



**Williamson County and Cities Health District
Board of Health Meeting
Wednesday, May 11, 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 1:30 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), Ed Tydings (Williamson County), Laurie Hadley (Round Rock), David Morgan (Georgetown), Robert Powers (Leander/Liberty Hill), Bob Farley (Hutto), Chris Cople (Cedar Park), Dr. Caroline Hilbert (WCCHD).

Absent: Jeffery Jenkins (Taylor)
- 3) Acknowledge staff and visitors; hear any comments.
Staff members and visitors present: Richard Hamala of Tiemann, Shahady & Hamala, Cindy Botts, Amanda Norwood, Michelle Broddrick, Deb Strahler, Kaitlin Murphee, Tara Jempty, Felipe Rocha

CONSENT AGENDA

- 4) Approval of minutes, Regular Meeting, 04/13/22
- 5) Ratification of Backup Medical Director Professional Services Agreement, Dr. Michelle Irvin

Ms. Pierce stated that she would like to pull item 5, Approval of WCCHD Investment Reports, from the Consent Agenda, as she wanted to discuss it along with item 7, Discuss, consider, and take appropriate action regarding WCCHD Draft Investment Policy. The Board agreed.

Motion to approve items 4 and 6 of the Consent Agenda

Moved: Ed Tydings
Seconded: Bob Farley
Vote: Approved unanimously

- 9) Board Member Orientation – Marketing and Community Engagement, Deb Strahler

Ms. Strahler began by introducing herself and her Marketing and Community Engagement Team. She also explained that in the absence of a Division Director for the Quality and Strategic Management (QSM) Team, she was also over seeing those employees. She described the changes in the Health District's social media presence over the past two years, including a significantly increased presence due to COVID, and the new projects the Marketing and Community Engagement team will be working on to increase vaccination rates. Ms. Strahler also detailed current information on the Healthy Williamson County Coalition and the results of the 2022 Community Health Assessment. The Board thanked Ms. Strahler and complemented her on her presentation.

No Action Taken – Informational Item Only

- 5) Approval of WCCHD Investment Reports – June 2021, October 2021-March 2022

Ms. Broddrick explained to the Board that the reason these investment reports were being brought to the Board for approval was because the June 2021 report was mistakenly not added to the agenda for the July 2021 meeting. Additionally, the new Board, established in September 2021, requested that investment reports be added to the agenda quarterly, instead of monthly. The last quarter of 2021 reports and the first quarter of 2022 reports were also mistakenly not added to the agenda. These mistakes were due to a lack of communication, internally, and a corrective action plan has been put in place to ensure that this error is not repeated.

Ms. Pierce stated that in prior Boards that she served on, a Finance Committee was established to review the various financials of the entity monthly and make recommendations to the Board for action. She wanted to pose this as an option for the WCCHD Board to consider. She also stated that she spoke with Scott Heselmeyer, the County Treasurer, to better understand the Health District's investment report and its current investment products. She explained to the Board that the current investments in TexPool and TexPool Prime make very little in returns and as Mr. Heselmeyer explained to her, changing the investment portfolio could potential greatly increase the rate of return. Ms. Pierce also mentioned to the Board that her understanding of the WCCHD "sweep account" was that it served as a checking account that that money could be moved from that account into the TexPool account. Ms. Broddrick explained that the Sweep Account is a money market account that is tied to the Health District's Wells Fargo checking account and is automated. It keeps as much money as possible in the money market account and flows in and out on a daily basis to cover the District's liabilities, without any action required from the Health District or Mr. Heselmeyer. If money is to be transferred to the TexPool account, Ms. Broddrick explained that she has to ask the Williamson County Treasurer's office to do so, as the Treasurer is listed as the Health District's Investment Officer. The Executive Director is copied on those requests, for situational awareness. Ms. Hilbert added that the inclusion of a "sweep account" was the only recommendation from the Investment Officer to the Board of Health in at least the past five years. Ms. Pierce asked the Board for questions or comments on this item.

Mr. Morgan stated that in his opinion, there was enough money in current WCCHD investments to warrant a review of different investment options. He explained that the City of Georgetown uses Valley View to provide investment options, based on the market, but that they invest the funds with internal staff. Ms. Pierce stated that the County uses Hilltop Securities and there is an County Investment Committee that meets quarterly to discuss investments. Mr. Morgan stated that the District's portfolio is large enough to benefit from having a review of opportunities, based on the market. Mr. Morgan also stated that he continues to believe that review of the financials on a quarterly basis is sufficient. Ms. Hadley and Mr. Tydings agreed.

