



**Williamson County and Cities Health District
Board of Health Meeting
Wednesday, March 8, 2023, 1:30 p.m.
355 Texas Avenue
Round Rock, TX 78664**

The meeting was called to order at 1:30 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), Leigh Wallace (Georgetown), Laurie Hadley (Round Rock), Robert Powers (Leander/Liberty Hill), Caroline Hilbert (WCCHD).

Absent: Bob Farley (Hutto), Ed Tydings (Williamson County)
- 3) Acknowledge staff and visitors; hear any comments.
Staff members and visitors present: Richard Hamala of Tiemann, Shahady & Hamala, Nancy Ejuma, Dr. Amanda Norwood, Cindy Botts, Michelle Broddrick, Kaitlin Murphee, Ivah Sorber, Khaila Pippin, Lori Murphy

CONSENT AGENDA

- 4) Approval of minutes, Regular Meeting, 02/08/2023
- 5) Ratification of Regional Advertising Insertion Order and Agreement – NCM and WCCHD (movie theater advertising for Medical Reserve Corps volunteers)
- 6) Ratification of NACCHO Community Engagement to Strengthen Local Health Department Approaches to Decreasing Syphilis grant

Motion to approve Consent Agenda.

Moved: Laurie Hadley
Seconded: Jeffery Jenkins
Vote: Approved unanimously

REGULAR AGENDA

- 7) Discuss, consider, and take appropriate action on parameters for Board approval of WCCHD contracts
Ms. Hilbert began by stating that the Board asked, at the last meeting, that she meet with the Administration Subcommittee to discuss options for the parameters of what she could sign without Board approval.

1:32 p.m. – Ed Tydings arrived

Ms. Hilbert referenced the agenda report for this item and clarified that the recommendations for Board-approved contracts included all contracts and expenses of \$50,000 or more, paid by WCCHD, all newly awarded funding opportunities (excluding travel and professional development amounts) and all interlocal agreements. Routine grant contracts, contracts and expenses of less than \$50,000, and MOAs/MOUs would not need to come before the full Board for approval and could be entered into under the Executive Director's signatory authority. Ms. Hilbert stated that should one of the items under her purview be of note for the Board, at her discretion, it could be brought to the Board for approval. Mr. Powers asked for clarification on the recommendation that the Board would approve all contracts and expenses of \$50,000 or more, paid by WCCHD. He questioned if the "paid by WCCHD" reference included items that would be reimbursed by grants. Ms. Hilbert stated, that yes, it would include any funding that WCCHD would be providing to a vendor. Mr. Powers also asked if a minimum for Board approval had been discussed. For example, if a new funding opportunity were to arise, but be under the \$50,000 limit, would it need to come to the Board? Ms. Hilbert stated that it would, as the new funding, regardless of the dollar amount, is not a part of the annual budget that the Board approved. The only exception to this would be the professional development and travel awards that staff receive directly to them. Ms. Hilbert stated that typically WCCHD is not looking for the smaller dollar amounts in new funding opportunities, and a minimum could be set, should the Board wish to do so, but it likely would not be a significant concern to keep

the threshold at “all new funding”. The Board briefly discussed the merits of having a minimum in various situations.

Motion to accept the staff recommendation for this item.

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

8) Discuss, consider, and take appropriate action regarding Memorandum of Understanding with Georgetown Health Foundation – Lease of Real Property (new Georgetown clinic location)

Ms. Hilbert began by reminding the Board that WCCHD will need to change locations for the Georgetown clinic, as the County has asked WCCHD to vacate the building by July 31, 2023. After discussions with Ms. Pierce, the Board Chair, and Ms. Wallace, the Georgetown representative, regarding client levels in that area, the priority would be to find a location to house WIC services. Clinical Services will work out of the other three clinics only and would prioritize increasing days and times at the Taylor clinic, as they currently have limited hours. The best fit for relocating WIC Georgetown, however, seems to be the Georgetown Health Foundation’s (GHF) recent purchase of an old GISD building (Carver Elementary), which they are renaming as the Carver Center for Families (CCF). This Family Resource Center is intended to be a single location where families can come in a receive services from a variety of agencies. STARRY, a family counseling entity, is a non-profit that is already operating out of this location and will serve many of the “front office/administrative” roles for the location. GHF is eager for WCCHD WIC to join the CCF concept, but is unable to provide a more definitive estimate of monthly costs without first knowing which agency would be responsible for the cost of renovations to the area WIC would occupy. GHF’s Board has expressed a willingness to pay upfront for the \$100,000 estimated renovation costs, but Ms. Hilbert wanted to have the Board discuss its preferences. Staff’s preference would be to pull from existing WCCHD reserves to pay for the renovation costs, so that repayment isn’t added to the monthly “rent” charges. Should GHF front those renovation costs, the repayment of the \$100,000 over the next five years would be approximately \$750 per month, added onto any rent and utilities charges.

