

**Williamson County & Cities Health District
Board of Health Meeting
Thursday, July 9, 2009, 6:30 p.m.
Health District Education Center
100 West 3rd Street, Georgetown, TX 78626**

MINUTES

Agenda Item 1. The meeting was called to order at 6:33 p.m. by Arlen Zander, Chair
Present: Mary Faith Sterk, Katherine M. Galloway, Kerry Russell,
Florence Winkler, Pamela Sanford, Arlen Zander, and Anita Martinez
Absent: Robert Stluka (excused)

Agenda Item 2. Approval of minutes, Regular Meeting, May 7, 2009

Motion: Approve minutes as presented.
Moved: Mary Faith Sterk
Seconded: Katherine Galloway
Vote: Approved unanimously

Agenda Item 3. Approval of minutes, Special Called Meetings June 3, June 8, and June 10,
2009

Motion: Approve minutes as presented.
Moved: Pamela Sanford
Seconded: Florence Winkler
Vote: Approved unanimously

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

WCCHD staff present: Anita Martinez, Cynthia Guerrero, Paulo Pinto, Jennifer Jackson, Tina Horkey, David Bastis, Mike Caudle, Ryan Moeller, Kelley Roop, William Hutchinson, Bride Roberts and Michelle Broddrick

Also present was WCCHD Health Authority, Dr. Ed Sherwood

Visitors: None present

Agenda Item 5. 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 – Mike Caudle,
- g. Epidemiology – David Bastis.

See attached Division/Program reports.

Administration report – Anita Martinez – Ms. Martinez updated the Board regarding the addition of an Accounts Receivable module for the Health District’s current accounting software. The addition is a result of the 2008 independent audit team recommendation.

Florence Winkler and Anita Martinez have been invited to attend a Hutto City Council Meeting on July 16. Ms. Martinez will present information about the Health District and answer any questions that the Council members may have.

Ms. Martinez noted the attached investment report from Vivian Wood, County Treasurer and Health District Investment Officer, states that the news from the financial communities continues to be mixed. Additionally, Ms. Martinez noted that interest income for the Health District has been less than originally projected.

Community Health Education and Social Services report – Cynthia Guerrero – Ms. Guerrero announced that although the Health District was not awarded the original St. David’s Foundation grant, that additional opportunities have been discovered to include a St. David’s Innovation grant for \$20,000 that the Health District is applying for.

Ms. Bride Roberts updated the Board on the Action Communities for Health, Innovation, and EnVironmental ChangE (ACHIEVE) grant. She reported that the ACHIEVE group consists of energetic community leaders who are very involved in the process and stated that it is a promising program. In addition to Health District staff six community members are going to Denver, Colorado for training in how to reach respective goals in this program. One of the initial goals for this series is to build the framework for the program in the Georgetown community and eventually to establish it in other communities such as Taylor and Cedar Park.

Ms. Guerrero reported that the Health District received a grant from the Department of State Health Services for Children with Special Health Care Needs Program that will go into effect September 01, 2009. This particular grant will help sustain the salary of an existing social worker.

Ms. Guerrero invited the Board of Health directors to attend the six annual School Nurses’ Conference on August 19, 2009.

Environmental Health Services report – Paulo Pinto – Mr. Pinto reported that the Health District’s business practice for many years has been to remove the charges on On-Site Sewage Facility (OSSF) violations when the violations were corrected before the impending court date. However Jim Loyd, Environmental Services staff member, was recently subpoenaed to Judge Hobbs office and reported that she does not wish for the charges to be dropped from this point forward even if compliance has been made. Other Justice of the Peace offices have not expressed the same desire. Following the discussion Arlen Zander requested that Mr. Pinto and Ms. Martinez draft a letter to all of the Justice of the Peace offices and to the County Attorney’s office in an effort to ensure that the Health District has a uniform response in all areas of the county. Mr. Russell requested that the letter be presented to the Board for approval.

Mr. Pinto discussed the permitting and inspecting of concession stands and other similar venues. After some discussion it was agreed that this topic would be placed on the agenda at a later date.

Public Health Nursing report – Jennifer Jackson – Ms. Jackson stated that the Georgetown Independent School District Health Advisory Board has a “get fit Georgetown” program. The program is for students and parents to help them get fit for the next school year. There was discussion about the H1N1 virus.