Motion to approve the reports

Moved: Robert Powers
Seconded: Laurie Hadley
Vote: Approved unanimously

7) Discuss, consider, and take appropriate action regarding WCCHD Draft Investment Policy

Ms. Broddrick began by stating that while this policy is due to be brought before the Board for update, the Investment Officer, as noted in the policy, has not changed for more than 15 years. If the Board wished to continue with the Williamson County Treasurer as the Investment Officer, then she and the Executive Director would reach out to Mr. Scott Heselmeyer, the Williamson County Treasurer, to investigate next steps in possible investments. She stated that the current policy was being brought before the Board for review of current practices and the option to change these practices, should the Board wish to do so. Ms. Broddrick stated that the current policy was sent to Mr. Heselmeyer for his review, as well, and his comments included a change from the current practice to require all investment opportunities to come before the Board for approval. His suggestion, instead, was to allow for a small number of WCCHD Staff, the Executive Director and Finance Director, to have Board authority to make investment opportunity approvals, as decisions often need to be made the same day.

Mr. Powers asked if Mr. Heselmeyer was still the Board's Investment Officer and if that was notated in the WCCHD policy. Ms. Broddrick stated that he was, though that could change at the Board's preference. She mentioned that there was no in-house individual who already had the skills to manage and advise on investments. Mr. Powers stated that the City of Leander's policy included multiple Investment Officers who could "approve" investments to allow for a timely response to opportunities. Ms. Pierce stated that the County has a Finance Subcommittee who works with Mr. Heselmeyer on investment opportunities. She suggested the WCCHD Board of Health could also create a subcommittee to approve investments if that was the Board's preference. Ms. Broddrick also informed the Board that with the County Treasurer acting as the WCCHD Investment Officer, WCCHD would also fall under the County's extensive Investment Policy. Mr. Morgan stated that he thought it would be beneficial to have Mr. Heselmeyer present to the Board the County's policies, practices and strategies for investments prior to adopting a WCCHD-specific investment policy. He continued that the County supports the Health District on other items, such as IT assistance, and this might be a similar opportunity. Ms. Hadley and Ms. Pierce agreed. Mr. Morgan added that as the County is submitting a detailed investment report to the Health District anyway, regular review of the detailed report, during a regular Board Meeting, might be all that is needed from the Health District, with the possibility of Mr. Heselmeyer being available, by phone, for any questions. Mr. Powers added that he hoped the Investment Officer would work closely with WCCHD staff to ensure that operating expenses were covered adequately, particularly, with most of the operating expenses being covered by grants, prior to being locked up in certain investments.

The Board opted to table this item to a future meeting, after receipt of a presentation by Mr. Heselmeyer on the County's investment options and strategies for the Health District.

No Action Taken – Postponed to a future date

8) Status of FY2021 Single Audit and Comprehensive Annual Financial Report (CAFR)

Ms. Hilbert began by reminding the Board that as required by the Cooperative Agreement, the annual audit to be brought to the Board for review. This is traditionally done in May, however, as the Health District is also undergoing a Forensic Audit, the Health District's auditor requested additional time to review the past year's financials, collaborate with the Forensic Audit firm, and prepare a thorough report for the Board. At this time, Maxwell, Locke and Ritter have requested at least another month before they are ready to present, and Ms. Hilbert stated that she wanted to provide this update to the Board. Mr. Morgan asked if there was any information that the auditors have requested that WCCHD has not been able to provide. Ms. Broddrick stated that there was not. The Health District has been diligent in providing all requested data to them and explained that it is difficult for an auditor to provide a "clean" opinion when they are aware that the agency is under other scrutiny. As such, they are rechecking their work and being particularly cautious, before issuing their opinion formally to the Board. Ms. Hadley commented that GASB changed the name of the Annual Financial Report acronym from CAFR (Comprehensive Annual Financial Report) to AFR (Annual Financial Report) and after Board discussion, WCCHD Staff agreed that they would change the name for any future references, as well.

No Action Taken – Informational Item Only

10) Discuss, consider, and take appropriate action regarding CDC Strengthen Capacity to Improve Latent Tuberculosis Infection (LTBI) Surveillance and Outcomes Grant application

Ms. Hilbert began by stating that as it was the Board's wish for staff to try to bring grant opportunities to the Board for approval, prior to application, if time allowed in the application process. Just such as grant opportunity has presented itself and though there is still additional work to be done on it, Ms. Hilbert explained that staff was looking for feedback from the Board on the type of information to be provided when presenting grants in the future. She then turned over the explanation of the grant to the Clinical Services Division Director, Kaitlin Murphee. Ms. Murphee explained that the grant focuses on partnering with Civil Surgeons, who are doctors that evaluate foreign-born persons who are applying for citizenship. As part of the evaluation, tuberculosis (TB) tests are done, and the grant focuses on increasing reporting and treatment of latent (non-infectious) tuberculosis, in order to avoid them turning into active TB cases in the community. This is a two-year, \$600,000 grant with no new positions added, but will help to offset salary costs previously covered by DSRIP. Additionally, grant funds will cover training and education sessions for Civil Surgeons, continuing education for WCCHD TB staff and travel and conference expenses related to presenting data received from the grant at future TB conferences. Ms. Murphee stated that should the Board approve the application, notice of award is expected in September.