Ms. Wallace stated that the renovation costs, as a one-time expense, is a viable use of the reserves fund and for the purposes of being a good partner to GHF, she has no concerns with WCCHD paying for the needed renovations but asked that Ms. Hilbert continue with the presentation before the Board discusses the subject, as a whole. Ms. Hilbert continued on and stated that GHF feels confident that they can offer rent at \$.50 per square foot of lease space, for the next 10 years, with no annual escalators. Texas State WIC has also indicated that they would prefer that WIC stay at a location for at least 10 years, which is in alignment with what GHF has requested. A 20-year lease option is also acceptable to GHF. Ms. Hilbert requested the Board’s feedback on the length of the lease and informed the Board that another consideration is the tight timeline for the move. WIC schedules appointments out three months in advance, and they need to be out of the location in July. Additionally, moving current Georgetown staff into the other clinics, even temporarily, is a challenge, regarding to space. Transportation is an issue for many WIC clients and approximately half of the current Georgetown WIC clients live in Georgetown. Therefore, the sooner construction can begin, the better. Ms. Hilbert also requested guidance from the Board on what they would be comfortable having her sign, with legal counsel review, with regards to any MOU or lease agreements, to expediate this project.

Mr. Powers asked how firm the \$100,000 renovation estimate was from GHF. Ms. Orozco responded that she heard from the GHF Construction Manager who would be overseeing the renovation project that morning and number he confirmed to her was \$90,000-\$100,000. Mr. Powers also asked if there would be other expenses involved in moving from one location to another. Ms. Hilbert stated that there would be. WIC made a similar move from one Round Rock location, where they were previously housed, to the 355 Texas Avenue. Ms. Broddrick added that based on this history, WCCHD would be able to cover the WIC-related expenses, including movers, new fixtures, etc. These costs could be absorbed by the WIC program and would be allowable for reimbursement from the State. Regarding the other divisions, who would be relocating to existing WCCHD clinic space, an estimate has not yet been compiled, but could be absorbed by those division through Salary Savings, via a Budget Amendment. When the WCCHD Headquarters changed from Georgetown to Round Rock, the cost was approximately \$15,000, but most of those expenses were related to new design fixtures, not moving staff. Mr. Powers stated that his preference would be to have the other party carry the expense, and have the District slowly pay it back, assuming that repayment isn’t cost-prohibitive. Ms. Ejuma mentioned that in some of the back-and-forth of the estimates of the payback, it could be cost-prohibitive, but nothing has yet been fully decided. Ms. Hilbert added that any payback would be over 5 years, but the lease would be 10 years. Mr. Jenkins suggested negotiating for a 10-year lease, with two 5-year extension options, along with the option to expand further into CCF, should WIC need more space, or other WCCHD Divisions want to move over. Ms. Wallace agreed with this suggestion, to allow for maximum flexibility for WCCHD future needs. She also commented that the new space would be significantly smaller than what was currently available and asked if that had been considered. Ms. Orozco said that it had, and while more space is nice in the current location, it is not necessary, and much is used for additional storage, that can be moved to the other three clinic locations. GHF and WCCHD have worked on a layout that she is confident will work well for client flow. Ms. Wallace asked if there were any concerns with the MOU language, as it was currently presented. Ms. Hilbert stated that staff had briefly reviewed it and had no major concerns, but that this was a draft from another agency GHF had worked with. Legal council would be reviewing and approving the official language prior to it being signed. Mr. Hamala agreed and stated that he had also looked at the draft version of the lease agreement that GHF had sent and as it was written for another agency, much would need to be altered to address WCCHD as a governmental agency, but until the Board provided a recommendation on how they wanted to address review and signatory authority on these documents, he hadn’t yet made significant changes to either document. The Board briefly discussed the option of GHF fronting the renovation costs, if interest would be charged and the merits of WCCHD verses GHF fronting the \$100,000. Ms. Wallace also brought up a concept in the MOU that referenced an advisory board at CCF. The Board briefly discussed how that would work, who would sit on those seats, and how much influence on CCF matters WCCHD could have. Ms. Hilbert listened to the Board’s thoughts, but added that at this time, those answers have not yet been fleshed out as the CCF project is still very new. Ms. Pierce suggested that staff look at the Liberty Hill Community Resource Center (LH CRC), as they

are making a similar model work well. Ms. Orozco stated that she is familiar with the LH CRC and that once a month, WIC operates out of that location, as part of its “mobile services”.

