

**Williamson County & Cities Health District  
Board of Health Meeting  
Thursday, November 3, 2011, 6:30 p.m.  
Wilco Jester Annex, Harrell Room  
1801 E. Old Settlers Blvd., Round Rock, TX 78664**

**MINUTES**

**Agenda Item 1.** The meeting was called to order at 6:40 p.m. by Kerry Russell, Chair.  
Present: Katherine M. Galloway, Florence Winkler, Andy Martinez, Kerry Russell, and Dr. Chip Riggins.  
Absent: Rob Hardy (excused), Pamela Sanford (excused)

**Agenda Item 2.** Acknowledge staff and visitors; hear any comments

WCCHD staff present: Anita Martinez, Bride Roberts, Deborah Marlow, Stella Mulhollan, Melissa Cammack, David Bastis, Katie Arnold, Tina Horkey, Stacy Schweitzer, Steve Pruitt and Michelle Broddrick.

WCCHD Attorney: Richard Hamala.

CDC Preventive Medicine Fellow: Dr. Ethel Taylor DVM, MPH

Visitors: Kelly McClain of Johnny Carino's and Pattie Meyers of Monument Cafe

**Agenda Item 3.** Recognize Monument Café represented by Pattie Meyers for their participation in improving the community's health by being a Por Vida/For Life certified restaurant

Melissa Cammack, representing the WilCo Wellness Alliance and Por Vida/For Life initiative, explained that Por Vida/For Life is a menu labeling and recognition program for restaurants offering healthy menu items. The WilCo Wellness Alliance members working on this initiative are Sodexo, the Monument Café, Georgetown Independent School District and PTA, Department of State Health Services and WCCHD. The Monument Café has been an integral member of the WilCo Wellness Alliance's Por Vida/For Life Initiative and numerous Monument Café staff members have worked on this project from the beginning. Ms. Cammack and Dr. Riggins thanked Ms. Meyers and the staff of Monument Café for their tireless efforts in adapting, promoting and implementing the Por Vida/For Life Initiative in their establishment as well as their efforts serving on the initiative committee. Ms. Meyers was presented with a certificate of appreciation for efforts on this project.

**Agenda Item 4.** Recognize Johnny Carino's Italian Restaurants represented by Kelly McClain for their participation in improving the community's health by being a Por Vida/For Life certified restaurant

Melissa Cammack explained that Carino's Italian of Round Rock and Cedar Park are a great addition to the Por Vida/For Life initiative. Johnny Carino's San Antonio locations were already certified and they were thrilled to continue to work with the initiative in our community in order to offer healthy options. Ms. Cammack and Dr. Riggins thanked Mr. McClain and the staff of Johnny Carino's for their efforts in adapting, promoting and implementing the Por Vida/For Life initiative in their establishment. Mr. McClain was presented with a certificate of appreciation for efforts on this project.

**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, September 01, 2011

**Agenda Item 6.** Service Branch Reports

- a. Resource Management & Support Services--Anita Martinez,
- b. Environmental Health Services--Deborah Marlow,
- c. Operations--Cynthia Guerrero, and
- d. Special Operations--David Bastis.

## **REGULAR AGENDA**

**Agenda Item 7.** Health District Update

Dr. Chip Riggins reported that staff attended the TPHA Quarterly Meeting in College Station. Texas A&M School of Rural Public Health hosted the event and the theme was Health Disparities. Topics included “Public Health as Community Facilitator, Community Engagement, Program Evaluation and Media Relations, Rural Healthy People 2020, Environmental Health and Brownfield’s, Nutrition and Healthy Food choice availability”. All topics were relevant to current projects and initiatives at WCCHD and he reported that being a part of the discussions was valuable.

Dr. Riggins stated that WCCHD hosted a WebEOC Emergency Support Function 8 (ESF8) Process Discovery Workshop on September 29, 2011 during which Emergency Preparedness leadership from across ESF8 in the Cap COG Region reviewed the organizational structure and “position” gaps. Participants reviewed our baseline process and identified proposed process changes. Additionally the participants informed the TWIRP project on relevant specialized processes that the software could contribute to improve functions of the ESF8.

Dr. Riggins updated the Board regarding initial meetings of all four Public Health Centers. He reported that the first meetings focused on getting to know their communities through their respective community health profiles and identifying early opportunities to document what the Health District is doing to adapt programs to those demographics and epidemiology needs.

Chip Riggins was happy to report that the East County Coalition is functioning exceptionally well and great opportunities to reduce health disparities in a systematic fashion are forming.

Dr. Riggins informed the Board on his attendance of the Round Rock Chamber Expo on “Navigating the Future of Health Care”. He explained that meetings with the Round Rock Chamber and respective health benefits groups are planned with a hope of synergizing the WILCO Wellness Alliance Worksite Wellness group’s focus. The Round Rock Chamber is doing great things and is a partner in several key areas of public health.

Chip Riggins noted state level meetings were recently hosted including the Preparedness Coordinating Council at the Department of State Health Services (DSHS), the Texas Disaster Medical Working Group, the TALHO Accreditation Conference, and TALHO Membership Meeting. He noted his attendance at the TMA fall meeting and the Council on Science and Public Health. TMA has also formed a “Trusted Leader Panel” initiative to support their social media efforts to inform and educate the community on key issues. Additionally, the initial meeting of Senate Bill 969 Public Health Funding and Policy Committee was held and work has begun in regard to this particular bill. Dr. Riggins reported that the committee was introduced to its legislative charges; they received background information on state funding processes, and brainstormed on a process to meet the deadlines for deliverables.