Ms. Hadley asked how many staff would be covered under the grant funding and if the receipt of the grant funding would result in a "salary savings" as the current year budget had already been approved. Ms. Murphee replied four TB staff and six public health nurses and Ms. Broddrick added that regarding the current year budget, it would result in a salary savings from the General Fund, for a portion of the year (after receipt of the funds).

2:22 p.m. – Bob Farley left the meeting

Mr. Tydings asked for clarification on Ms. Murphee's comment during her explanation of the grant that additional Civil Surgeons were needed to partner with the Health District prior to the grant application being submitted. Ms. Murphee stated that in the application, the grantor stated that they would give preference in funding to those entities that had a higher number of partners. Ms. Pierce stated that she liked the grant, as it already aligned with the Health District's mission, and it was work that the Health District is already doing.

Motion to approve the application to the Centers for Disease Control Strengthening Capacity for LTBI Surveillance and Outcomes grant.

Moved: David Morgan
Seconded: Ed Tydings
Vote: Approved unanimously (with the exception of Bob Foley, who was not present for the vote)

11) Discuss, consider, and take appropriate action regarding the Measurement Resources Company (MRC) Process Evaluation Plan

Ms. Hilbert began by stating that Measurement Resources Company (MRC), who is conducting the WCCHD Evaluation, provided the Evaluation Subcommittee and the WCCHD Leadership Staff with a more detailed timeline and a process evaluation plan for distribution of the community survey. She explained that Leadership and the Evaluation Committee had both given feedback on the surveys but wanted to provide the Board with the opportunity for feedback, as well. Mr. Copple stated that he did not know if a Board survey was necessary, as MRC was conducting individual listening sessions with each Board Member, already. Ms. Hilbert added that one of her comments to MRC was to offer name alternatives on the survey for WCCHD as "Health District" or "Health Department", as community members may know the District by one of those names, as opposed to the full WCCHD acronym. She also commented a change to include where clients may seek services, as residents from non-member Cities also utilize WCCHD clinics. Mr. Copple asked when the survey would be released to the general public and Ms. Hilbert stated that they were hoping to release it by the end of May, for a close date of the end of June. Ms. Pierce added that question 9 of the employee survey was confusing and could be written with more clarity. Ms. Hilbert stated that WCCHD already conducts employee surveys and has provided that data to MRC, which may negate the need for the employee survey, as

well.

2:35 p.m. – David Morgan left the meeting

No Action Taken – Informational Item Only

12) Executive Director's Report

Ms. Hilbert began by stating that the Deputy Director position first round interviews have been conducted by external partners. The second-round interviews will be conducted by WCCHD Executive Leadership Staff. The COVID-19 numbers are increasing locally again, but there have not been significant staff disruptions due to illness. Neither has there been significant increases in the number of COVID vaccination requests by our COVID mobile team. Ms. Hadley asked if the hospital capacity numbers are staying stable. Dr. Hilbert confirmed that the infection rate has increased, but capacity has not yet correspondingly overwhelmed the local hospitals. Mr. Tydings stated that Williamson County EMS COVID calls are not significantly increasing either. Ms. Hilbert stated that since the last Board meeting, ELT staff has visited with Austin Public Health and will now begin focusing on connecting with local community groups and looking at future collaborations.

2:38 p.m. – Bob Farley returned to the meeting

Ms. Hilbert stated that the contract for the Salary Study should be completed in the next week and with the Board's approval to negotiate, given at the April 13, 2022, meeting, the final cost should be close to the amount the Board originally approved. Ms. Hilbert informed the Board that Division-specific "Brown Bag Lunches" with the employees have begun and have been very positive. Ms. Hilbert also asked Mr. Hamala to provide an update on the status of the in-process Environmental Health warrant. Mr. Hamala stated that due to changes in the language and Lori Murphy, the Environmental Health Division Director being on vacation, Legal Counsel will wait until she returns from vacation to issue the warrant. Ms. Hilbert informed the Board that when a restaurant fails inspection multiple times and their permit is up for revocation, there is an appeal process, with monthly fees associated with the increased inspections. These fees, which are relatively low, compared to the level of work employees do to monitor them, and the level of risk for them to continue serving the community, may be brought back to the Board for review at a future meeting. She also informed the Board that WIC was still struggling, like agencies all over the Country, to provide infant formula for their clients. PESS and Ms. Pierce are working closely to identify a third party administrator for the Indigent Health program

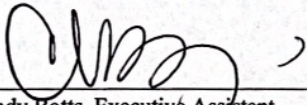
No Action Taken – Informational Item Only

12) Adjourn

Motion to adjourn.

Moved: Laurie Hadley
Seconded: Bob Farley
Vote: Approved unanimously

Board Chair Pierce adjourned the meeting at 2:49 p.m.

Recorded by: 
Cindy Botts, Executive Assistant

Reviewed by: 
Christopher Cottle, Secretary