The meeting was called to order at 6:30 p.m. by Board of Health Chair Marlene McMichael
1) Invocation and Pledge of Allegiance

2) Roll call was taken
   Present: Chair Marlene McMichael (Williamson County), Joanne Land (Williamson County), Mary Faith Sterk (Georgetown), Ed Strout (Cedar Park), Joan Maxfield (Taylor), Cynthia Flores (Round Rock), Derrick Neal (WCCHD)
   Absent: Ehab Kawar (Hutto)

3) Acknowledge staff and visitors; hear any comments.
   Staff members and visitors present: Carl Shahady, Virginia Headley, Deb Strahler, Justine Price, Shelbi Davis, Teresa Galindo, David Urban, Karina Martinez, Cassandra Edwards, Tiffany Riggins, Lyndsey Clement, Scott Heselmeyer (Williamson County Treasurer), Jimmy Romell (Maxwell Locke & Ritter), Laura Mueller (Bojorquez Law Firm)

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 4-6)
4) Approval of minutes, Regular Meeting, 05-16-2019
5) Approval of current investment reports (April, May, June 2019)
6) Approval of Vehicle Use Policy

Motion to approve consent agenda
Moved: Joanne Land
Seconded: Mary Faith Sterk
Vote: Approved unanimously

REGULAR AGENDA
7) Discussion and possible action on the FY2018 Comprehensive Annual Financial Report
   Jimmy Romell from the independent Certified Public Accounting firm of Maxwell Locke & Ritter presented the Comprehensive Annual Financial Report (CAFR) for the fiscal year ending December 31, 2018 (FY2018). The Independent Auditor’s Report including Basic Financial Statements and other supplemental information for FY201 reported an “Unmodified-Clean Opinion,” which is the highest level. The WIC program was audited for testing – also found to be “Unmodified-Clean Opinion.”

Motion to approve the Comprehensive Annual Financial Report for WCCHD’s 2018 Fiscal Year
Moved: Joanne Land
Seconded: Mary Faith Sterk
Vote: Approved unanimously

8) Discussion and possible action on a new investment account proposal
   Williamson County Treasurer Scott Heselmeyer presented a potential new investment account option for Health District funds. This account would be in addition to WCCHD’s current investments in TexPool and TexPool Prime accounts. On a daily basis, excess funds would be automatically transferred (“swept”) from the operating account into an investment account (money market fund) at Wells Fargo and back, so that minimum and maximum balances are perpetually maintained with no need for extra collateralization. Funds are invested in government securities and earn a small interest rate.

Motion to approve of implementation of Wells Fargo sweep account for WCCHD operating funds
Moved: Mary Faith Sterk
Seconded: Cynthia Flores
Vote: Approved unanimously

9) Executive Director’s Update
   • Justine Price promoted to Deputy Director to fulfill a vacancy from Virginia Headley’s retirement in September 2019.
   • May 2019 - Conducted initial Bi-monthly staff meeting (BSM)
• June 2019 - Received finalized version of Branding Recommendations Report from consultant which reflected possible strategies to better visibility from a marketing perspective.
• May-July 2019 (WCCHD) has been focused on both creation and expansion of new strategic partnerships as well as improving those existing relationships (Member Cities leadership, hospital leadership, faith-based, and non-profits).
• July 2019 – A meeting with St. David’s Round Rock CEO represents both a preemptive and possible long-term solution to identifying medical specialists to better serve the pre-existing, chronic and acute treatment needs of Wilco Care clients.
• July 2019 – A meeting with the Liberty Hill Community Resource Center partnership presents an opportunity to occupy approximately 1500 sq. clinical and reception space with complete infrastructure support staff.
• Initial contact has been made with the University of Houston School of Industrial Psychology for Leadership and Management training for all supervisory staff. The first meeting is scheduled for Aug. 9.
• Engagement efforts have been made with the University of Houston School of Industrial Organizational Psychology (IO) to comprehensively evaluate our staffing, organization, operations and all aspects of organizational operations to include feedback, exercises, and theoretical framework support.
• Cameras will be installed at 355 Texas Ave. location for safety and security.

No action requested – Information only

10) Discussion and possible action on new Flexible Work Environment Policy
Shelbi Davis (WCCHD) presented proposed guidelines to support a flexible work environment (telecommute or flex time) that will have more options available for staff to simultaneously improve work life balance, reduce the environmental impact of commuting, and increase access to services by clients. The majority of District staff provide direct services – those staff would utilize flex time - about 15 staff are eligible for the telecommute option. Clinical Services is piloting four-ten hour day schedule, staggering days off. The clinic will be open five days a week. The Board had a question on the policy that states “work template upon hire may change” – suggested it should give some flexibility if template changes.