WIC and Community Nutrition report – Tina Horkey – Ms. Horkey reported that for June 2009, WIC served 8,150 clients. Additionally she invited the Board to attend two upcoming outreach events. Kelley Roop is organizing the Community Nutrition Intervention and Bone Health event on July 27, 2009. The second event is the World Breastfeeding Awareness Family Fun Run/Walk on August 01, 2009. It is a 1.7 mile walk in Southwest Regional Park. Tina Horkey was pleased to announce that she was able to negotiate for Williamson County employees to earn Wellness points for both events.

Emergency Preparedness report – Mike Caudle – Mr. Caudle reported that he and Ryan Moeller were working on preparedness and response plans and standard operating guidelines. They have both completed various training requirements on emergency preparedness thus far. Mr. Caudle reported that a mini point of dispensing (pod) exercise was taking place on July 17. On October 21 there will be a one-day table top exercise for the Strategic National Stockpile Point of Dispensing (SNS POD) followed by a full-scale POD exercise on October 23 that will involve Health District and County employees as well as other first responder organizations.

Epidemiology report – David Bastis – Mr. Bastis reported that the next website update will reflect 378 cases of Pertussis in Williamson County. He reported that the Health District and other organizations have done a great job of raising awareness and more outbreak information is available due to education and lab testing. Mr. Bastis also reported that the cocooning project is slowly progressing. Dr. Ed Sherwood reported that the cocooning project is stressing the importance of nursing staff or medical staff having DTAP if they were going to be in contact with babies. Mr. Bastis recognized Bekki Tapia for fielding the calls and handling the associated research on the potential Pertussis cases. Additionally, Mr. Bastis reported that at the time there were 41 cases of H1N1 virus in Williamson County and 6 suspected case of Typhus.

Agenda Item 6. Health District update – Anita Martinez

Ms. Martinez informed the Board that the Community Access to Child Health (CATCH) implementation grant called “Get Fit Williamson County” was awarded. Ms. Guerrero and her staff partnered with Dr. Jennifer Helmcamp, a local pediatrician, on this project that is geared to increase physical activity and improve nutrition among children 6-15 diagnosed as overweight by their physician or school nurse.

Agenda Item 7. Discussion and possible action on revision to food purveyor permit fees

Ms. Martinez stated that information in the sale of yard eggs was presented at the May 07, 2009 Board of Health meeting. After further discussion and research, it was determined that these types of sales should be categorized as seasonal permits which is a lesser fee than previously collected. These particular inspections are not as involved and do not require as much staff time.

Motion:	That the Board consider and approve an annual permit fee of \$35.00 for the sale of yard eggs and the sale of low risk foods such as ice cream and glazed nuts from push carts.
Moved:	Katherine Galloway
Seconded:	Kerry Russell
Vote:	Approved unanimously

Agenda Item 8. Discussion and possible action regarding approval of grants and contracts

Ms. Martinez reported that although the Health District has received numerous letters of notification stating that FY10 awards have been approved that to date the only executed contract received is for the Preparedness Discretionary Funds grant.

Contract to be authorized:
Texas Department of State Health Services
Contract #2009-031291-001
Community Preparedness Section/Bioterrorism Discretionary Fund Projects
\$29,398 for the period 6/01/2009 through 11/30/2009

Motion: To authorize Anita Martinez, Interim Executive Director, identified as the authorized representative of WCCHD, to bind this organization under this contract.
Moved: Mary Faith Sterk
Seconded: Pamela Sanford
Vote: Approved unanimously

Agenda Item 9. Discussion and possible action regarding FY 2009 budget

Ms. Martinez reported that the fiscal report includes data revisions through the end of May and accounts for special projects for Emergency Preparedness, the ACHIEVE grant and a rebate from TML. Additionally, she reported that unfortunately interest income is lower than originally projected.

