

**Williamson County & Cities Health District
Board of Health Meeting
Thursday, May 7, 2009, 6:30 p.m.
Seton Medical Center Williamson, Learning Center on 1st Floor
201 Seton Parkway, Round Rock, TX 78665**

MINUTES

Agenda Item 1. The meeting was called to order at 6:34 p.m. by Arlen Zander, Chair
Present: Mary Faith Sterk, Robert Stluka, Katherine M. Galloway,
Kerry Russell, Florence Winkler, Pamela Sanford, Arlen Zander, and
Anita Martinez
Absent: None

Agenda Item 2. Approval of minutes, Regular Meeting, March 5, 2009

Motion: Approve minutes as presented.
Moved: Mary Faith Sterk
Seconded: Kerry Russell
Vote: Approved unanimously

Agenda Item 3. Approval of minutes, Special Called Meeting, March 28, 2009

Motion: Approve minutes as presented.
Moved: Robert Stluka
Seconded: Katherine M. Galloway
Vote: Approved unanimously

Agenda Item 4. Acknowledge staff and visitors; hear any comments

WCCHD staff present: Anita Martinez, Bride Roberts, Paulo Pinto, Jennifer Jackson, Tina Horkey, David Bastis, Kathryn Kelley, Billye Navarro and Michelle Broddrick

Also present was WCCHD Health Authority, Dr. Ed Sherwood

Visitors:

Kathleen McKee, Spanish Interpretation Consultant and friend of Billye Navarro
Dr. Mary Young, Professor of Economics, Southwestern University
Wes Rivers, Department of Economics, Southwestern University
Eric Franco, Department of Economics, Southwestern University
Jose Madrigal, Assistant City Manager, City of Cedar Park

Agenda Item 5. Recognition of Southwestern University students for innovative research and work conducted for the 2008 Williamson County Tobacco Cessation Survey

Mary Young, Wes Rivers and Eric Franco shared a brief summary of the research process and results of the Tobacco Use Among Williamson County Employees Survey. They recognized that some of the survey under represented the smoking population because most of the Williamson County employees have access to health insurance. Additionally, there is a level of uncertainty as to whether the questions were answered truthfully. After the presentation, Arlen Zander presented Ms. Young, Mr. Rivers and Mr. Franco with certificates of appreciation and encouraged them to participate in future collaborations with the Health District. Ms. Young indicated that she looks forward to further research projects with WCCHD.

Agenda Item 6. Introduction of Billye Navarro, Scott D. Evans Excellence in Public Health awardee

Anita Martinez introduced Billye Navarro and shared the details of her nomination. Arlen Zander presented Billye with a plaque and congratulated her for doing an outstanding job, setting a good example and excelling in public health programs. Billye Navarro commented that her work would be difficult without the support of Cynthia Guerrero and the entire Community Health Education and Social Services team. She also thanked Jennifer Jackson and Tina Horkey and their staff for being supportive of the programs that she works in. Additionally, Billye thanked the Board of Health members for being so efficient and diligent in their work for the Health District.

Agenda Item 7. Comments from Jose Madrigal, Assistant City Manager, City of Cedar Park

Mr. Madrigal commented that he had been in contact with Anita Martinez and was thankful that she coordinated the agenda item so that he could address the Board. He said that at the time of the cooperative agreement renewal and discussions that he personally voted to follow the census guidelines for the member government contributions as it was the best solution at the time. However, he said that the current census figures used for Cedar Park is a skewed portrayal of the city's actual population. Mr. Madrigal indicated that the planning department of the City of Cedar Park shows less population due to MUD districts and census tracts in the middle of the city. Due to economic constraints and the need to consider the actual population, Mr. Madrigal requested that the Board consider a population of 53,951 for a contribution of \$97,112. Mary Faith Sterk informed the Board of the process by which the census was determined as the best resource for data in consideration of contribution requests. She indicated that the process took approximately ten months and that the census was used in order to make a uniform base request for each member government entity. Kerry Russell commented that working with the Census Bureau would be critical in correcting this issue for future requests. Katherine Galloway asked for further discussions in regard to the cooperative agreement and all parties involved. Robert Stluka suggested that further discussions and research with respect to other member municipalities would need to be considered before taking action. Arlen Zander thanked Mr. Madrigal for his approach in presenting the information to the Board.