Ms. Pierce clarified to the Board that Staff was looking for direction on how the Board wanted to address the renovation costs and the length of the lease. Ms. Hilbert agreed and stated that once the Board gave direction on those aspects, WCCHD would be able to work with GHF to draft an MOU and Lease Agreement that reflected our partnership, instead of the generic ones provided as part of the agenda packet. Should the Board wish to have a fully fleshed out MOU and Lease Agreement presented to them, prior to approval, it would push back the timeline. Ms. Hilbert offered options of either a Board-established subcommittee that would work with Staff on drafting the language, which would be ratified by the full Board at a later date, or the Board approving the Executive Director signatory authority, which would be later ratified, as possible solutions to the time-sensitive nature. Ms. Hadley stated that she would support WCCHD paying for the renovation costs and would support Staff’s recommendation of the Executive Director entering into the MOU and Lease Agreement, with Legal Counsel’s review, in the interest of time. There were several suggestions on language to include in a motion from Mr. Jenkins and Ms. Hadley, with Mr. Hamala stating that a maximum total for the renovations and a maximum total for the monthly “rent”, from which Staff could negotiate, would be sufficient. Ms. Wallace asked how the utilities would be split. Ms. Ejuma stated that the utilities are anticipated to be split between the renting agencies, though it’s not known what the split is, at this time, and the rent is anticipated to be considered “triple net”. She also clarified that Texas WIC will not allow for a lease agreement to be signed unless the space is “ready for move in”. At this time, the CCF is not – renovations need to be done prior to a lease agreement being able to be signed. Mr. Copple stated then that the Lease Agreement wouldn’t be needed at this time, just an MOU. Mr. Tydings asked if the \$100,000 would also include the required WIC branding. Ms. Orozco stated it would. Mr. Tydings added that he was also in favor of WCCHD paying for the renovation costs.

Motion to authorize a payment, up to \$100,000 from reserves, to pay for renovations at the Carver Center for Family.

Moved: Jeffery Jenkins
Seconded: Leigh Wallace

Mr. Copple commented that as the action item was the MOU, he quested if this motion was inclusive enough. Mr. Powers agreed and suggested alternative motion language in which the Board approve whatever legal agreements are needed to allow for WCCHD to pay for up to \$100,000 in renovations, and with monthly rent not to exceed \$1500. Mr. Copple agreed that approving a motion for language that would be included in a revised MOU is acceptable, but approval of a Lease Agreement was also being discussed by the Board, as an action for this agenda item, and he didn’t feel that WCCHD was not fully prepared to take action on this agreement, nor would it be needed at this time. Once renovations were complete, a Lease Agreement would need to be approved by the Board, but this would allow enough time for the Board to review terms of the agreement. Ms. Ejuma and Ms. Hilbert agreed. Ms. Pierce clarified that today’s action would be approval of an MOU and direction on what to include in that MOU, in terms of renovation costs and lease length. Mr. Powers questioned paying for the full renovation costs without a lease agreement in place. Ms. Hilbert stated that it is a risk to front the costs, but we cannot sign a lease agreement until renovations are complete. The question is if WCCHD wants to bear that risk. Ms. Wallace didn’t feel that it was a significant risk for the Health District. Ms. Hadley asked if a motion could be made on something that was not specified on the agenda, which the \$100,000 renovation costs were not. Mr. Hamala stated that the \$100,000 was an aspect of moving forward with the CCF MOU and the agenda item is broad enough to cover the renovation costs as part of moving forward with the MOU. He added that the item was broad enough to cover both the MOU and Lease Agreement, should the Board wish to approve Ms. Hilbert to move forward on both. Mr. Copple stated that he felt comfortable approving the MOU with specified parameters, but not the Lease Agreement at this time. Ms. Hadley and Ms. Wallace agreed.

