

**Williamson County & Cities Health District
Board of Health Meeting
Thursday, March 03, 2011, 6:30 p.m.
Health District Wellness Center
211 Commerce Blvd, Building B, Round Rock, TX 78664**

MINUTES

Agenda Item 1. The meeting was called to order at 6:43 p.m. by Kerry Russell, Chair.
Present: Mary Faith Sterk, Katherine M. Galloway, Rob Hardy, Florence Winkler, Pamela Sanford, Kerry Russell, Andy Martinez and Dr. Chip Riggins.

Agenda Item 2. Introduce and welcome Andy Martinez, newly appointed City of Round Rock Board of Health Representative

Kerry Russell stated that the Health District was fortunate to have Andy Martinez on the Board and introduced him to staff and board directors. Andy Martinez said that he was extremely pleased to be a part of the team and shared some personal information about his work history, achievements, affiliations, activities, and positions that he has held on other boards. He is a firm believer that it is important to improve the health in the community and strives to do his part to make a difference. Dr. Chip Riggins stated that he was excited about the opportunity to work with Mr. Martinez who has a great deal to offer to the Board of Health and the community that WCCHD serves. Dr. Riggins welcomed board directors and staff to introduce themselves to Mr. Martinez.

Agenda Item 3. Acknowledge staff and visitors; hear any comments

WCCHD staff present: Anita Martinez, Cynthia Guerrero, Deborah Marlow, Jennifer Ramirez, Tina Horkey, Mike Caudle, Ryan Moeller, David Bastis, Katie Arnold, Bride Roberts and Michelle Broddrick.

WCCHD Attorney: Richard Hamala

No visitors present.

Agenda Item 4. Recognize Taylor Community Garden Partners: City of Taylor, Interagency Support Council of East Williamson County, Keep Taylor Beautiful, the Taylor Garden Club, Switzer Senior Center, and Taylor ISD Administration

Dr. Riggins stated that representatives from Taylor Community Garden Partners: City of Taylor, Interagency Support Council of East Williamson County, Keep Taylor Beautiful, The Taylor Garden Club, Switzer Senior Center, and Taylor ISD Administration were unable to attend the meeting and asked the Board and staff to acknowledge the organizations for their outstanding efforts in the community the next time that they encounter them. He invited the Board to an open house scheduled at the Taylor Center on March 17, 2011 at 10:30 a.m. where WCCHD would present the certificates.

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 5 – 6)

Agenda Item 5. Approval of minutes, Regular Meeting, January 6, 2011

Agenda Item 6. Division/Program Reports

- a. Administration – Anita Martinez,
- b. Community Health Education and Social Services – Cynthia Guerrero,

- c. Environmental Health Services – Deborah Marlow,
- d. Public Health Nursing – Jennifer Ramirez,
- e. WIC and Community Nutrition – Tina Horkey,
- f. Emergency Preparedness – Mike Caudle/Ryan Moeller, and
- g. Epidemiology – David Bastis.

See attached Division reports.

Motion: Approve all items on the Consent Agenda.
 Moved: Rob Hardy
 Seconded: Florence Winkler
 Vote: Approved unanimously

REGULAR AGENDA

Agenda Item 7. Health District update – Dr. Chip Riggins

Graduation of Public Health Leadership Institute class at CDC in Atlanta:
 Dr. Riggins thanked the Board and the district for allowing him the time and resources to participate in the Leadership Institute. Since then it’s been announced that CDC will pull funding for the program after twenty years. Although saddened that this program was ending, he was glad to have had the opportunity to be a member of the last official class.

Meetings with Texas A&M Health Science Center on January 31, 2011:
 He reported that the Health District is in the final stages of finalizing two key contracts with Dr. Sherwood and Dr. Avery to help the District, Williamson County, and the region improve preparedness systems and processes. These are significant opportunities made possible by the CDC PHER (Public Health Emergency Response) grant. This will improve our surveillance systems for severe respiratory illnesses in the pediatric population and will also establish a group of subject matter experts to advise on the medical issues of first responders including Emergency Medical Services (EMS).

Dr. Riggins reported that he met with John Sneed, Williamson County Emergency Services Director, to update him on WCCHD preparedness activities. Mike Caudle and Ryan Moeller have been working closely with the Williamson County Emergency Management staff and hope to be able to implement a project called “First Watch” using PHER funding. This system will allow us to capture and analyze data from 911 calls and EMS runs during pandemic periods and continuously for disease or utilization trends of public health significance.

