



**Williamson County and Cities Health District
Board of Health Meeting
Wednesday, September 1, 2021 1:00p.m.
Round Rock Public Health Center
Scott D. Evans Conference Room
355 Texas Ave., 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), Derrick Neal (WCCHD).

Absent: None
- 3) Acknowledge staff and visitors; hear any comments.
Staff members and visitors present: Richard Hamala (via Zoom), Cindy Botts, Deb Strahler, Dr. Caroline Hilbert, Michelle Broddrick, Ivah Sorber, Dr. Amanda Norwood, Andre Neal, Marlene McMichael, Martha Dickie and Ethan Rainis of Almanza, Blackburn, Dickie & Michell, LLP, Jack Daly of the City of Georgetown.

CONSENT AGENDA

The consent agenda includes items considered to be routine that the Board of Health may act on with one motion. There will be no separate discussion of these items unless requested by a Board director in which event the item will be removed from the consent agenda and considered in its normal sequence on the regular agenda. (Items 4-7)

- 4) Approval of minutes, Regular Meeting 07/01/21
- 5) Approval of current investment report (July 2021)
- 6) Approval of DSHS COVID Immunization Grant Contract
- 7) Approval of COVID-19 Crisis Cooperative Agreement – Public Health Workforce Funding

Mr. Copple asked that Item 4 be pulled from the Consent agenda for discussion. Ms. Pierce stated that Terrence Owens and Cynthia Flores were both listed in the minutes as present and absent. Mr. Copple stated that Ed Strout was missing in the Roll Call and clarified that he was present at the meeting. Ms. Pierce asked for legal council to provide a suggestion for how to approve the minutes, as the current Board Members were not present at the prior Board meeting. Mr. Hamala clarified that the new Board Members could approve the minutes of the prior Board's last meeting, with corrections to staff. Ms. Botts asked for final clarification on the changes to the Roll Call, within the minutes, which was provided by Mr. Copple.

Motion to approve the minutes, subject to corrections presented within the Roll Call.

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

No further discussion was had on the Consent Agenda.

Motion to approve consent agenda, items 5, 6, and 7.

Moved: David Morgan
Seconded: Jeffery Jenkins
Vote: Approved unanimously

REGULAR AGENDA

- 8) Election of Board Officers – Vice-Chair and Secretary

Ms. Pierce began by explaining that as a Board with all new members, after the adoption of the Amended and Restated Cooperative Agreement, the Board Chair position, held by herself, was appointed by the Commissioners Court. The positions of Vice-Chair and

Secretary were to be chosen amongst the remaining members of the Board of Health and asked for discussion on this item.

Motion to approve Jeffery Jenkins as Board of Health Vice-Chair

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

Motion to approve Chris Cople as Board of Health Secretary

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

- 12) Discuss, consider, and take appropriate action on appointment of Dr. Amanda Norwood as Local Health Authority

Mr. Neal addressed the Board and stated that per the Amended and Restated Cooperative Agreement, the Executive Director, subject to the Board of Health's approval, shall appoint a Local Health Authority. Mr. Neal hired Dr. Amanda Norwood as both the Medical Director and Local Health Authority for Williamson County on July 23, 2021. Mr. Neal gave a brief description of Dr. Norwood's educational and professional background and allowed her to introduce herself. Dr. Norwood also gave a brief description of her educational and professional background and expressed her appreciation for the opportunity to work at the Williamson County and Cities Health District (WCCHD).

Motion to approve Dr. Amanda Norwood as Local Health Authority for Williamson County

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

Ms. Hadley thanked Dr. Norwood for her willingness to take on the position and for the excitement she is bringing to the job. Ms. Pierce also commented that she has had the opportunity to work with Dr. Norwood during the transition of the new Board and that it has been a pleasure to do so. Dr. Norwood thanked the Board for their comments.

- 20) Discuss pending or contemplated litigation, settlement matters and other confidential attorney-client legal matters (EXECUTIVE SESSION as per VTCA Govt. Code sec. 551.071 consultation with attorney), 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

1:18PM – Executive Session called

2:19PM – reconvened to Regular Session

No action – Discussion only

- 21) 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 – Item postponed until next meeting, based on results of that meeting’s Executive Session

- 19) Discuss, consider, and take appropriate action regarding the annual performance evaluation of the Executive Director, as referenced under the current Amended and Restated Cooperative Agreement.

