review periods of WCCHD policies and will allow for the inclusion of comments from both Staff and the public prior to publishing the new version of the policies. Under the proposed structure, the Board would receive the policy review calendar for the upcoming year and would report which policy packets they would like to be presented to the Board for discussion during its policy review cycle, which will ensure that the Board has an opportunity to guide high-priority policies, while also ensuring that all other policies are routinely reviewed and updated by Staff.

Mr. Tydings asked if there was a way to track in PolicyTech that each policy had been reviewed by a certain number of Board Members, prior to it being published, even if the policy was not "flagged" for discussion at a meeting, or if not official comments were made in the document. Ms. Ejuma stated that it would be very challenging to try to manage the Board review at that level. Mr. Tydings acknowledged this and withdrew his initial suggestion. Ms. Hadley asked when policies would be reviewed moving forward. Ms. Ejuma stated that the review period would be set after this initial review. Ms. Pierce stated that 100 policies seemed like a lot and asked if there was a way to combine them. Ms. Hadley and Mr. Copple both stated that the Cities they served both had a significant number of policies, as well. Mr. Powers asked if a notification of the policies to be reviewed that month could be included in the agenda email sent to Board members. Ms. Botts stated that she would include links to the policies to be reviewed in future agenda emails to the Board. Mr. Hamala suggested that a "standing item" be added to future agendas for the Discussion of Policies, which could be used or skipped as needed.

Motion to approve the Policy Development and Promulgation Policy, as presented.

Moved: Laurie Hadley
Seconded: Leigh Wallace
Vote: Approved unanimously

- 9) Discuss, consider, and take appropriate action on DSHS Texas Public Health Fellowship Positions – Injury Surveillance Specialist a& Records Information Specialist
Ms. Hilbert began by explaining that the Texas Public Health Fellowship is a one-year paid, training program through a partnership between DSHS and local health departments for individuals early in their public health careers. Funding will be up \$75,000 per Fellow, for 36 Fellows across 44 "Host Sites". WCCHD has applied to be a "Host Site" for two potential fellows. The Injury Surveillance Research Fellow will work under the general supervision of the Emergency Preparedness and Response (EPR) Team Lead and will surveillance of injuries, diseases, and other health conditions, create reports and make public health mitigation and intervention recommendations. Ms. Hilbert explained that the current Epidemiology team focuses on infectious diseases but there is significant data available on chronic disease, which has been listed in the past several Community Health Assessments as a concern for the County. This position will provide information for potential future funding. The Records Information Management Fellow will work under the general supervision of the Executive Assistant and the Executive Director and will assist in coordinating the WCCHD records management program.

Ms. Pierce asked if the Injury Surveillance Fellow will continue work previously done by the Quality and Strategic Management (QSM) team in analyzing trends with partner data. Ms. Hilbert stated that it would be more independent than prior QSM data partnerships were and

would focus on overall County data and Health Equity Zone data, for potential future WCCHD funding, rather than addressing specific partner needs. Mr. Jenkins asked if the Fellows would be hired on after the Fellowship ended. Ms. Hilbert stated that the positions were intended to be only for 1 funded year, but that might change, based on agency needs. Ms. Broddrick added that in the past, when WCCHD held unpaid interns, some were offered full-time positions, and some of those who took the positions remain with the agency today.

Motion to approve WCCHD to host two Fellows through the Texas Public Health Fellowship program.

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

- 10) Discuss, consider, and take appropriate action on grant applications, including HHS 2023 Evidence-based Falls Prevision Program, NACCHHO Strengthening Disability Inclusion Efforts, and CDC Prevention and Control of Vector-borne Diseases
- Ms. Hilbert began by stating that WCCHD has established a Funding Opportunity Advisory Committee (FOAC), which will evaluate and pursue public health funding opportunities for the agency. The FOAC includes the Executive Director, Deputy Director, Admin/Finance Director, and Grants Coordinator. As opportunities are identified by the FOAC, they will be sent to the Division Directors to apply. Of the three opportunities identified by the FOAC for Board approval of application at the time of the agenda posting, Staff is only requesting approval of two. Ms. Hilbert explained that the \$25,000 HHS Strengthening Disability Inclusion Efforts grant will allow for the expansion of current disability inclusion work that WCCHD is doing. The grant, if received, will focus on translation services and website updates for accessibility. The \$1.7 million CDC Strengthening the Prevention and Control of Vector-Borne Diseases grant, Ms. Hilbert added, will allow the current Integrated Vector Management (IVM) program to evaluate and enhance current operations and develop training partnerships with universities and commercial partners on vector-borne diseases. The WCCHD IVM Program at WCCHD began as a pilot program in 2013 and has expanded to conduct mosquito surveillance across most of Williamson County. The last funding opportunity offered to the IVM program was in 2016, following an outbreak of Zika virus.

Mr. Powers asked if there were any required match funding for the recommended funding opportunities. Ms. Ejuma stated that there was no match required for either opportunity. Ms. Pierce stated that Commissioner Long serves on the CAPCOG Aging Committee and would be a strong partner for future Fall Prevention grant opportunities. Dr. Norwood thanked Ms. Pierce for the information and stated that though WCCHD was not able to apply for that grant opportunity in the current year, Clinical Staff is taking steps to be a strong candidate for future years. Ms. Hilbert added that occasionally, travel awards are issued to Staff for conference attendance. These will be brought before the Board as part of the Budget amendment process, due to them being a new funding source, but they will not be brought for approval, as they are typically small amounts and the turn around is extremely short, as they are available on a first come basis.

Motion to approve Item 10.

Moved: Chris Cople
Seconded: Laurie Hadley
Vote: Approved unanimously

- 11) Executive Director's Report
- Ms. Hilbert began by giving a brief overview of the items occurring in the Health District since the Board's last meeting in December. Firstly, there were two employees offboarded in the Clinical Services division, and none onboarded. There have been several meetings with Ms. Hilbert, WIC and Georgetown Health Foundation to discuss the feasibility of the new, shared location. Currently, WCCHD and GHF feel that the location may be a good fit for WIC, but potentially not for the other WCCHD Direct Services. As Ms. Wallace is now serving as the Georgetown Board of Health representative, Ms. Hilbert will meet with her to address her city's needs and concerns, prior to presenting anything formal for the full Board's consideration. Ms. Pierce offered to request the Commissioners Court extend the move day for a month, should it be needed. Ms. Hilbert thanked her for that flexibility and would let the Board know if that should be needed. Ms. Hilbert informed the Board that the Executive Leadership Team met after the last Board meeting to discuss agencywide successes in 2022 and growth areas for 2023. She explained that ELT will work with DLT and the QSM team on having both the successes and growth areas inform WCCHD internal strategic planning discussions.

Mr. Hamala informed the Board that there was no need for Executive Session to be called this meeting. He had only a general update that could be had within Open Session. Mr. Hamala stated that there was no progress or updates on any of the Executive Session items.

16) Adjourn

Motion to adjourn.

Moved: Ed Tydings
Seconded: Robert Powers
Vote: Approved unanimously

Board Chair Pierce adjourned the meeting at 2:27 p.m.

Recorded by: 
Cindy Botts, Executive Assistant

Reviewed by: 
Christopher Cople, Secretary