2:13 p.m. – Ed Tydings stepped out of the meeting

Motion to authorize the Executive Director to move forward with entering into a Memorandum of Understanding with Georgetown Health Foundation, STARRY, and WCCHD for the operation of WCCHD services in Georgetown and to spend up to \$100,000 out of reserves to pay for required renovations.

Moved: Kathy Pierce
Seconded: Leigh Wallace
Vote: Approved – Kathy Pierce, Jeffery Jenkins, Chris Copple, Laurie Hadley, Leigh Wallace
Opposed – Robert Powers
Not Present – Ed Tydings (left the room prior to the vote), Bob Farley (absent)

10) Discuss, consider, and take appropriate action on WCCHD Retail Food Order

Ms. Hilbert began by stating that Staff is in the process of editing the most recent version of the Retail Food Order, which was approved by the Board in 2016. It is being brought to the Board as an informational item in this agenda so that the Board can review it and bring up any areas of concerns. It will also be brought to several local Chamber of Commerce’s for review and discussion. Any changes resulting from the Chamber suggestions will be incorporated and brought back to the Board for final review and to set a date for a public hearing of the Order. Ms. Murphy, Division Director of Environmental Health noted the major changes in the agenda report, which include adopting the FDA Food Code and update statute and regulation references, grammar corrections and specifications, and updated FDA 2022 Food code definitions. Ms. Hilbert explained that one of the changes included providing a process for exempting nonprofit organizations. Per Texas Code, WCCHD cannot require nonprofits to pay a permitting fee, but there are often occasions where a nonprofit will host an event in which for-profit companies are brought in to serve food. A clear process for managing these occasions is laid out in the updated draft. Ms.

Hilbert noted that several Member Cities have heard from frustrated nonprofits that WCCHD requirements are implemented differently in different cities. Ms. Hilbert explained that this is due to the differences in City Ordinances, and WCCHD hopes to work with the Member Cities to ensure that we are all on the same page with this issue. Ms. Hilbert explained that a new edit to the Food Order would be adding a new requirement for businesses to report when they have been sold or closed. While this would not be a punitive requirement, it would assist the Health District in determining how many businesses are in operation, to ensure that none are missed. Lastly, another major change included a reduced time for appeal request from 20 to 5 days. Currently, WCCHD has a three strikes policy before a food permit is revoked. Should the owner wish to request a revocation hearing to plead their case for staying open, the time to request that appeal has been reduced from 20 to 5 days. Mr. Jenkins asked about the removal of the Food Handler training process. Ms. Murphy explained that this used to be a training that WCCHD would provide, but as it is no longer in practice, the language has been removed from the Order.

No Action Taken– Informational Item

2:34 p.m. – Ed Tydings returned to the meeting

- 9) Discuss, consider, and take appropriate action on contract with Texas Department of Information – Sharp Copiers
Ms. Ejuma began by stating that as part of a general review, the copy machine contract was identified as extremely costly. Staff researched if there might be a more affordable option. After reviewing a number of different quotes from various vendors, Staff determined that the best option would be the vendor used by Williamson County, Sharp Copiers. Sharp is a Texas DIR vendor and the estimate is approximately \$20,000 below the current vendor for the remainder of the fiscal year, and will save the District approximately \$90,000 per year moving forward. Ms. Pierce mentioned that the County’s Purchasing Department spent significant time in researching the available options for copiers and County Staff is pleased with the vendor. Ms. Ejuma explained that the new contract with Sharp would go into effect beginning in May 2023 and would be a five-year contract. The contract would cover a total of 12 copy machines for all four clinic locations, including a new Georgetown location. Mr. Hamala explained that because Sharp has a DIR, WCCHD would only need to issue a purchase order, not sign a new contract with Sharp. The Board would be approving a 5-year lease via a purchase order, not a contract.

Motion to approve Agenda Item 9.

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

- 11) Discuss, consider, and take appropriate action regarding voluntary pool inspections – 6-month review
Ms. Hilbert began by stating that in September the Board voted to repeal the Swimming Pool Order, but with that, Staff requested a Statement of Policy that any requests from pool owners for inspections, plan review, etc., could be done. The Board did request that Staff come back in six months to determine if that aspect of the program was still necessary. While WCCHD had one request for a pool inspection over the past six months, in talking with the prior Pool Team Lead and the Division Director, the recommendation is to discontinue this option and to continue to focus on retail food inspections. WCCHD will update the website and inform both City and County partners, should the Board wish to move forward with this recommendation.