Mr. Morgan began the discussion with a statement that the Executive Director’s last evaluation was done in July 2020 and put forth a suggestion to the Board for the Board Chair to work with Mr. Neal on the prior evaluation processes and any recommendations for changes to these processes, so that the new Board Members may fully understand the expectations under the evaluation. Mr. Morgan also suggested that these processes be brought back to the Board for consideration at the next meeting. Ms. Pierce asked if Mr. Morgan would like to make these suggestions as a motion. He concurred and restated as a motion.

Motion to have the Board Chair work with the Executive Director on the current process and to make recommendations for the new processes.

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

- 18) Discuss, consider, and take appropriate action on the issuance and funding for a Request for Qualifications of an Evaluation of WCCHD Services.

Ms. Hadley began the discussion with a statement that the purpose behind this item, from the City of Round Rock’s perspective, was to have an outside, unbiased, third-party evaluation of the services that WCCHD provides. This evaluation would review that the proper services were being provided, that the staffing and funding mechanisms were appropriate, and more. She continued that from her perspective, the goal of this action was to ensure that the Health District had the resources it needs to address the underserved and unserved health needs of the community. Mr. Neal added that he and Dr. Hilbert, as WCCHD Executive Leadership, were excited for the opportunity to add public health advocates in the Board, resulting from the outcome of this evaluation. Ms. Hadley agreed and clarified that the purpose was for continual improvement.

2:26PM – Ms. Hadley left the meeting

Mr. Morgan stated that he had additional questions about the timeline for the solicitation release. Ms. Pierce clarified that items issued by the Williamson County Purchasing Department must go before the Commissioners Court first. As the Court would not be meeting on September 14, 2021, the soonest that the Request for Qualifications (RFQ) could be released would be the week of September 20, 2021. Ms. Pierce also stated that this would provide enough time for the Cities to concurrently release it on their own platforms, should the Board wish to make that recommendation. Mr. Beverlin suggested that Mr. Neal might know of distribution avenues for solicitation for this type of project. Mr. Neal mentioned the Texas Health Institutes and research groups run by individuals with backgrounds in public health, but also added that the type of work outlined in the RFQ is typically addressed through accreditation. Mr. Neal also clarified that the current version of the RFQ includes transitioning from a Health District to a Health Department and detailed the differences, both in scope and funding for both options. Mr. Beverlin suggested altering the RFQ to allow the consultant to provide recommendations on the governance structure/management paradigm. Mr. Morgan agreed with altering the language of section 5b to provide recommendations on the governance and management structure, including looking at all available options. Mr. Copple asked for clarification on if the County or the Health District would be issuing the RFQ. Ms. Pierce asked Ms. Broddrick, WCCHD Finance Director, to provide information on the issuance platform the District currently uses. Ms. Broddrick explained that the Health District’s current platform used to also be used by the County, but that the County has now shifted to a more robust option. She explained that a current RFP that the County and the Health District are working on collaboratively is being issued through the County’s platform specifically because the program to which the RFQ relates is a County program that the Health District provides some staff to assist in administering. She explained that in the case of the RFQ for the Evaluation of WCCHD Services, the Health District could issue it, though doing so by the week of September 6, 2021, would be an extremely aggressive timeline for staff. There was additional discussion on altering the project schedule, which resulted in a language change to include the Presentation to the WCCHD Board of Health no later than April 2022, with the remainder of the schedule being removed.

Ms. Pierce asked if the Board had suggestions for the RFQ Evaluation Subcommittee. Mr. Morgan suggested the Board officers serve on the subcommittee. Mr. Morgan also suggested the inclusion of a WCCHD staff liaison for this project. Mr. Neal concurred. Ms. Pierce requested clarification that that RFQ release date would remain the week of September 20, 2021 and be issued through the Williamson County platform. Mr. Morgan confirmed.

Motion to approve the RFQ for the Evaluation of WCCHD Services, inclusive of the changes discussed to items 5 and 8 of the Purpose and Scope of Work, and assigning the Board Chair, Vice Chair and Secretary as the members of the Evaluation committee.

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

Item 18 was recalled after the motion was approved to discuss the funding of this RFQ. Mr. Neal asked Ms. Broddrick to provide a brief overview of the District's current financial structure, including unreserved funds and management of multiple fiscal years. She did so and explained that the Health District's fiscal calendar is January through December. Ms. Broddrick also clarified that if the Board wished to expend funds for this item in the District's FY22 budget, that could still be included for approval by the Board in November 2021. If the Board wished to expend funds during FY21, as this item was not already included, money would need to be allocated from shortfalls in other areas as a budget amendment to the FY21 budget. Ms. Pierce added that the County's Purchasing Department estimated this project to cost approximately \$60,000 and requested a letter of guarantee of funding to be included from the Health District as part of the documentation for issuance of the RFQ.