Motion to approve with changes as suggested for flexibility
Moved: Cynthia Flores
Seconded: Joanne Land
Vote: Approved unanimously

8:00 pm Executive Session called

9:10 pm reconvened to Regular Session

11) Discussion and possible action to classify WCCHD employment positions as exempt or nonexempt
At the May Board meeting, the Board authorized Administration to undertake a review of certain WCCHD positions that were potentially mis-classified under the Fair Labor Standards Act (FLSA) as to their status as Exempt or Non-Exempt to the requirements in that statute. Fifteen job classifications were reviewed, representing 33 employees. Six classifications were recommended as no change, one position currently classified as Exempt, was assessed as Non-Exempt, seven positions currently classified as Non-Exempt were assessed as qualifying as Exempt to the FLSA, one Non-Exempt position was found to have inadequate documentation in the job description for actual supervisory duties, so no change in status was recommended. If the job description is revised to reflect supervisory duties, then recommended status would be Exempt.

Motion to direct Executive Director to take action to ensure all employees are appropriately classified and compensated
Moved: Cynthia Flores
Seconded: Joanne Land
Vote: Approved unanimously

Motion to take recommendations except for Supervisor position that needs job description reviewed
Moved: Mary Faith Sterk
Seconded: Ed Strout
Vote: Approved unanimously

12) Discussion and possible action on revised Attendance and Leave Policy
The Attendance and Leave policy has been simplified, and details regarding the execution of the revised policy’s elements are to be established in a standard operating guideline and associated standard operating procedures. Holidays are now banked as hours vs. days, Admin leave codes are now combined, donated sick leave will become a “sick-leave pool” – to use the pool, staff must contribute to the pool. Compensatory time cap is removed for non-exempt employees.

Motion to adopt policy with removal of sentence on page 3 that states “Exempt employees earn Compensatory Leave at equal rate for time worked” and add statement that employees who are members of national guard or military that are deployed fall under USERA Act.
Moved: Mary Faith Sterk  
Seconded: Cynthia Flores  
Vote: Approved unanimously

Motion for exempt employees that have accrued Compensatory time to date will be allowed to keep max of 80 hours and use per current policy.
Moved: Ed Strout  
Seconded: Cynthia Flores  
Vote: Approved unanimously

13) Discussion and possible action on application for reaccreditation by the Public Health Accreditation Board
In August 2016, WCCHD became accredited by the Public Health Accreditation Board. Accreditation is for a five-year period. WCCHD is coming to the end of the third year. The WCCHD PHAB Reaccreditation Steering Committee has begun planning for the 2021 reaccreditation process. The Reaccreditation will incur fees based on county population due on July 2021. Fees can be paid lump sum or two payments.

Motion to support ongoing efforts and financial commitment to seek reaccreditation with the Public Health Accreditation Board
Moved: Ed Strout  
Seconded: Joan Maxfield  
Vote: Approved unanimously

14) Discussion and possible action on setting dates for strategic planning activities
At the March Board of Health meeting Directors agreed to participate in two facilitated activities for strategic planning, separate from routine Board meetings. The Board directed WCCHD staff to create an availability poll for Board Directors, to determine potential days/times for the facilitated activities, and to present the results at the July Board meeting.

The Board agreed to meet on August 5th in the Scott D. Evans Room from 4-5pm

Executive Session call at 9:47pm

Regular Session reconvened at 10:08 pm

15) Discussion and possible action on an Employee Survey and Performance Evaluation of the WCCHD Executive Director following six months tenure at the District.
The Board has indicated its desire to evaluate the Executive Director’s job performance at the six-month mark (1-28-19 to 7-28-19). Subcommittee prepared a short staff survey. Responses will be sent to Chair McMichael. Closed session on Sept. 5 during Regular Meeting for one-on-one review. Chair McMichael will send a performance review template to Mr. Neal to complete.

No motion – information only

16) New business

17) Set next meeting date, place, agenda (Thursday, 09-05-2019, 6:30 p.m., Evans Conference Room, Round Rock Public Health Center)

18) Adjourn

Board Chair McMichael adjourned the meeting at 10:12 p.m.

Recorded by: Deb Strahler

Reviewed by: Mary Faith Sterk, Secretary