Motion: That the Board approve the revised FY 2009 budget as presented.
Moved: Katherine Galloway
Seconded: Florence Winkler
Vote: Approved unanimously

Agenda Item 10. Discussion and possible action on the prosecution of On-Site Sewage Facility (OSSF) violations

Motion: Mary Faith Sterk and Kerry Russell will approach the County Judge that the Board is prepared to bring the OSSF violation to Commissioner's Court with a recommendation to hire a special prosecutor.
Moved: Katherine Galloway
Seconded: Pamela Sanford
Vote: Approved unanimously

Motion: That a letter be prepared for Justices of the Peace soliciting their input on establishing a uniform written protocol regarding the OSSF and floodplain cases in their courts.
Moved: Kerry Russell
Seconded: Mary Faith Sterk
Vote: Approved unanimously

Agenda Item 11. Discussion and possible action regarding social security referendum process

Ms. Martinez reported that during a recent employment tax compliance review by the Internal Revenue Service, the Health District was advised to use our own employer identification number for generating our payroll. Historically, the Williamson County Auditor's office has processed the Health District's payroll using the county identification number. Ms. Martinez reported that Administration has been working closely with the Internal Revenue Service, the Social Security Administration and the Williamson County Auditor's office on the required paperwork and ultimate resolution. We are required to complete an Error Modification Agreement and we will have to do a majority choice referendum election as part of the process. Ms. Martinez also added

that nothing is expected to change with the staff's social security records or respective retirement accounts and that the County Auditor's office still plans to process the Health District's payroll. A transition date of January 01, 2010 is projected.

Motion That the Board approve WCCHD Administration moving forward with this process as recommended by the Internal Revenue Service.
Moved: Kerry Russell
Seconded: Mary Faith Sterk
Vote: Approved unanimously

Agenda Item 12. Discussion and possible action regarding Operations Policies

No board action is required.

Agenda Item 15. (taken out of order) New business

Motion: To move Agenda Item 15.
Moved: Mary Faith Sterk
Seconded: Pamela Sanford
Vote: Approved by acclamation

Ms. Bride Roberts reported that every August the Health District presents at Commissioner's Court on recommended elective options for the County Indigent Health Care Program (Wilco Care) along with a recommendation to continue providing services to persons whose income is no higher than 25% of the federal poverty level, or FPL (statewide minimum is 21% FPL). The State guidelines require that the county act on these measures and report to the state office prior to the start of the new fiscal year. Ms. Roberts described the process in previous years and stated that in years past the Health District had requested to pay Federally Qualified Health Centers (FQHC) the preferred Medicaid rate. For the last eight years, this rate has applied. It was initially intended to support development of FQHC services in the county. At this point the Health District would like to propose that the Court pay a fixed rate of \$80 per visit to all contracted Wilco Care providers for primary care services provided to Wilco Care patients. Ms. Cynthia Guerrero will be prepared with figures that will support the per visit reimbursement request.

Mary Faith Sterk commented that moving forward will help the Health District prepare for the future and was encouraged in terms of the relationships that will be built.

Agenda Item 16. (taken out of order) Set next meeting date, place, agenda (Thursday, September 3, 2009, 6:30 p.m., WCCHD Education Center, Georgetown)

Motion: To move to Agenda Item 16.
Moved: Kerry Russell
Seconded: Mary Faith Sterk
Vote: Approved by acclamation

The next regular Board meeting will be Thursday, September 3, 2009, 6:30 p.m., WCCHD Education Center, Georgetown.

Agenda Item 14: 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)

Mr. Robert Stluka participated in the executive session via teleconference call.

Motion: That the regular session be adjourned and the Board reconvene in executive session at 8:27 p.m.
Moved: Kerry Russell
Seconded: Katherine Galloway
Vote: Approved unanimously

Motion: That the executive session be adjourned and the Board reconvene in regular session at 10:20 p.m.
Moved: Mary Faith Sterk
Seconded: Pamela Sanford
Vote: Approved unanimously

Agenda Item 13. Discussion and possible action to consider applicants interviewed for the Executive Director position

Motion That the Board extend the offer of the Executive Director position including local health authority role to William “Chip” Riggins, Jr., MD, MPH, and authorize Arlen Zander, Board Chair, to negotiate in the salary range of \$160,000 - \$165,000 and to offer 15 hours per month annual leave accrual.
Moved: Kerry Russell
Seconded: Robert Stluka
Vote: Approved unanimously

Agenda Item 17: Adjourn

Motion: Adjourn the meeting at 10:35 p.m.
Moved: Katherine Galloway
Seconded: Florence Winkler
Vote: Approved unanimously

Recorded by: _____
Michelle M. Broddrick

Reviewed by: _____
Katherine M. Galloway, Secretary