Mr. Morgan asked if the Board regularly reviews the financial position of the Health District. Ms. Broddrick stated that yes, the Board regularly reviews the financial position quarterly or more, if needed for budget amendments, due to the acceptance of grant funding. FY21 has not been as regular for a variety of reasons, but regular presentations could be done on the Board's preferred schedule. Mr. Morgan recommended to Ms. Broddrick that in conjunction with the start of the new fiscal year, quarterly financial reporting be brought to the Board for review. Mr. Beverlin asked if FY21 would be presented as a budget to actual to "true up" the changes that occurred during the year. Ms. Broddrick confirmed that this would be done as part of the process at the November meeting, in addition to the FY22 budget recommendations.

Motion to allocate \$60,000, direct the Executive Director to work the Health District staff to determine the source of these funds and direct the Board Chair to work with the Executive Director on quarterly reporting that would meet the Board's needs.

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

9) Set Standard Board of Health Meeting Dates, Time, and Location for the remainder of 2021.

Ms. Pierce began by stating that she would like the new Board to consider setting regular meeting dates and times that work best for them. There was discussion and consensus that the second Wednesday afternoons of the month would be most available.

Motion to hold Board meetings on the second Wednesday of the month at 1:00PM, at the WCCHD Headquarters, 355 Texas Avenue, Round Rock, for the remainder of 2021.

Moved: Kathy Pierce
Seconded: Ed Tydings
Vote: Approved unanimously

10) New Board Member Orientation

Mr. Neal gave a brief presentation on the overview of public health, the Williamson County and Cities Health District, the services provided and the current funding sources. There was discussion on regular inclusion of Board Orientation items in future meetings. Mr. Jenkins requested an organizational chart of the Health District, which Mr. Neal stated would be sent out after the meeting.

No Action – Informational Item Only

- 17) Discuss, consider, and take appropriate action on submission for Williamson County and Cities Health District (“WCCHD”) Public Health Accreditation Board (PHAB) Reaccreditation.

Dr. Hilbert gave a brief introduction of the Public Health Reaccreditation Board (PHAB)’s Reaccreditation purpose and process. She explained that WCCHD has been accredited since 2016, and as it lasts for 5 years, the Health District is now up for reaccreditation. She further clarified that the focus of the reaccreditation is on the Ten Essential Public Health Elements, health equity and how the Health District has continued to improve on top of the initial accreditation. Mr. Tydings added that there are accredited EMS and Fire Departments in Williamson County as well, and these accreditations are significant achievements. He is aware of the level of work required to achieve accreditation and commended the Health District staff for their commitment to this endeavor. Mr. Jenkins asked if the original accreditation expires and Dr. Hilbert clarified that it is only valid for five years and with the reaccreditation process, the same core areas are reviewed, but the next level of performance improvement and quality management is required. She stated that the final step for this reaccreditation is for the Board to approve the submittal of the application.

Motion to approve the submission of WCCHD’s Public Health Accreditation Board Reaccreditation application.

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

- 14) Discussion, consider, and take appropriate action on Williamson County Interlocal Agreement for Assistance with Grant Implementation – COVID Vaccines

Dr. Hilbert provided additional background information on this grant, including the work that the Williamson County Community Health Paramedics (CHP) team has done with the Health District, as part of the overall COVID-19 Response. As that work was so successful, leadership of both CHP and the Health District discussed opportunities for continuing to work together on other projects. She explained that the DSHS COVID Immunization grant, approved by the Board as part of the Consent Agenda earlier in the meeting, was amended to financially support the CHPs efforts in providing vaccinations. Item 14, she explained, was the interlocal agreement between the two agencies that allowed for the grant to be utilized. Mr. Jenkins asked if the deliverables were to also include vaccine boosters. Dr. Hilbert confirmed that coverage would include boosters and Mr. Tydings stated that planning was already underway for that possibility, should boosters be recommended by the Centers for Disease Control (CDC). There was additional discussion on the vaccine work that the CHP and the Health District have done as part of the COVID-19 response.

Motion to approve the interlocal agreement with Williamson County for assistance with grant implementation for vaccination.