Motion to accept the Staff Recommendation.

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

- 12) Presentation – WCCHD Fleet Inventory
Ms. Ejuma began by stating that this presentation was a Board request from a prior meeting when discussion of the purchase of new vehicles for the Environmental Health Pilot Expansion Program was in process. From that discussion, one of the Board’s questions was how does WCCHD manage its fleet and what sort of a replacement plan should be considered? Ms. Ejuma explained that this presentation is the Health District’s current fleet and a review of the maintenance costs for these vehicles. The three main divisions that utilize fleet services are Environmental Health, Epidemiology and Emergency Preparedness and WIC and consist of a total of 14 vehicles, and a FY21-22 total maintenance cost of \$26,360. Ms. Ejuma explained that while the District does not have its own Vehicle Replacement Plan, it loosely follows the County’s Plan when reviewing if a replacement vehicle should be budgeted for the following year. She explained that the State of Texas’ Replacement Plan was based on the age and odometer reading of the vehicle, though it was often the older vehicles that were more reliable. As such, what Staff is discussing is the possibility of budgeting for a certain number of vehicles per year, as opposed to specific vehicles based on “shelf life”. Ms. Wallace asked if Wilco Fleet manages the Health District’s Vehicle Replacement. Ms. Ejuma explained that they do not, Wilco informs WCCHD it might be time to replace a particular vehicle, based on their Replacement Plan parameters, but it is up to WCCHD to budget it. The Board briefly discusses the parameters for regular vehicle replacement within their own Cities. Ms. Hilbert clarified that in the past, Wilco made a recommendation to WCCHD on vehicle replacement needs and if there was funding available, WCCHD would budget for it. In recent years, the Board and Staff have discussed being more proactive in creating a WCCHD Replacement Policy. This presentation of current fleet is the start of that discussion.

No Action Taken– Informational Item

13) 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 February. Firstly, there were two employees onboarded, and two employees offboarded. One funding opportunity was submitted – the \$10,000 NACCHO Mosquito grant – where WCCHD would mentor another county on establishing their own mosquito surveillance program. Bell County submitted as the mentee for this grant, so Staff is hopeful that the grant will be awarded. WCCHD also received a notice of award to several epidemiologists for exam supplies, in the amount of \$2,500, for their Certificate in Infection Control exam. WCCHD also received one denial of award – the \$25,000 NACCHO Disabilities grant. Additionally, Scott Heselmeyer, the County's Treasurer, purchased a Federal Home Loan Bank Discount Note of \$2 million on WCCHD's behalf, which will mature in early December 2023 at 5.03%. Ms. Hilbert also mentioned that the prior week she attended the TACCHO conference and the WCCHD Marketing Team won an award for Education through Innovation, for the work they did with social media influencers on Instagram to spread the word about vaccines. Ms. Hilbert also reported that she was invited to attend a retreat for nonprofit CEOs and Executive Directors. Due to the movie theater advertising for MRC volunteers is working and has resulted in 10 new volunteers, and anticipates more. Ms. Pierce and Ms. Hilbert will continue to work with the Williamson County Office of Emergency Preparedness to better delineate what each agency is responsible for. Ms. Hilbert informed the Board that she is currently serving as the Interim Director of Epidemiology and Emergency Preparedness, but that recruitment of a new Director will begin in the next month or so. MarCom has selected the nonprofits that will be benefiting from the 2021 Health Disparity mini-grants. Those agencies are The Georgetown Project, Texas A&M School of Nursing and Age of Central Texas. Environmental Health hired the Program Specialist position and the first Sanitarian I position will start next week. Lastly, Clinical Services had an abstract selected for presentation by the National Coalition of STD Directors.

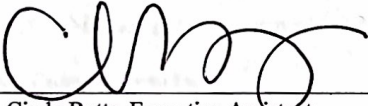
Mr. Hamala informed the Board that there was no need for Executive Session to be called this meeting. He had only a general update that could be had within Open Session. Mr. Hamala stated that the hearing for the injunction was moved to June. No other updates.

14) Adjourn

Motion to adjourn.

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

Board Chair Pierce adjourned the meeting at 3:00 p.m.

Recorded by: 
Cindy Botts, Executive Assistant

Reviewed by: 
Christopher Copple, Secretary