**Agenda Item 8.** Discussion and possible action regarding accreditation

Kerry Russell updated the Board and reminded tenured members of the accreditation plan and the Board’s desire to focus on the efforts of this important process to WCCHD. Dr. Riggins provided brief history of the process thus far and outlined the fees involved and work that remained ahead in the

accreditation process. He explained that the Public Health Accreditation Board (PHAB) is an organization that was formed to be impartial and to fairly evaluate the services provided. Dr. Riggins recognized the parallel challenges of the process to the staff and the Board of Health members. He further explained that the Executive Leadership Team has already spent a considerable amount of time on the accreditation process and that they are charged with engaging Health District staff. Andy Martinez stated that he felt it was imperative to have quality ownership and governance. He suggested that WCCHD consider having an accreditation coordinator due to the level of work that this process will require. Kerry Russell stated that quality assurance should be a priority and suggested that the Board make a motion to continue the process, as originally planned.

Motion: The WCCHD Board of Health authorizes and directs the Executive Director and staff to prepare a draft “statement of intent” to the PHAB for consideration/approval at their May 2012 Board meeting.

Moved: Mary Faith Sterk

Seconded: Katherine Galloway

Vote: Approved unanimously

Motion: The Board supports inclusion of the costs relating to accreditation in the 2013 Budget development process.

Moved: Andy Martinez

Seconded: Mary Faith Sterk

Vote: Approved unanimously

**Agenda Item 9.** Report and discussion regarding Community Profiles

Katie Arnold thanked the Board of Health for the opportunity to present information. She noted that the information in the community profiles was published online. She stated that the information gathered from the research was needed to create awareness, for grant request purposes and for use internally. She emphasized that the goal remains to improve the health of our communities and that by publishing this information and raising awareness, she hoped that it was the first step in reaching that goal. Mary Faith Sterk thanked Ms. Arnold for the work she did on the project and commented how impressive it was. David Bastis applauded Ms. Arnold for her efforts on the assignment and stated that it required some intense data requests from the state. Mr. Bastis stated that she also worked closely with the Williamson County GIS staff in order to produce maps. He stated that maps provide a good visual presentation for community members. Andy Martinez noted that this information would be well suited for member cities, as they can see how their specific communities are reflected in the County. Dr. Riggins stated that this was another representation of how the Health District is a rich resource in the community.

**Agenda Item 10.** Discussion and possible action regarding approval of grants and contracts

Anita Martinez informed the Board of Health that the DSHS contracts noted are in need of formal authorization.

Motion: The Board ratify and authorize Dr. Riggins and Anita Martinez identified as the authorized representatives of WCCHD to bind the Health District under these contracts.

Moved: Katherine Galloway

Seconded: Florence Winkler

Vote: Approved unanimously

**Agenda Item 11.** Discussion and possible action regarding adoption of FY 2012 budget

Anita Martinez briefed the board on the FY 2012 budget projections.

Motion: The Board approve the proposed FY 2012 WCCHD budget as presented.  
Moved: Mary Faith Sterk  
Seconded: Katherine Galloway  
Vote: Approved unanimously

**Agenda Item 12.** Discussion and possible action regarding adoption of the State of Texas classification and salary schedules revised to include applicable WCCHD adjustments to be effective December 23, 2011

Anita Martinez explained that traditionally WCCHD has used the State of Texas job class index and salary schedules as a source for assigning job class titles and salary ranges. Adjustments to the WCCHD Classification/Salary Schedule are generally recommended to the Board of Health on an annual basis after reviewing actions taken by the state to adjust their job class titles, salary groups, and salary ranges.

The FY 2012 proposed WCCHD class and salary schedule has been adapted to mirror the state schedules with some exceptions such as adding the Systems Support Specialist. She requested that the Board consider the effective date as December 23, 2011 in order for a full pay period to be adjusted.

The proposed FY 2012 WCCHD Classification/Salary Schedule does not reflect an across the board salary increase.

Motion: The Board approve the FY 2012 WCCHD Classification Salary Schedule as presented to be effective 12/23/2011.  
Moved: Mary Faith Sterk  
Seconded: Florence Winkler  
Vote: Approved unanimously

**Agenda Item 13.** New business

Dr. Riggins invited the Board to attend the WCCHD Fall Retreat, Friday, November 04, 2011.

Mary Faith Sterk mentioned that she wanted to let the board and staff know how very much she appreciates the community health centers and district staff and to extend her thanks for the good work that they do each day.

**Agenda Item 14.** Set next meeting date, place, agenda (Thursday, January 5, 2012, 6:30 p.m., WCCHD Education Center, Georgetown

Dr. Riggins suggested the possibility of other venues for the meeting. Location will be determined at a later date.

Executive Session to discuss personnel matters.

Motion: That the regular session be adjourned and the Board reconvene in executive session at 8:25 p.m.  
Moved: Andy Martinez  
Seconded: Florence Winkler  
Vote: Approved unanimously

The purpose of the session was to discuss personnel matters.

Motion: That the executive session be adjourned and the Board reconvene in regular session at 9:07 p.m.

Moved: Florence Winkler  
Seconded: Andy Martinez  
Vote: Approved unanimously

No action taken on the matters discussed in executive session.

**Agenda Item 15. Adjourn**

Motion: Adjourn the meeting at 9:08 p.m.  
Moved: Andy Martinez  
Seconded: Florence Winkler  
Vote: Approved unanimously

Recorded by:   
Michelle M. Broddrick

Reviewed by:   
Katherine M. Galloway, Secretary