Dr. Riggins informed the board that he met with Dr. Scott Nicklebur, Medical Director for Lone Star Circle of Care (LSCC) on February 2, 2011. He reported that additional steps have been taken toward a formalization of a co-management agreement for TB & STD clients/cases. Dr. Riggins commended Bride Roberts for working with the outreach committee regarding preparedness for this year’s announcement in the County Health Rankings results. He further reported that LSCC will be getting data to WCCHD regarding their Tier 3 Patient Centered Medical Home by NCQA. Health departments like WCCHD are lucky to have a CHC or FQHC that is performing as a true medical home for our most needy population. Dr. Riggins would like to recognize LSCC at the next Board of Health meeting.

On January 12, 2011, Dr. Riggins and David Bastis represented Williamson County at the State Capitol for a Texas Association of Local Health Officials (TALHO) legislative educational session. The theme of the event was “Maximizing Taxpayer Dollars; Local Public Health Models that Produce Cost-Efficiencies While Saving Lives.” The storyboard and presentation used at the event was on display for the board members and staff present. Dr. Riggins stated that TALHO also has another legislative educational session on March 29, 2011. Dr. Riggins indicated that he would be visiting with Representative Schwertner.

Chip Riggins commented on a recent site review by Dr. Asim Jani, Dr. Ernie Sullivent's residency director. He revealed that the site visit went well and that they all attended the Preventative Medicine 2011 Conference in San Antonio. SRPH, HSC/COM and WCCHD have made applications to host another resident/fellow this summer. The District will also have a Family Practice resident at WCCHD for the next month, Poonam Rani.

Dr. Riggins attended the second meeting of the Wilco Wellness Alliance at Taylor I.S.D. on March 01, 2011. He thanked Board directors, Florence Winkler and Pamela Sanford, for their presence at the meeting.

Agenda Item 8. Election of Board Officers for 2011

Motion: To approve election of Katherine Galloway as nominated for Secretary.

Moved: Pamela Sanford

Seconded: Florence Winkler

Vote: Approved by acclamation

Motion: To approve election of Mary Faith Sterk as nominated for Vice Chair.

Moved: Pamela Sanford

Seconded: Florence Winkler

Vote: Approved by acclamation

Motion: To approve election of Kerry Russell as nominated for Chair.

Moved: Pamela Sanford

Seconded: Florence Winkler

Vote: Approved by acclamation

Agenda Item 10. (taken out of order) Discussion and feedback regarding Round Rock Profile

David Bastis and Katie Arnold shared the history of the work involved in gathering data and presenting the Round Rock Community Health Profile. Katie Arnold explained that the intent of the presentations was to provide awareness to community leaders. Andy Martinez stated that sensitizing leaders to the issues that we are dealing with is important to the success of any organization. Mr. Martinez also noted that providing this level of information to each member government will aid in their decisions of where to invest their revenues in the coming fiscal year. David Bastis noted that he would like to have Board assistance in promoting the data before the information and presentations are ready to rollout.

Agenda Item 11. Discussion and possible action regarding approval of grants and contracts

Anita Martinez stated that the Texas Department of State Health Services contracts for NSS/WIC Local Agency, CPS-Bioterrorism Preparedness, and Public Health Emergency Response (PHER) had been renewed.

Motion: The Board authorizes Dr. Riggins and Anita Martinez identified as the authorized representatives of WCCHD to bind this organization under these contracts.

Moved: Florence Winkler

Seconded: Katherine Galloway

Vote: Approved unanimously

Agenda Item 12. Discussion and possible action regarding funding request to member cities for FY 2012

Dr. Riggins and Anita Martinez presented various funding request levels for the board members to consider. Anita Martinez fielded questions from the board.

Motion: The Board of Health request FY 2012 funding from member cities based on the U.S. Census population estimates for 07/01/09 at the rate of \$1.80 per capita rate, using a similar request form and process as last fiscal year.
Moved: Mary Faith Sterk
Seconded: Katherine Galloway
Vote: Approved unanimously

Agenda Item 13. Briefing on Williamson County FY 2012 budget process

Anita Martinez explained that WCCHD is in the early stages of the 2011-2012 Williamson County Budget request process. She also provided a brief history in regard to the support that Williamson County offers to the Health District which includes funding via the Cooperative Agreement budget line item. Anita Martinez will provide an official presentation at the May Board of Health meeting.