Agenda Item 8. Discussion and possible action regarding FY 2010 City of Cedar Park funding request

Motion: The Board tabled the City of Cedar Park's request until more information is gathered from other member governments.
Moved: Kerry Russell
Seconded: Pamela Sanford
Vote: Approved unanimously

Agenda Item 9. Report of FY 2008 independent audit

Drew Peterson reported to the Board that there were no material findings during the performance of the audit of the financial statement for the year ended December 31, 2008. He reported that the audit report opinion of the basic financial statements was presented fairly in all material respects. However, in a subsequent letter addressed to the Board, Drew stated that during the audit they became aware of two issues for which they have submitted recommendations including adding an accounts receivable module to the existing accounting software as well as to perform an inventory of all property and equipment currently in use and prepare a detailed schedule that supports the cost, depreciation and book value for each item. Anita Martinez informed the Board that these two issues had already been addressed and implementation is in progress.

Agenda Item 10. Discussion and possible action regarding acceptance of FY 2008 independent audit report

Motion: The Board accept and approve the FY 2008 Audit Report.
Moved: Florence Winkler
Seconded: Kerry Russell
Vote: Approved unanimously

Agenda Item 11. Questions and Answers regarding staff activities

- a. Administration – Anita Martinez,
- b. Community Health Education and Social Services – Cynthia Guerrero,
- c. Environmental Health Services – Paulo Pinto,
- d. Public Health Nursing – Jennifer Jackson,
- e. WIC and Community Nutrition – Tina Horkey,
- f. Emergency Preparedness – Jennifer Jackson,
- g. Epidemiology – David Bastis.

See attached Division reports.

Administration report – Anita Martinez – Ms. Martinez did not have anything to add to her report. Katherine Galloway inquired about the generator request for Cedar Park. Ms. Martinez stated that the generator being requested for Cedar Park will serve as a back-up power supply for our clinic refrigerator to protect the vaccine and not for the entire annex as previously hoped.

Community Health Education and Social Services report – Bride Roberts – Ms. Roberts commented that she had recently met with Judge Gattis and the Williamson County Budget Analyst and that they discussed the increase in the County Indigent Health Care Program (CIHCP) for FY 2010. She stated that there has been a 56% increase in applications since this time last year. Previously the application process took 10-14 days and presently the same process takes almost 6 weeks. Anita Martinez informed the Board that the budget request that was recently submitted to the County for consideration included one additional full-time position to support the CIHCP. Ms. Martinez also recognized and congratulated the division for House Resolution 1281 authored by State Representative Diana Maldonado regarding selection for the Action Communities for Health, Innovation, and EnVironmental Change Initiative (ACHIEVE) of the National Association of Chronic Disease Directors.

Environmental Health Services report – Paulo Pinto – Mr. Pinto reported on inspecting Farmer’s Market venues in regard to egg sales. He reported that anyone selling eggs must have a permit and is subject to inspection. Kathryn Kelley commented that since yard eggs cannot be graded that during an inspection they are checked for temperature and labeling. The current permit fee for seasonal permits is \$75.00. After further discussion an administrative decision was made that a \$35.00 permit fee would be used for sale of yard eggs at a Farmer’s Market until more data is collected and provided to the Board for consideration. This topic will be placed on the July Board agenda.

Public Health Nursing report – Jennifer Jackson – Ms. Jackson did not have anything to add to her report. David Bastis did not have anything to add to his report.

WIC and Community Nutrition report – Tina Horkey –Ms. Horkey shared that Natalie Vreeland’s efforts in WIC and Community Nutrition recently made Texas WIC News. Anita Martinez commented that they are working with Jim Nuse, Round Rock City Manager, on having space near the WCCHD building in Round Rock for an additional community garden in Williamson County.

Agenda Item 12. Health District update – Anita Martinez

Ms. Martinez informed the Board that speed bumps were installed in the alley way in the Taylor and Georgetown clinic locations and that communications are ongoing with the city of Taylor.

Mary Faith Sterk updated the Board on the status of the Executive Director search. She stated that the search committee has screened the applications and that several highly qualified individuals were being considered. She commented that she was pleased with the response. She indicated that telephone interviews were scheduled for Monday, May 11, 2009 and that plans will be made for personal interviews soon.