Moved: Kathy Pierce
Seconded: David Morgan
Vote: Approved unanimously

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

Ms. Pierce began by stating that after discussion with the Williamson County Attorney, the License Agreement included as part of the agenda packet is still in draft form and will need additional changes. One of the points still to be clarified included operating times of the Health District and how that may affect janitorial costs. Dr. Norwood clarified that she didn’t think much would change logistically, as to how the Health District is currently operating. The purpose of the License Agreements is due to a requirement change to receive a Class D Pharmacy license. Ms. Broddrick added that as the work being done has not changed, she doesn’t believe a change in the janitorial costs is required. Ms. Pierce made a motion to approve the License Agreements with Williamson County, with the stipulation that any changes required by the Commissioners Court would be included. Mr. Morgan asked if the agreement could come back to the Board for approval after all changes have been made. Ms. Pierce asked if there was a time-sensitive element to this Agreement. Dr. Norwood stated that yes, there was, since without the Class D Pharmacy license at three of the clinics, patients cannot get more than a three-day dose of medication without going to the Round Rock clinic location. Current tuberculosis (TB) and most sexually transmitted infection (STI) patients are all being asked to come to the Round Rock clinic from their current locations, which can be a significant challenge. Mr. Morgan stated a concern with the current motion, which would allow automatic approval of any edits the County would like to include. Ms. Pierce withdrew

her motion and asked the Board if the item should be tabled for another month. Mr. Morgan suggested, instead, that the Agreement be approved in its current form and any determined changes come through as amendments. Discussion was had on how the amendment process might work for any changes the County would like to incorporate, which would then be brought back to the Board of Health for final approval. Mr. Hamala provided additional historical background on this Agreement. Mr. Morgan amended his motion to include authorization of Health District staff to work with the County on any needed amendments to the original agreements.

Motion to approve Item 15, as presented, and authorize the Executive Director to negotiate any further amendments to the Agreement.

Moved: David Morgan
Seconded: Chris Copple
Vote: Approved unanimously

- 16) Discuss, consider, and take appropriate action on Williamson County Interlocal Agreement for First Responder Flu Vaccines.

Mr. Morgan requested a summary of the item. Dr. Hilbert explained that since 2017, Williamson County has paid the Health District for procurement of flu vaccines at-cost, which are then administered by County personnel to their own First Responders – the Sheriff’s Office, Corrections, and EMS.

Motion to approve Item 16

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

- 11) Discuss, consider, and take appropriate action on COVID-19 Messaging, including process for press releases and request form media for information.

Ms. Pierce explained that as a new Board, she wanted to ensure that all Board Members understood and were comfortable with the process for responding to media requests, including any needed approvals. There was discussion on included acronyms, and the request for a glossary of commonly used Health District terms, which Ms. Botts stated would be provided after the meeting. Mr. Neal clarified that all media requests come through Ms. Strahler, the Health District’s Public Information Officer (PIO), and it is the Health District’s process to provide data, not emotion, with a polarizing topic. Ms. Strahler further detailed that most requests were for data requests or confirmation of data. The Marketing and Community Engagement team at WCCHD worked with the Epidemiology and Executive Leadership teams early in the response to determine the types of information that is HIPAA-protected. All talking points are reviewed by Subject Matter Experts (SME) and any requests that require opinions or quotes are approved by the Executive Leadership team. Mr. Neal added that for media releases or requests for information specific to individual Cities, the Health District wants to ensure that leadership of that jurisdiction is not caught off-guard, while also confirming that the requests are handled in a manner that emphasizes the importance of timely public health messaging. He explained that while the Health District has a positive working relationship with the individual City and County PIOs, the process should be complementary and transparent. There was further discussion on the importance of timely responses to media requests, how subject mater experts are determined and the challenges of responding to clusters and school shut-down recommendations within standard working hours. Dr. Norwood expanded on the recent media coverage related to WCCHD’s recommendations for school closings due to COVID clusters, and the challenges in providing those recommendations. Additional discussion was had on communication for the Board, as a pose to communication as city leadership. Ms. Pierce clarified that the current process of notifying the Board Chair of any timely issues that would need to be brought to the attention of the jurisdiction in effect would continue, with the Board Chair then notifying the jurisdiction representative.

No Action – Informational Item Only

- 13) Executive Director’s Report

Mr. Neal invited several of the attending Division Directors to give brief summaries of their respective Division activities since July 2021. Ms. Sorber spoke on the Human Resources division, Ms. Brodrick spoke on the Administration and Finance division, Ms. Strahler spoke on the Marketing and Community Engagement and Environmental Health divisions and Dr. Norwood spoke on the Clinical Services division.

22) Adjourn

Motion to adjourn

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

Board Chair Pierce adjourned the meeting at 4:11 p.m.

Recorded by: 
Cindy Botts, Executive Assistant

Reviewed by: 
Chris Coppel, Secretary