Agenda Item 14. New business – Staff Training Retreat May 6, 2011

Anita Martinez stated that the staff training retreat is scheduled for May 06, 2011 and she will provide information about the venue to the board as soon as it is determined.

Chip Riggins invited the board members to attend the 9th Annual Children's Health Festival on Saturday, March 05, 2011 from 10:00-2:00 at the United Heritage Center at Dell Diamond.

Katherine Galloway inquired about a home baked goods bill that she recently read about. Deborah Marlow provided some history and the current status of Texas HB1139. Dr. Riggins stated that the Health District strives to be pro business and pro food safety simultaneously, and the staff is closely watching this particular bill. Kerry Russell asked that Deborah Marlow and Dr. Riggins follow up and report back to the board.

Rob Hardy indicated that the Texas Hospital Conference will be held in 4 weeks. Mr. Hardy encouraged the Health District staff to take part in the conference.

Agenda Item 15. Set next meeting date, place, agenda (Thursday, May 5, 2011, 6:30 p.m., TBD)

The next regular Board meeting will be Thursday, May 5, 2010, 6:30 p.m., TBD.

Agenda Item 9. (taken out of order) Report from Board Subcommittee on Strategic Planning

Kerry Russell thanked the committees and members of the strategic planning process for their work thus far. He stated that the Board wanted to look at the best way to deliver services and to find ways to make an impact in the community in positive ways while staying ahead of the ever changing needs for public health services. He thanked the staff for their feedback and for prioritizing their work so that the Board could get good feedback while service needs were still met. Mr. Russell stated that on behalf of the board directors that he wanted to express his gratitude for all efforts involved in the strategic planning process and for support of the changes as a result of the planning sessions. Dr. Riggins affirmed Mr. Russell's comments and stated that the workgroups are moving along aggressively. He also stated that he appreciates the Board of Health presence at the planning sessions. Rob Hardy stated that he was impressed with the quality of staff, and Mary Faith Sterk commented that she was impressed with what has taken place thus far and hopes that the staff will be energized to take off to the next level. Mr. Russell commented that he was pleased with the progress and that the strategic planning process was further along than he expected. Andy Martinez stated that he looks forward to a great orientation to the organization and he looks forward to learning more about the people at WCCHD, staff development, and career path opportunities.

Dr. Riggins commented that the strategic process has led him to feel that he needs to reduce the number of direct reports. He also stated that the Health District needs a healthy balance in regard to generalists and specialists. Chip Riggins said that under a new construct that the Health District will have more of an opportunity to be successful by placing specialists who know their community in their community. He presented a proposed Health District restructure plan to the Board for consideration.

Agenda Item 16. Executive Session to consider WCCHD personnel matters

Motion: That the regular session be adjourned and the Board reconvene in executive session at 9:41 p.m.
Moved: Mary Faith Sterk
Seconded: Katherine Galloway
Vote: Approved unanimously

The purpose of the session was to consider personnel matters as authorized by Chapter 551.074, Texas Government Code.

Motion: That the executive session be adjourned and the Board reconvene in regular session at 10:28 p.m.
Moved: Rob Hardy
Seconded: Florence Winkler
Vote: Approved unanimously

No Board action taken in Executive Session.

Agenda Item 17. Discussion and possible action regarding WCCHD personnel matters

Motion: Authorize Dr. Riggins to approve up to a total of 40 days to the employee on FML should it be requested
Moved: Rob Hardy
Seconded: Florence Winkler
Vote: Approved unanimously

Motion: That WCCHD Family Medical Leave Act Policy be revised and presented to the Board at their May meeting
Moved: Mary Faith Sterk
Seconded: Pamela Sanford
Vote: Approved unanimously

Motion: Authorize proposed cross functional team leads be implemented with a 3% pay increase to be effective at the next pay cycle
Moved: Katherine Galloway
Seconded: Andy Martinez
Vote: Approved unanimously

Motion: Authorize Dr. Riggins and Anita Martinez to move forward with the Information Technology operational decision
Moved: Andy Martinez
Seconded: Rob Hardy
Vote: Approved unanimously

Agenda Item 18. Adjourn

Motion: Adjourn the meeting at 10:35 p.m.
Moved: Mary Faith Sterk
Seconded: Katherine Galloway
Vote: Approved unanimously

Recorded by: Michelle M Broddrick
Michelle M. Broddrick

Reviewed by: Mary Faith Sterk for KMG
Katherine M. Galloway, Secretary