Ed Sherwood commented that he was pleased with the staff in relation to the H1N1 response. Jennifer Jackson stated that she was pleased with the assistance from other Williamson County departments in the response and that their assistance aided her and her staff to handle tasks that needed their focus.

Agenda Item 13. Review and comment on Board report to member governments (January and March Board meetings)

No comments.

Agenda Item 14. Discussion and possible action regarding approval of grants and contracts

No Board action required.

Agenda Item 15. Discussion and possible action regarding FY 2009 budget

No Board action required.

Agenda Item 16. Discussion and possible action regarding FY 2010 funding request to Williamson County

Anita Martinez informed the Board that the Williamson County budget request had been submitted prior to the deadline and it would be July 22, 2009 before Health District staff can gain access to see the recommendations. She is hopeful that they will accept the budget proposal as submitted.

Motion: The Board approve the WCCHD FY 2010 Williamson County funding request.
Moved: Katherine Galloway
Seconded: Mary Faith Sterk
Vote: Approved unanimously

Agenda Item 17. Discussion and possible action regarding Operations Policies

No Board action required.

Agenda Item 18. Discussion and possible action on legislation that may impact the Health District

With regard to House Bill 3282, Kerry Russell stated that a letter to Representative Gattis offering assistance in relation to responding to concerns might be in order to clear any uncertainties. Paulo Pinto and Kathryn Kelley thanked the Board for their involvement.

Motion: The Board prepare a letter to be sent to Representative Dan Gattis stating that the Health District is available to answer any questions or address concerns.
Moved: Katherine Galloway
Seconded: Robert Stluka
Vote: Approved unanimously

Agenda Item 19. Discussion and possible action on prosecution of OSSF violations

Arlen Zander suggested that members of the Board request to meet with County Judge Dan A. Gattis in regard to current OSSF violations. He suggested that Anita Martinez arrange a meeting.

Motion: Mary Faith Sterk, Kerry Russell, Robert Stluka and Anita Martinez meet with County Judge Dan Gattis in regard to the OSSF violations.
Moved: Katherine Galloway

Seconded: Pamela Sanford
Vote: Approved unanimously

Agenda Item 20. Discussion and possible action regarding frequency of Scott D. Evans Award

Anita Martinez shared with the Board that she had polled the District Leadership Team and the staff at the spring retreat in regard to the frequency of the Scott D. Evans award. The majority of the staff was in favor of presenting the award once per year.

Motion: The Board approve the Scott D. Evans Excellence in Public Health award be presented once a year.
Moved: Kerry Russell
Seconded: Robert Stluka
Vote: Approved unanimously

Agenda Item 21. New business

Katherine Galloway shared that there are two new members on the Friends of Public Health Board. New members are Dwaine Chlapek and Danielle Cauley.

Agenda Item 23. **(taken out of order)** Set next meeting date, place, agenda (Thursday, July 9, 2009, 6:30 p.m., WCCHD Education Center, Georgetown)

Motion: To move Agenda Item 23.
Moved: Kerry Russell
Seconded: Mary Faith Sterk
Vote: Approved by acclamation

The next regular Board meeting will be Thursday, July 9, 2009, 6:30 p.m., WCCHD Education Center, Georgetown.

Agenda Item 22: The Board may recess into Executive Session at any point during the Agenda to discuss WCCHD personnel matters (as authorized by Chapter 551, Texas Government Code)

Motion: That the regular session be adjourned and the Board reconvene in executive session at 9:20 p.m.
Moved: Kerry Russell
Seconded: Mary Faith Sterk
Vote: Approved unanimously

Motion: That the executive session be adjourned and the Board reconvene in regular session at 10:02 p.m.
Moved: Mary Faith Sterk
Seconded: Florence Winkler
Vote: Approved unanimously

Motion: The Interim Executive Director, Anita Martinez, will advise Paulo Pinto in writing that he is to have no contact with any public official regarding Health District business without obtaining her prior written authorization.

Moved: Kerry Russell
Seconded: Robert Stluka
Vote: Approved unanimously

Agenda Item 24: Adjourn

Motion: Adjourn the meeting at 10:05 p.m.
Moved: Katherine Galloway
Seconded: Pamela Sanford
Vote: Approved Unanimously

Recorded by: _____
Michelle M. Broddrick

Reviewed by: _____
Katherine M. Galloway, Secretary